

2006 Budget

Hometown Hoquiam
Keeping it all moving forward...

**City of Hoquiam
2006 Budget
Table of Contents**

Mayor's Budget Message

BUDGET SUMMARY SECTION

Budget Ordinance	1
Schedule of Sources and Uses-City Wide	4
General Fund Uses by Expense Category Graph	6
General Fund Expenditures by Department Graph	7
Budget Comparison with 2005	8
Distribution of Property Taxes.....	10
General Property Tax Levy	11
General Fund Revenues.....	12
Sales Tax Equalization.....	13
City Organizational Chart.....	14
Schedule of Staff by Function Graph.....	15
Schedule of Staff Full Time Equivalents.....	16
Salary Schedule.....	17

BUDGET DETAIL SECTION

Departmental Budgets

001 General Fund	1
Legislative	2
Municipal Court	3
Finance	5
Legal.....	7
Civil Service	8
City Hall & Buildings	8
Electrical	10
Police	12
Fire	14
Animal Control	16
Public Works	18
Special Police Funds (Drug Task Force)	25
Library	26
Parks and Recreation	28
Economic Development	30
911 Program	30
005 Stadium Field Loan Repayment	31
101 Cemetery	32
102 Mausoleum	34

**City of Hoquiam
2006 Budget
Table of Contents**

103 Cemetery Equipment Reserve	34
104 Cemetery Preneed	35
105 Parks & Recreation Special Projects	35
106 Street	36
107 Arterial Street	38
108 Paths and Trails	38
109 Ambulance	39
112 Stadium/Tourism	41
114 Cumulative Reserve – General Capital Programs	41
130 Community Development Repay	42
205 1995 Refunding Bond	43
209 2001 Fire Truck Bond	43
213 1989 LTD General Obligation – City Hall Renovation	44
302 Sidewalk Construction	44
401 Current Water/Sewer/Storm	
Water Department	45
Sewer Department	47
Storm	49
402 Watershed Reserve	51
417 Landfill Postclosure	52
501 Equipment Rental	53
505 Equipment Rental Reserve	55
520 Medical/Dental	56
522 Unemployment	56
611 Firemen’s Pension	57

MAYOR'S BUDGET MESSAGE – 2006

“Hometown Hoquiam-Keeping it all Moving Forward”

Dear Citizens,

The 2006 budget reflects the hard work and effort made over the last year by the City Council, City management, and staff in our effort to provide quality services for our citizens with limited financial resources. This year's budget - titled “Hometown Hoquiam-Keeping it all Moving Forward” - focuses on improving our community and is based upon the priorities of our citizens and businesses as identified in the Hometown Hoquiam Project.

Completed in 2005, The Hometown Hoquiam Project was our community-wide strategic planning process. Involving approximately 250 citizens of Hoquiam as well as our business community, it defines our challenges as a community and develops a strategy to deal with them.

In 2006, the City of Hoquiam will provide leadership, City and grant resources to address the following specific issues that have been identified:

- Economic, waterfront, and downtown development.
- Improvement in the safety and appearance of our neighborhoods.
- Expansion of new housing opportunities.
- Joining with our partners in the cities of Aberdeen and Cosmopolis, Grays Harbor County, Port of Grays Harbor, Grays Harbor Economic Development Council, Grays Harbor Council of Governments and the Public Development Authority of Grays Harbor to begin a combined effort to deal as a single community with economic restructuring.

2005 at a Glance

This document reflects the significant changes that occurred in 2005 – the hiring of a city administrator, securing funding to complete the Train Depot, the restructuring of utility rates, and the sale of the aquatic center.

Hiring a City Administrator: In July, the City reinstated the City Administrator position that had gone unfilled for 9 years. This significant restructuring of our management team had immediate results in bringing the departments together to better address the issues facing the City. The City Administrator, under my direction, will implement the Hometown Hoquiam goals and objectives and will also assist in improving communications with our citizens and among our employees.

Train Depot: In August, the City was awarded a \$558,000 grant to finish the historic Hoquiam Train Depot. The grant will allow the City to complete the interior and exterior of the facility. Once expense projections are finalized, a supplemental budget will be prepared to include this project in the 2006 budget. Further, the depot's grand opening in August, 2006, will coincide with the first On Track Art Festival. It will be the centerpiece of our efforts next year to begin the addition of the "creative economy" component to our Hoquiam business community.

The Restructuring of Utility Rates: In what I feel is the single most important issue undertaken in 2005, the City in September made a historic commitment to future generations of Hoquiam residents with the restructuring of our utility rates. The new rates established were designed to treat all customers fairly and set aside funding for the approximately \$18,000,000 in capital improvements necessary over the next 10 years in the water, sewer and storm water utilities. Over time, the new rates will make the City less dependent on the watershed to fund operations and will allow us to update or replace our 5 mile water transmission line, update our various pump stations and treatment plants, and replace our under-river sewer line. This effort could not have been possible without the hard work and contributions of our finance department and public works foremen. Also extremely significant is the City Council's leadership in rejecting the easy political solutions that have allowed our utility infrastructure to atrophy over the years.

The Sale of the Aquatic Center: In October, the City Council sold the aquatic center to a local, internet-based, athletic clothing manufacturer – LD Comfort. This sale is a major win for the City as we have eliminated a financial liability while gaining a new business, which will provide jobs and City revenue.

2006 Budget Overview

The total City budget for 2006 is \$13,907,555 (before reserves), which is an 8.4% increase from the prior year. The General Fund budget increased by 4%.

Budget Recap:	<u>2005</u>	<u>2006</u>	<u>Difference</u> <u>Increase (decrease)</u>
Ending Fund Balance	\$ 4,999,360	\$ 3,777,580	\$ (1,221,780)
Capital Outlay/Other Requests	\$ 893,550	\$ 1,556,450	\$ 662,900
Operating Expenditures	\$ 13,056,895	\$ 14,059,555	\$ 1,002,660
Total Expenditures	\$ 18,949,805	\$ 19,393,585	\$ 443,780

The 2006 budget was developed based on the following information:

Expenditures:

- We do not plan to add any positions in 2006. The part time public works assistant position will not be replaced when the current employee retires. The

City's labor contracts were re-negotiated in 2005 and include a 2% cost of living increase for all employees.

- Health insurance premiums are estimated to rise 12% which amounts to an increase in premium costs city-wide of \$160,860. In 2005, the City Administrative group began cost sharing 5% of health insurance premiums for dependents.
- Property insurance is estimated to increase 3%, while liability insurance is expected to decrease 13%. This amounts to a citywide decrease of \$23,000. Staff is working with two other municipal insurance providers to evaluate alternatives that would be available to us in 2007 for even further reductions in premium costs.
- 911 program costs decreased \$21,700 from the prior year; 14% of these costs are attributable to the Ambulance Fund, while the balance is the General Fund obligation.
- Significant Capital Outlay for the City includes approximately \$1.2 million in improvements to the water, sewer and storm system, four (4) new police vehicles, a new ambulance and minor improvements to City Hall. The infrastructure projects will be funded with proceeds from the 2005 Timber Sale.

Revenues:

General Funds

- Property taxes increased at the 1% statutory limit, though our total assessed value actually increased by approximately \$412,000 over last year.
- Overall, tax revenues are estimated to increase by 3%, or \$122,000 primarily due to sales tax and B&O tax increases. Note: Electrical utility taxes are down by about \$25,000 from prior year due to a large industrial customer, who is now generating their own power.
- Intergovernmental revenues are estimated to be up by 20% primarily due to receipt of the Local Government Assistance funding estimated at \$85,000 for the year.
- Fines & Forfeitures are estimated at a reduction of \$34,950 or 29%, primarily due to loss in court traffic penalties and other criminal traffic miscellaneous penalties.
- Miscellaneous revenues are up by 14%, primarily due to increasing interest rates

Utility Funds:

Rates are expected to increase by 9.9% in water; no increase for sewer; and no increase to the storm water utility.

Cemetery Fund:

The General Fund will be subsidizing the fund by approximately \$23,000 to cover operations. Historically we have done internal loans to fund the Cemetery shortfall but I feel it more prudent to recognize that the General Fund will have to subsidize the cemetery. We will be increasing fees for services early next year to reduce this subsidy as much as we can.

Various Funds:

I have instructed staff to evaluate all of our charges for services in all departments – from charges for fingerprinting in the police department to increasing the cost to activate new utility accounts, to increasing fees for use of Olympic Stadium and the various ball fields. I will bring forward specific recommendations for the Council early in 2006.

Focusing on The Future

Economic, Waterfront, and Downtown Development: In 2006, the City will develop strategic marketing plans to promote both general economic development within the City and specific programs for the waterfront and downtown development. The Community Services Department will provide leadership and support to the business community as we work together to implement the practical vision plan identified in the Hometown Hoquiam Report. In August, the City will complete the renovation of the Historic Train Depot which will have a significant positive economic impact on downtown and the City overall. Sidney's Casino is planning for a new 12,000 square foot facility which opens late next year and will be a major economic boost for our east side businesses and the City as a whole.

Improving Safety and Appearance of our Neighborhoods: In 2006, the City will begin several programs while strengthening others to improve the safety and appearance of our neighborhoods. The Police Department will launch both the Explorer and Volunteers in Police Programs, which will utilize volunteers to enhance community policing. The Building and Code Compliance Department will continue the NICER (Neighborhoods in Community Embrace and Revitalize) program, which builds community pride by improving the appearance of our community through nuisance abatement and code compliance. New in 2006, the City's Animal Control Officer will have additional duties to assist with removal of junk vehicles and parking enforcement.

Expanding New Housing Opportunities. In 2006, the City will work closely with potential new developers as well as the Summerhaven owners to create new housing opportunities. Summerhaven is beginning an aggressive marketing campaign to fill the remaining 60 vacant lots in the subdivision which will bring a big boost to both Hoquiam business and the City.

Challenges Ahead

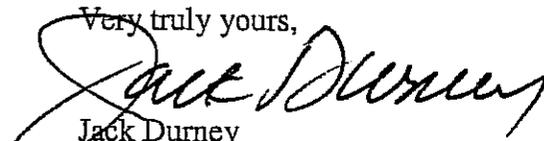
As this cover letter was being drafted, our community received a blow by the announcement of the closure of Weyerhaeuser's large log sawmill in Aberdeen and their pulp mill in Cosmopolis. In an announcement from corporate headquarters in Federal Way, the company attributed this to lack of profitability and the need to "unlock the Weyerhaeuser portfolio" and "to improve shareholder value". These statements were appallingly insensitive to our community. I am pleased that Governor Gregoire has offered her leadership and financial resources to assist with a feasibility study to find a buyer for the pulp mill and to encourage the company to expand its other saw mill. While the financial impact of these closures to our city is not as certain as it is to Cosmopolis and Aberdeen, it still makes us mindful of the need to manage our resources closely. Moreover, it reminds us of the need for diversification of our economy and the need to encourage rather than impede business expansion. But more importantly, it also reminds us that there are Weyerhaeuser employees and others in Hoquiam who face great uncertainty in their future. It is our duty to continue our effort to expand employment opportunities right here in Hoquiam.

Regarding the use of reserves, we have significantly reduced the amount needed to balance the budget when compared to last year. The 2005 activity required \$79,000 from reserves, with \$32,000 of that subsidizing the Cemetery Fund. In 2006 we forecast the use of approximately \$156,000 (\$23,000 of which is for the cemetery.) We still must proceed cautiously until our revenue growth catches up with expenditures. Our future does look brighter with new investments in our community from Sidney's Casino, LD Comfort, Summerhaven, a number of small one- and two-person businesses, and a possible major expansion of Westport Shipyard.

In conclusion, 2006 is a year to "*Keep it all Moving Forward.*" This year, I believe we have truly laid a foundation for growth and improvement in our community. Issues and problems that have plagued Hoquiam and Grays Harbor over the years will be left in the past as we move forward with innovative ideas and positive attitudes to strengthen Hometown Hoquiam.

It is an honor to serve with each of you during these exciting times.

Very truly yours,


Jack Durney
Mayor

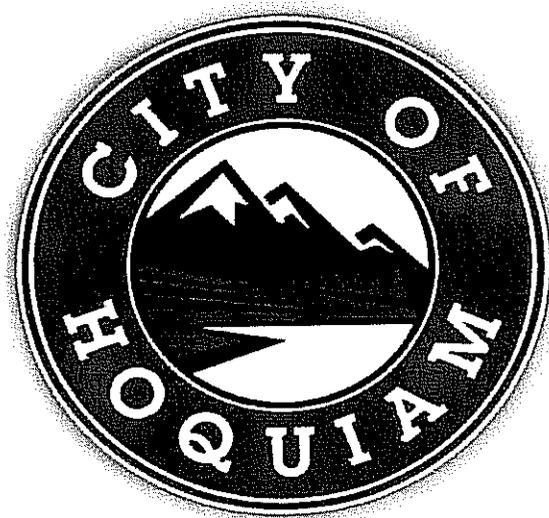
CITY OF HOQUIAM

2006 Budget Summary

Non-Charter Code City

Incorporated 1890

Population 8875



THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 354

LECTURE 1

STATISTICAL MECHANICS



ORDINANCE NO. 05-31

AN ORDINANCE adopting the annual budget of the City of Hoquiam, Washington, for the fiscal year 2006.

THE CITY COUNCIL OF THE CITY OF HOQUIAM, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The annual budget of the City of Hoquiam for the fiscal year 2006, as fixed and determined in the preliminary budget for the year 2006 and revised by the City Council as the final budget for the City of Hoquiam for 2006, is hereby adopted.

Section 2. The total of estimated revenues and expenditures for each separate fund of the City and the aggregate totals for all such funds combined as set out in the final budget are set forth and shown on the following schedule:

CITY OF HOQUIAM 2006 BUDGET

<u>FUND TITLE</u>	<u>TOTAL REVENUE/ EXPENDITURE</u>
General Fund Departments:	
Ending Balance-Regular	\$ 759,450
Ending Balance-Drug Fund	6,000
Ending Balance-Restricted Court	3,000
Operating Transfer to Ambulance	490,000
Operating Subsidy to Cemetery	23,385
Legislative	106,955
Municipal Court	146,055
Finance	190,150
Legal	106,000
Civil Service	2,625
City Hall & Buildings	107,790
Electrical	190,710
Police	1,862,440
Fire	741,670
Animal Control	65,405
Public Works	168,640
Police Dept Special Funds	111,625
Library	188,045
Parks & Community Services	339,280
Economic Development	31,180
911	70,220
Total General Fund	\$ 5,710,625
Stadium Field Loan Repayment	34,000
Cemetery	180,960
Mausoleum	134,825
Cemetery Equipment Reserve	12,000
Cemetery Preneed	253,000

**THIS PAGE LEFT BLANK
INTENTIONALLY**

**City of Hoquiam
2006 Schedule of Sources and Uses**

<u>Fund Type & Dept.</u>	<u>Estimated Sources</u>	<u>Estimated Uses</u>	<u>Net Source (Use)</u>	<u>Est. Beginning Fund Balance</u>	<u>Ending Fund Balance</u>
General Fund					
Legislative Department	\$	106,955			
Municipal Court Department		146,055			
Finance Department		190,150			
Legal Department		106,000			
Civil Service Department		2,625			
City Hall & Buildings Department		107,790			
Electrical Department		190,710			
Police Department		1,862,440			
Fire Department		741,670			
Animal Control Department		65,405			
Public Works Department		168,640			
Police Special Funds		111,625			
Library		188,045			
Parks/Community Services Dept.		339,280			
Economic Development Dept.		31,180			
911 Program		70,220			
Transfer to Ambulance Fund		490,000			
Transfer to Cemetery Fund		23,385			
Total General Fund	\$ 4,763,125	\$ 4,942,175	\$ (179,050)	\$ 947,500	\$ 768,450
Special Use General Funds					
Stadium Field Loan Repyt	\$ 34,000	\$ 34,000			
Total Special Use General Funds	\$ 34,000	\$ 34,000	\$ -	\$ -	\$ -
Special Revenue Funds					
Cemetery	\$ 180,960	\$ 180,960	\$ -	\$ -	\$ -
Mausoleum	20,825	19,175	1,650	114,000	115,650
Cemetery Equip Reserve	1,500	-	1,500	10,500	12,000
Cemetery Preneed	22,000	2,000	20,000	231,000	251,000
Street	273,070	274,070	(1,000)	40,220	39,220
Arterial Street	70,000	66,330	3,670	123,650	127,320
Paths & Trails	1,225	5,000	(3,775)	5,660	1,885
Ambulance	1,372,000	1,363,465	8,515	135,000	143,515
Stadium/Tourism	13,000	7,000	6,000	-	6,000
Cum Res-Gen'l Capital	55,000	25,000	30,000	278,000	308,000
Community Devel Repay	5,960	42,600	(36,640)	166,000	129,360
Total Special Revenue Funds	\$ 2,015,540	\$ 1,985,620	\$ 29,920	\$ 1,104,030	\$ 1,133,950

Loss includes the following:
 General Fund \$160,550
 Court Restricted Funds \$1,000
 DTF Restricted Funds \$17,500

**City of Hoquiam
2006 Schedule of Sources and Uses**

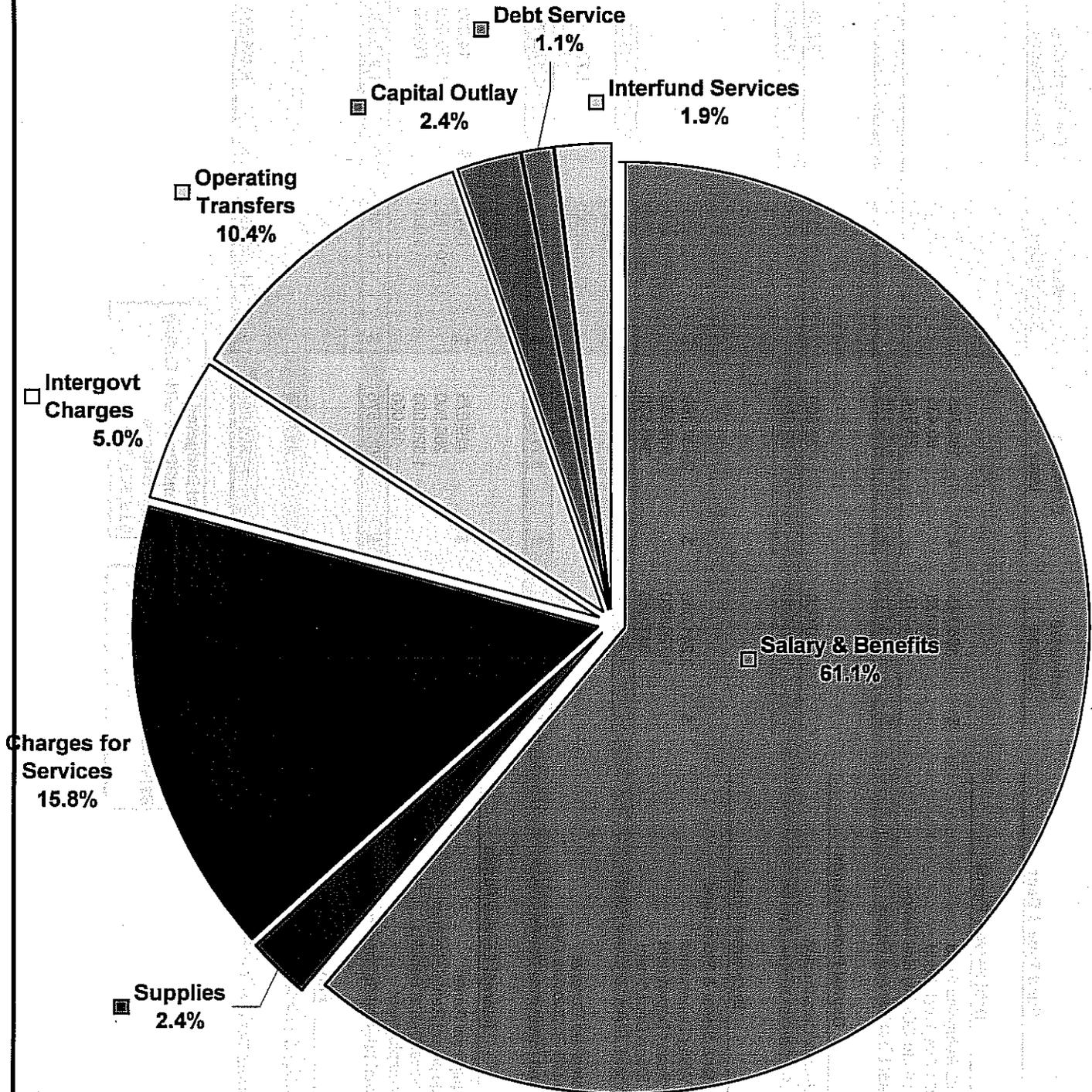
<u>Fund Type & Dept.</u>	<u>Estimated Sources</u>	<u>Estimated Uses</u>	<u>Net Source (Use)</u>	<u>Est. Beginning Fund Balance</u>	<u>Ending Fund Balance</u>
Debt Service Funds					
1995 Refunding Bond	\$ 185,765	\$ 185,765	-	-	-
2001 Fire Truck Bond	90,435	90,435	-	-	-
1989 Ltd GO-City Hall Renov	28,915	28,915	-	-	-
Total Debt Service Funds	\$ 305,115	\$ 305,115	-	-	-
Capital Project Funds					
Sidewalk Construction	30,000	32,500	(2,500)	2,500	-
Total Capital Project Funds	30,000	32,500	(2,500)	2,500	-
Enterprise Funds					
Water & Sewer & Storm Fund					
Water Department	\$ 2,241,090	\$ 2,137,160	\$ 103,930	-	-
Sewer Department	1,726,920	1,586,300	168,620	-	-
Storm Department	342,680	383,530	(40,850)	-	-
Water & Sewer & Storm Fund	4,310,690	4,078,990	231,700	65,000	296,700
Watershed Reserve					
Landfill Postclosure Oper	10,000	1,632,290	(1,632,290)	1,774,000	141,710
Total Enterprise Funds	\$ 4,320,690	\$ 5,772,770	\$ (1,452,080)	\$ 2,179,000	\$ 726,920
Internal Service Funds					
Equipment Rental	\$ 430,520	\$ 429,075	\$ 1,445	\$ 14,000	15,445
Equipment Rental Reserve	185,315	286,500	(101,185)	1,179,000	1,077,815
Medical/Dental Benefits	1,315,000	1,320,000	(5,000)	60,000	55,000
Unemployment	15,000	15,000	-	-	-
Total Internal Service Funds	\$ 1,945,835	\$ 2,060,575	\$ (104,740)	\$ 1,253,000	\$ 1,148,260
Fiduciary Funds					
Police & Fire Retiree Benefits	\$ 493,250	\$ 493,250	-	-	-
Grand Total All Funds	\$ 13,907,555	\$ 15,616,005	\$ (1,708,450)	\$ 5,486,030	\$ 3,777,580

Total Budgeted Expenditures with Ending Fund Balance \$19,393,585

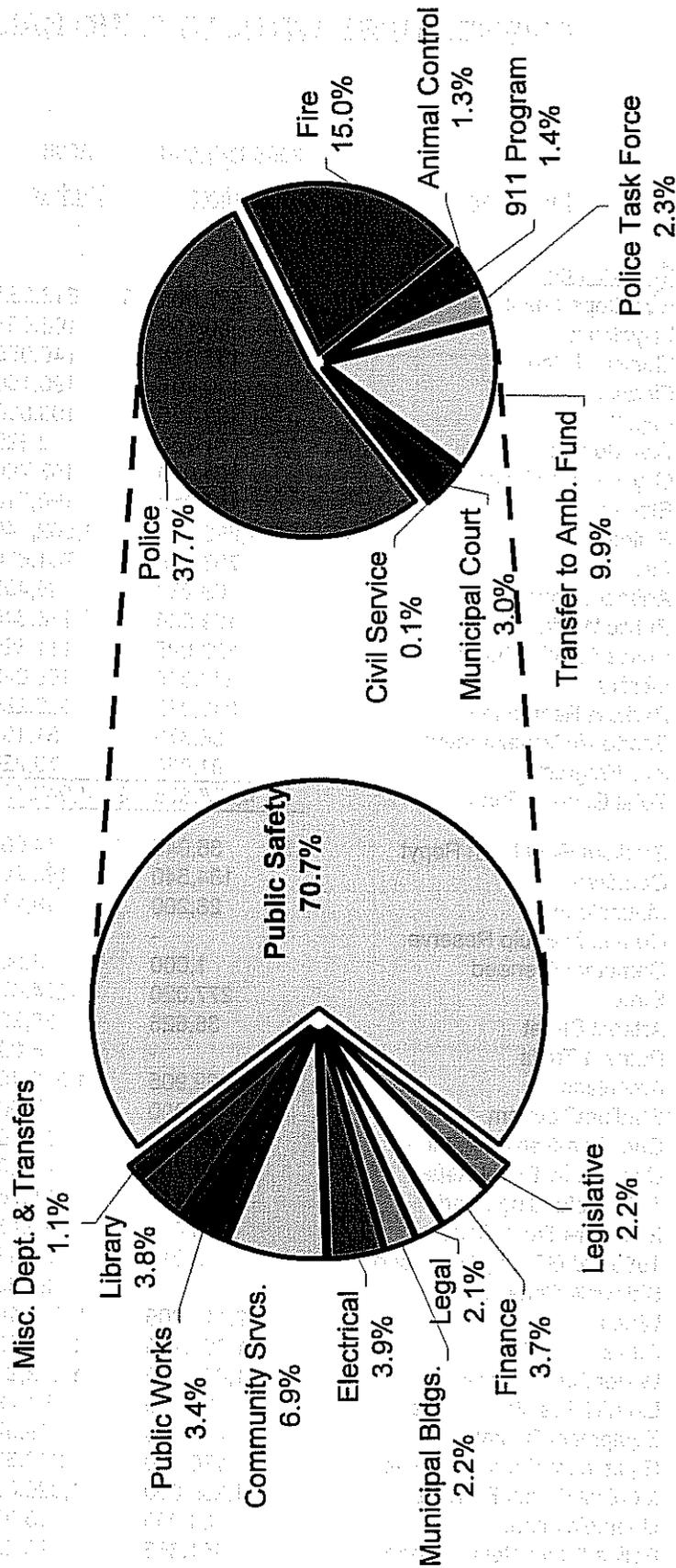
Total Budgeted Revenues with Beginning Fund Balance \$19,393,585

City of Hoquiam 2006 Budget

General Fund Uses By Expense Category (without ending fund balance)



2006 General Fund Expenditures by Department



City of Hoquiam
2006 Budget Compared to 2005 Original Budget

EXPENDITURES WITHOUT FUND BALANCES

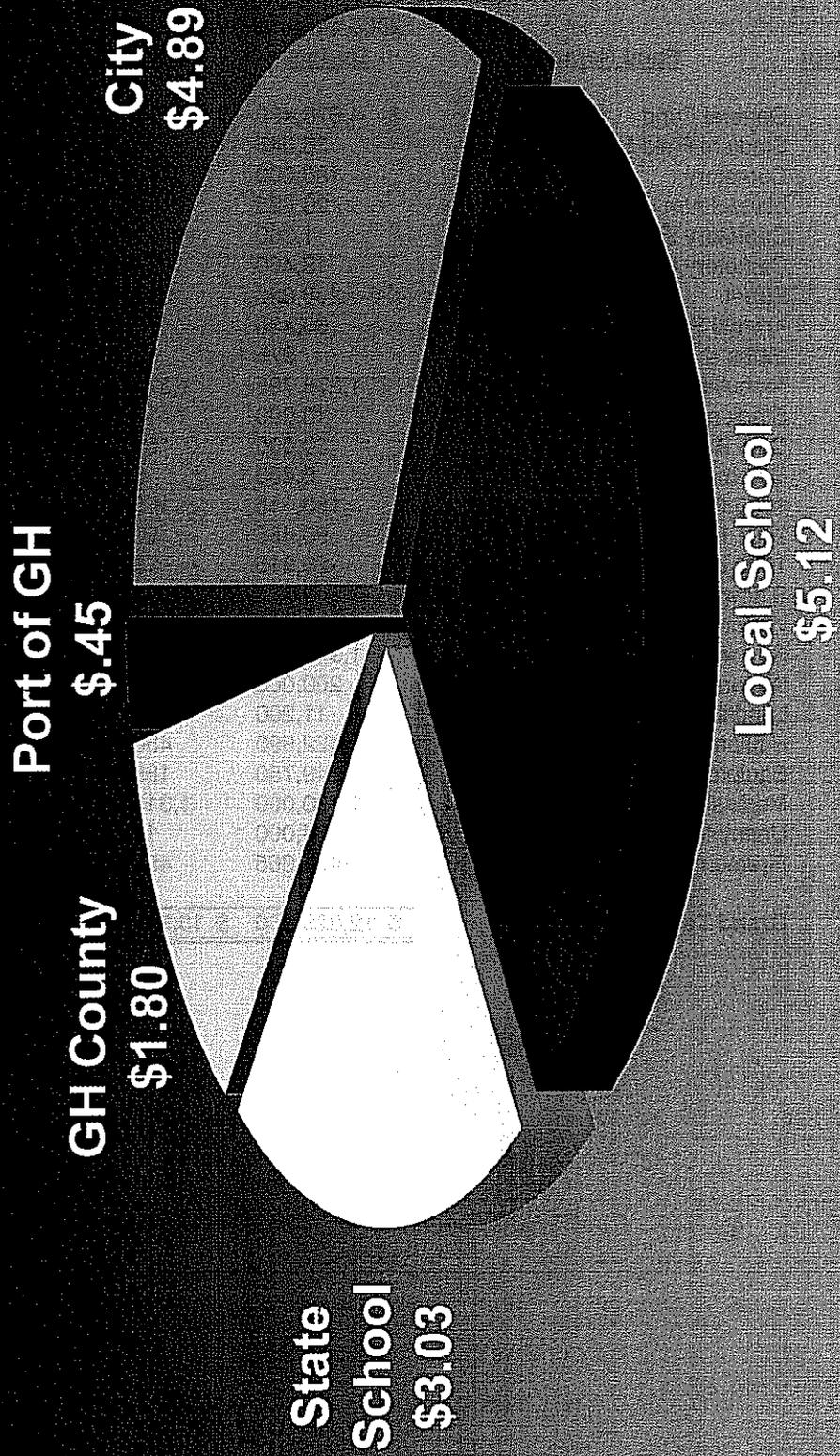
<u>Fund</u>	<u>Dept</u>	<u>Fund Name</u>	<u>2005 Original Budget</u>	<u>2006 Budget</u>	<u>Difference Incr. (Decr.)</u>	<u>% Increase</u> <u>% -Decrease</u>
		<u>General Fund</u>				
001	00	Non-Departmental	\$ 480,000	\$ 513,385	\$ 33,385	7.0%
	01	Legislative	90,160	106,955	\$ 16,795	18.6%
	02	Municipal Court	157,335	146,055	\$ (11,280)	-7.2%
	03	Finance	178,405	190,150	\$ 11,745	6.6%
	04	Legal	99,395	106,000	\$ 6,605	6.6%
	05	Civil Service	1,750	2,625	\$ 875	50.0%
	06	City Hall & Buildings	101,650	107,790	\$ 6,140	6.0%
	07	Electrical	181,010	190,710	\$ 9,700	5.4%
	08	Police	1,693,650	1,862,440	\$ 168,790	10.0%
	09	Fire	753,425	741,670	\$ (11,755)	-1.6%
	10	Animal Control	63,260	65,405	\$ 2,145	3.4%
	11	Public Works	189,500	168,640	\$ (20,860)	-11.0%
	15	Police Special Funds	127,025	111,625	\$ (15,400)	-6.4%
	16	Library	242,375	188,045	\$ (54,330)	-16.0%
	17	Parks & Recreation	340,315	339,280	\$ (1,035)	-2.8%
	23	Economic Development	36,670	31,180	\$ (5,490)	-15.0%
	91	911 Program	91,950	70,220	\$ (21,730)	-23.6%
001		Total General Fund	\$ 4,827,875	\$ 4,942,175	\$ 114,300	2.4%
005		Stadium Field Loan Repyt	\$ 36,045	\$ 34,000	\$ (2,045)	-5.7%
101		Cemetery	184,540	180,960	(3,580)	-1.9%
102		Mausoleum	28,200	19,175	(9,025)	-32.0%
103		Cemetery Equip Reserve	-	-	-	-----
104		Cemetery Pread	1,000	2,000	1,000	100.0%
106		Street	277,020	274,070	(2,950)	-1.1%
107		Arterial Street	36,625	66,330	29,705	81.1%
108		Paths & Trails	-	5,000	5,000	-----
109		Ambulance	1,269,905	1,363,485	93,580	7.4%
112		Stadium/Tourism	13,000	7,000	(6,000)	-46.2%
114		Cum Res-Gen'l Capital	65,000	25,000	(40,000)	-61.5%
130		Community Devel Repay	42,700	42,600	(100)	-0.2%
205		1995 Refunding Bond	183,115	185,765	2,650	1.4%
209		2001 Fire Truck Bond	90,435	90,435	-	0.0%
213		1989 Ltd GO-City Hall Renov	28,915	28,915	-	0.0%
302		Sidewalk Construction	-	32,500	32,500	-----
401		Water	2,115,205	2,137,160	21,955	1.0%
401		Sewer & Storm	1,397,155	1,941,830	(1,397,155)	-100.0%
402		Watershed Reserve	1,046,360	1,632,290	585,930	56.0%
417		Landfill Postclosure Oper	65,050	61,490	(3,560)	-5.5%
501		Equipment Rental	418,525	429,075	10,550	2.5%
505		Equipment Rental Reserve	170,000	286,500	116,500	68.5%
520		Medical/Dental Benefits	1,205,000	1,320,000	115,000	9.5%
522		Unemployment	34,000	15,000	(19,000)	-55.9%
611		Police & Fire Retiree Benefits	451,665	493,250	41,585	9.2%
		Grand Total All Funds	\$ 13,987,335	\$ 15,616,005	\$ (313,160)	-2.2%

City of Hoquiam
2006 Budget Compared to 2005 Original Budget

REVENUES WITHOUT FUND BALANCES

<u>Fund</u>	<u>Dept</u>	<u>Fund Name</u>	<u>2005 Original Budget</u>	<u>2006</u>		<u>Difference Incr. (Decr.)</u>	<u>% Increase % -Decrease</u>
				<u>Preliminary Budget</u>			
001		General Fund	\$ 4,578,430	\$ 4,763,125	\$ 184,695	4.0%	
005		Stadium Field Loan Repyt	36,045	34,000	(2,045)	-5.7%	
101		Cemetery	180,200	180,960	760	0.4%	
102		Mausoleum	20,825	20,825	-	0.0%	
103		Cemetery Equip Reserve	1,300	1,500	200	15.4%	
104		Cemetery Preneed	18,400	22,000	3,600	19.6%	
106		Street	238,020	273,070	35,050	14.7%	
107		Arterial Street	60,430	70,000	9,570	15.8%	
108		Paths & Trails	975	1,225	250	25.6%	
109		Ambulance	1,278,795	1,372,000	93,205	7.3%	
112		Stadium/Tourism	13,000	13,000	-	0.0%	
114		Cum Res-Gen'l Capital	30,000	55,000	25,000	83.3%	
130		Community Devel Repay	8,000	5,960	(2,040)	-25.5%	
205		1995 Refunding Bond	183,115	185,765	2,650	1.4%	
209		2001 Fire Truck Bond	90,435	90,435	-	0.0%	
213		1989 Ltd GO-City Hall Renov	28,915	28,915	-	0.0%	
302		Sidewalk Construction	-	30,000	30,000	-----	
401		Water Department	2,142,920	2,241,090	98,170	4.6%	
401		Sewer & Storm	1,359,440	2,069,600	710,160	52.2%	
402		Watershed Reserve	200,000	-	(200,000)	-100.0%	
417		Landfill Postclosure Oper	11,200	10,000	(1,200)	-10.7%	
501		Equipment Rental	422,990	430,520	7,530	1.8%	
505		Equipment Rental Reserve	249,750	185,315	(64,435)	-25.8%	
520		Medical/Dental Benefits	1,190,000	1,315,000	125,000	10.5%	
522		Unemployment	34,000	15,000	(19,000)	-55.9%	
611		Firemen's Pension	451,665	493,250	41,585	9.2%	
Grand Total All Funds			\$ 12,828,850	\$ 13,907,555	\$ 1,078,705	8.4%	

Distribution of Property Taxes Paid by Hoquiam Resident (per \$1,000 AV)



**City of Hoquiam
2006 Budget
General Property Tax Levy**

2006

Net Assessed Valuation

Regular Levy	\$	325,382,017
Special Levy	\$	324,383,226

General Tax Levy

Amount to Collect (limited to 1% growth)	\$	1,166,158
General Government	\$	3.60

Special Tax Levy

Refunding bond	\$	0.57
EMS Levy	\$	0.50
2002 Fire Truck & Equipment	\$	0.28
Total Special Tax Levy	\$	1.35

Total Levy (per thousand assessed valuation)	\$	4.95
-----------------------------------------------------	-----------	-------------

Total City Tax Levy	\$	1,604,550
----------------------------	-----------	------------------

Allocation of Regular Levy

General Fund	\$	516,363
Street Fund	\$	128,630
Bond Fund City Hall	\$	28,915
Unemployment Fund	\$	15,000
Police & Fire Pension	\$	477,250
Total	\$	1,166,158

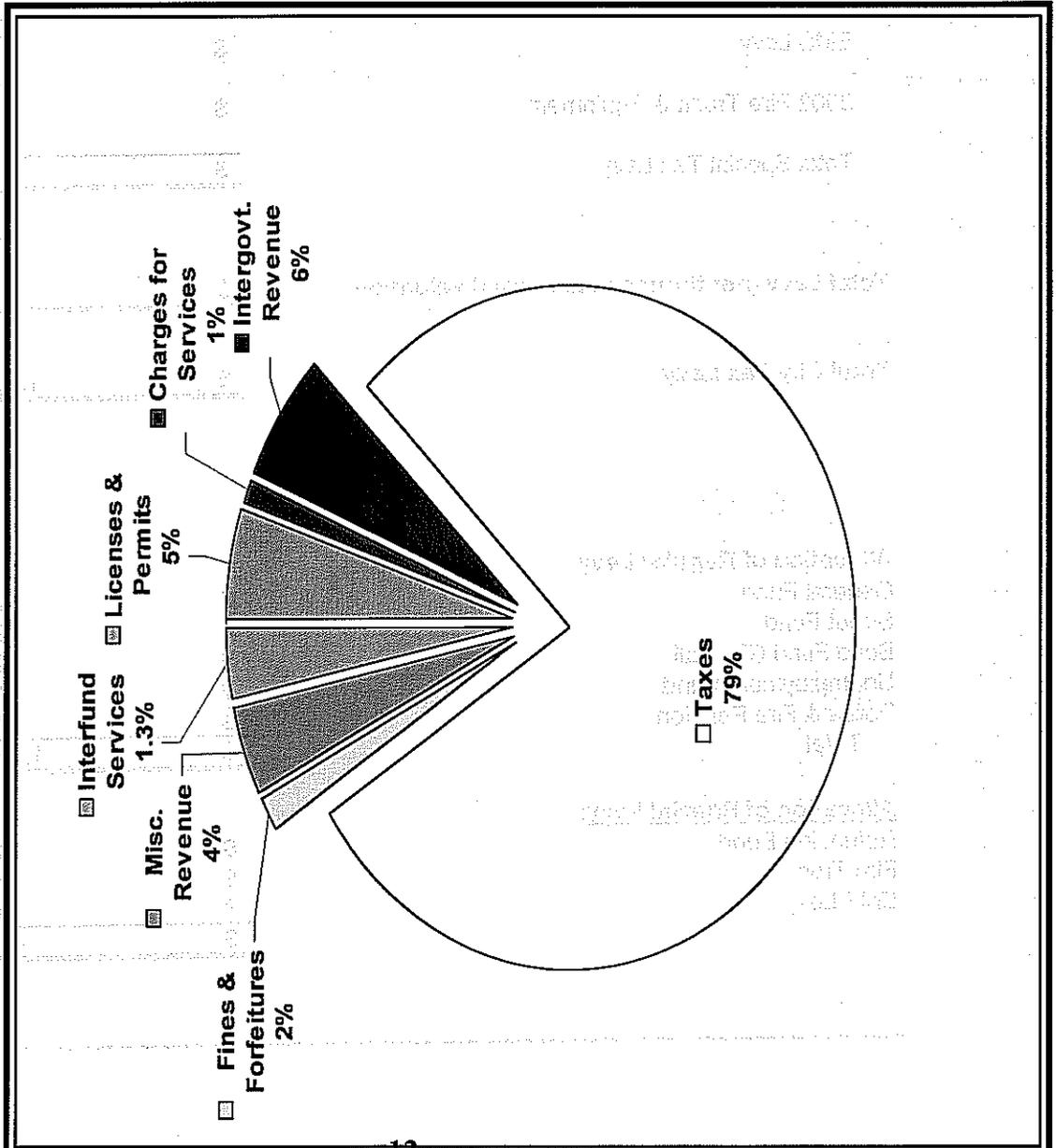
Allocation of Special Levy:

Refunding Bond	\$	185,765
Fire Truck	\$	90,435
EMS Levy	\$	162,192
	\$	438,392

City of Hoquiam General Fund Revenues

Tax collections represent 79% of the General Fund Revenues, and are broken down as follows:

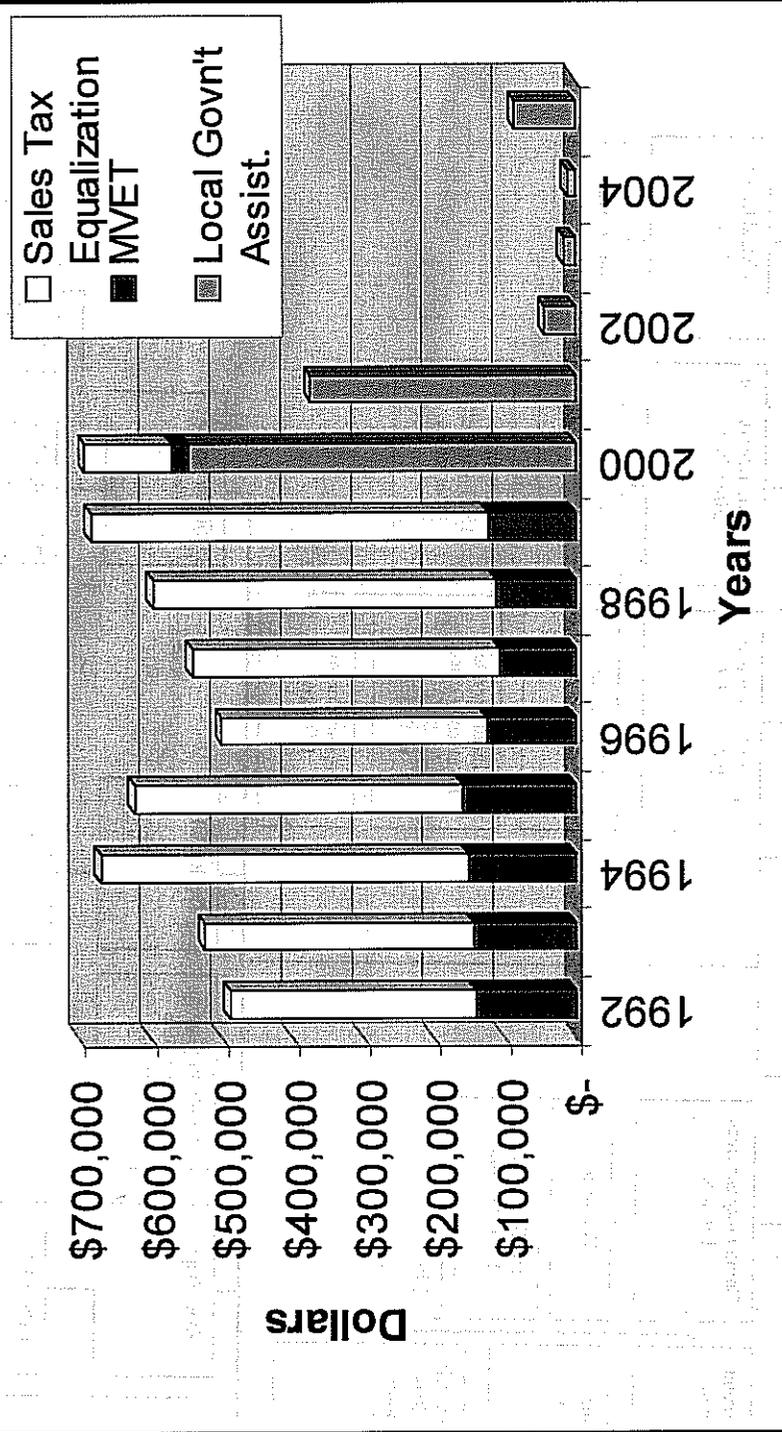
- 46% Utility Tax
- 15% Business & Occupation Tax
- 16% Sales & Use Tax
- 14% Property Tax
- 7% Payment In Lieu of Tax (Entities exempt from property taxes pay this)
- 2% Excise tax



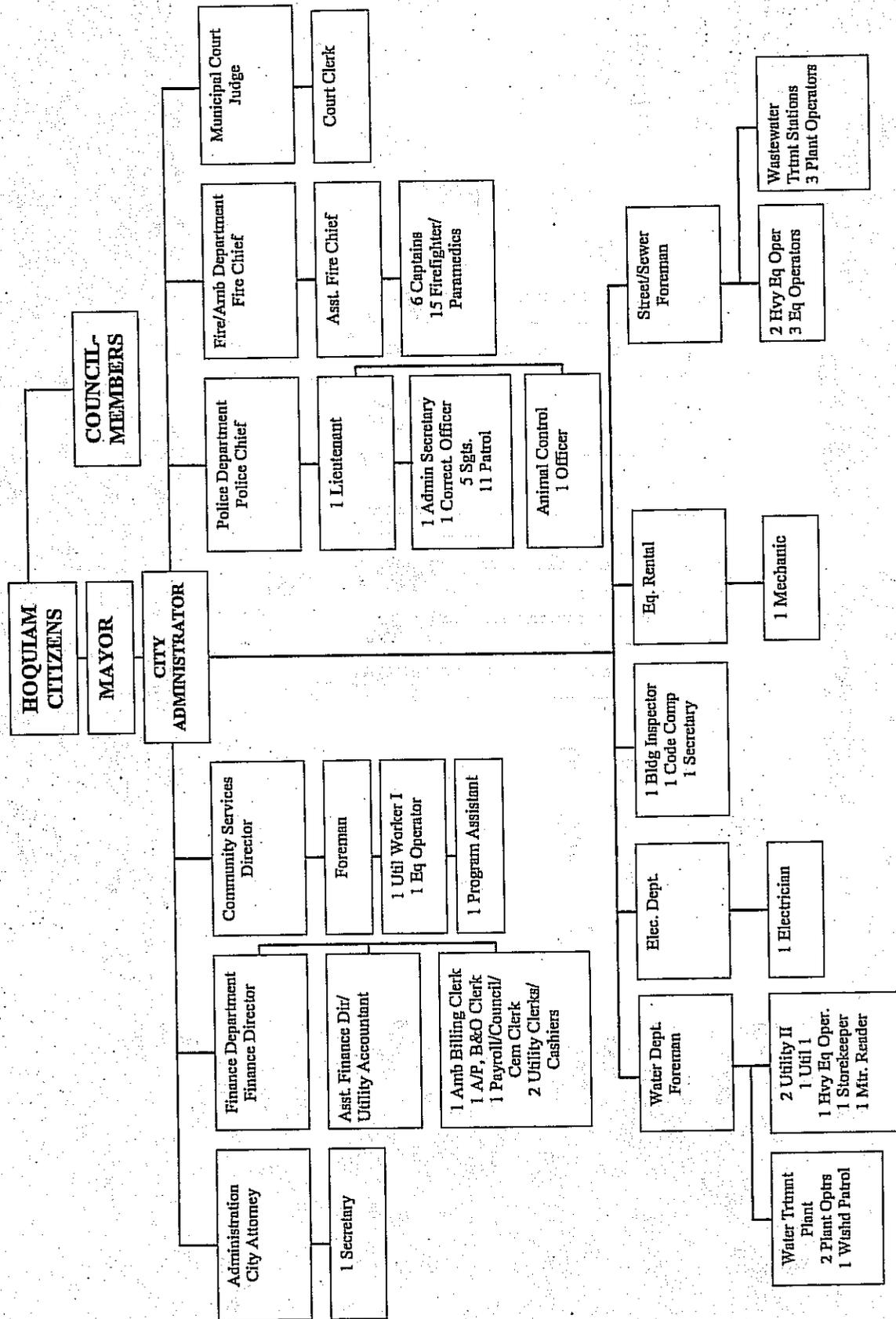
Sales Tax Equalization Funding

- MVET (motor vehicle excise tax) compensated Cities for the repeal of property tax revenue on motor vehicles. The rate was 5.88% of excise taxes collected on vehicle licensing. This was repealed with Initiative 695.

- Sales Tax Equalization: The State Legislature established this source of revenue to "redistribute" sales tax to Cities that per capita receive less than 70% of the statewide average. This funding source was repealed with passage of Initiative 695.



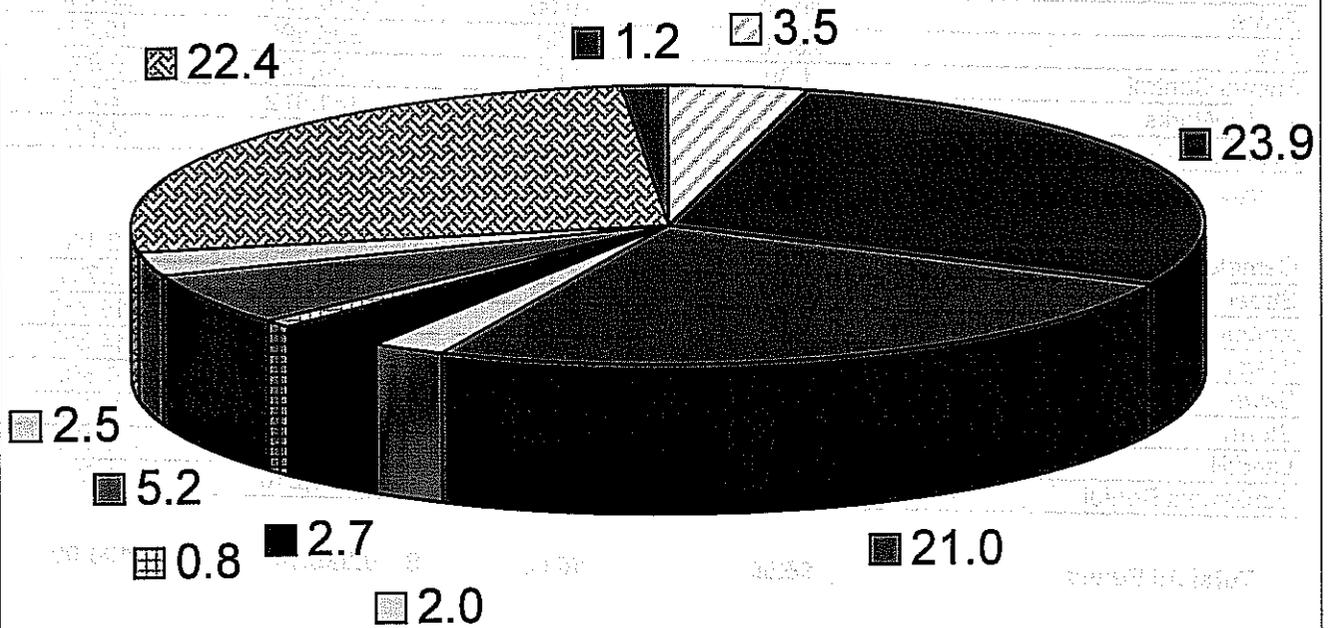
Local Government Assistance has tried to provide some form of funding for "sales tax redistribution". Unfortunately, it is substantially less than what is needed by Cities like Hoquiam that have limited retailing within City limits.



City of Hoquiam

Schedule of Staff by Function

(85 employees as allocated for 2006 budget)



- | | |
|--------------------------------|------------------|
| City Admin. Services | Fire & Ambulance |
| Police & Animal Control | Municipal Court |
| Planning, Bldg. & Code Enforc. | Electrical |
| Parks, Cemetery, & Com Svc | Street |
| Utilities | Equipment Rental |

**City of Hoquiam
2006 FTE Schedule**

Department	Total Employees in the Department	FTE's Charged to Department	Amount Allocated to Department	Percentage of Total Salary/Benefit
Legislative (Mayor, Council and City Administrator)	0.00	0.12	\$ 59,843	1.0%
Municipal Court (incl. Judge)	2.00	2.00	84,239	1.4%
Finance	7.00	2.10	138,050	2.3%
Legal	2.00	1.25	91,931	1.5%
Electrical	1.00	0.75	57,507	1.0%
Police	20.00	20.00	1,570,422	26.0%
Fire	23.00	8.50	635,590	10.5%
Animal Control	1.00	1.00	54,134	0.9%
Public Works	4.00	2.72	131,922	2.2%
Parks and Community Services	4.00	3.00	195,465	3.2%
Total General Fund	64.00	41.44	\$ 3,019,103	
Cemetery	1.00	2.17	126,444	2.1%
Street	6.00	2.46	163,152	2.7%
Ambulance	0.00	15.42	1,186,105	19.7%
Water	10.00	13.36	875,275	14.5%
Sewer	3.00	5.85	377,873	6.3%
Storm	0.00	3.01	201,317	3.3%
Landfill	0.00	0.14	8,682	0.1%
Equipment Rental	1.00	1.15	71,210	1.2%
Total All Funds	85.00	85.00	\$ 6,029,161	100.0%

**CITY OF HOQUIAM
2006 SALARY SCHEDULE**

<u>RANGE</u>	<u>DEPARTMENTS/POSITIONS</u>	<u>SALARY SCALE</u>	
		<u>LOW</u>	<u>HIGH</u>
<u>WATER DEPARTMENT</u>			
62	Foreman	3570	4269
52	Maintenance II	2905	3406
50	Maintenance I	2797	3273
53	Equipment Operator II	2962	3477
51	Equipment Operator I	2850	3335
52	Storekeeper/Meter Repair/ Relief Plant Operator	2905	3406
52	Plant Operator	2905	3406
48	Meter Reader	2689	3144
52	Watershed Patrol/WTP Operator	2905	3406
<u>STREET/SEWER DEPARTMENT</u>			
62	Foreman	3570	4269
53	Equipment Operator II	2962	3477
51	Equipment Operator I	2850	3335
50	Maintenance I	2797	3273
52	Plant Operator	2905	3406
<u>EQUIPMENT RENTAL DEPARTMENT</u>			
59	Mechanic II	3318	3960
<u>ELECTRICAL DEPARTMENT</u>			
61	Electrician II	3535	4222
<u>COMMUNITY SERVICES DEPT</u>			
	Director	4368	4925
46	Recreation Program Assistant	2533	3032
62	Foreman	3570	4269
52	Maintenance II	2905	3406
51	Equipment Operator I	2850	3335
50	Maintenance I	2797	3273
44	Groundskeeper	2450	2905

**City of Hoquiam
2006 SALARY SCHEDULE**

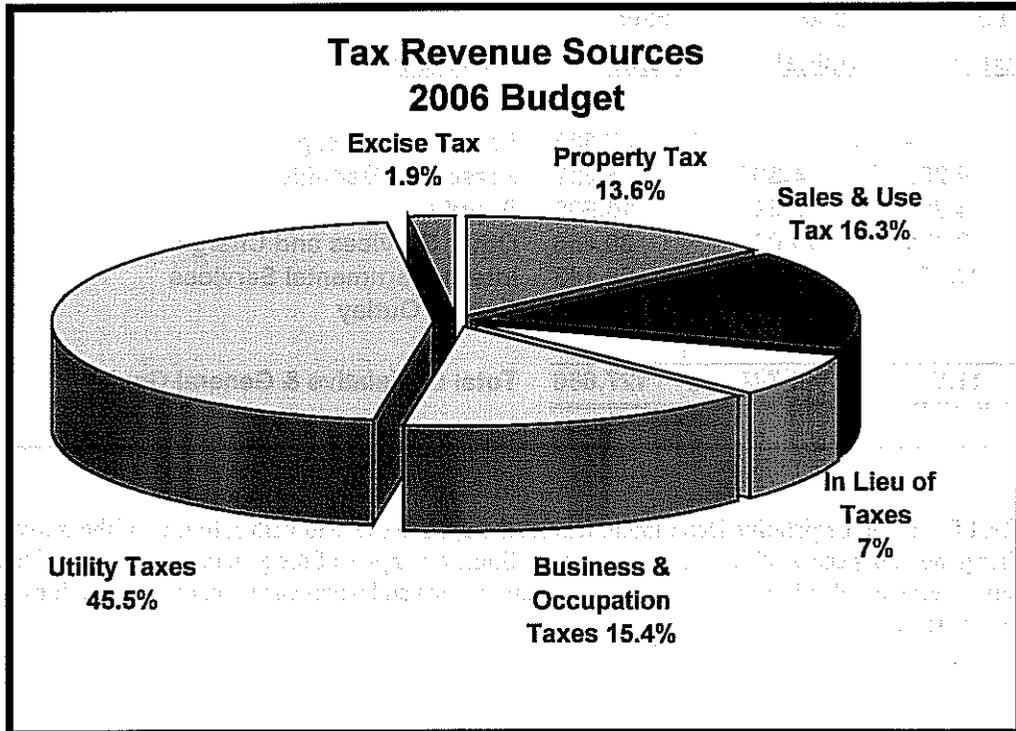
<u>RANGE</u>	<u>DEPARTMENTS/POSITIONS</u>	<u>SALARY SCALE</u>	
		<u>LOW</u>	<u>HIGH</u>
	<u>LEGISLATIVE</u>		
	Mayor		750
	Councilmembers		230
	<u>MUNICIPAL COURT</u>		
	Police Judge		2389
46	Court Clerk	2533	3032
	<u>FINANCE DEPARTMENT</u>		
	Finance Director	5756	6490
	Assistant Finance Director	4677	5274
46	Secretary	2533	3032
46	Account Clerk II	2533	3032
40	Account Clerk I	2343	2774
	<u>LEGAL/ADMIN DEPARTMENT</u>		
	City Administrator	6630	8160
	City Attorney	5756	6490
	Administrative Secretary	2879	3246
	<u>FIRE DEPARTMENT</u>		
	Fire Chief	5756	6490
	Battalion Chief	5138	5795
	Captain		4619
	Firefighters	3279	4125
	<u>POLICE DEPARTMENT</u>		
	Police Chief	5756	6490
	Lieutenant	5138	5795
	Sergeant	4722	4963
	Patrol Officer	3461	4482
46	Animal Control/Pkg/Code Comp Officer	2533	3032
50	Corrections Officer	2797	3273
40	Police Records Clerks	2343	2774
46	Secretary	2533	3032
	<u>PUBLIC WORKS DEPARTMENT</u>		
46	Secretary	2533	3032
58	Building Official	3265	3897
52	Code Compliance	2905	3406

001-00

General Fund

2003 Actual	2004 Actual	2005 Actual		2006 Budget
Revenues				
0	0	0	Beginning Fund Balances	947,500
3,362,973	3,522,133	3,777,013	Taxes	3,726,010
201,969	211,169	274,298	Licenses and Permits	252,715
274,967	273,112	398,179	Intergovernmental Revenues	293,655
54,846	49,177	66,511	Charges for Goods & Services	52,540
155,923	195,999	76,005	Fines and Forfeits	83,600
213,766	200,898	262,531	Miscellaneous Revenues	189,960
0	1,395,944	0	Non-Revenues	90,000
164,077	104,248	50,731	Interfund Transfers/Asset Sales	74,645
4,428,522	5,952,682	4,905,268	Total General Fund	5,710,625

NARRATIVE: General Fund revenues are available to fund the various services accounted for in the General Fund, such as Police, Fire, Parks, Library, Court, Building and Code Compliance, Electrical and other City functions. These services are not self-supporting but rely upon the general taxation authority provided to cities. Over seventy-five percent of the revenue is generated by this taxing authority. Details are reflected in the graph below.



001-00			Gen Fund Non-Departmental	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
\$ -	\$ -	\$ -	Ending Balance	\$ 759,450
-	-	-	Ending Bal-Drug Fund Account	6,000
-	-	-	Ending Bal-Restricted Court Acct	3,000
-	460	-	Internal Investigation Losses	-
-	-	1,532	Misc Non-Departmental Expenses	-
-	229,334	543,890	Oper Transfer to Ambulance	490,000
-	-	-	Oper Subsidy to Cemetery	23,385
<u>\$ -</u>	<u>\$ 229,794</u>	<u>\$ 545,422</u>	Total Non-Departmental	<u>\$ 1,281,835</u>

NARRATIVE: The General Fund Non-Department section contains accounts that do not relate to any one particular department within the General Fund.

001-01			Legislative & General Government	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
\$ -	\$ -	\$ 47,330	Salaries and Wages	\$ 52,770
4,267	4,392	5,222	Personnel Benefits	7,075
4,217	7,290	10,535	Supplies	6,700
9,171	13,032	39,456	Other Services and Charges	14,025
23,923	23,130	25,143	Intergovernmental Services	26,385
-	903	-	Capital Outlay	-
<u>\$ 41,578</u>	<u>\$ 48,747</u>	<u>\$ 127,686</u>	Total Legislative & General Gov't	<u>\$ 106,955</u>

NARRATIVE: The Legislative Department reports the costs associated with activities of the mayor and council and other general expenses of the local government. Some examples of the general expenses are legal publication services, election services, voter registration costs and payments to other agencies for mandated or elective services.

001-02**Municipal Court**

2003	2004	2005	Description	2006
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>		<u>Budget</u>
\$ 1,776	\$ 779	\$ 70,788	Salaries and Wages	\$ 71,945
19,977	17,249	11,924	Personnel Benefits	12,295
4,165	3,434	2,478	Supplies	4,300
48,316	47,420	48,988	Other Services and Charges	57,515
-	-	6,500	Capital Outlay	-
-	-	-	Add'l Wage & Personnel Request	-
<u>\$ 74,233</u>	<u>\$ 68,881</u>	<u>\$ 140,678</u>	Total Municipal Court	<u>\$ 146,055</u>

NARRATIVE: The mission of the municipal court is to lawfully, ethically, and efficiently administer justice for misdemeanor, traffic and municipal code violations within the City.

The court employs one court clerk to perform the bookkeeping, clerical, and administrative functions. The department head or judge is a part time position (pay based on 30 hrs./month). Court hearings are held Tuesday mornings, with two Tuesday afternoon sessions per month. The court office hours are from 8:00 a.m to 5:00 p.m., but closes during court sessions, during the lunch hour and at times when the court clerk is unavailable.

Duties performed and services provided:

- Process citations; issue bench and arrest warrants;
- Log all cases received from the Police Department and City Attorney;
- Schedule and conduct hearings and trials before judge and jury;
- Maintain docket information for each defendant and case;
- Assess and collect fines, costs and restitution;
- Maintain accurate records for the Department of Licensing, Police Department and other law enforcement or court departments;
- Receive and disburse funds in an accountable manner; maintain trust account for bail and restitution.
- Notify defendants of probation terms and local resources for treatment and counseling;
- Monitor and submit unclaimed property to Department of Revenue;
- Interact with a diverse population (e.g., non-english speaking, disabled, and low literacy comprehension);
- Incarcerate and release defendants from jail custody; Conduct hearings of incarcerated inmates for custody status after regular court hours, on weekends and holidays at the city and county jails;
- Jury management, obtain lists from county, mail jury summons, maintain record of jury service and payment to jurors;
- Monthly, quarterly and annual reporting to city officials, and to the Washington State Administrator of the Courts;
- Communicate with City Attorney and Staff, Police Department, outside agencies and other courts;
- Represent court at meetings, seminars and programs as well as training conferences;
- Receive and prepare appeals to Superior Court;
- Site coordinator for updating computer networks for JIS system.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: **2006**
Fund: **001**
Department: **Court**
Division: **Court**

1. Provide continued justice administration services in severely compromised staffing conditions.
2. Attempt to maintain required court reporting and judicial functions.
3. Continue use of electronic monitoring, day jail and sentencing alternatives.
4. Reinstate billing of time payments for criminal and infraction cases, if court receives additional personnel.
5. Improve judicial use of computer and JIS (State) database information.
6. Improve efficiency of afternoon court docket.
7. Continue with on-going JIS training due to State system changes and changes in laws.
8. Maintain full office hours with additional personnel.
9. Attempt to reduce backlog of filing, archiving and auditing procedures with requested increase in staffing.
10. Implement new State and nationwide law for misdemeanor offenders moving out of State (ICOAS: Interstate Commission of Adult Offender Supervision.)

001-03**Finance**

<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 79,281	\$ 76,690	\$ 92,108	Salaries and Wages	\$ 101,220
22,732	24,631	32,016	Personnel Benefits	36,830
4,166	6,649	12,140	Supplies	7,500
33,946	38,310	43,051	Other Services and Charges	44,600
3,126	-	-	Capital Outlay	-
<u>\$ 143,251</u>	<u>\$ 146,280</u>	<u>\$ 179,315</u>	Total Finance	<u>\$ 190,150</u>

NARRATIVE: The Finance Department serves as the chief advisory department to the legislative body, administration, and department staff on all municipal financial matters. The Finance Director also services as the City Clerk/Treasurer. The Department is responsible for reporting the financial status of the city through the preparation of the annual financial statements and budgets. Functions of the department also include:

- Billing and collections of revenues for utilities, ambulance services, and the cemetery;
- Preparing the monthly payroll and associated reporting to state and federal agencies;
- Preparation and processing of city vendor payments;
- Processing business licenses; and rental license fees;
- Billing and collection of business and occupation , utility and gambling taxes;
- Processing and collection of animal license fees;
- Preparation of council and cemetery board packets and meeting minutes;
- Finalization and publication of all ordinances and resolutions;
- Preparation and delivery of all city hall mail;
- Central repository of city government records;
- Central depository for all city funds and responsible for investment of cash reserves;
- Administration of City email and internet system;
- Utility accounting to include job costing, inventory control, collections and tax reporting;
- Responsible for city phone system including functions related to switchboard; and
- Fulfill public records requests

Current staff consists of the following:

- Finance Director
- Assistant Finance Director/Utility Accountant (1)
- Account Clerks (3)
- Utility Clerks (2)

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2006

Fund: 001

Department: Finance

Division: Finance

1. Complete selection of banking services from the Request for Banking Proposals.
2. Present budget to citizens and Council through Power Point presentations. Summarize data in a user friendly format.
3. Provide finance data on the cities website, to include budget and tax forms to enhance user access.
4. Assist Council in developing budget policies to enhance the annual budget process.
5. Continue to develop and implement cost saving strategies and efficiencies.
6. Completion of policy and procedures for a fixed asset and small and attractive items inventory system.
7. Research health insurance alternatives as an effective way of reducing costs.
8. Continue to revise & update ordinance language for consistency with policies & procedures.
9. Submit the 2005 financial statements to the State Auditor's Office in May 2006.
10. Develop comprehensive purchasing policy.

001-04				Legal	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget	
\$ 52,350	\$ 59,638	\$ 67,695	Salaries and Wages	\$ 69,995	
13,317	16,995	20,057	Personnel Benefits	21,935	
7,531	10,610	8,912	Supplies	7,100	
4,878	5,608	5,922	Other Services and Charges	6,970	
<u>\$ 78,077</u>	<u>\$ 92,851</u>	<u>\$ 102,586</u>	Total Legal	<u>\$ 106,000</u>	

NARRATIVE: The Legal Department was created in 1991. Prior to that time, the City contracted for legal services with a local law firm, Parker, Johnson & Parker, on a part-time basis. The Legal Department currently consists of one full-time City Attorney, and one full-time Administrative Secretary. The Administrative Secretary also serves the Mayor and the City Administrator. Although the Hoquiam Municipal Code allows for the hiring of an Assistant City Attorney, that position has not been filled nor funded by the City.

The City Attorney represents the City in all criminal cases brought by the City in Hoquiam Municipal Court. These cases include gross misdemeanors, misdemeanors, civil infractions, and traffic infractions. The City Attorney also represents the City in civil cases brought either for or against the City. In certain situations, the City's liability insurance pool (WCIA) retains a private attorney to represent the City in lawsuits brought against the City. In those situations, the City Attorney is responsible for monitoring the case, and working with the private attorney and other City employees involved in the litigation. The City Attorney also represents the City's interests with respect to workmen's compensation and unemployment compensation claims filed against the City.

The City Attorney is responsible for drafting ordinances and resolutions for the City Council and Mayor, and for drafting and/or approving the form of all contracts and insurance policies for the City. The City Attorney acts as the legal adviser to the Mayor, City Council and the officers of the City including Department heads. The City Attorney also advises the Civil Service Commission, the Building Code Council, and other citizen commissions, and attends hearings before those boards.

Because the City does not have a Personnel Director or Human Resources Director as most municipalities do, the City Attorney is heavily involved in personnel issues, including hiring procedures, grievances, and disciplinary actions.

The City Attorney also serves as risk manager for the City. This requires the City Attorney to attend "Full Board Meetings" of the Washington Cities Insurance Authority (at least one meeting per year is required for each City). It also requires the City Attorney to act as liaison between the City and W.C.I.A., which includes notifications, processing of claims, investigation of claims, and coordination of required training and education of employees. The City Attorney currently sits as a member of the Loss Control Committee of W.C.I.A., which meets 6 times a year to discuss and promulgate risk management policies and procedures for the entire W.C.I.A. membership.

The City Attorney is also responsible for overseeing the City's Commercial Driver's License (CDL) Random Drug Testing Program, through the AWC Drug Testing Consortium. Currently, 18 City employees participate in this program, which is required by federal law.

Finally, the City Attorney acts as the Legislative Contact Person for purposes of communication between the Association of Washington Cities (AWC) and the City of Hoquiam during legislative sessions. When issues affecting cities are discussed in the Legislature, AWC alerts the City Attorney and requests an immediate response.

Legal Narrative (cont.)

The Administrative Secretary is responsible for answering the telephone for the Legal and Administration Departments and spends a great deal of time dealing with citizen inquiries and referring telephone calls to other departments. She is responsible for all filing, typing and scheduling of appointments and meetings for the Legal Department, the Mayor and City Administrator. She drafts subpoenas and other legal pleadings. She updates municipal codebooks. She makes all routine purchases of supplies, processing of invoices, and is responsible for bookkeeping paperwork for the Legal Department.

001-05			Civil Service	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ -	\$ 60	\$ 324	Supplies	\$ 200
1,183	2,327	-	Other Services and Charges	2,425
\$ 1,183	\$ 2,387	\$ 324	Total Civil Service	\$ 2,625

NARRATIVE: The Civil Service Board is charged with the responsibility of adopting rules that detail the manner in which competitive examinations will be held for the hiring of employees occupying civil service positions in the Police and Fire Departments. All such examinations take place under the auspices of the board.

001-06			City Hall & Buildings	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 5,157	\$ 5,076	\$ 4,222	Supplies	\$ 4,500
65,040	68,445	79,050	Other Services and Charges	78,290
15,477	1,437	12,524	Capital Outlay	25,000
\$ 85,673	\$ 74,958	\$ 95,796	Total City Hall & Buildings	\$ 107,790

NARRATIVE: All costs relating to the maintenance of buildings owned by the City (other than those that are associated with other specific budgets like Police, Fire, Water and Sewer) are recorded in the City Hall Buildings budget. The most prominent costs are for utility services, insurance, janitorial and other maintenance services. Included in the 2006 budget is \$25,000 to perform upgrades to various sections of City Hall. Funds for this project will be transferred from the Cumulative Reserve for General Capital.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: **2006**

Fund: **001**

Department: **Legal**

Division: **Legal**

1. Complete negotiations with the Department of Corrections and/or other agencies to enter into an interlocal jail use agreement, thereby enabling the City to reopen the jail.

2. Draft and enact legislation to create an ambulance utility, pursuant to recently enacted State law.

001-07			Electrical	
2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	<u>Description</u>	2006 <u>Budget</u>
\$ 68,940	\$ 49,912	\$ 39,497	Salaries and Wages	\$ 43,995
21,699	16,506	12,009	Personnel Benefits	13,515
7,689	11,178	7,058	Supplies	7,500
112,795	94,200	104,765	Other Services and Charges	112,875
8,526	9,716	9,744	Equipment Rental	12,825
-	-	-	Additional Personnel Request	-
\$ 219,649	\$ 181,513	\$ 173,073	Total Electrical	\$ 190,710

NARRATIVE: The Electrical Department is made up of one electrician who is responsible for maintaining all electrical services and functions of the City of Hoquiam facilities and properties. These facilities include the Police Station, two Fire Stations, the Olympic Stadium, all street lighting, traffic signals, the water filtration plant and pumping stations, storm and sewer water pumping motors and all associated switching and control equipment, storm water pumping motors, telemetry, generators, City Hall and other City owned buildings such as the Library and Senior Citizen Center. The Electrical Department has the responsibility of maintaining and troubleshooting any problems in these buildings and properties. The department also does small construction projects as they are needed. This includes doing take-offs, purchasing materials after bids, taking care of permits and adhering to the National Electric Code for compliance.

Another very important function of the Electrical Department is to bring facility motors to the electrician shop for tear down, inspections, replacement of bearings, making sure that any necessary machine work is taken care of and then putting everything back together and testing it. This function alone has saved various departments thousands of dollars over the past years. As a direct result of these actions, the life of the equipment is prolonged. There are approximately 70 motors within the city that are routinely rebuilt, not counting fractional HP motors.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: **2006**

Fund: **001**

Department: **Public Works**

Division: **Electrical**

1. Continue the constant maintenance on obsolete variable frequency drives in the three large sewer pump stations. There are four VFDs, and two Magnadrives..
2. Continue the program to conserve on electrical consumption by changing 400 watt to 200 watt ballasts on remaining 400 watt fixtures for street lighting.
3. Expand energy saving measures into all department of the city.
4. Install capacitors in the smaller storm and sewage pumping stations to reduce the power cost charged by the Public Utilities District.
5. Continue preventative maintenance at the water treatment plant and all city owned buildings.
6. Time permitting, checking PUD bills for all departments for discrepancies.
7. Rebuild as many motors and pumps as possible. Many are past due for service.

001-08			Police	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 1,153,594	\$1,154,690	\$ 1,157,453	Salaries and Wages	\$ 1,168,075
250,254	279,364	282,231	Personnel Benefits	311,315
14,879	17,278	18,715	Supplies	19,350
171,491	202,748	207,137	Other Services and Charges	210,715
13,707	56,061	16,670	Capital Outlay	91,500
38,167	22,997	31,299	Debt Service-Principal	16,160
2,080	929	949	Debt Service-Interest	325
61,267	66,530	61,090	Equipment Rental	45,000
\$ 1,705,439	\$1,800,596	\$ 1,775,544	Total Police	\$ 1,862,440

NARRATIVE: The mission of the Hoquiam Police Department is to work with the community in order to protect the citizens by enforcing the laws, preserving peace and enhance the quality of life in our city. The Police Department's current authorized strength is twenty employees consisting of eighteen sworn officers, one Corrections Officer and one Administrative Secretary.

ADMINISTRATION: This section consists of the Chief, one Lieutenant and the Administrative Secretary. The Lieutenant oversees the patrol division, the Jail and Special Services. The Administrative Secretary is responsible for the following duties: entering booking information into the computer, answering telephone inquires, greeting the public, processing and issuing concealed weapons permits, handle and receipt all money, invoice bills, provide secretarial support to the Administration and Detectives as well as performing all clerical activities during the day hours. In addition, the Secretary is the only school trained, court recognized expert in interviewing of child sexual assault and abused victims employed by the city.

PATROL: The Patrol division is the heart of the police department. It is the first line of defense for the public in fighting crime. It consists of four Sergeants and nine officers. The sergeants and officers are assigned to one of three shifts providing 24 hour a day coverage for the city. Responsibilities include but are not limited to: initial response to citizens' request for help; initial investigation of all criminal offenses; enforcement of City, County, State and Federal laws; arresting and writing citations to offenders and providing court testimony

INVESTIGATIONS: The Investigations division is commanded by the Chief of Police and consists of a three Detectives. Two Detectives are assigned to department cases while the third is assigned to the Grays Harbor County Drug Task Force. Detectives are assigned various cases with emphasis on aggravated Assault, burglaries, bad checks, crimes against children, death investigations, fraud and forgery, major thefts, and sex crimes including rape and assault. The third position (DTF) is one half funded through a federal grant. The department will continue to participate and provide an officer for this task force in 2006.

JAIL: The Hoquiam Police Department's jail is capable of holding 14 prisoners (10 male, 4 female). Due to financial restraints, the jail is not open on a 24-hour basis. It currently serves as a temporary holding facility for prisoners during normal working hours (M-F, 8am-5pm). It is staffed with one full time Corrections Officer and used mainly to house prisoners in transit to or from other agency jails that we have contracted with for prisoner services. These facilities are the Grays Harbor County Sheriffs Office, Forks Police Department and the Wapato Police Department. A "Reopen the Jail" project is being considered and would have 17 beds, with some rented to other agencies to offset costs, and would employ 5-6 full time Corrections Officers for an overall cost of approximately \$353,000.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: 2006
Fund: 001-GENERAL
Department: POLICE
Division: POLICE

The Hoquiam Police Department is committed to maintaining a strong partnership between the department and the community. Working together to solve problems, reduce the fear of crime and disorder and thereby enhancing the quality of live in the City of Hoquiam. The department is dedicated to preserving the peace.

1. TO INCREASE CURRENT STAFFING: For the Hoquiam Police Department to meet its responsibilities to the citizens of Hoquiam, we must have adequate staffing levels to satisfy the law enforcement needs and requirements of the community. Since Aug 2003, the department has lost three full time positions due to retirements. Fortunately no lay-offs but currently the department has 18 sworn police officers. Current staffing requires in-depth review of internal operations and procedures on to how best serve the city to include possible work schedule modifications, reduction of some services, internal reorganization. With the addition of even one position, three preferred, a higher level of service can be provided to the city than is currently.

2. REOPEN THE JAIL: With guidance and support of the Mayor and Council, the department is actively working towards reopening the jail by the start of 06. This will take both an increased manpower and financial obligation from the city. Full cost of the jail for 06 is estimated at \$353,000. The jail would have 17 beds with 6 full time Corrections Officers with the capability of renting bed space to other agencies.

3. HOLD OVERTIME FINANCIAL LEVELS: The reduction of three positions requires current officers to work overtime hours to accomplish the same level of service previously given to meet minimum standards required to provide the safe and secure community that our citizens want. Half of the patrol division has high seniority which relates to extended amounts of vacation taken and higher costs for overtime. Seniority combined with reduced availability of officers equals increased overtime.

4. CONDUCT ANNUAL BIKE RODEO: This is combined effort with the Hoquiam Fire and Parks Department and very well received by children and their parents.

5. CONTINUE ANNUAL NIGHT OUT: Cancelled in 04 due to lack of officer availability the department participated in an excellent 2005 National Night Out. A bigger and better one is planned in 06

6. INCREASE TRAINING OPPURTUNITIES FOR DEPARTMENT MEMBERS.

7. VEHICLE TAKE HOME PROGRAM: See Equipment Replacement Form.

001-09			Fire	
2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	<u>Description</u>	2006 <u>Budget</u>
\$ 614,858	\$ 599,841	\$ 461,404	Salaries and Wages	\$ 473,470
145,594	157,922	135,913	Personnel Benefits	162,120
13,949	15,997	22,001	Supplies	21,600
74,313	67,306	125,560	Other Services and Charges	67,435
22,244	6,696	9,079	Capital Outlay	4,500
20,768	2,560	2,565	Debt Service-Principal	2,710
328	917	440	Debt Service-Interest	295
15,711	15,753	14,130	Equipment Rental	9,540
\$ 907,764	\$ 866,992	\$ 771,092	Total Fire	\$ 741,670

NARRATIVE: The Hoquiam Fire Department operates from two fire stations. The Headquarters Station, constructed in 1970, is located at 625 8th Street. The Eastside Station, constructed in 1957, is located at 517 Ontario. The primary responsibility of the Hoquiam Fire Department when the stations were built was only fire response. Both stations now house ambulances for emergency medical calls as well.

Staffing consists of 23 personnel, 8.5 of which are funded from the City of Hoquiam General Fund and 14.5 that are funded by the Ambulance Fund. The Administration consists of the Fire Chief and Assistant Fire Chief. The 2006 Fire Department budget is designed to maintain current levels of staffing and service to the community with minimum increases to the budget and without adding large amounts of new capital expenditure items.

The department provides fire protection services to an area of approximately 10.4 square miles in the City of Hoquiam and in addition provides fire protection for Fire District #6 and part of Fire District #10. Our department also provides ambulance service to a 400 square mile area, which includes Fire Districts #6, 10, 16 and 17. In 2003, a county wide mutual aid agreement was adopted between all cities and fire districts in Grays Harbor County. In 2004, Ambulance Service contracts were signed with the four fire districts that allow the City of Hoquiam to charge the districts for service.

The Hoquiam Fire Department is required to perform a wide range of activities that include Advanced Life Support and basic Emergency Medical Service, Life Safety Programs, Fire Suppression, Fire Prevention, Arson Investigations, Plan Reviews, Inspection Programs, Training Programs, Hydrant maintenance, Community Education and standby and assistance for special events.

Safety of personnel is a top priority of the Hoquiam Fire Department. The budget for 2006 will update equipment, provide necessary training and help to comply with the Department of Labor and Industries safety standards for firefighters and also help maintain the current WSRB rating.

The primary mission of the Hoquiam Fire Department is to provide the highest level of life and property safety through the extension of fire prevention, fire control, emergency medical and public education services.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2006
Fund: 001
Department: General
Division: Fire

1. To continue our emphasis on compliance with Labor and Industries Safety Standards for Fire Fighters.
2. To apply for and receive federal grants to upgrade and improve personal protective clothing and equipment for our firefighters.
3. To update our Station Policy and Procedure manuals to reflect changes in the fire service.
4. To continue the various programs we provide to the citizens, businesses and students in Hoquiam.
5. To continue to educate our personnel for a safer and more efficient fire department.
6. To work with the Mayor, City Administrator, City Council, Departments Heads and Staff to meet goals and objectives as they are established.
7. To continue to maintain our buildings, equipment and vehicles to ensure long life and reliable service.

001-10

Animal Control

<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 36,771	\$ 38,501	\$ 27,115	Salaries and Wages	\$ 33,080
11,030	12,830	7,829	Personnel Benefits	18,520
1,767	2,920	913	Supplies	1,500
6,142	7,639	5,617	Other Services and Charges	9,305
3,568	2,564	2,641	Equipment Rental	3,000
<u>\$ 59,278</u>	<u>\$ 64,455</u>	<u>\$ 44,116</u>	Total Animal Control	<u>\$ 65,405</u>

Narrative: The mission of the Hoquiam Animal Control Office is to provide a safe community, free of stray and dangerous animals, by enforcing the animal control ordinances and laws and by educating the public to be responsible pet owners.

The Animal Control Department consists of one Animal Control Officer (ACO) who is supervised by the Chief of Police. Responsibilities of the ACO are varied and include the following:

- Enforcing the animal control laws of the City of Hoquiam by patrolling the city, impounding strays, collecting abandoned and animals at large and declaring dangerous animals, including the quarantining and impounding of these animals.
- Issuing infractions, filing criminal reports for violations of City ordinances and giving oral or written orders to owners regarding voluntary compliance with the law.
- Capturing unwanted, feral, nuisance and dangerous animals in a humane manner.
- Verifying pet ownership requirements such as vaccinations, licensing, home conditions etc.
- Responding to citizen complaints referring to animals.
- Cleaning and maintaining the animal control facility.
- Coordinating two animal clinics annually to provide reduced costs for vaccinations and the ability to license pets.
- Assisting other Animal Control Officers from Aberdeen, Grays Harbor County and State Fish & Game when requested.
- Parking enforcement through issuance of citations
- Assisting Code Compliance Officer with vehicle compliance issues.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: 2006

Fund: 001-GENERAL

Depart: ANIMAL CONTROL

Division:

The Hoquiam Animal Control Department is committed to providing education and enforcement to the citizens of Hoquiam thereby allowing for a safe, clean and healthy environment for all citizens, pet owners and their pets.

1. To increase 2006 levels of licensing, adoptions, redemption's and enforcement's of animals and animal ordinances within the City of Hoquiam.
2. To decrease the number of impounds and disposals of animals thereby increasing the above goal.
3. To increase education efforts with the public to make pet owners more responsible for their pets.
4. To continue two vaccination and registration clinics in conjunction with local veterinarian service.
5. To continue review and update of city ordinances relating to animal control and its responsibilities.
6. To provide the necessary education and courses needed for a new person to fill the Animal Control Officer/Parking Enforcement & Limited Code Compliance Enforcement position.

001-11

Public Works

<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 119,698	\$ 118,675	\$ 94,973	Salaries and Wages	\$ 98,465
29,602	30,121	28,034	Personnel Benefits	33,465
14,276	8,720	7,808	Supplies	5,200
21,358	29,000	29,804	Other Services and Charges	26,630
-	-	-	Capital Outlay	-
4,228	5,181	3,314	Equipment Rental	4,880
\$ 189,162	\$ 191,697	\$ 163,932	Total Public Works	\$ 168,640

NARRATIVE: The Public Works office and budget covers the functions performed by the Building Official and the Code Compliance Officer as well as administrative costs related to the oversight of departments that provide Water, Sewer, Street, Stormwater, Electrical and Equipment Rental services. (Narratives relating to the listed departments can be found with the budgets for those departments.)

Most of the activities funded in the Public Works Department budget are performed by the Building Official and the Code Compliance Officer. These employees play many roles and serve several varied functions not only for the public but for the municipality as well, including:

- Functions primarily as overseer of construction related activity within the city but also has a role in planning, engineering, facilities maintenance, environmental health and community development functions as well.
- Makes final determinations on behalf of the city regarding the interpretation and application of the model codes.
- Accepts and reviews applications for demolition, right-of-way, grade and fill, building repair, alteration and new construction permits and establishes the valuation on the work.
- Organizes inspections of dangerous and dilapidated buildings, enlisting other agencies or departments when necessary; issues notices and orders relating to dangerous buildings or unlawful construction practices.
- Serves as ex officio member and secretary of the City Building Code Council and prepares cases as required.
- Discusses and explains various code regulations with the Planning Commission, Board of Adjustment, and the City Council as necessary.
- Assists the general public in obtaining information and assistance relative to the various codes, regulations and ordinances; provides overall coordination, enforcement and specialized assistance relating to construction questions and activities.

Public Works Narrative (cont.)

- Administers HMC (Hoquiam Municipal Code) Title 2 building regulations and administers and enforces the Washington State Building Code, Washington State Ventilation and Indoor Air Quality Code and the Washington State Energy Code. (The Hoquiam Building Code consists of a set of model codes that the City adopted by reference.)
- Answers general and specific building related questions, reviews plans and development proposals, interprets and correlates the diverse body of codes, rules, laws and ordinances; visits sites and makes inspections; initiates and oversees investigations and when appropriate submits violators for prosecution.
- Generates and maintains historical records of all permitted construction activities, provides information to the County regarding improvements to property, confirms floor elevations and enforces the floodplain rules for construction within flood hazard areas.
- Answers land-use planning questions and makes zoning determinations, assisting and coordinating the efforts of and acts as staff to the planning commission, the custodians of the Comprehensive Land Use Plan and the Zoning Code.
- Administers the laws found in the municipal code under HMC Titles 9, 10 and 11, administers and correlates the Grays Harbor Estuary and Hoquiam Shoreline Management plans, SEPA process and Floodplain regulatory scheme, works with the Army Corps of Engineers and the Department of Ecology to administer and enforce the Federal Water Pollution Control Act of 1972 and interacts with various state and private agencies reviewing proposals and plans that occur within the public right-of-way.
- Assists Departmental Heads, Council and the Mayor in the maintenance and improvement of the municipal facilities encompassing virtually every building the City owns; identifies needs, crafts projects, provides estimates, places work out to bid and administers contracts for construction; secures routine maintenance projects, acts as facilities manager, looks for ways to complete and close past projects and propose new projects based on changing needs, circumstances and budget.
- Works to protect the health, safety and welfare of the public; coordinates efforts with the Grays Harbor County Health Officer who, as a courtesy to the municipality, has on occasion assisted by evaluating circumstances and rendering written expert opinions.
- Strives to gain voluntary compliance from the citizens and businesses in Hoquiam to embrace the municipal health and Uniform Building Codes associated with health, safety and welfare.
- Assists the public and staff by conducting extensive research on unknown and unresolved problems related to municipal zoning, land use and uniform building codes.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2005

Fund: 001

Department: Public Works

Division: Public Works

1. Prioritize the topics and concerns of the Mayor and City Council, as well as carrying out their directives and mandates.
2. Implement a security program that will expand the protection of the infrastructure of the City from an unknown individual/individuals that may cause damage or destruction to the city's facilities.
3. Continue the implementation of an emergency operations plan for disaster mitigation for the city as a whole.
4. Coordinate with the State Department of Labor and Industries and implement corrective measures that can enforce the protection, health and safety of all city employees.
5. Provide complete cooperation in the investigation of the Public Works department of the past and current practices of the city watershed operations.
6. Under the continued concurrence and direction of the Watershed Committee and the full council, investigate and promote the sale of timber in the Davis Creek and Little Hoquiam Watersheds.
7. Through an outside consultant, continue the maintenance and upgrading of the utility maps of the city Water, Stormwater, Sewer and Street departments.
8. Continue to refine and expand the areas of public service and responsibilities of the Public Works Department through interaction and support of each other by working together and continue the cross utilization of city equipment.
9. Continue the practice of the annual maintenance work that is necessary to be accomplished within the narrow window of opportunity.
10. Improve the crew efficiency by prioritizing the weekly work schedules and minimize the unscheduled work requests. Unscheduled work requests need to be scheduled and addressed in a timely manner. Emergency situations have top priority.
11. Pursue and review the implementation of the update of the City Codes and Ordinances for better interpretation and understanding by the citizens, as well as enforcement.
12. Seek outside assistance in the identification and making applications for grants to assist in upgrading and maintenance of the services extended by the City to the residents within the city.

Proposed Goals (Continued)

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2005

Fund: 001

Department: Public Works

Division: Public Works

13. Expand the follow up on the city repairs to the sewer and stormwater systems and pursue steps to require and enforce property owners to separate stormwater from the sanitary sewer collection system.

14. Continue the implementation of the updated Comprehensive Surface Water Management Plan.

15. Continue to work with the United States Environmental Protection Agency (USEPA) concerning the Little Hoquiam Dam.

16. Call for bids on the repair of the embankment of the West Fork Dam.

17. Call for bids on the removal of the silt from upstream of the West Fork Dam.

18. Conduct an inventory and catalogue all sidewalks that need to be repaired or replace that constitute a hazard to public safety and health.

19. Coordinate the necessary preliminary planning to investigate utilities in any areas annexed to the City.

20. Work with the Puget Sound Pacific Railroad in the repair and upgrading of the rail line in the city streets and railroad crossings.

21. Continue to investigate opportunities for the location and implementation of a brush, tree trimmings and grass composting site within the city.

22. Push for the completion of the waterline and the sewerline river crossings being designed by an outside consultant.

23. Push for the completion of the design, call for bids and construction of the Ultra Violet disinfection system at the Wastewater Treatment Plant.

24. Push for the evaluation of the transmission waterline in determining problem areas.

25. Investigate a temporary alternative of producing water for the City should there be a significant pipeline failure in the water transmission line.

26. Continue to work with the Washington State Department of Health in bringing to closure the Water Comprehensive Plan.

Proposed Goals (Continued)

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2005

Fund: 001

Department: Public Works

Division: Public Works

27. Improve the selection and documentation procedures for the harvesting of timber in the Davis Creek Watershed for the Grays Harbor Historic Seaport Authority.

28. Completion of the Semler Drive roadway repairs.

29. Complete the Emerson Avenue Waterline replacement project on time and/or under budget.

30. Coordinate an all out effort to reduce the stress and discord that is currently abounding in the City over staff reductions and future staff reduction that may or many not occur.

31. Coordinate all efforts to implement the recommendations from the Rate Study for the water, sewer and stormwater systems.

32. Provide as much help and assistance as time will permit to the Hometown Hoquiam project.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2006
Fund: 001
Department: Public Works
Division: Building Dept.

1. Continue to strive to instill an elevated level of professional practices into the day to day operations of the Building and Planning Office including identifying, formalizing and streamlining critical record keeping, permit application and permit closure processes. Create robust reports that are useful in demonstrating overall performance.
2. Build upon existing Building and Planning information infrastructure that is currently used to inform and educate both the public and trades regarding the permitting and regulatory processes used in Hoquiam. Propose to accomplish this by refining and/or developing standardized forms, handouts and informational bulletins which will be available at the counter and tentatively via the web. Purchase and deploy Adobe Acrobat Professional 7.0 to allow for the creation of fillable forms.
3. Strive to build a strong working relationship with the Fire Department in order to access the valuable information the HFD collects from businesses on their annual site visits. Formalize plan review and commenting process and integrate permitting. Assist HFD in collecting permit fees for their component of review and inspections. Work to coordinate record keeping between departments.
4. Build on work done by Code Compliance and Enforcement and further integrate CC&E processes into the daily Building, Planning and HFD permit review and inspection activities.
5. Review and cull address files of superfluous information. Develop policies and guidelines regarding what is to be archived in the permanent records versus what is kept in short term active records. Organize Building, Planning, Engineering, Public Works and Fire Department file sharing and permitting.
6. Incorporate the learning activities of L&I intern into department.
7. Work with Departments to maintain and improve municipal buildings under their respective charge. Develop a systematic program for identifying capital needs, timing and phasing of projects.
8. Work with public and municipality on community development projects, i.e., Train Station, Levee Street, art in public spaces, etc.
9. Work with Mayor on various abatement, redevelopment and improvement ideas and plans.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: 2006
Fund: 001
Department: Public Works
Division: Code Comp.

1. Continue to attain property maintenance and nuisance abatement goals as identified through Hometown Hoquiam neighborhood meetings.
2. Continue to maintain a strong relationship with the Hoquiam Fire Department and Police Departments, and the Grays Harbor County Health Department in the abatement of properties.
3. Continue to pursue a closure on the tear down of the Pozzie Mill.
4. Continue to work with the Mayor on the abatement of the old Fire Station on 5th and J Street and on the abatement of the old Quigg office building on Riverside.
5. Establish a public relations program to assist the Citizens in understanding the City's Codes.
6. Work with the Mayor and City Council in the review and updating of the City Codes on Solid Waste and enforcing land use violations.
7. Continue the working relationship with the City's Building Official in enforcing the International Building Codes, Hoquiam Municipal Code, and the issuance of permits, inspections and abatements.
8. Expand all efforts of working with identified violators to gain voluntary participation in the City's "Clean-Up Week".
9. Broaden and expand the communications with the Mayor, City Council, citizens, other Departments, contractors and employees in working for equitable and fair resolutions of common problems.
10. Continue the involvement in the Washington Association of Code Enforcement Officers.

001-15

Police Dept Special Funds

<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 74,645	\$ 67,267	\$ 72,208	Salaries and Wages	\$ 74,335
13,148	14,251	14,943	Personnel Benefits	16,700
35,274	40,182	46,399	Other Services and Charges	20,590
\$ 123,067	\$ 121,700	\$ 133,551	Total Police Dept Special Funds	\$ 111,625

NARRATIVE: The Mission Statement for this division of the Hoquiam Police Department is to provide all available assistance to the combined Grays Harbor County Drug Task Force in order to fight the illegal use and distribution of narcotics to the citizens of Grays Harbor County and the City of Hoquiam. There is one full time officer from the Hoquiam Police Department who serves with members from the other two participating agencies (Grays Harbor Sheriffs Department and the Aberdeen Police Department). The Task Force receives daily supervision from a Grays Harbor County Sheriffs Department Sergeant with daily administration through the County Under Sheriff. The three member Operations Board (Sheriff, Aberdeen Police Chief, and Hoquiam Police Chief) oversees budgeting and personnel issues through monthly meetings.

001-16			Library	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 1,459	\$ 1,875	\$ 1,466	Supplies	\$ 2,000
32,089	32,252	30,605	Other Services and Charges	37,045
147,930	145,297	146,863	Intergovernmental Services	149,000
14,009	22,413	-	Capital Outlay	-
<u>\$ 195,487</u>	<u>\$ 201,837</u>	<u>\$ 178,935</u>	<u>Total Library</u>	<u>\$ 188,045</u>

NARRATIVE:

Library service to the residents of Hoquiam is provided through contract with Timberland Regional Library District. TRL is an inter-county rural library district formed in 1968 by a vote of the people in the unincorporated areas of Grays Harbor, Lewis, Mason, Pacific and Thurston counties. The City of Hoquiam began contracting for library service with TRL in 1969.

As quoted in the Mission Statement: "Timberland Regional Library was created by and belongs to the people it serves. The Library exists to advance intellectual curiosity, promote lifelong learning and enrich environments in which minds can grow. It supports an active, informed community by providing all people with access to materials in various formats representing diverse points of view." The Hoquiam Timberland Library Board of Trustees makes every effort to uphold the Mission Statement and to provide supervision, under the direction of the Community Librarian, of the City funds to operate and maintain the Library.

The contract fee with TRL is based upon the assessed value of the City multiplied times the library district's levy rate. Changes in the fee from year to year are due to changes in either the City's assessed value and/or changes in TRL's levy rate which is based upon the assessed value within the five counties.

An alternative to contracting with TRL for library services is annexation to TRL. In order for this to be enacted, the Hoquiam City Council would have to approve putting annexation on the ballot & the citizens would have to approve annexation by a simple majority. If it were to pass, TRL's levy rate would be assessed on the property tax bills of the citizens of Hoquiam & the resulting taxes would go directly to TRL rather than to the City of Hoquiam. Either way, TRL gets the same amount.

As contractually agreed, TRL provides all staff, equipment, materials, and delivery of materials. The Hoquiam Library has 4.15 full-time equivalent staff and a collection of over 39,000 adult and juvenile books, magazines, newspapers, videos, DVDs, cassettes, compact discs, & CD-ROMs. In addition, TRL provides in-library access to the Internet, on-line magazine indexes, and a variety of reference databases. TRL has 26 other libraries, as well as several cooperative library centers, with a total collection of almost 1.5 million items. Hoquiam residents are welcome to use any Timberland library, as well as the library system's on-line catalog available on home computers 24 hours a day through TRL's Web Page. This also allows at-home access to the on-line magazine indexes & databases with the entry of a TRL library card number.

The City is responsible for the building from which service is provided. Money is budgeted annually for its operation and maintenance, as well as special projects as needed.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2006
Fund: 001
Department: Library
Division: Library

1. With the City Building Official's guidance, we'll come up with a list of library building projects that can be accomplished within the 2006 budget and plan ahead for future building upkeep and improvements. This should make the budgeting process, in terms of maintenance and repair items, a bit easier for the next budget year. Big-ticket capital improvement projects may require outside funding, so sources should be researched. Examples of such projects might include roof repairs, sealing the bricks, replacing or repairing the stucco on the lower portion of the addition, and preserving/restoring the frieze on the original building.
2. We will try to keep the library grounds looking good all year whatever this takes. It will undoubtedly be a combination of spending whatever can be spared from the budget to hire workers, using adult volunteers and Community Service teens, and relying on the generosity and expertise of the Friends of the Library.
3. TRL's District Focus for 2006 is Family Literacy. Each year the district will focus on a different need toward which services and programs will be geared. Programs that will tie in with family literacy in 2006 will be Winter Reading for Adults and will include high school teens for the first time; Family Read Aloud Month; Summer Reading Program; Teen Read Week activities; and promotion of Reference Databases and resources.
4. We'll attempt to build membership and strength of leadership in the Friends of the Library because their support is critical to a well-rounded provision of activities. We will also try to nurture adult and teen volunteers who help us extend what we can do.
5. The Veterans' History Project is being launched in Grays Harbor in 2005 and will carry on into 2006. This will involve training volunteers to interview veterans and use the video equipment that was donated, as well as finding WWII veterans who want to share their stories. This program has been going on in the Lewis and Thurston counties for the past year and is sponsored by the Library of Congress.
6. TRL's Teen Coordinator and the Community Librarian will visit the 6th grades in the spring and the 8th grade English classes in the fall to talk about good books for teens and library services that are geared to the age groups.
7. Launching a Page Turners Book Discussion Group for adults in 2006 if there is interest generated by the book discussion of "The Secret Life of Bees" in the fall of 2005. Launching a Junior Page Turners group for grades 1—3 in the fall of 2005 and will continue this into 2006 if it is successful.
8. Youth Services will again target preschools and daycares in the local area and the Headstart sites both locally and in the county because these are youngsters who may not get to the library otherwise. In addition, we will plan to coordinate with the Hoquiam Parks Department's Afterschool program in 2006.

001-17

Community Services & Parks

<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 127,375	\$ 128,958	\$ 127,130	Salaries and Wages	\$ 142,440
38,109	46,634	47,387	Personnel Benefits	54,250
27,011	27,850	31,519	Supplies	30,480
121,296	135,949	127,885	Other Services and Charges	85,635
11,036	-	11,845	Capital Outlay	-
45,591	47,360	28,938	Debt Service-Principal	7,940
7,273	3,456	4,872	Debt Service- Interest	1,450
21,241	20,310	20,790	Equipment Rental	17,085
\$ 398,931	\$ 410,518	\$ 400,366	Total Community Services & Parks	\$ 339,280

NARRATIVE: The mission of the Community Services and Parks Department is to serve the citizens with public recreational facilities and recreational programs that satisfy the leisure needs and desires of the community within available resources. Employees of the department strive to do the following:

- To provide sufficient public recreational areas and facilities that are planned and designed to meet the needs and desires of all of the residents of the City of Hoquiam which do not conflict with the responsibilities of Federal, State, Local, School District and private interests.
- To increase the efficiency of the parks program operation by reviewing all aspects of park operations and maintenance practices by replacing outdated and inefficient systems and equipment and keep staff up to date and informed on changes.
- To provide good public relations and to be a positive resource in the community.
- To work with youth and civic groups to encourage growth, civic pride, community spirit and a healthy life style.
- To provide the highest quality recreational resources and the widest range of recreational opportunities within the resources available, as identified in the Park Comprehensive Plan.
- To coordinate with all businesses in Hoquiam to develop strategies for advertisement and promotion and to work on the Main Street Program.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2005
 Fund: 001
 Department: Parks
 Division: Parks

1. All Parks:
 - A. Continue the upgrading to conform with the ADA guidelines for recreation facilities with the resources available;
 - B. Increase the efficiency of the Parks program operation by reviewing all aspects of park operations and maintenance practices by replacing outdated and inefficient systems and equipment; keep staff up to date and informed on changes.
 - C. Provide good public relations;
 - D. Continue to work with Youth and Civic Groups to encourage growth, civic pride and community spirit, and continue to provide a healthy lifestyle and education.
 - E. Continue to provide recreation opportunities for youth to help curb national crime statistics.
2. Community Development:
 - A. Downtown revitalization and Hometown Hoquiam projects;
 - B. Create business awareness of the importance of a beautification project;
 - C. Research grant and funding opportunities for improvement projects;
 - D. Identify priority projects for revitalization;
 - E. Establish networking groups for neighborhood meetings.
3. Skate Park:
 - A. Locate Site;
 - B. Acquire grants;
 - C. Design, building and maintain.
4. Continue partnership with the Hoquiam School District on multipurpose facilities.
5. Replace neighborhood playground equipment through grant acquisitions.

001-23			Economic Development	
2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	<u>Description</u>	2006 <u>Budget</u>
\$ -	\$ 6,939	\$ 14,155	Salaries and Wages	\$ -
-	2,033	4,197	Personnel Benefits	-
6,764	9,429	40,963	Other Services and Charges	6,570
41,254	-	-	Capital Outlay	-
-	-	-	Debt Service-Principal (Grayport)	20,295
-	-	-	Debt Service-Interest (Grayport)	4,315
\$ 48,019	\$ 18,400	\$ 59,315	Total Economic Development	\$ 31,180

NARRATIVE: The Economic Development budget includes the annual \$5,300 payment to the Economic Development Council (EDC) for their efforts to bring new business into the City. Payments relating to tourism efforts funded by tourism tax dollars have been moved to the tourism budget in Fund 112 for direct payment out of that fund. The Parks Department will be completing its budgeted portion of the debt payment for the combined loan for Stadium Improvements and Grayport demolition in the first part of 2006 so this budget will begin budgeting for repaying the balance of the debt that is associated with funding the Grayport demolition.

001-91			911 Program Services	
2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	<u>Description</u>	2006 <u>Budget</u>
\$ 102,368	\$ 94,769	\$ 91,950	Intergovernmental Services	\$ 70,220

NARRATIVE: This fund accounts for payments to the Grays Harbor County 911 Call Center and is based upon the call activity for police, fire and ambulance runs. The City has staff and Mayor representation on the 911 Call Center Board and various committees.

002-00			Stadium Field/Grayport Demo Loan Repayment Fund	
<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>Description</u>	<u>2006 Budget</u>
Revenues				
\$ 34,268	\$ 32,221	\$ 33,810	Utility Tax-Cable TV (2% here)	\$ 34,000
Expenditures				
\$ 34,268	\$ 32,221	\$ 33,810	Total Stad Field/Grayport Loan	\$ 34,000
\$ 34,268	\$ 32,221	\$ 33,810	Total Stad Field/Grayport Loan	\$ 34,000

NARRATIVE: A 2% utility tax on cable services was enacted in 1997 to repay a loan to the Cemetery Mausoleum Endowment Care Fund for improvements made to the Olympic Stadium. The Stadium Field Loan Repayment Fund was created to accept the tax payments, which were then transferred to the General Fund to make the loan payments. In 2002, another loan was granted to finance the demolition of the old Grayport Hotel and to build a parking lot in its place.

The final payment on the loan for Olympic Stadium improvements will be made in the beginning of 2006. The 2% portion of the cable utility tax will then be used to begin payment on the loan for the Grayport demolition.

(Please note: the utility tax on cable services was increased to 8% in 2003. However, only the original 2% is dedicated to repayment of these loans. The tax receipts above the original 2% go directly to the General Fund as a revenue source for general operations.)

STATE OF TEXAS
COUNTY OF [illegible]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

101			Cemetery Fund	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
			Revenues	
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ -
106,158	120,809	88,942	Charges for Goods and Services	106,000
15,867	23,441	27,910	Miscellaneous Revenues	33,900
-	-	-	Interfund Loan	5,000
40,565	10,146	44,610	Interfund Transfers	12,675
-	-	-	Gen Fund Operating Subsidy	23,385
\$ 162,591	\$ 154,397	\$ 161,463	Total Cemetery Fund	\$ 180,960
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ -
114,265	94,807	94,002	Salaries and Wages	95,900
31,418	29,038	29,788	Personnel Benefits	31,450
11,293	10,855	9,073	Supplies	13,000
15,476	16,110	18,582	Other Services and Charges	16,085
1,301	1,327	1,000	Trf to Cem Equipment Reserve	1,200
1,318	-	-	Capital Outlay	6,000
5,331	5,464	5,601	Debt Service-Principal	5,740
1,493	1,360	1,223	Debt Service-Interest	1,085
6,798	7,295	7,423	Equipment Rental	10,500
\$ 188,694	\$ 166,257	\$ 166,692	Total Cemetery Fund	\$ 180,960

NARRATIVE: The Hoquiam Sunset Memorial Park's mission is to serve the community with respect and dignity in the time of personal need. The cemetery has a policy making board with members appointed by the mayor.

Sunset Memorial Park contains 40 acres with nine plotted sections and three mausoleums. The Parks Department took over the maintenance and operations of the cemetery in August of 2002 and is responsible for the total care and maintenance of the grounds, perpetual headstone care, grave, crypt and niche sales and retail monument and vault sales. Additional functions include receiving customer calls, finding grave and plot locations, making sales and preparing for funeral services. There are 1.42 FTE's scheduled for operations and maintenance activities and .75 FTE's for administrative and clerical duties.

Proposed Goals

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2006

Fund: 101

Department: Cemetery

Division: Cemetery

1. Update computer database-ongoing project

2. Increase retail sales including Pre-need Funerals

3. Replace garbage cans containers

4. Replace water system in First addition section 8 and section 9

5. Continue working in Public Relations Program

6. Create a Pet Cemetery

7. Increase Advertising

8. Build and install block markers for easy grave identification

9. Replace shop roof

10. Install a wash area for cemetery equipment

102			Mausoleum Fund	
<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>Description</u>	<u>2006 Budget</u>
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 114,000
11,205	11,075	8,595	Charges for Goods and Services	11,000
3,958	3,752	4,047	Miscellaneous Revenues	4,085
5,331	5,464	5,600	Cemetery Loan Repayment	5,740
<u>\$ 20,495</u>	<u>\$ 20,290</u>	<u>\$ 18,242</u>	Total Mausoleum Fund	<u>\$ 134,825</u>
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 115,650
3,923	991	2,251	Supplies	2,000
-	-	-	Other Services and Charges	1,500
21,000	9,296	9,333	Operating Transfer to Cemetery	10,675
-	-	-	Loan to Cemetery for Waterline	5,000
<u>\$ 24,923</u>	<u>\$ 10,288</u>	<u>\$ 11,584</u>	Total Mausoleum Fund	<u>\$ 134,825</u>

103			Cemetery Equipment Reserve	
<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>Description</u>	<u>2006 Budget</u>
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 10,500
83	102	296	Miscellaneous Revenues	300
1,301	1,327	1,000	Interfund Transfers	1,200
<u>\$ 1,384</u>	<u>\$ 1,430</u>	<u>\$ 1,296</u>	Total Cemetery Equipment Res	<u>\$ 12,000</u>
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 12,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Cemetery Equip Reserve	<u>\$ 12,000</u>

104			Cemetery Preneed Fund	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
			Revenues	
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 231,000
27,100	17,726	21,079	Charges for Goods and Services	16,000
3,411	3,605	5,233	Miscellaneous Revenues	6,000
<u>\$ 30,511</u>	<u>\$ 21,330</u>	<u>\$ 26,312</u>	Total Cemetery Preneed Fund	<u>\$ 253,000</u>
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 251,000
19,565	850	3,003	Trf to Cemetery Fund	2,000
<u>\$ 19,565</u>	<u>\$ 850</u>	<u>\$ 3,003</u>	Total Cemetery Preneed Fund	<u>\$ 253,000</u>

105			Parks & Recreation Special Projects	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
			Revenues	
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ -
-	-	13,373	Charges for Goods and Services	-
-	-	803	Miscellaneous Revenues	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,176</u>	Total Parks & Rec Fund	<u>\$ -</u>
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ -
-	-	2,399	Trf to Cemetery Fund	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,399</u>	Total Parks & Rec Fund	<u>\$ -</u>

Narrative: The Parks & Recreation Special Projects Fund was established in 2005 in conjunction with a bequest to the Parks Department through the form of an Endowment Fund. The interest earned on the Endowment is transferred into this fund to provide special youth related programs.

106			Street Fund	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 40,220
125,020	125,000	109,500	Taxes	128,630
2,077	1,456	1,803	Licenses and Permits	1,200
127,292	124,259	129,335	Intergovernmental Revenues	143,240
-	494	-	Charges for Goods and Services	-
-	1,523	-	Miscellaneous Revenues	-
\$ 254,389	\$ 252,732	\$ 240,637	Total Street Fund	\$ 313,290
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 39,220
96,549	107,472	113,823	Salaries and Wages	118,115
28,674	38,661	40,754	Personnel Benefits	45,035
10,699	15,293	16,560	Supplies	20,000
48,137	49,724	32,895	Other Services and Charges	22,955
636	621	1,444	Interfund Operating Transfers	715
-	4,340	-	Capital Outlay	-
66,800	68,021	65,196	Equipment Rental	67,250
\$ 251,495	\$ 284,132	\$ 270,672	Total Street Fund	\$ 313,290

NARRATIVE: The Street Department is a sub-set of the Street/Sewer Department. The foreman is responsible for the wastewater treatment plant and the sanitary and storm sewer systems in addition to maintenance functions relating to city streets. There are five workers in addition to the foreman who perform street, sewer and stormwater maintenance functions as well as three full time employees who work solely for the Sewer Department.

The Street Department is responsible for the basic maintenance of the paved and graveled streets, roads and alleys within the city. Other responsibilities include signage, striping of curbs and crosswalks and exempt areas, vegetation control, street cleaning, patching and paving of surfaced streets, removal of trees in parking strips, and removal of old sidewalks that are being replaced.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2006
Fund: 106-19
Department: Public Works
Division: Street

1. Continue to maintain clean and safe wearing surfaces with signage for public safety.
2. Continue to maintain the catch basins and open ditches to ensure storm water runoff.
3. Continue the program of maintenance of roadside vegetation.
4. Work on a curb replacement program to assist in the management of surface water runoff.
5. Respond to the direction of the City Administrator, City Council and Mayor concerning the six year transportation improvement program.
6. Respond to all kind of weather such as rain, wind, snow, ice and other debris on streets and roads.
7. Respond to flagging needs at any time day or night.
8. Continue the program of street sweeping to keep debris off of street surface.
9. Continue the removal and disposal of illegal dumping of yard waste, household waste and raw garbage.

107			Arterial Street Fund	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ -	\$ -	\$ -	Revenues	
59,517	58,099	60,473	Beginning Fund Balance	\$ 123,650
690	1,018	3,235	Intergovernmental Revenues	67,000
			Miscellaneous Revenues	3,000
<u>\$ 60,208</u>	<u>\$ 59,118</u>	<u>\$ 63,708</u>	Total Arterial Street Fund	<u>\$ 193,650</u>
\$ -	\$ -	\$ -	Expenditures	
298	291	302	Fund Balance and Reserves	\$ 127,320
33,024	33,024	33,024	Interfund Operating Transfers	30,335
3,963	3,633	3,302	Debt Service-Principal	33,025
			Debt Service-Interest	2,970
<u>\$ 37,284</u>	<u>\$ 36,947</u>	<u>\$ 36,628</u>	Total Arterial Street Fund	<u>\$ 193,650</u>

NARRATIVE: Currently, the main source of revenue for the Arterial Street Fund is the state's distribution of the fuel tax, which is allocated on a per capita basis. The last major project completed with Arterial Street funds was the Aberdeen Avenue Paving Project in 1994. This project was funded with a combination of fuel taxes and a Public Works Trust Fund loan. Since that time, annual fuel tax receipts have been used to make the annual payments on the loan (scheduled to be paid in full in 2014) and to build a reserve to use as a match for another major project. The 2006 budget proposal includes a \$30,000 transfer to the Sidewalk Construction Fund to assist with sidewalk improvements.

108			Paths & Trails Fund	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 1,885
-	-	-	Capital Outlay	5,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Paths & Trails Fund	<u>\$ 6,885</u>

NARRATIVE: Per state law (RCW Chapter 47.20 and 47.30), ½ of 1% of fuel tax receipts must be set aside and expended annually for the provision of facilities for pedestrians, equestrians or bicyclists. If insufficient funds are received on an annual basis to fund such provisions, the law allows the funds to be set aside in a reserve or special fund to be held not more than ten years before expenditure. The annual amount received and set aside each year has been approximately \$900.

109			Ambulance Fund	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
			Revenues	
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 135,000
367,554	206,154	154,347	Taxes	164,000
1,200	14,619	1,290	Intergovernmental Revenues	-
633,541	660,723	822,110	Charges for Goods and Services	718,000
2,924	3,458	-	Miscellaneous Revenues	-
-	229,334	511,615	Non Revenues & Other Sources	490,000
\$ 1,005,220	\$1,114,289	\$ 1,489,362	Total Ambulance Fund	\$ 1,507,000
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 143,515
745,239	746,621	929,412	Salaries and Wages	959,080
147,165	171,816	215,856	Personnel Benefits	227,030
24,019	28,562	36,678	Supplies	31,000
47,682	53,607	64,048	Other Services and Charges	57,335
35,471	18,780	12,873	Interfund Operating Transfers	15,645
3,471	15,144	420	Capital Outlay	15,850
-	2,560	2,567	Debt Service-Principal	2,710
-	917	438	Debt Service-Interest	295
63,207	22,917	57,855	Equipment Rental	54,540
\$ 1,066,254	\$1,060,924	\$ 1,320,148	Total Ambulance Fund	\$ 1,507,000

NARRATIVE: Staffing consists of 23 personnel, 8.5 of which are funded from the City of Hoquiam General Fund and 14.5 that are funded by the Ambulance Budget. Also funded by the Ambulance Budget is a clerk whose main job is ambulance billing and collection. 85% of her salary comes from the ambulance budget.

The ambulance service covers an area of approximately 400 square miles. We provide ambulance service for Fire Districts #6, 16, 17 and part of District #10. In addition to providing mutual aid for the City of Aberdeen, we also assist Tahola, Quinault and Pacific Beach when Advanced Life Support is needed.

Safety of personnel is a top priority of the Hoquiam Fire Department and our budget for 2004 will enable us maintain and update equipment, provide necessary training and help us comply with State of Washington Department of Labor and Industries safety standards.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: 2006

Fund: 109

Department: Ambulance

Division: Ambulance

1. Continue to work with the Billing Clerk to maximize our collections for ambulance services and supplies.
2. Maintain personnel and equipment at current levels.
3. Make sure all personnel maintain their required certification levels as required by the County and State EMS Agencies and the State Department of Health.
4. Continue our efforts to maintain compliance with State Labor and Industries Safety Standards pertaining to Medical Services.
5. Continue to be a vital part of the community through programs such as CPR classes and attendance at special events.
6. Strive to keep our good working relationships with the City of Aberdeen and neighboring fire districts in regards to mutual aid contracts and ambulance service.
7. To continue to make education and training a top priority.
8. In 2006 we plan to purchase a new ambulance to replace our oldest vehicle which we've had since 1993. We have been replacing ambulances on a four-year cycle.

112			Stadium/Tourism Fund	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
\$ 18,241	\$ 14,590	\$ 14,822	Revenues	
-	-	90	Taxes	\$ 13,000
\$ 18,241	\$ 14,590	\$ 14,912	Misc. Revenues	-
			Total Stadium/Tourism Fund	\$ 13,000
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 6,000
4,000	2,000	-	Other Services and Charges	7,000
-	14,590	3,478	Interfund Transfers	-
\$ 4,000	\$ 16,590	\$ 3,478	Total Stadium/Tourism Fund	\$ 13,000

NARRATIVE: This fund accounts for the funds derived from the Hotel/Motel Tax.

114			Cummulative Reserve for General Capital Fund	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
\$ -	\$ -	\$ -	Revenues	
30,454	49,270	61,619	Beginning Fund Balance	\$ 278,000
\$ 30,454	\$ 49,270	\$ 61,619	Taxes	55,000
			Total General Capital Reserve	\$ 333,000
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 308,000
-	38,658	-	Interfund Transfers	25,000
\$ -	\$ 38,658	\$ -	Total General Capital Reserve	\$ 333,000

NARRATIVE: This fund represents the reserve for capital improvements of City owned facilities. Funding is provided by the Local Real Estate Excise Tax assessed to each property sale within City limits.

130		Community Development Repay Fund		
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 166,000
7,500	7,500	-	Intergovernmental Revenues	-
3,594	11,149	1,661	Charges for Goods and Services	-
65	-	-	Miscellaneous Revenues	-
41,904	29,730	86,541	Non-Revenues & Other Sources	5,960
<u>\$ 53,063</u>	<u>\$ 48,379</u>	<u>\$ 88,202</u>	Total Comm Development Repay	<u>\$ 171,960</u>
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 129,360
17,337	55,310	38,238	Other Services and Charges	42,600
-	1,000	-	Interfund Transfers	-
<u>\$ 17,337</u>	<u>\$ 56,310</u>	<u>\$ 38,238</u>	Total Comm Development Repay	<u>\$ 171,960</u>

NARRATIVE: This fund receives its funding from loan repayments associated with the home improvement loan program established in the early 1980's. Proposed expenditures in the 2006 proposal represent abatement and clean up activities.

THIS PAGE LEFT BLANK INTENTIONALLY

205			1995 Refunding Bond Fund	
<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>Description</u>	<u>2006 Budget</u>
			Revenues	
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ -
\$ 185,340	\$ 185,005	\$ 183,115	Taxes	\$ 185,765
31	-	-	Miscellaneous Revenues	-
<u>\$ 185,371</u>	<u>\$ 185,005</u>	<u>\$ 183,115</u>	Total 1995 Refunding Bond	<u>\$ 185,765</u>
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ -
140,000	145,000	150,000	Debt Service-Principal	160,000
46,653	40,003	33,115	Debt Service-Interest	25,765
<u>\$ 186,653</u>	<u>\$ 185,003</u>	<u>\$ 183,115</u>	Total 1995 Refunding Bond Fund	<u>\$ 185,765</u>

209			2001 Fire Truck Bond	
<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>Description</u>	<u>2006 Budget</u>
			Revenues	
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ -
90,435	90,435	90,435	Taxes	90,435
8	-	-	Miscellaneous Revenues	-
<u>\$ 90,443</u>	<u>\$ 90,435</u>	<u>\$ 90,435</u>	Total 2001 Fire Truck Bond	<u>\$ 90,435</u>
			Expenditures	
\$ 76,417	\$ 79,703	\$ 83,130	Debt Service-Principal	\$ 86,705
13,786	10,730	7,303	Debt Service-Interest	3,730
<u>\$ 90,203</u>	<u>\$ 90,433</u>	<u>\$ 90,433</u>	Total 2001 Fire Truck Bond	<u>\$ 90,435</u>

213			1989 Ltd GO Bond Fund	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ 28,912	\$ 28,915	\$ 28,909	Revenues	
			Taxes	\$ 28,915
<u>\$ 28,912</u>	<u>\$ 28,915</u>	<u>\$ 28,909</u>	Total 1989 Ltd GO Bond Fund	<u>\$ 28,915</u>
\$ 11,457	\$ 12,144	\$ 12,873	Expenditures	
17,455	16,768	16,039	Debt Service-Principal	\$ 13,650
			Debt Service-Interest	15,265
<u>\$ 28,912</u>	<u>\$ 28,912</u>	<u>\$ 28,912</u>	Total 1989 Ltd GO Bond Fund	<u>\$ 28,915</u>

302			Sidewalk Construction Fund	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
\$ -	\$ -	\$ -	Revenues	
161	11,000	2,500	Beginning Fund Balance	\$ 2,500
52	1,000	-	Miscellaneous Revenues	-
			Interfund Revenues	10,000
<u>\$ 214</u>	<u>\$ 12,000</u>	<u>\$ 2,500</u>	Total Sidewalk Construction	<u>\$ 12,500</u>
\$ -	\$ -	\$ -	Expenditures	
214	8,926	3,574	Fund Balance and Reserves	\$ -
			Capital Outlay	32,500
<u>\$ 214</u>	<u>\$ 8,926</u>	<u>\$ 3,574</u>	Total Sidewalk Construction	<u>\$ 32,500</u>

401-25			Water Department	
2003	2004	2005		2006
Actual	Actual	Actual	Description	Budget
			Revenues	
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 55,000
1,141,492	1,281,692	1,203,039	Charges for Goods & Services	1,390,000
65,254	59,183	75,593	Miscellaneous Revenues	70,000
479,931	883,222	1,162,643	Transfer from Watershed	781,090
\$ 1,686,676	\$ 2,224,098	\$ 2,441,275	Total Water	\$ 2,296,090
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 158,930
584,901	602,193	600,925	Salaries and Wages	624,175
183,736	215,082	228,274	Personnel Benefits	251,095
113,611	106,887	132,642	Supplies	125,800
412,574	493,105	521,534	Other Services and Charges	503,750
-	-	1,687	Interfund Transfers	-
179,665	495,023	779,257	Capital Outlay	509,000
52,632	52,632	52,631	Debt Service-Principal	52,630
6,316	4,737	3,158	Debt Service-Interest	1,580
92,522	98,609	91,325	Equipment Rental	69,130
\$ 1,625,957	\$ 2,068,268	\$ 2,411,433	Total Water	\$ 2,296,090

Narrative: The primary function of the Water Department is to provide the citizens of Hoquiam and the residents along Highway 101 North with quality potable water supply, while keeping within the Washington Administrative Code (WAC) 246-290 related to the Washington State Department of Health (DOH). The physical facilities of the Department consist of a direct water filtration treatment plant with a capacity of six-million gallons per day, two pump stations, two operational dams and one dam that is out of service, two covered reservoirs, one elevated water tank, and a water transmission line.

The City's watershed consists of three drainage areas. The Davis Creek and the West Fork of the Hoquiam River, normally referred to as the Davis Creek Watershed are the primary source of our raw water supply. The third is the Little Hoquiam that has not been used since 1926 as a raw water supply. The total area of the three is 6,250 acres of managed timberland that are harvested on 100 year (Davis Creek) and 50-year (Little Hoquiam) rotational cycles. The City has a contract forester and Department staff that patrol the watersheds.

The Water system consists of approximately sixty miles of water distribution lines ranging in size from one (1) inch to twenty-seven (27) inches in diameter. The Water Department maintains the system distribution lines, service lines and physical facilities. Service is provided to the property line for approximately 3600 service connections within and outside the corporate city limits. On a rotational monthly basis, the Meter Reader reads half of the water meters for billing each month.

The Department maintains, replaces and installs new fire hydrants on an as needed basis in conjunction with the Fire Department's needs and good engineering practice. We also have an active Cross-Connection Control Program that protects the public water system from contamination through the elimination of any actual or potential physical connection between the water distribution system and the consumer's water system source of

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: 2006

Fund: 401-25

Department: Public Works

Division: Water

1. Continue to provide the citizens of Hoquiam with a high level of service and the quality and capacity of potable water.

2. Install new 12" waterline river crossing to Eastside.

3. Initiate the process of replacing the water transmission waterline.

4. Initiate the process on removing the silt behind the West Fork Dam.

5. Initiate the process on increasing the water pressure on Arnold Court.

6. Continue to maintain and protect the Davis Creek and West Fork watersheds.

7. Lower unaccountable water system loss.

8. Flow test industrial water meters and continue replacing residential meters to ensure accurate consumption readings.

9. Continue to replace old waterlines with new pipe materials.

10. Continue proactive maintenance program at the Water Treatment Plant.

Water Department Narrative (cont.)

non-potable liquid, solid or gas that could contaminate the potable water supply by backflow. Sampling stations are located throughout the distribution system to monitor water quality and chlorine residual. The water grab samples taken are tested at the Grays Harbor County Health Department and Water management Laboratories in Tacoma, Washington.

The Water Department has ten (10) staff members, which includes the foreman, two fulltime water treatment plant operators, one watershed patrol person/water treatment plant operator, one meter reader who also works with the maintenance crew as time allows, a storekeeper/relief water treatment plant operator who is also the cross connection control specialist and four maintenance crew personnel.

401-26			Sewer Department	
2003 <u>Actual</u>	2004 <u>Actual</u>	2005 <u>Actual</u>	Description	2006 <u>Budget</u>
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 10,000
1,141,492	1,281,692	1,084,037	Charges for Goods & Services	1,084,000
65,254	59,183	13,060	Miscellaneous Revenues	-
479,931	883,222	515,260	Transfer from Watershed	642,920
\$ 1,686,676	\$ 2,224,098	\$ 1,612,357	Total Sewer	\$ 1,736,920
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 111,000
455,228	431,717	401,846	Salaries and Wages	278,945
131,728	147,442	136,186	Personnel Benefits	98,925
99,326	97,619	90,757	Supplies	77,680
429,619	453,873	430,079	Other Services and Charges	443,385
-	-	1,687	Interfund Transfers	-
135,620	276,433	440,900	Capital Outlay	590,000
-	-	-	Debt Service-Principal	-
-	-	-	Debt Service-Interest	16,800
69,945	73,892	70,364	Equipment Rental	52,565
-	-	-	2/3 Cost of Additional Personnel	-
\$ 1,321,465	\$ 1,480,977	\$ 1,571,817	Total Sewer	\$ 1,669,300

NARRATIVE: The Wastewater Treatment Plant, sanitary and storm sewer systems fall under the Street/Sewer Department. This Department is part of the Public Works department and has a foreman and 8 member crew. The crew is made up of wastewater treatment plant operators, pump station technicians, equipment operators and maintenance personnel. The Wastewater Treatment Plant has a rated capacity of 4.0 mgd average flow and an 8.0 mgd peak flow. The plant is impacted during rainy weather with peak inflow/infiltration (I/I) flows. With good operational procedures of diverting the excess flows into the 48 acre lagoon the operators have successfully managed the I/I flows. Two of the last three years the plant operators have been awarded certificates for plant operation. There are two plant operators and one backup staff who service the pump stations and fill in at the treatment plant when needed. The sanitary sewer collection system consists of approximately 57 miles of gravity collectors and mains and is serviced by 12 pump stations. There are approximately 3,000 residential services.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: 2006

Fund: 401-26

Department: Public Works

Division: Sewer

1. Continue the high level of maintenance to ensure the efficient operation of the sanitary sewer collection system, pump stations and Wastewater Treatment Plant.
2. Work on good operational procedures of investigation of Inflow/Infiltration and diverting storm water from sanitary sewer lines.
3. Finish the work at the Wastewater Treatment Plant on changing over to the UV system.
4. Finish work on replacing river crossing from 28th Street to K Street.
5. Replace old GE Drive Units at 28th Street.
6. Replace pumps.
7. Replace pump motors.
8. Replace aging RAS (Return Activated Sludge) pumps with new vari-drive units and new controls.
9. Replace secondary clarifier mechanism and re-level floor.
10. Removal of bio-solids from lagoon.
11. Construction of a shop with a concrete floor for pump maintenance and storage of sanitary and storm pumps and parts.

401-27			Stormwater Department	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ -
-	-	-	Charges for Goods & Services	250,000
-	-	-	Miscellaneous Revenues	-
-	-	-	Transfer from Watershed	92,680
<hr/>			Total Stormwater	\$ 342,680
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 26,770
-	-	-	Salaries and Wages	146,190
-	-	-	Personnel Benefits	55,130
-	-	17,886	Supplies	22,720
-	-	7,636	Other Services and Charges	66,965
-	-	-	Capital Outlay	70,000
-	-	-	Equipment Rental	22,525
<hr/>			Total Stormwater	\$ 410,300

NARRATIVE: Funding for storm water activities was previously budgeted within the Sewer Department budget. In late 2005, the City Council adopted an ordinance segregating sanitary and storm water activities by establishing a separate Storm Water Utility.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the ten most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in priority order.

Budget Year: 2006

Fund: 401-27

Department: Public Works

Division: Storm

1. Continue the high level of maintenance to ensure the efficient operation of the storm water collection and pump stations.

2. Continue to work on good operational procedures on investigation of illegal sewage hook-ups to storm lines.

3. Look at areas to add storm pumps and piping to help with storm run off.

4. Install pump station at Ramer and Polk Street. At this time the area near the Ramer sanitary station is a gravity flow to the river for storm water removal. Placement of a storm pump and the repair of a discharge to the river would remove flooding problems for this neighborhood.

5. Complete an assessment of dike systems around the city. These dikes, which protect large areas of Hoquiam from high water levels in the river have not been regularly maintained nor is there an accurate inventory of the condition of the dikes.

402

Watershed Fund

<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 1,299,000
-	-	-	Reserve for Dam Cleaning	475,000
-	-	-	Reserve for UV Disinfection Sys	-
-	172	20,208	Miscellaneous Revenues	-
16,242	17,379	-	Parks Impr Loan Repyt	-
1,133,117	564,468	1,659,000	Timber Sale Payments	-
<u>\$ 1,149,359</u>	<u>\$ 582,019</u>	<u>\$ 1,679,208</u>	Total Watershed Fund	<u>\$ 1,774,000</u>
Expenditures				
\$ -	\$ -	\$ -	Fund Balance	\$ -
-	-	-	Reserve for Dam Cleaning	141,710
-	-	-	Reserve for UV Disinfection Sy	-
7,429	8,854	-	Supplies	8,000
68,943	101,132	-	Other Services and Charges	107,600
-	1,512,115	1,760,853	Interfund Transfers	1,516,690
<u>\$ 76,372</u>	<u>\$ 1,622,102</u>	<u>\$ 1,760,853</u>	Total Watershed Fund	<u>\$ 1,774,000</u>

NARRATIVE: The Watershed Fund accounts for all expenditures associated with timber harvesting and the management of the watershed lands. All timber sale revenues are deposited into this fund. Per council resolution, 5% of all timber sales are transferred to the Transmission Line Reserve Fund. Watershed funds are transferred to the Water, Sewer and Storm Fund for eligible costs associated with infrastructure improvements.

417			Landfill Postclosure Fund	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 340,000
5,273	9,606	8,931	Miscellaneous Revenues	10,000
30,000	192,500	-	Non-Revenues & Other Sources	-
<u>\$ 35,273</u>	<u>\$ 202,106</u>	<u>\$ 8,931</u>	Total Landfill Postclosure Res	<u>\$ 350,000</u>
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 288,510
10,269	3,252	1,262	Salaries and Wages	5,730
6,750	969	208	Personnel Benefits	2,955
2,607	1,497	50	Supplies	1,500
53,051	44,405	43,141	Other Services and Charges	51,305
<u>\$ 72,678</u>	<u>\$ 50,122</u>	<u>\$ 44,662</u>	Total Landfill Postclosure	<u>\$ 350,000</u>

NARRATIVE: Although the City of Hoquiam no longer provides garbage collection services, the City is still obligated by law to provide Postclosure maintenance of the City Landfill site. Funds were transferred annually from the Sanitation Fund into this reserve fund to assure that sufficient amounts were always available to pay the annual costs. When the Sanitation Fund closed, an amount was transferred to the Landfill Postclosure Reserve Fund that is believed to be sufficient to cover the costs remaining until the City's obligation ends in 2009.

501			Equipment Rental Fund	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 14,000
269,926	269,741	227,770	Charges for Goods & Services	223,340
14,997	15,844	9,841	Miscellaneous Revenues	10,680
2,670	2,560	182,345	Non-Revenues & Other Sources	196,500
\$ 287,593	\$ 288,145	\$ 419,956	Total Equipment Rental Fund	\$ 444,520
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 15,445
91,965	83,602	53,354	Salaries & Wages	53,970
27,331	25,810	16,947	Personnel Benefits	17,240
130,311	125,365	127,214	Supplies	127,000
36,560	34,230	25,024	Other Services and Charges	34,365
-	-	-	Interfund Transfers	-
2,974	293	180,406	Capital Outlay	196,500
\$ 289,141	\$ 269,300	\$ 402,946	Total Equipment Rental Fund	\$ 444,520

NARRATIVE: There is one mechanic in this department whose primary responsibility is to keep all City rolling stock and equipment in safe, operational working order. This includes vehicles in the Fire, Police, Water, Electrical, Street, Storm Water, Sewer, Public Works, Parks and Cemetery departments. All petroleum driven and pneumatic hand tools are also maintained by this Department. The mechanic has the authority to "red tag" any piece of City equipment or hand tool for safety reasons and cause the repair or surplus/disposal thereof through City procedures of surplussing by the City Council.

The Department promotes and has in place a preventative maintenance program with all departments participating. This program minimizes the breakdown of City equipment and provides the departmental crews reliable and safe equipment to operate to meet the needs of the City when the equipment and tools are needed.

Vehicles scheduled for replacement in 2006 for a total cost of \$196,500 are as follows:

Animal Control Truck #14	\$ 15,000	Water Truck #48	\$ 26,500
Ambulance	\$ 140,000	Building Official Truck	\$ 15,000

The total \$196,500 cost is funded from amounts previously set aside in the Equipment Rental Reserve Fund.

Proposed Goals

City of Hoquiam, Washington

Preparation Notes:

- List the **ten** most important goals required to fulfill your mission statement or to achieve other work program objectives.
- Additional comments on the continuation sheet should be correspondingly numbered.
- Provide the goals in **priority order**.

Budget Year: 2006

Fund: 501

Department: Public Works

Division: EQ Rental

1. Continue to service and maintain all city owned rolling stock, equipment and hand tools, except electrical powered hand tools.
2. Maintain a routine inspection of all hand tools, rolling stock and equipment for preventative maintenance.
3. Continue to have a quick turn-around on all hand tools, rolling stock and equipment requiring repair and maintenance.
4. Continue to provide assistance in the maintenance and repair of all city property.
5. Maintain the coordination in public Works as well as the Parks Department to ensure equipment needs and rolling stock replacements are made for safety and reliability.
6. Enforce the city's safety plan for rolling stock, equipment and hand tools.
7. Continue to provide assistance to other departments within the city on an as needed basis.
8. Continue to be involved in the purchase of hand tools, rolling stock and equipment within the Public Works and Parks departments.
9. Continue to assist the Fire and Police departments in the replacement of their rolling stock on an as needed basis.
10. Continue to coordinate the use of common hand tools, rolling stock and equipment by city forces.

505			Equipment Rental Reserve Fund	
2003 Actual	2004 Actual	2005 Actual	Description	2006 Budget
Revenues				
\$ -	\$ -	\$ -	Beginning Fund Balance	\$ 1,179,000
242,689	142,276	176,189	Departmental Depreciation	135,500
75,930	58,098	65,371	Loan Repayments	49,815
6,731	-	2,125	Sale of Fixed Assets	-
\$ 325,350	\$ 200,374	\$ 243,685	Total Equipment Rental Reserve	\$ 1,364,315
Expenditures				
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ 1,077,815
2,670	360,020	182,345	Trf to Eq Rental for Eq Purchase	196,500
-	24,000	-	Gen Fund Police Car Loans	90,000
\$ 2,670	\$ 384,020	\$ 182,345	Total Equipment Rental Reserve	\$ 1,364,315

NARRATIVE: This fund accounts for all depreciation reserves set aside for future replacement of vehicles and equipment. When it is determined that a replacement is necessary, funds are transferred into the Equipment Rental Fund to be expended. The Police Department has not historically set aside depreciation reserves. The 2006 budget reflects an interfund loan for \$90,000 to provide funds to purchase four police vehicles.

520			Medical/Dental Benefits Fund	
<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>Description</u>	<u>2006 Budget</u>
\$ -	\$ -	\$ -	Revenues	
949,689	1,121,270	1,170,763	Beginning Fund Balance	\$ 60,000
365	2,364	-	Department Contributions	1,313,000
-	-	2,704	Cobra Contributions	-
			Employee Contributions	2,000
<u>\$ 950,054</u>	<u>\$ 1,123,634</u>	<u>\$ 1,173,468</u>	Total Medical/Dental Fund	<u>\$ 1,375,000</u>
\$ -	\$ -	\$ -	Expenditures	
990,910	1,183,694	1,174,104	Fund Balance and Reserves	\$ 55,000
			Personnel Benefits	1,320,000
<u>\$ 992,913</u>	<u>\$ 1,183,694</u>	<u>\$ 1,174,104</u>	Total Medical/Dental Benefits	<u>\$ 1,375,000</u>

NARRATIVE: During the payroll process, the operating departments transfer funds for the costs of employee health benefits to the Medical/Dental Benefits Fund. The direct expenditures for the payment of medical, dental and vision care are then paid from this fund. Medical premiums for most employees will be increasing approximately 10% for 2006 coverage (after increases of 21% in 2002, 15.5 % in 2003, 28% in 2004 and 9.5% in 2005). Dental and vision care premiums will not be increasing for 2006.

522			Unemployment Fund	
<u>2003 Actual</u>	<u>2004 Actual</u>	<u>2005 Actual</u>	<u>Description</u>	<u>2006 Budget</u>
\$ -	\$ -	\$ -	Revenues	
10,058	12,108	11,853	Beginning Fund Balance	\$ -
-	-	4,170	Property Tax	15,000
			Oper Trfs from Departments	-
<u>\$ 10,058</u>	<u>\$ 12,108</u>	<u>\$ 16,023</u>	Total Unemployment Fund	<u>\$ 15,000</u>
\$ -	\$ -	\$ -	Expenditures	
10,058	12,108	16,023	Fund Balance and Reserves	\$ -
			Personnel Benefits	15,000
<u>\$ 10,058</u>	<u>\$ 12,108</u>	<u>\$ 16,023</u>	Total Unemployment Fund	<u>\$ 15,000</u>

NARRATIVE: The City of Hoquiam is self funded for unemployment payments. The 2006 budgeted expenditures are reduced from the 2005 level as no additional layoffs are being proposed for 2006. Funds for the payment of most claims are derived from property tax revenues. Property Tax revenues are only transferred to this fund if there are claims to be paid.

611			Police & Fire Retiree Expenses	
<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Actual</u>	<u>2005</u> <u>Actual</u>	<u>Description</u>	<u>2006</u> <u>Budget</u>
			Revenues	
\$ -		\$ -	Beginning Fund Balance	\$ -
218,650	408,350	436,950	Property Tax	477,250
13,819	14,719	15,027	Fire Insurance Premium Tax	16,000
200	1,349	-	Miscellaneous Revenues	-
<u>\$ 232,669</u>	<u>\$ 424,418</u>	<u>\$ 451,977</u>	Total Police & Fire Retirees	<u>\$ 493,250</u>
			Expenditures	
\$ -	\$ -	\$ -	Fund Balance and Reserves	\$ -
362,515	419,574	444,660	Personnel Benefits	493,250
<u>\$ 362,515</u>	<u>\$ 419,574</u>	<u>\$ 444,660</u>	Total Police & Fire Retirees	<u>\$ 493,250</u>

NARRATIVE: This fund pays for medical premiums and bills for retired LEOFF 1 Police and Fire employees and supplemental pension payments for pre LEOFF Fire employees. The City is mandated by state law to provide these benefits. Approximately \$16,000 in Fire Insurance Premium Tax will be received in 2006 to help offset the Fire pension payments with the balance of the pension payments and medical costs being funded with property tax revenue.

THIS PAGE LEFT BLANK INTENTIONALLY