2009-2010 ADOPTED OPERATING AND CAPITAL BUDGET

2009 – 2010 Budget

for the fiscal biennium January 1, 2009
through December 31, 2010

MAYOR

Jack Durney

CITY COUNCIL

Paul McMillan	**John Pellegrini**
Jasmine Dickhoff	**Kyla Houchens**
Carla Streifel	**Rick Haugen**
Ben Winkelman	**Gregory Grun**
Darrin Moir	**Sandi Grimnes**
Byron Hyde	**Bessie Stone**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Hoquiam
Washington

For the Fiscal Year Beginning

January 1, 2007

President

Executive Director

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CITY OF HOQUIAM

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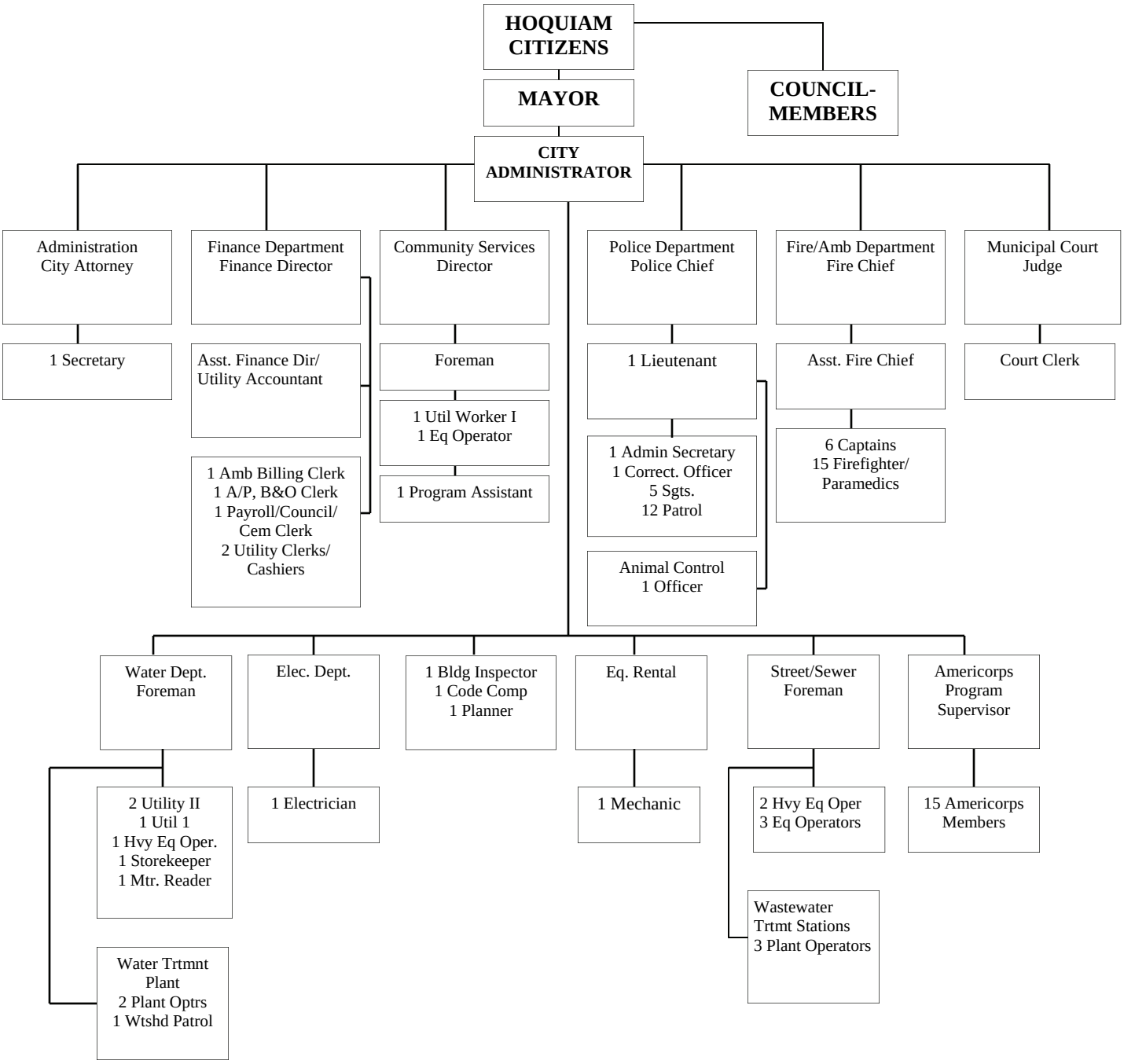
CITY OF HOQUIAM
ORGANIZATIONAL CHART



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"The City of Hoquiam is poised for a great future, reshaping itself through 'green' technologies, modernized manufacturing, first-class services, and a vision of the future that includes the largest biodiesel refinery in North America. Hoquiam is a gateway to the Next Washington."

- Washington State Governor Christine Gregoire

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609 8th Street
Hoquiam, WA 98550

October 29, 2008

Citizens of the City of Hoquiam
Hoquiam City Council

RE: 2009-2010 Mayor's Transmittal Letter

While both the national and state budgets currently face significant financial challenges, the City of Hoquiam is on stable financial ground thanks to our investments in sustainability, planning, infrastructure and economic development during the last city budget.

Over the next two years of the 2009-2010 Biennial Budget, the City will continue to invest in our future while preserving our past. The City will make investments to improve our water and sewer system, repair sidewalks, spur economic development and maintain our critical emergency services. The message of the 2009-2010 Budget is "Investing for Future Generations." Abraham Lincoln said "The dogmas of the quiet past are inadequate to the stormy present. The occasion is piled high with difficulty, and we must rise with the occasion. As our case is new, so we must think anew and act anew."

I am very proud of the work of the Council and the staff to ensure the financial stability of the City. I am also very proud of all the City employees who diligently provide quality public services each and every day. We remain committed to our mission of… "Improving the quality of life for its citizens by diversifying the industrial base, increasing business and housing opportunities, while providing safe communities and opportunities for all."

2009-2010 Budget Overview

The total City budget for 2009-2010 is $35,921,886, which is a 14.6% decrease from the prior biennium. This decrease is primarily due to increased investments in capital facilities and an increase in contract log sales in the watershed in 2008.

The 2009-2010 Budget was developed based on the following information:

Expenditures:

- We plan to maintain the same level of full time equivalent employees
- In 2008, the City negotiated new labor agreements with police, fire and public works which establish salary and benefit levels over the term of the biennium. Health insurance premiums are estimated to rise 8% which amounts to an increase in premium costs citywide of $114,720.
- Significant Capital Outlay for the City includes approximately $3 million in improvements to the water, sewer and storm system, cemetery improvements, Gable Park Project, neighborhood parks, downtown sidewalks and minor improvements to City Hall. The utility infrastructure projects will be funded with proceeds from timber sales, grants, bonds and utility rates.
- We plan to maintain the new reserve levels established by the Mayor and Council during the last budget cycle to protect against any financial downturn or natural disaster.
- The Watershed operating budget has been significantly increased for the 2009-2010 biennium. Through timber sales, the City's 6,100 acre watershed plays a direct role in financing our water and sewer improvements. I feel strongly that this critical piece of our infrastructure warrants a full time forester and I believe the Council should consider this a priority.

Revenues:

- Property taxes increased at the 1% statutory limit, while our total assessed value actually went up $51 million over last year.
- Overall, tax revenues are estimated to increase by $29,035 primarily due to new construction. However, sales tax and B&O tax revenue increase due to increased economic activity in the City as a whole
- Due to the December 2007 windstorm Timber Sales Revenues have increased significantly due to expedited harvest of blow-down timber. The City must be prudent with these funds as future harvest years might be restricted.
- The City has received grants for several capital projects and is applying for funds for the biosolids removal project. The City likely will be looking at issuing bonds and adjusting rates to pay for several critical utility infrastructure projects.

2007-2008 Budget Goals Scorecard & Goals for 2009-2010

Below I have listed the budget goals for the last budget cycle, the progress we made towards these goals, projects currently in progress and goals for the new budget cycle:

Economic, Waterfront, and Downtown Development:

In the last two years, the City made significant strides in our economic development efforts. First, the City completed Hometown Hoquiam Phase 2, our Strategic Economic Development Plan. This plan lays out short and long term goals for the City and the newly formed Hoquiam Business Association to strengthen our existing businesses and attract new commercial and industrial development. The City Council also adopted a historic preservation ordinance offering tax incentives to business and homeowners who list their properties on a local historic register and then make improvements to their properties. The strong partnership between the City, the Hoquiam Business Association, Port of Grays Harbor, and other local agencies has resulted in several new businesses and industries locating to Hoquiam, along with numerous business enhancements.

These successes include:

- Imperium Renewables – The nation's largest biodiesel manufacturer at T-2
- Paul Willis Enterprises' new chip manufacturing and barge loading facility at Terminal 3
- The new Department of Licensing at the City's Historic Train Depot
- A new contract liquor store
- The new Rite Aide Pharmacy
- Alexander's Restaurant
- Renovated Simpson Plaza and Hometown Liquidators
- Foggy's Bar and Grill
- Renovations to the Quigg buildings on the Hoquiam River waterfront

During the next budget, through our partnerships and economic development efforts we hope to build on our success and will be working on the following industrial and commercial projects which will bring new employment opportunities, services and revenue to our community:

- Westway Terminals which is currently in the permit phase for a $22,000,000 bulk liquid storage facility at Terminal 2.
- Continued involvement and recruitment of the 520 Bridge Pontoon Construction Project to IDD1 or another Hoquiam location
- Expansion of Paneltech
- Expansion of Westport Shipyards
- Recruitment of other potential industry to Terminal 3 and vacant land along Bay Avenue
- Renovations to commercial properties including LaVogues, the American Legion Building, the formal Oval Strapping Building, KFC, and other vacant properties.

Improving Safety and Appearance of our Neighborhoods:

The City of Hoquiam continues to provide excellent community policing, fire prevention and neighborhood enhancement programs on limited resources. Over the last two years, the police department established a strong Senior Volunteer Program which assists our community with business and home security checks and other community policing programs. The department also continued our successful weekend jail program and hired several new officers to fill vacancies primarily due to retirements. The fire department continued our school fire prevention program and business fire inspection program to promote fire safety. The City also continued our aggressive nuisance abatement program which has resulted in many property owners throughout the City cleaning their lots, removing old cars and taking out building permits to improve their structures. The Public Works Department created a sidewalk replacement program to assist homeowners with minor sidewalk renovations which has resulted in several blocks of new sidewalks on Simpson, Sumner and other areas of the City. The Community Services Department made $300,000 worth of safety improvements to Olympic Stadium including a new sprinkler system and new structural supports.

The City plans to continue each of these community enhancement efforts during the next budget period. In addition, during the 2009-2010 Budget, the City plans to improve safety by establishing an Emergency Operations Center during disasters, completing our Hazard Mitigation Plan, completing our Emergency Preparedness Plan and establishing a police explorer program. We plan to further improve our appearance through renovations to downtown with the construction of the Downtown Pedestrian Safety and Mobility Project which will make sidewalk and ADA ramp improvements in downtown Hoquiam and the SR 101 Pavement Project slated

for construction in the spring of 2009. We also plan to enhance our neighborhoods by replacing playground equipment in the neighborhood parks, through the Gable Park Restoration and Enhancement Project and by planting many new street trees through our Tree City USA efforts.

Expanding New Housing Opportunities:

Throughout the last budget cycle the City of Hoquiam saw many home renovations and minor new home construction on Beacon Hill and on infill lots throughout the City. During the next budget period we are hopeful that new housing opportunities will become available with further development on Beacon Hill, vacant land on Broadway, and other infill properties throughout the City. A 44 lot development called Courtesy Homes Addition is slated for final plat approval in early 2009. The City Council and Planning Commission are currently working on a new comprehensive plan and land use regulations that will also allow for mixed use developments, including housing along the Hoquiam waterfront. The City also made changes to allow for housing in the commercial zone above the first floor in an effort to promote housing opportunities in the downtown corridor.

Infrastructure Challenges Ahead

The backbone to any community is its public infrastructure. Hoquiam is facing significant infrastructure replacement needs in our water, sewer and storm water utilities, which cannot be funded with rate revenues alone. The City has been planning and identifying funding opportunities for these projects over the last two years. Now we must address these problems soon so that this burden is not placed upon the next generation of citizens.

The City is currently installing new water and sewer mains across the Hoquiam River at a cost of over $1,000,000. For years, the City has deferred the serious maintenance issue of cleaning the biosolids in our sewer lagoon. We are currently in the design and permit phase of this project and planning for construction in 2009 at a cost of approximately $5,000,000. Over the next two years, the City plans to remove the Little Hoquiam Dam at a cost of approximately $800,000, with much of the funding through grants. We will also be identifying long term water supply issues, replacement of our water transmission main, replacement of our sewer force mains, improving our sewer and storm pump stations and making various other infrastructure improvements to our utility systems that have been neglected for years.

In conclusion, 2009-2010 is going to be a biennium of "Investing for Future Generations." Our strength through the tough economic times has put us in a position to invest now, providing sustainability for future generations of Hoquiam citizens. We are poised for further significant economic growth and I am excited about the future of Hometown Hoquiam.

It is an honor to work side by side with our excellent City staff, council members, businesses and community partners during these challenging but exciting times. I look forward to the next two years and the success that we will achieve.

Very truly yours,

Jack Durney
Mayor

I. HOW TO USE THIS DOCUMENT

The City's budget document is designed to serve four basic purposes:

1. To function as a financial plan for the City of Hoquiam during the 2009-2010 biennium.

2. To provide a management tool to assist City staff in achieving the day to day results and outcomes approved for funding by the City Council.

3. To serve as a policy document, clearly articulating the policy direction provided by the City Council for implementation during the coming biennium.

4. To provide a communication tool for citizens, businesses, and other interested parties.

This document should also provide the lay reader with a clear understanding of the activities funded in the 2009-2010 biennium, the overall costs of those services, an understanding of the benefits derived from those activities, and an explanation of the process used to arrive at the funding decisions represented by this document.

How to Use this Document is intended as an introduction to the biennial budget of the City of Hoquiam. The budget is detailed in the following sections:

- **Letter of Transmittal** – This preface portion of the budget includes a letter from the Mayor to the Citizens of Hoquiam and the Hoquiam City Council explaining the budget document. Additionally, this letter provides for significant changes from the previous year in appropriations and revenues and explains any major changes in financial policy.

- **How to Use This Document** - This section includes an introduction to the budget documents as well as information about our City, the Council and our form of Government. Additional information is provided about the various appointed committees, commissions and boards in the City of Hoquiam. Lastly, the Mission, Vision and Values as approved by the Hoquiam City Council are included.

- **The Budget Process** – This section of the budget describes the entire process for putting the 2009-2010 budget together from estimating revenues and allocating expenditures through adoption of the final budget.

- **Policies and Goals** – The Council appointed a mixed group of Council and staff to put together a mission statement, policies and goals for the coming biennium. This critical element of the budget is included in the Final Budget document. The section

also contains an outline of the approved financial policies and programs and the relationship of appropriations to those policies and programs.

- **Revenues** – The revenues section summarizes the City's revenues from 2000 through budgeted revenues that support the 2009-2010 budget. This section illustrates multi-year revenue trends and projects revenues for the coming year. This section is a vital element of the City's financial plan, and also serves as a communications tool for citizens and a reflection of Council policy through its decisions regarding the property tax levy, utility charges, and other issues.

- **Fund Summary** – This section provides a comprehensive summary of the revenues and expenditures of all budgeted funds for 2009-2010. It illustrates the overall financial condition of each fund, and provides a multi-year comparison of financial activity in each of the City's funds.

  This section serves as a vital element of the City's financial planning process, illustrating trends in revenue and expenditure patterns over multiple years.

- **Operating Budget** – This section provides either a four-page or a two-page summary of each departmental budget. Four those departments with a four page operating budget, the first page of each budget provides a narrative summary of the department's purpose as well as its mission. The second page provides a list of accomplishments from 2007-2008 as well as goals or special objectives for the coming biennium. The third page of each budget provides a financial summary and finally, the fourth page provides performance measures including inputs, outputs, effectiveness and efficiency.

  For those departments with only a two page operating budget, only a narrative summary and a financial summary are included.

  This section serves as a communications tool for stakeholders interested in issues related to specific departments, and as a management tool for department directors and staff to use in implementing their budget for the coming year.

- **Capital Improvement Program** – This section provides a summary and description of the City's 2009-2010 capital improvement budget. This includes all projects that meet the City's definition of a capital project, and include fixed and permanent improvements to City facilities and infrastructure, new construction of facilities, and acquisition of equipment with a useful life of one year or more and a cost of over $5,000.

- **Debt Services** – This section provides a comprehensive and detailed description of the City's debt service budget. It provides information regarding the City's statutory debt capacity, summary presentations of total debt service by type, and individual descriptions of each issue's debt schedule and an explanation of the projects for which they provided financing.

- **Appendices** – This section provides reference information on more detailed elements of the budget. These include:

    - a listing of adopted utility rates
    - Hoquiam at a glance
    - Hoquiam demographics
    - a glossary of terms
    - a summary of preliminary budget requests

Hoquiam's Form of Government

Hoquiam is a non-charter code city, and on May 21, 1890, incorporated under the mayor/council form of government. The mayor-council form is the oldest form of government found in Washington and was the only practical choice available to most cities from statehood in 1889 until 1910 when the commission form was introduced.

This form consists of an elected mayor who serves as the city's chief administrative officer and a council which is responsible for formulating and adopting city policies. The mayor-council form is characterized by a separation of executive and legislative powers and a system of checks and balances patterned after our traditional national and state governments.

Under this form of government, an independently-elected mayor has greater powers of appointment and removal of subordinates, a higher degree of administrative control over departments, and the power to veto council legislation. The resulting government structure limits the council's role to policy making and oversight, and reserves administrative power and responsibility for the mayor.

Full details of the Council/Manager form of government can be found in Chapter 35A.12 of the Revised Code of Washington (RCW).

The Hoquiam City Council

The Hoquiam City Council is comprised of twelve members, elected by wards, by the citizens of the City. Council members are elected to four-year terms with six positions being elected first and the other six positions being elected two years later. This ensures some experienced Council members at all times. The Council members also elect a Council President from among themselves every year.

The Council takes action on items presented at regularly scheduled or special meetings of the Hoquiam City Council. A public hearing may also be scheduled as part of a regular or special Council meeting. The public hearing allows Council to meet any legal requirements regarding an issue, hear background information or reports about a topic, receive public input on the issue, and then make an informed decision based on the facts and information presented. Council workshops or town hall meetings are scheduled to allow Council members to study an issue without taking action on it.

The Hoquiam City Council meets on the second and fourth Mondays of each month at 7:30 P.M. in the Council Chambers, City Hall, 609 8th Street, Hoquiam. The Mayor has an office in City Hall but does not keep regular office hours.

Elected Officials

Council & Mayor	Expiration of Term
Jack Durney, Mayor	Dec. 2011
Paul McMillan	Dec. 2011
John Pellegrini	Dec. 2009
Jasmine Dichoff	Dec. 2011
Kyla Houchens	Dec. 2009
Carla Streifel	Dec. 2011*
Rick Haugen	Dec. 2009
Ben Winkelman	Dec. 2011
Gregory Grun	Dec. 2009
Darrin Moir	Dec. 2011
Sandi Grimnes	Dec. 2009
Byron Hyde	Dec. 2011
Bessie Stone	Dec. 2009

Appointed Officials

City Administrator	Brian Shay
City Attorney	Steve Johnson
Finance Director	Mike Folkers
Fire Chief	Ray Pumphrey
Library Director	Mary Thornton
Police Chief	Jeff Myers
Municpal Court Judge	William Stewart

* Election in 2009 will be necessary to serve the remainder of the term

City Services

The City of Hoquiam provides a full range of municipal services to its citizens: police, fire, court, parks and recreation, cemetery, street maintenance, planning and zoning, code enforcement, animal control, nuisance abatements, library, water, sewer, storm drainage and city administration.

Regional Services

The City of Hoquiam is also a member of the following regional service providers: The Grays Harbor Transit Authority and the Olympic Air Pollution Control Authority. Grays Harbor County provides our public health department, superior courts, combined emergency dispatch, substance abuse program and election services. Solid waste collection and recycling is provided by contract with a private firm.

Other local government entities provide public services to our community. The Port of Grays Harbor provides industrial, water transfer and terminal facilities on the Chehalis River as well as a regional airport within the city limits. Hoquiam School District, Grays Harbor College and Washington State University provide public education services within the city limits and beyond. Grays Harbor Public Utility District #1 provides electrical power service within all of Grays Harbor County, excluding the City of McCleary. The Grays Harbor Housing Authority provides low-income housing for the community and the Coastal Community Action Program provides employment, food and other services for low-income persons and families in need.

History of Hoquiam

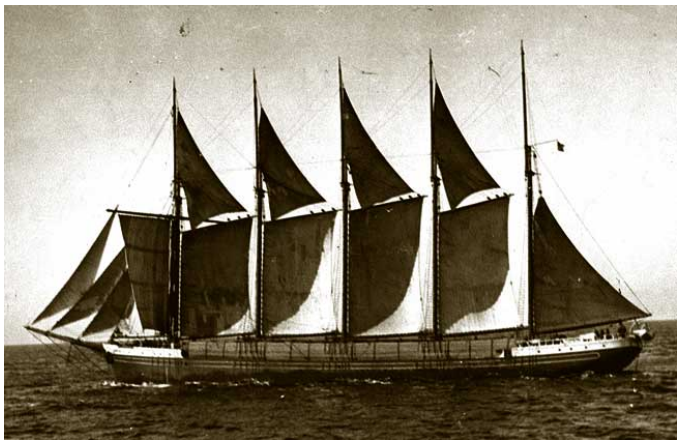
Long before Western Man appeared in the area we call Hoquiam, Native American people inhabited it and used this area for a variety of purposes. The Chehalis Tribe occupied seven villages along the north and south sides of the Chehalis River. However, the entire area was used in common by a variety of tribes, particularly those who later became part of the Confederated Tribes of the Quinault Indian Nation.

On May 7, 1792 British explorer Capt. Robert Gray entered the Chehalis River, sailed through the bar, into the bay, and named the area Bullfinch Harbor. Later explorers re-named the area Grays Harbor after the Captain. At the turn of the century, fur trading developed in the region but competition among traders depleted the local otter population and shortly afterwards the trade was abandoned.

Though fur traders visited Hoquiam during this period, none of them settled here, because they found the bay's dense forests, marshes, and foggy atmosphere in hospitable. In 1857, a non-native settler, John R. James established a 160-acre claim that included most of what is now the City of Hoquiam. When he moved on several years later, another settler, James Karr, took over his settlement and became the area's first permanent white settler.

Settlers soon began arriving and were grazing their cattle on the tide flats of the Hoquiam River by the early 1850s. James Karr, who later helped found Cosmopolis, built his family's cabin in present day west Hoquiam. His brother Henry built on the east side of the river along present day Riverside Avenue. There were farmers and cattlemen in Hoquiam long before the neighboring settlements in Cosmopolis and Aberdeen began. A decade after the arrival of the Karrs, the Ed Campbell family (1860) and others began settling in Hoquiam.

It was Campbell who worked to accurately spell and name this new town "Hoquiam" which means *"hungry for wood,"* called so by the Indians for the vast amount of blown-down timber found at the river's mouth.



Hoquiam became the site of several large sawmills and shipyards. Many ships were built in Hoquiam including the *Vigilant,* a popular and beautiful five masted lumber sailing schooner. This friendly, progressive city was incorporated in 1890, about 40 years after the first settlers arrived.

By the turn of the century a number of Hoquiam residents were becoming successful timber merchants. These included Robert and Joseph Lytle, who built their beautiful homes, next to each other, in

1897 and 1900 overlooking the harbor on Chenault Street. These mansions, now known as the Hoquiam Castle and Lytle House Bed and Breakfast, are still standing and are open for tours. In 1923, railroad magnate Arnold Polson built a 6,500 square foot mansion on the east side of the Hoquiam River. This mansion is now a museum, exhibiting transportation photos, logging equipment and Grays Harbor memorabilia. Hoquiam pioneer Frank Lamb was instrumental in building one of the area's most successful businesses, Lamb Grays Harbor, and in developing the Port of Grays Harbor, one of the very first ports in Washington State.

During the 1980s, the town struggled through many setbacks brought on mainly by the state's economic recession and decreases in timber and fishing opportunities. By the 1990s, the slump was over and construction of homes and businesses began to see some moderate growth.

Hoquiam Today

The City of Hoquiam with a population of 8,845 is the second largest city in Grays Harbor County. Hoquiam is located within a half-hour's drive of the world-renowned Olympic National Park, Lake Quinault, the Hoh and Quinault Rain forests, and is a 2 hour drive (117 miles) from Seattle and a 2-1/2 hour drive from Portland (152 miles). The population base within a 200 mile radius of Hoquiam is 6.683 million including the major population centers of Seattle/Tacoma (the nation's 11th largest market area), Portland, and Vancouver, British Columbia.

As resource-dependent industries (fisheries and timber) have declined, the primary employment sectors in Hoquiam have become service and government. Other new industries are developing including ship building. However, Hoquiam still maintains a strong fishing and wood products presence in the Northwest.

Sustainable industries have also begun locating to Hoquiam. In 2006, ground was broken on the United States' largest biodiesel manufacturing plant. This new plant will employ 50 people while converting agriculture stocks into motor vehicle fuel.

We look forward to developing our arts and are laying the groundwork for a knowledge economy as Hoquiam moves into the third millennium as a town that's still "a good place to grow up in".

City Commissions and Boards

Civil Service Commission
Appointed By: Mayor, subject to approval by the City Council.
Length of Term: 3 years.
Meetings: Last Monday of each month at 9:30 AM.
Duties: To select, appoint, and employ personnel for the Police and Fire Departments, not including the Police Chief and Fire Chief.

Library Board
Appointed By: Mayor and confirmed by the City Council.
Length of Term: 5 years.
Meetings: 2nd Wednesday of each month at 4:00 PM at the Library.
Duties: The management and control of the Library including supervision, care and custody of all property of the library.

Cemetery Board
Appointed By: Mayor and confirmed by the City Council.
Length of Term: 5 years.
Meetings: 3rd Thursday of each month.
Duties: The proper operation, maintenance and improvement of the municipal cemetery.

Community Services Board
Appointed By: Mayor and confirmed by the City Council.
Length of Term: 4 years.
Meetings: 1st Friday of each month at 12:00 PM.
Duties: Advise the Council regarding the general planning, supervision and control of all parks, stadium, recreational facilities and programs, and community services of the City.

Planning Commission
Appointed By: Mayor with consent of the Council
Length of Term: 4 years.
Meetings: 2nd Thursday of each month at 7:30 PM.
Duties: (1) Preparation and review of the comprehensive plan for the city;
(2) Review and recommendation on all applications for amending comprehensive plan and development regulations as provided in RCW 35A.63.100; and
(3) Such other advisory duties as may be assigned to it by the mayor and city council.

Building Code Council
Appointed By: Mayor and approved by the Council.
Length of Term: 4 years.
Meetings: As needed, but at least once every three months.

Duties: (1) Review enacted and proposed building, plumbing, electrical, housing, mechanical, and dangerous structures codes and proposed amendments or changes in these codes, to solicit public input, and to make recommendations to the city council;
(2) Research, recommend and promote uniform regulations, legislation, and enforcement pertaining to all phases of building construction and related codes;
(3) Advise and assist the various departments of city government when requested in the administration and enforcement of laws and ordinances pertaining to building, construction and related work; and
(4) Act as the board of appeals for the uniform building, plumbing, mechanical, electrical, fire, and abatement of dangerous building codes.

Hoquiam's City Council Mission

The City of Hoquiam is committed to improving the quality of life for its citizens by diversifying its industrial base, increasing business and housing opportunities, while providing safe communities and opportunities for all.

Hoquiam's City Council Vision

Hoquiam is known for its vibrant business districts, green industries, safe and attractive neighborhoods, cultural arts and celebrates its rich heritage.

Hoquiam's City Council Values

We welcome all who desire to call Hoquiam home.
We value and utilize the skills and talents of our citizens.
We seek to make change a positive force.
We encourage diversity.
We value our City employees.

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II. THE BUDGET PROCESS

The previous section of the budget explained the purpose of the budget document. This section provides a detailed explanation of the process involved in completing the budget document.

A Biennial Budget

On April 24th, 2006, the Hoquiam City Council passed Ordinance No. 2006-15, in accordance with RCW 35A.34, which provided for a two-year fiscal biennium budget. Hoquiam operates under the provisions of this budget ordinance during the 2007-2008 biennium. In Washington State, the fiscal biennium must begin in odd-numbered years.

CITY OF HOQUIAM

2009-2010 Budget Calendar

June 2008

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

July 2008

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August 2008

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September 2008

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28	29	30				

October 2008

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November 2008

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2008

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Regular Council Meeting Budget Study Session

Budget Calendar

The adoption of a budget for code cities in the State of Washington is defined by state law. Finance Department staff began the preparation of the 2009-2010 biennial budget during the summer of 2008. By the end of September, a preliminary budget was completed. Staff presented the proposed budget to the Council in October, and public hearings are held throughout November to review and analyze it. The budget process ends when the final budget is adopted on or before December 31, 2008 by the Hoquiam City Council.

The following calendar chronologically lists the steps involved in adopting and implementing the City of Hoquiam's budget for the 2009 – 2010 Biennium.

April 26 – Council holds workshop to discuss goals and direction for the upcoming biennium.

June 9 – Finance Department staff develop revised budget instructions and forms to comply with biennial budget requirements.

July 14 – Finance Department completes initial 2009-2010 revenue forecast for all funds, establishes year end reserve and fixed cost targets. Provides a basis for departmental operating budget allocation limits.
July 18 – Distribute budget development instructions and forms to City Departments.
July 28 – September 1 – Staff budget development.

September 1 – Clerk compiles budget requests.
September 4 – September 15 – Finance Department compiles and refines preliminary budget requests.
September 22 – Preliminary Budget delivered to Mayor.
September 22 – Preliminary Budget delivered to Council.
September 23 – October 6 – City Administrator meets with Departments to make final revisions to preliminary budget.
September 29 - Council workshop.

October 27 – Council budget study session #1.
October 27 – Council public hearing on revenues/property taxes associated with the 2009-2010 Budget.
October 27 – Finance Department publishes recommended budget document.

November 3 – Council budget study session #2.
November 3 – First Council public hearing on the 2009-2010 Budget.
November 10 – Second and final Council public hearing on the 2009-2010 Budget.
November 10 – Council adopts 2009 tax levy.
November 10 – Council approves the 2009-2010 Budget.
November 17 –2009-2010 Budget is legally adopted.

November 11 - December 31 – Finance Department publishes 2009-2010 Budget document.

Budget Development Process

For the 2009-2010 budget, the City utilized a familiar budget development process designed to provide allocated funding for current service levels. The process began by allowing each department to determine appropriate funding levels to maintain current service levels. Requests for expanded service levels and capital expenditures could be requested separately.

The administration selected this approach because it acknowledges the fixed nature of the City's core services, and allows staff to focus available time and energy analyzing those elements of the proposed budget that are not fixed – such as requests for new staff or activities, capital items or equipment. This process also allows more time for managers to spend managing and implementing the budget and less time developing, documenting, and justifying its budget.

The current services allocated to each department provides the following resource levels:

- 100% of forecasted payroll expenses for current employees.
- 100% of known appropriations for all fixed contract, debt service, and other costs
- 100% of current year appropriations for supplies and other services expense categories.

This budget does not include funding for one time expenses, capital items, and expanded service requests. These requests required review and approval by the City Manager prior to recommendation for funding by the City Council.

This approach provides a basis for reallocating budget authority to meet the changing needs of the organization.

Basis of Budgeting

The City prepares a cash basis budget in accordance with RCW 35A.33. A cash basis budget recognizes transactions only when cash is increased or decreased. For example, tax revenue is only recognized when a check is received from the County not when assessments are mailed at the beginning of the year as in the accrual basis.

The departments of the City and their conforming financial statements are organized by funds. The City's general government operates on the cash basis of accounting, recognizing revenues and expenses only when received or paid in cash. Inventory items are expenses when purchased, and purchases of fixed assets are expensed during the year acquired rather than being capitalized and depreciated over future periods.

Balancing the Budget

The City is required, according to RCW 35A.34.120, to adopt a balanced budget by December 31, 2008. A balanced budget can include the use of the unencumbered balance (reserves) estimated to be available at the close of the current fiscal biennium.

Amending the Budget

The Mayor is authorized to transfer budgeted amounts between departments within any fund except the General Fund. The General Fund was adopted by Fund and as such each fund should be considered in it's entirety for budgeting purposes. Any revisions that alter the total expenditures of a fund must be approved by the City Council. When the Council determines that it is in the best interest of the City to increase or decrease appropriation for a particular fund, they may do so by adopting an ordinance with a simple majority vote.

Fund Structure

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of self balancing accounts that comprise its revenues and expenditures. The City's resources are allocated to and accounted for in individual funds depending on what they are to be spent for and how they are controlled. The City budgets each fund individually and each fund must be appropriated.

Accounting for the flow of dollars in and out of accounts varies depending upon whether the fund is of the governmental or proprietary type. Government funds are designed to measure those financial resources on hand at the end of a period that are available to be spent or appropriated in future periods. An example of a governmental fund is the General Fund, the Cemetery Fund, or the Street Fund. Proprietary Funds, on the other hand, are designed to reflect the overall health of the fund. The Water, Sewer and Storm Fund is an example of a proprietary fund.

III. GOALS AND POLICIES

This section includes a statement of policies and goals approved by the City Council in the winter of 2006 in preparation of the biennial budget. Additionally, policies are included that were approved and provided to the administration as a direction for budget implementation in 2009-2010.

The purpose of this section is to provide the administration a guide for execution of the Council's adopted 2009-2010 budget.

GOALS

The City Council developed a series of goals, to be viewed as stepping stones to reach the Council's Vision for the City of Hoquiam.

The 2009-2010 Budget follows the goals outlined by the City Council to address the operating responsibilities for fiscal years 2009 and 2010.

Short Term Financial Goals

- Increase sales tax revenues by growing our existing businesses.
- Maintain our general fund operating reserve and revenue stabilization fund.
- Put together a ballot for turf at Olympic Stadium.
- Update all City fees for services.
- Keep the sidewalk program going.
- Develop a Hoquiam brand.
- Keep mileage logs in all City owned vehicles to keep track of gas.

Short Term Non-Financial Goals

- Improve the appearances of our neighborhoods by increasing abatement of structures and stepping up public nuisance enforcements.
- Redo the entrance sign in Hoquiam from the east.
- Get creative with incarceration of criminals and offenders.
- Pave one new street per year.
- Continue to be involved with the Hoquiam Business Association.
- Promote the City of Hoquiam video on our website.
- Market Olympic Stadium for sporting events and festivals.
- Upgrade one small park per year.
- Hire a summer person for the Cemetery to assist with beautification.

Long Term Financial Goals

- Complete a workable capital projects plan.
- Develop an honest, realistic street improvement plan.

Long Term Non-Financial Goals

- Continue to build a strong, community based public safety approach and integrate it into all facets of City operations
- Begin implementation of the Community Development Plan
- Continue the recruitment of new businesses (including hotels) and identify businesses in neighboring cities that may want to relocate.
- Keep infrastructure our main focus. The City will need to build a sewer treatment facility in the near future.
- Continue to investigate and research the possibilities of a regional jail.

POLICIES

The City Council developed a series of financial and non-financial policies to guide the staff in their day to day operations of the City.

Financial Policies

CITY OF HOQUIAM FISCAL POLICY

1. General Financial Goals

a. To maintain a financial base sufficient to sustain an acceptable level of municipal services which is directed to maintain the social well being and physical conditions of the City.

b. To be able to withstand local and regional economic trauma, to adjust to changes in the service requirements of the community, and to respond to other changes as they affect the City's residents.

c. To maintain a good credit rating in the financial community and assure taxpayers that Hoquiam city government is well managed financially and maintained in sound fiscal condition.

2. Operating Budget Policies

a. The base operating budget is the City's comprehensive two-year financial plan which provides for an acceptable level of services as defined by the City's goals and objectives. The base budget will be redefined every two years by incorporating newly-approved programs, inflationary increases, and other uncontrollable expenses, and will be void of non-recurring expenses of the preceding two years. The analysis and review of new programs must be initiated prior to inception of the Council's budget review process.

b. Revenues and expenditures for the General Fund and all operating funds shall be projected for the ensuing biennium.

c. Biennial operating budgets should provide for acceptable design, construction, maintenance and replacement of the City's capital, plant, and equipment.

d. The City will strive to maintain all its assets at an acceptable level to protect the City's capital investment and to minimize future maintenance and replacement costs.

e. The City will endeavor to project its equipment replacement and maintenance needs for the next several years and will attempt to update this projection every two years. From this projection, a maintenance and replacement schedule may be developed and followed.

f. All general government current operating expenditures will attempt to be paid from current revenues and cash carried over from the prior biennium. Current revenues and operating expenditures will be reviewed quarterly during the year. The City will try to avoid budgetary and accounting procedures which balance the

current budget at the expense of future budgets. All budgetary procedures will conform to existing state and local regulations.

g. All supplemental appropriations for programs (appropriations requested after the original budget is adopted) will only be approved after consideration of the availability of revenues.

h. No operating department shall spend more than 60% of their biennially appropriated amounts, by the end of the first year of a biennium, without approval by the City Council.

3. Revenue Policies

a. The City will try to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source. The revenue mix should combine fixed and variable revenue sources to minimize the effect of an economic downturn.

b. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic activities, revenue estimates adopted by the City Council should be conservative.

c. The City will estimate its biennial revenues by an objective, analytical process.

d. The City will project revenues for the next four years and will update this projection during each biennial budget process. The Finance Department will annually review and make available to the Regulatory Committee an analysis of each potential revenue source, as needed.

e. The City will establish all user charges at a level related to the cost of providing the service.

f. The City will regularly revise user fees with a review by the Mayor to adjust for the effects of inflation.

g. The City will set fees and user charges for each enterprise fund, such as Water, Sewer and Stormwater, at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.

h. The City will set fees for other user activities, such as recreational services, at a level to support the direct and appropriate indirect costs of the activity.

4. Expenditure Policies

a. The City will maintain a level of expenditures which will provide for the public well being and safety of the residents of the community.

b. The City will attempt to only propose operating expenditures which can be supported from ongoing operating revenues.

c. The City will maintain expenditure categories according to state statute and administrative regulation.

d. Services will parallel and adjust to the City’s revenue sources in order to maintain

the highest level of service. During periods of economic upturn, long-term expansion of core services will be limited to the anticipated increase of those sources.

e. The City will attempt to forecast its General Fund expenditures for each of the next six years and will endeavor to update this forecast every year. Expenditure forecasts should be cognizant of the fixed and variable nature in its structure of revenues.

5. Capital Investment Budget Policies

a. The City will attempt to make all capital improvements in accordance with an adopted capital investment program.

b. The capital investment program and the base operating budget should be reviewed at the same time. This will insure that the City's capital and operating needs are balanced with each other.

c. The City will attempt to develop a multi-year plan for capital improvements including operations and maintenance costs and update it every two years. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in the economic base should be calculated and included in capital budget projections.

d. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance (grants) and other outside resources whenever possible.

e. The City will determine the least costly financing method for all new projects.

6. Short-Term Debt Policies

a. Short-term debt covers a period of three years or less.

b. The City may use short-term debt to cover temporary cash flow shortages which may be caused by a delay in receipting tax revenues or issuing long-term debt.

c. The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. All short-term borrowing will be subject to Council approval by ordinance or resolution, and will bear interest based upon prevailing rates.

7. Long-Term Debt Policies

a. The City will confine long-term borrowing to capital improvements that cannot be financed from current revenues.

b. Acceptable uses of bond proceeds can be viewed as items which could be capitalized and depreciated. Refunding bond issues designed to restructure currently outstanding debt is also an acceptable use of bond proceeds.

c. Where possible, the City will use special assessment revenue, or other self-supporting bonds instead of general obligation bonds.

d. The City will not use long-term debt for current operations.

e. The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

f. General Obligation Bond Policy

1) Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.

2) Before general obligation bond propositions are placed before the voters, the capital project under consideration should have been included in the preceding Capital Investment Program. The inclusion should include a general description of the project, its timing and financial limits. Subsequent inclusions should become increasingly specific.

3) Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.

g. Limited Tax General Obligation Bond Policies

1) As a precondition to the issuance of limited tax general obligation bonds, all alternative methods of financing should have been exhausted.

2) Limited tax general obligation bonds should only be issued under certain conditions:

- A project in progress requires monies not available from alternative sources.
- Matching fund monies are available which may be lost if not applied for in a timely manner; or
- Emergency or catastrophic conditions.

h. Financing of Lease Purchases.

Under Washington State law, the public may vote to approve bond issues for general government purposes in an amount not to exceed 2.5% of assessed valuation. Within the 2.5% limit, the Hoquiam City Council may approve bond issues and/or lease purchases up to 1.5% of the City's total assessed value.

8. Reserve Fund Policies

a. The City will strive to maintain General Operating Reserves at a level equal to at least 45 days (12.3%) of the total General Fund budgeted revenue excluding and any significant one-time revenue.

These reserves shall be created and maintained to:

1) Provide sufficient cash flow to meet daily financial needs

2) Sustain the current level of City services

In general, the City shall endeavor to support ongoing operations with ongoing revenues, but may use reserves on a one-time basis to support City services pending the development of a longer term financial solution. However, the City will strive to use reserves in no more than one biennium to support City operations. If reserves are used, the City will attempt to replenish these reserves at the end of the biennium, if a surplus exists, but no later than the biennium following their use.

b. It will be the policy of the City to establish a Revenue Stabilization Fund with a goal of at least eight percent (8%) of the total General Fund budgeted revenue, excluding identified one-time revenues. These operating revenues are maintained to:

1) Address temporary revenue shortfalls and payment of approved expenditures due to cash flow shortages; and

2) Sustain City services in the event of a catastrophic event such as a natural/manmade disaster (e.g. earthquake, windstorm, flood, terrorist attack) or a major downturn in the economy.

Annual contributions will be budgeted from General Fund resources as available to maintain the target level reserve. This shall be in addition to the goal of the maintenance of forty- five days operating cash within the General Fund itself. All expenditures drawn from this fund shall require prior Council approval unless previously specifically authorized by the City Council for expenditure in the annual budget.

c. In accordance with RCW 35A.33.145, the City will endeavor to maintain a Contingency Reserve Fund with resources not less than $0.375 per $1,000 of assessed valuation. Annual contributions will be budgeted from General Fund resources as available to maintain the target level reserve. This shall be in addition to the maintenance of forty-five days operating cash within the General Fund itself. All expenditures drawn from this fund shall require prior Council approval unless previously specifically authorized by the City Council for expenditure in the annual budget.

d. It will be the policy of the City to maintain at its discretion a Council Projects Fund in amount of $100,000. This fund will serve as a hedge against economic fluctuations, fund future one-time operational and capital needs or support City services on a one-time basis pending the development of a longer term financial solution. The initial source of funding for this reserve is the 2005 year ending surplus. Restoration of this reserve is at the City's discretion.

9. Investment Policies

The Finance Director will submit an investment policy from time to time to the City Council for review and adoption.

10. Special Revenue Policies

a. The City will establish and maintain Special Revenue Funds which will be used to account for the proceeds of specific revenue sources to finance specified activities which are required by statute, ordinance, resolution, or executive order.

b. Special Revenue Funds having biennial operating budgets will be reviewed by the City during the budget process.

11. Accounting, Auditing, and Financial Reporting Policies

a. The City will establish and maintain a high standard of accounting practices.

b. The accounting system will maintain records on a basis consistent with accepted standards for local government accounting and the State of Washington Budgeting, Accounting, and Reporting Systems (BARS).

c. Regular monthly, quarterly and annual financial reports will present a summary of financial activity by major types of funds.

d. Where possible, the reporting system will also provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by fund.

e. A small and attractive asset system will be maintained to identify all small City assets which have a high dollar value.

f. The State Auditor's Office will audit City records annually and will issue a financial opinion.

12. Budget Calendar

In order to facilitate and implement the budget process, the Mayor will provide the Council with a biennial budget calendar at the first regular Council meeting in March in every even year.

13. Depositing Cash

Deposits of all public funds shall be made within 24 hours. However, the Police Department may make deposits less frequently but at a minimum, should be done weekly.

CITY OF HOQUIAM ASSET POLICY

1. All fixed assets that can be labeled shall have an identifying mark stating the fixed asset is the property of the City of Hoquiam.
2. All fixed assets will be recorded and tracked in a database managed by the Finance Department.
3. When a fixed asset is relocated to another department. The department relinquishing the item shall inform the Finance Department.
4. Fixed assets cannot be traded, sold, auctioned, gifted, surplussed, or junked without authorization from the Finance Department.

5. Annually each department will receive an inventory listing of all fixed assets under their control. At that time each department is to update the inventory listing and provide it back to the Finance Department. All discrepancies shall be reported and explained.
6. Verification of the existence of the fixed assets shall be done annually by the Finance Department on a sampling basis by performing a physical inventory confirming the existence and location of the items.
7. Fixed assets shall be depreciated, if applicable, in accordance with guidelines set forth in the BARS manual.
8. All attractive assets shall be tracked and recorded in a database provided by the Finance Department by each department in control of those assets.
9. Annually each department will have the attractive asset inventory listing under their control verified by the Finance Department on a sampling basis.
10. Attractive Assets cannot be traded, sold, auctioned, gifted, surplussed, or junked without authorization from the Finance Department.

Non-Financial Policies

CITY OF HOQUIAM EVENTS AND FESTIVALS POLICY

PURPOSE

The purpose of this policy is to establish responsibility and describe the internal processes necessary for a special event or festival.

RESPONSIBILITY

It is the responsibility of the Finance Department to ensure that the policy requirements for special events and festivals are clearly documented and current.

It is the responsibility of the Community Services Department to implement adequate procedures to ensure adherence to the policy requirements.

GENERAL DEFINITIONS

Cash: For the purposes of this policy, "Cash" may be comprised of coin, currency, checks, money orders, credit card transactions, and electronic fund transfers.

Special event: Include any event which is to be conducted on public property or on a public right of way; and also, any event held on private property which would have a direct impact on traffic congestion; or traffic flow to and from the event over public streets or rights-of-way; or which would significantly impact the need for city-provided emergency services such as police, fire or medical aid.

Vendor: Includes selling, displaying or advertising goods or services in any location not covered by a City of Hoquiam Business License.

ACTIVITY SECTION

1. Vendor Registration Required

1.1 No person or organization shall participate in a special event that affects the customary and ordinary use of public streets, rights-of-way, sidewalks and publicly owned property (i.e. parks) without having first completed the necessary permit, application or registration form. If the request to participate in such a special event is for the purpose of political or religious activity intended primarily for the communication or expression of ideas, the application will be administered by the City in a strictly content neutral fashion. The City will not grant or reject an application for a special events permit on the basis of the content of the expression.

1.2 A registration for a special event can be obtained at the Community Services Office and must be completed and submitted to the Community Services Department at least 48 hours prior to the event. A completed registration does not constitute approval or guarantee vendor space or guarantee booth size.

2. Vendor Responsibilities

2.1 It is the responsibility of the vendor to obtain a Food Handler's or other permit if necessary.

2.2 Booth contents, including inventory, are the responsibility of the vendor. The City of Hoquiam does not assume any responsibility for injury to persons, loss or damage to any property.

2.3 Each vendor is required to provide their own garbage bags and to keep the area around their booth clean.

3. Fees

3.1 Vendor fees, special event fees, admission fees and registration fees vary per event.

3.2 All vendor, special event, registration and admission fees are non-refundable.

3.3 All vendor, special event, registration and admission fees must be paid in advance.

3.4 At no time will the City waive a vendor, special event, registration or admission fee regardless of non-profit status.

3.5 At no time will the City discount a vendor, special event, registration or admission fee regardless of non-profit status.

4. Cash Handling at City Hall

4.1 Only City employees shall have access to cash and checks and shall be covered under the City's insurance.

4.2 The Finance Department performs the central cashiering function for all vendor fees and registrations.

4.3 All cash and check payments shall be immediately brought to the Finance Department window with the proper, pre-numbered Community Services payment form.

4.4 All checks for vendor fees and registrations should be made out to the City of Hoquiam.

4.5 A receipt will be provided to the vendor from the Finance Department.

4.6 All mail containing checks for vendor fees shall be opened immediately and brought to the Finance Department window with the proper, pre-numbered Community Services payment form on the same day they are received.

5. Cash Handling Outside of City Hall

5.1 Only City employees shall have access to cash and checks and shall be covered under the City's insurance.

5.2 Each cash collection point shall have an individual designated as custodian with specific responsibility for cash handling. Only City employees shall be designated custodians.

5.3 The number of employees with access to any cash shall be limited to ensure internal control.

5.4 Physical protection of funds through the use of safes, vaults, locked cash boxes or drawers shall be practiced at all times. Locking cash bags will be made available to designated events for transport to the Finance Department for daily deposits.

5.5 Cash outside of City Hall will be held to an absolute minimum to insure employee safety and maximize return on investment. Cash shall never be kept overnight outside of City Hall.

5.6 Periodic examination, via a physical count or other review of cash funds, may be conducted by authorized personnel not assigned the custodial responsibility.

6. Cash Receipts

6.1 All City employees charged with the receipting of special event revenues shall be provided a copy of the current fee and rate schedule as well as a copy of this policy.

6.2 City employees receipting checks as revenue shall request valid identification and document a driver's license on the face of the check.

6.3 All cash collection points shall have a permanent collection record, such as a cash register tap, pre-numbered receipts, or ticket that has the record of transactions including voids, refunds, or cancellations. All revenues collected shall have receipts issued at the point of sale or collection, whether hand written or electronically generated.

6.4 All handwritten receipts shall be pre-numbered to account for lapses in sequence.

6.5 All tickets sold for entry to an event shall be pre-numbered and be a two-part type.

6.6 All voided receipts shall be reviewed and signed by a Department Head. Pre-numbered manual receipts and voids shall be maintained in chronological order.

6.7 No checks shall be cashed at cash-collection points. No checks shall be written for more than the appropriate fee or admission. No two party checks will be accepted.

6.8 All cash receipts must be protected by using a cash register, locking cash drawer, safe, or other secure place until they are deposited.

7. Balancing of Cash Receipts

7.1 All balancing of cash receipts shall take place in front of at least one other City employee or department head.

7.2 All funds collected must be balanced daily, by mode of payment, by comparing the total of cash, checks & credit cards to the register totals, pre-numbered receipt totals, or other accounting software cash receipt report totals.

7.3 A reconciliation statement shall be completed verifying the cash received matches the receipts.

7.4 Over/short amounts must be separately recorded and investigated and resolved to the extent possible.

7.5 All employees balancing cash receipts shall sign the reconciliation statement.

8. Deposits

8.1 The mandatory operating standard for deposit of cash collections to the City's Finance Department shall be within 24 hours of receipt of those funds. If the 24-hour period falls on a weekend or other period when the City is closed, daily deposits are due to the Finance Department by 10:00 AM the next business day. All deposits not made daily shall be held in a secure location such as the departmental safe, Finance Department safe, or locking cabinet inside City Hall.

8.2 All deposits shall be delivered to the Finance Department intact; cash receipts shall never be used to replenish other funds or pay for other event items or services.

8.3 A duplicate cash report/reconciliation shall be maintained at the cash collection point. The report shall be signed by the City employee preparing the report, and reviewed and signed by a department head.

8.4 The Finance Department will issue a receipt of deposit for reconciliation to the cash-collection point's supporting documentation. This receipt shall be attached to the location's daily cash report/reconciliation and maintained on file.

9. Change or Other Working Funds

9.1 Change funds shall be provided on a per event basis if necessary.

9.2 Change funds shall be controlled in the same manner as cash receipts; however, change funds are strictly static funds and require no replenishment.

9.3 When change funds are no longer needed to conduct business for which they were established, these funds shall be delivered in full to the Finance Department.

OTHER ACTIVITIES

1. Bands

1.1 All bands playing in City festivals shall sign an approved contract with the City of Hoquiam prior to the event or festival.

1.2 Payments to all bands under contract shall be made by the City within one (1) week of the event.

1.3 The City shall not pay for any bands performing on private property.

2. Alcohol

2.1 No alcohol shall be consumed on public property or in a public right of way in conjunction with an event or festival.

3. Raffles

3.1 The City will conduct all raffles according to Washington State Law and in coordination with the Washington State Gambling Commission.

3.2 All cash received from raffles will be handled according to the cash handling sections of this policy.

4. Parking

4.1 All receipts from parking fees shall be handled according to the cash handling sections of this policy.

4.2 All RV parking requests shall complete the required to complete the necessary application.

5. Donations

5.1 All donations to the City of Hoquiam shall become the property of the City of Hoquiam.

5.2 Donated items shall not be sold, given away or otherwise disposed of unless declared surplus by the City Council of the City of Hoquiam.

5.3 A donation, regardless of apparent value, shall not take the place of a vendor, special event, registration or admission fee.

6. T-Shirt and Poster Sales

6.1 T-Shirt and poster sales shall be on an event by event basis.

6.2 T-Shirt and poster receipts shall be handled according to the cash handling sections of this policy.

EXCEPTIONS

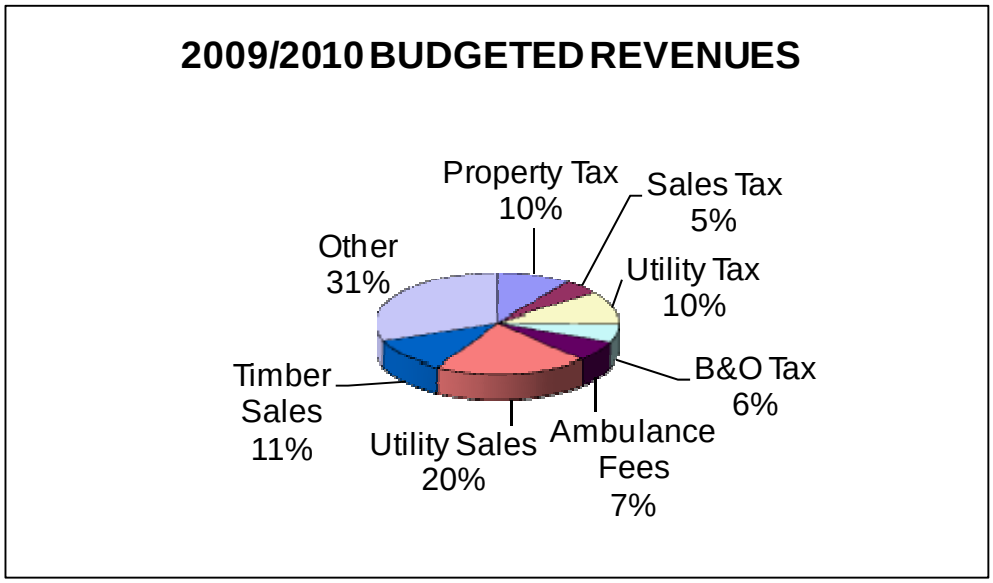
The City Administrator must approve any exceptions to the procedures outlined in this policy. Requests for exceptions to these procedures must be submitted in writing.

EMPLOYEE ACCOUNTABILITY

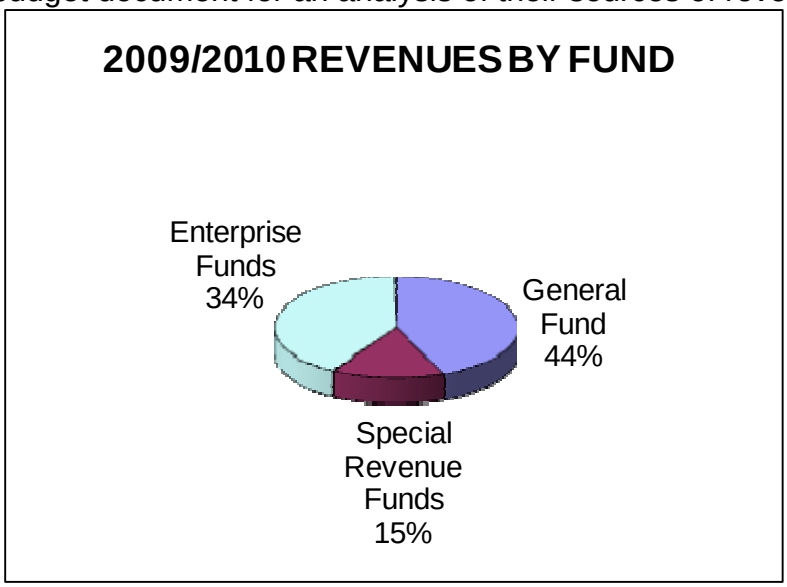
Failure to abide by the guidelines in this policy will result in disciplinary action, up to and including termination of employment.

IV. REVENUES

This section summarizes City operating revenues from 2000 though forecasted amounts that will support the 2009-2010 budget. The City has many revenue sources, including some larger than others.



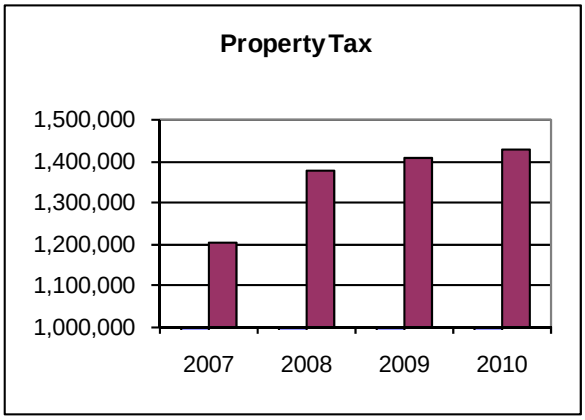
Revenues fit in to one of six funds: the general fund, special revenue funds, debt service funds, capital funds, enterprise funds, internal service funds, and agency funds. Operating revenues are divided into three categories: the general fund, special revenue funds and enterprise funds. These funds collect the vast majority of the revenues of the City. Certain debt service funds and capital improvement funds also collect revenues, but for specific purposes. Please review the debt service and capital improvement sections of this budget document for an analysis of their sources of revenue.



Summary of Major Locally Levied Taxes and Fees

1. Regular Property Tax Levy

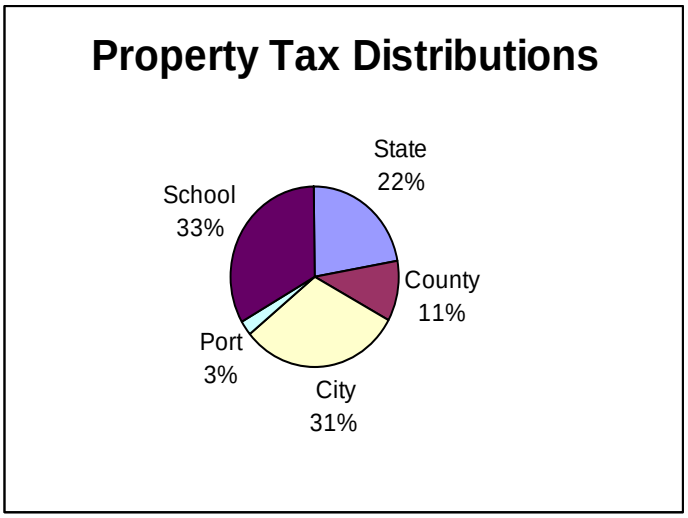
	Amount	% Inc (Dec)
2007 Actual	$1,204,040	3.6%
2008 Forecast	$1,377,331	14.4%
2009 Budget	$1,410,354	2.4%
2010 Budget	$1,427,718	1.2%



Maximum Rate: State law sets the ceiling on the general property tax levy at $3.375 per $1,000 of assessed valuation (AV). However, the City is allowed to exceed this ceiling by an additional $0.225 per $1,000 of AV to collect revenue for the firefighter's pension. Therefore, the City's maximum rate is $3.60 per $1,000 of AV.

2008 Rate:	$3.60/$1,000 AV
2008 Levy:	$1,377,331
2009 Estimated Rate:	$3.26/$1,000 AV
2009 Estimated Levy:	$1,410,354
2010 Estimated Rate:	$3.29/$1,000 AV
2010 Estimated Levy:	$1,427,718

Maximum Levy: Current law limits the property tax increase from the prior highest allowable regular levy to 101% plus the value of new construction. This explains the reason for the increase being significantly larger than 1% in 2008. The Appendix contains a worksheet detailing the components of the 2009 and 2010 tax levies.

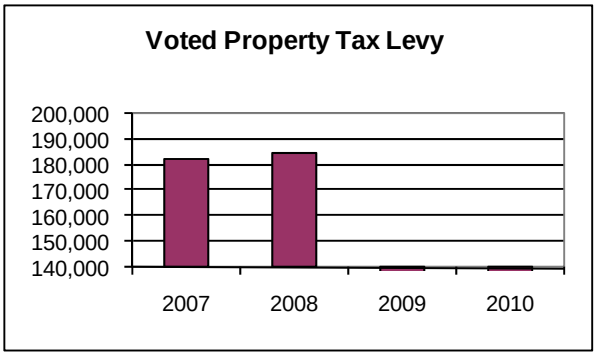


Distributions: The City receives only a portion of each tax bill paid to Grays Harbor County. The Hoquiam School District and the State also receive significant shares. The City's share includes a voted tax levy and the EMS levy discussed below.

Revaluation: Every four years, the property within the City is revalued by the Grays Harbor County Assessor's Office. The next revaluation is scheduled to take place in 2009 for taxes payable in 2010.

2. Voted Property Tax Levy

	Amount	% Inc (Dec)
2007 Actual	$181,820	-1.6%
2008 Forecast	$184,188	1.3%
2009 Budget	$0	0%
2010 Budget	$0	0%



The voted property tax levy provides for the payment of debt service on the 1995 voter approved general obligation bonds. Bonds were sold totaling $2.185 million.

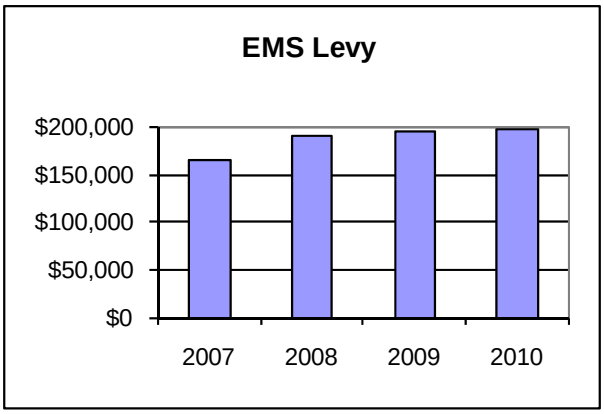
Proceeds from this issue were used to refund the callable portion of three other bond issues totaling approximately $2,020,000 in total principal. The savings to the City amounted to $154,000 over the life of the bonds or $124,000 present value.

The current levy rate on this issue is $0.56 per $1,000 of AV. This bond issue was paid in full on December 31, 2008.

Maximum Rate: The bonds serviced from this revenue source cannot exceed 7.5% of the City's voted property tax levy AV less any councilmatic or lease/purchase bond issues.

3. Emergency Medical Services Levy

	Amount	% Inc (Dec)
2007 Actual	$165,873	5.2%
2008 Forecast	$191,296	15.3%
2009 Budget	$195,882	2.4%
2010 Budget	$198,293	1.2%%

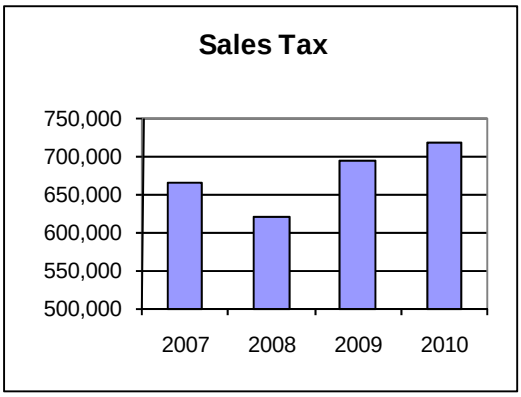


The City asked the voters for authority to levy an additional property tax of 50 cents per thousand dollars of assessed valuation to support emergency medical services in 2004. The levy was passed and was imposed for six years beginning in 2005.

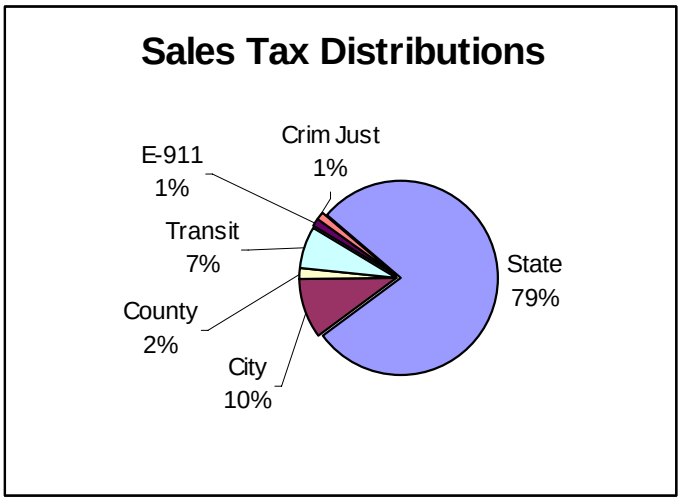
Maximum Rate: The Emergency Medical Services levy can be for a maximum of $0.50 per $1,000 of assessed value and assessed up to 6 years. This levy requires reauthorization each time it expires.

4. Sales Tax

	Amount	% Inc (Dec)
2007 Actual	$664,581	3.1%
2008 Actual	$757,921	14.0%
2009 Budget	$694,445	11.9%
2010 Budget	$717,155	3.3%



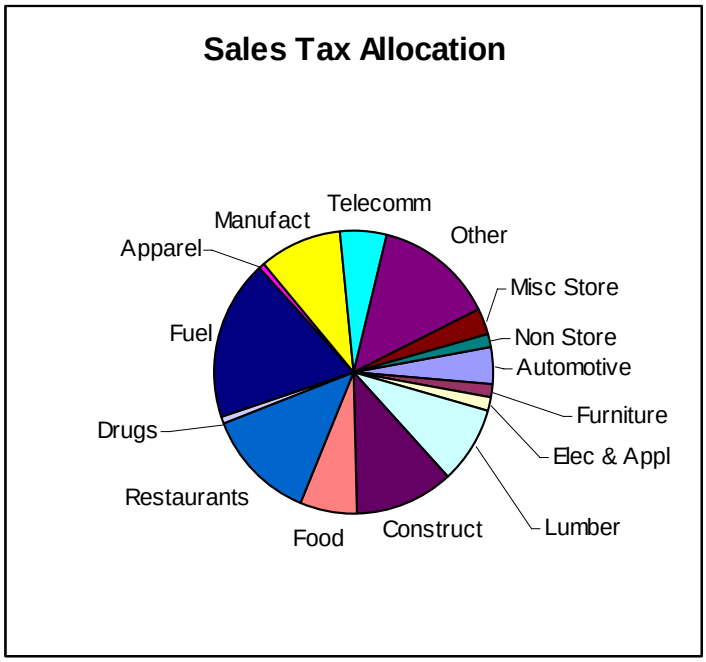
Sales taxes are collected by the retailer and must be remitted to the Washington State Department of Revenue monthly. The Department of Revenue collects the tax and distributes it to the City, less 1% of the total reported collections as its fee for administration. Items, except for food and drugs, sold in Hoquiam are subject to an overall sales tax rate of 8.3%. The City receives 1% of this 8.3% (12% of the total) for items sold within the City limits of Hoquiam.



Sales tax is sub-divided into two categories: retail sales and use tax. The use tax applies to the privilege of using tangible personal property in the City purchased at retail from a retailer outside the State of Washington. The overwhelming majority of sales tax is received via retail sales.

The "retail sales" portion of the City's total sales tax revenues comes from many different types of businesses as the pie chart below illustrates. Fuel sales contribute 18% of the City's sales tax receipts. This category is followed by restaurants (13%) and construction (12%).

The "fuel" category includes deliveries of gas, propane and diesel for consumption in the City limits. The "lumber" category includes sales of building materials. The "food" category includes grocery stores and restaurants. Categories dominated by a single very successful business include: Fuel, Food, Lumber and Automotive.



Category	Retail Sales Amount	Percent
Automotive	$2,665,934	4%
Furniture	$977,370	2%
Elec & Appl	$857,756	1%
Lumber	$5,308,030	8%
Construction	$7,276,702	12%
Food	$4,144,424	7%
Restaurants	$7,844,711	13%
Drugs	$523,669	1%
Fuel	$11,507,551	18%
Apparel	$569,401	1%
Manufact	$6,036,633	10%
Telecomm	$3,339,642	5%
Other	$8,729,591	14%
Misc Store	$1,793,848	3%
Non Store	$907,247	1%
	$62,482,509	

Market Characteristics: It is estimated that the City captures only 5% of residents' apparel purchases, 16% of furniture and household purchases, but over 80% of restaurant purchases. While the capture rate for restaurants seems high, it is realistic when you consider not only restaurant purchases by Hoquiam residents, but also the number of non-residents that work in Hoquiam and subsequently dine there.

The retail dynamics of Hoquiam are not easily comparable to other cities due to the fact that the City of Aberdeen has a commanding retail presence and is only a short drive away. However, there is significant unmet potential for additional sales in Hoquiam.

Hoquiam Retailers: Although Hoquiam has a downtown shopping area and a commercial strip on the east side, it has no malls or big box retailers. Over forty percent of our sales tax comes from five businesses including a fuel distributor, large chain restaurant and a grocery store. The City's dependency upon a relatively few number of businesses is a cause of concern and leaves us highly vulnerable if one of these major businesses moves or closes.

Streamlined Sales Tax: The Streamlined Sales and Use Tax Agreement (SSUTA) was developed to radically simplify and modernize sales and use tax collection for all businesses. It includes simplifying tax laws, improving the efficiency of tax administration, and adopting new technologies that significantly reduce the burden of tax collection.

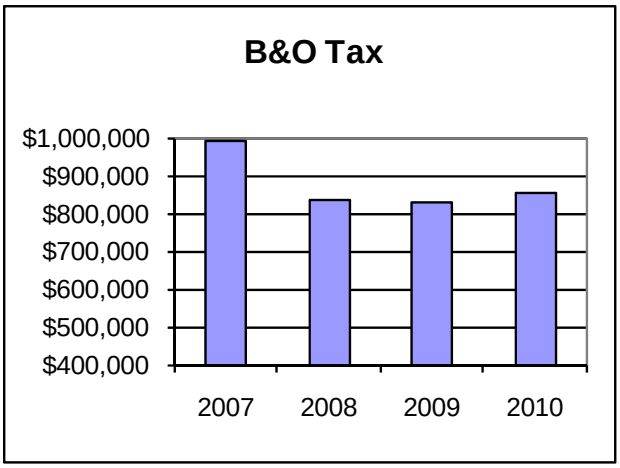
Currently 18 states are members of the SSUTA. Although the state of Washington is not a member, Washington businesses may register to collect sales and use tax on sales into member states and receive certain benefits.

The biggest change by adopting the SSUTA will be a move from applying sales tax at the origin of the purchase to the destination of the purchase. This move, if adopted by the State of Washington, will have a negative impact on the City of Hoquiam. However, the State has offered full mitigation to negatively impacted cities.

Budget Assumptions: Estimated sales tax receipts are $694,445 and $717,155 for 2009 and 2010 respectively. The 2009 amount is a decrease of -8.4% from actual 2008 amounts. While we do not perceive a decrease in economic activity, staff wants to be conservative based upon the large increase in 2008 over 2007. Also, retail sales are very vulnerable to swings in consumer behavior and the City does not want to be overextended in a downswing. Since 2000, sales tax receipts have grown at an average annual rate of 6.9%. For 2010, this number was discounted at 50% to come up with an increase of 3.4% over comparable 2009 amounts.

5. Business and Occupation Tax

	Amount	% Inc (Dec)
2007 Actual	$993,882	20.6%
2008 Forecast	$836,000	-15.9%
2009 Budget	$830,882	-0.6%
2010 Budget	$858,053	3.3%



The City levies a Business and Occupation (B&O) tax on gross receipts for the act or privilege of engaging in business activities within the city. State law permits up to a 0.2% B&O Tax. The B&O Tax is unpopular with some businesses as it does not take into account the profitability of the business. The B&O Tax is imposed by 25 of the 288 cities in Washington.

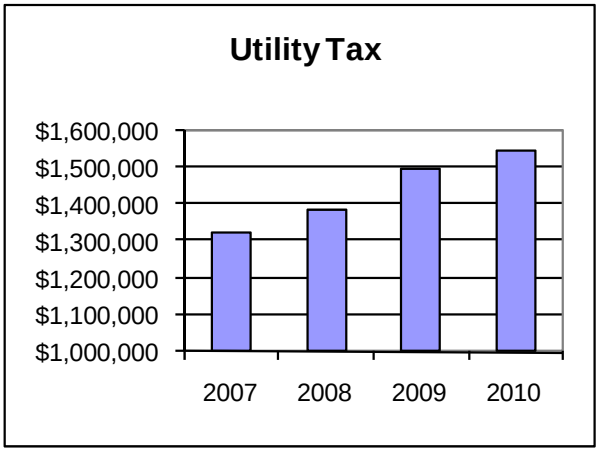
The B&O Tax is the City's second largest single revenue source next to property taxes. However, the bulk of the City's B&O Tax collections come from a relative few number of large manufacturers including a paper company, two lumber companies, and a ship builder. The City's dependency upon a relatively few number of businesses is a cause of concern and leaves us highly vulnerable if one of these manufacturers experiences a market downturn, moves or closes.

Budget Assumptions: Estimated B&O Tax receipts are $830,882 for 2009 and $858,053 for 2010. The 2009 amount represents a -0.6% decrease from forecasted 2008 amounts. Alternatively, the forecasted increase for 2010 over 2005 is 3.3%. The B&O tax is not always paid when it is due and can be skewed from year to year if a large business pays their taxes late. Therefore, we have budgeted B&O Tax revenue at

an amount we have determined to be a normal operating year if all taxes were paid on time.

6. Utility Taxes

	Amount	% Inc (Dec)
2007 Actual	$1,321,474	0.1%
2008 Forecast	$1,383,820	4.7%
2009 Budget	$1,497,901	8.2%
2010 Budget	$1,546,563	3.2%



State law enables cities to impose a Utility Tax on natural gas, telephone and electricity up to 6% unless a higher rate is approved by the voters. A tax is also permitted on cable, solid waste, water, sanitary sewer and storm water. No rate limitation exists on this second category of utilities.

The City imposes the following taxes:

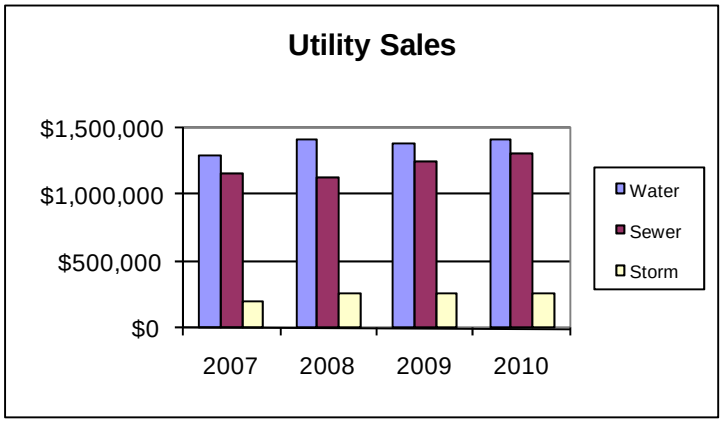
- Natural Gas - 6%
- Telephone - 6%
- Electricity - 6%
- Cable TV - 8%
- Water - 8%
- Sanitary Sewer - 8%
- Storm Water - 8%

Approximately 133 of the 288 cities in Washington impose some type of Utility Tax. Increases in gas and electrical rates do not typically bode well for consumers, but can have a positive effect on utility tax revenues. Also, changing weather conditions can have an effect, positive or negative, on utility tax revenues.

Budget Assumptions: Due to the complex utility industry, legislative changes and changing weather conditions, accurately predicting total revenues is extremely difficult. 2009 budgeted revenue of $1,497,901 is 8.2% more than 2008 forecasted amounts primarily due to the expansion of existing manufacturing businesses that use large amounts of electricity. For 2010, we increased the utility tax by approximately $48,660 based upon the addition of a new bulk storage business located at the Port of Grays Harbor.

7. Water, Sewer and Storm Sales

	Amount	% Inc (Dec)
2007 Actual	$2,639,510	3.4%
2008 Forecast	$2,780,100	5.3%
2009 Budget	$2,875,000	3.4%
2010 Budget	$2,965,000	3.1%



The City of Hoquiam operates a water, sanitary sewer and storm water utility. The rates pay for most of the costs of providing these services in our community. Some other sources, including late fees and interest earnings contribute to the operational costs. This utility is run as a business, meaning sufficient revenues need to be generated to cover all costs, including capital.

The rate structure for water and sewer was revised in 2005 and the City adopted fixed rates until 2008 at which time they would increase with the cost of living. In 2006, a separate storm water component was created from the existing sewer component.

Budget Assumptions: With the rate increases adopted by the City Council, this utility should see an overall revenue increase of 3.4% in 2009 and 3.1% in 2010. 2009 and 2010 revenues are $2,875,000 and $2,965,000 respectively.

8. Other Revenue Sources:

Ambulance Fees

Effective January 1, 2009 ambulance charges are as follows: $680.00 for basic life support; $962.00 for advanced life support; and $15 per mile for mileage. We expect modest growth in this account as the population increases and ages. There is a significant delay in the collection of ambulance receipts due to insurance and Medicare claims processing. Total budgeted revenue for 2009 and 2010 is $950,000 and $978,500 respectively.

Ambulance Utility Fees

The City created an Ambulance Utility pursuant to RCW 35.21.766 in 2006. This Ambulance Utility charges homeowners $9.58 per month for the purpose of regulating users and providing ambulance services. Total budgeted revenue for 2009 and 2010 is $450,000 in each respective year.

Animal Licenses

Residents must purchase a $5 or $20 dog or cat license annually depending upon whether or not the animal has bee altered. Total budgeted revenue for 2009 and 2010

is $6,395 and $6,782 respectively. The animal license fees were revised on September 26, 2006.

Building Permits
Building permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. 2009 and 2010 budgeted amounts are $75,000 and $79,541 respectively. The City reviewed the building fees in 2008 and the City Council adopted an updated fee schedule.

Business Licenses
Business licenses are issued annually and are valid from January 1 through December 31. Business license fees are $50 per year for most businesses. Total 2009 and 2010 budgeted revenues are $57,396 and $60,871 respectively.

Cable TV Franchise
The local cable carrier must remit 5% of total revenues monthly to the City as payment for a franchise agreement. Total 2009 and 2010 budgeted revenues are $89,642 and $95,070 respectively. The City has one non-satellite cable provider (Comcast).

Cemetery Fees
The City owns and operates 40 acre Sunset Memorial Park in Hoquiam. Sale of grave spaces and crypts pay for most of the costs of operating the Cemetery. However, a subsidy from the General Fund has been necessary in past years. Rates vary depending upon the section and location. Total 2009 and 2010 budgeted revenues are $106,325 and $110,113 respectively.

City Assistance from the State
The Legislature established this distribution in an effort to assist cities that suffered from the loss of Motor Vehicle Excise Tax funds due to the passage of Initiative 695. The amounts each year come from excess Real Estate Excise Taxes received by the State. However, they require legislative appropriation each year and are not a secure funding source. With the recent downturn in the real estate market, the State may not fund the City Assistance in full each of the next two years. However, we have budgeted 100% funding in each year of the next biennium. Total 2009 and 2010 budgeted revenues are $100,000 and $100,000 respectively.

Court Fines
Court fines are received from tickets issued by City police officers and other law enforcement agencies that operate from time to time in the City of Hoquiam (Washington State Patrol, Grays Harbor County Sheriff). The fines are collected by the Court Clerk and remitted to the State with a share coming directly to the City depending on the fine. Court fines saw a dramatic decrease beginning in 2003 when the jail was closed. However, for the 2009-2010 biennium we have increased these revenue projections slightly based upon increased ticket volume, increased collection efforts and the advent of day and weekend jail sessions. Total 2009 and 2010 budgeted revenues are $145,281 and $147,795 respectively.

Gambling Excise Taxes
The City has the following gambling taxes:

- Bingo and raffles - 7.5% of gross less prizes awarded
- Punch boards and pull tabs (commercial) - 3% of gross
- Punch boards and pull tabs (charitable) - 7.5% of gross less prizes awarded
- Card games - 20%

Casinos and tribal gaming operations have negatively impacted this revenue source in recent years. Total 2009 and 2010 budgeted revenues are $37,546 and $38,774 respectively.

Garbage Service Franchise
The local garbage service provider must remit 5% of total revenues monthly to the City as payment for a franchise agreement. Total 2009 and 2010 budgeted revenues are $73,122 and $77,549 respectively. The City has one garbage provider (Hometown Sanitation).

In Lieu of Taxes
The Revised Code of Washington allows cities to impose excises for regulation in regard to all kinds of businesses. As such, the City imposes a 10% charge on the operating revenues of each of the City owned utilities. The In Lieu of Taxes acts like a business license and attempts to replace the property taxes the utilities would normally pay if they were not exempt. The Solid Waste Utility was removed from this calculation in 2004 and the Storm Water Utility was added to this calculation in 2006. Total 2009 and 2010 budgeted revenues are $287,500 and $296,500 respectively.

Interest Earnings
The City earns interest income form purchasing U.S. Treasuries and collateralized Certificates of Deposits. Additionally, the City earns interest on money held in the State of Washington Local Government Investment Pool (LGIP). Short term interest rates have risen and fallen dramatically over the past two years allowing the City to earn more on deposits than we are estimating in future years. Total 2009 and 2010 budgeted revenues are $120,000 each year respectively.

Leasehold Excise Tax
The State collects a 12.84% tax on government owned property that is leased to private industries. The state then redistributes the money of which the City receives 1% of the tax. The Leasehold Excise Tax essentially acts like a property tax. The Port of Grays Harbor is the primary leaser of public land. Total 2009 and 2010 budgeted revenues are $35,108 and $36,257 respectively.

Liquor Receipts - Profits and Taxes
Cities are responsible for policing of liquor establishments located within their limits, but are precluded from taxing them because of the state liquor monopoly. Therefore, state law provides that a share of the state-collected profits and taxes be returned to cities to

help defray policing costs. Cities receive a 40% share of the Liquor Board profits and a 27% share of the liquor excise taxes. These moneys are distributed based on population. So, even though Hoquiam did not have a liquor store for many years, we still received a portion of this revenue stream. By accepting these moneys, the City must devote at least two percent of the distribution to support an approved alcoholism or drug addiction program. Total 2009 and 2010 budgeted revenues are $108,965 in each year respectively.

Motor Vehicle Fuel Tax
The federal and state governments have preempted the taxation of gasoline and therefore the state has provided that the state-collected gasoline tax be shared with cities. The base gas tax in most of Washington is $.23 per gallon of which the cities receive 10.7% that is distributed based on population.

New transportation funding passed by the Legislature in 2005 provided additional revenues to cities. Cities received 8.3% of an additional three cent tax increase beginning July 1, 2005, and 8.3% of another three cent gas tax beginning July 1, 2006. Cities will receive none of the two cent tax increase beginning July 1, 2007 or the one and one-half cent tax increase beginning July 1, 2008. Total 2009 and 2010 budgeted revenues are $205,890 in each year respectively.

PUD Privilege Tax
This tax is imposed on all Public Utility Districts which operate electric generating facilities for the privilege of engaging in the business of generating electricity within the state. The state collects this 2.14% tax annually based on gross revenues. The revenue collected is shared between the state, county, and city, with the county disbursing each share appropriately. Total 2009 and 2010 budgeted revenues are $63,099 and $61,740 respectively.

Real Estate Excise Tax
The real estate excise tax is levied on all sales of real estate, measured by the full selling price. The state levies this tax at the rate of 1.28% while the City rate is 0.25% for a total of 1.53%. The state collects the funds and remits to the Cities monthly. The real estate excise taxes can vary depending upon market conditions and also selling price. The volatile nature of this revenue source has caused us to be conservative with budget assumptions and we are estimating less revenue than received in any of the last five years. Total 2009 and 2010 budgeted revenues are $56,000 and $57,000 respectively.

Timber Sales
The City of Hoquiam watershed is approximately 6,110 acres located 10 miles north of the City. The City owns and manages forest lands, for timber production, inside the watershed which is used as the City's water supply source. The timber on the watershed contains primarily mixed conifer and red alder. The watershed is currently on a 100-year harvesting rotation cycle with allowable yearly harvests of approximately 50 acres. Each timber sale is put out to bid to obtain the highest revenue possible for

the City. Timber sale proceeds go toward capital investments in the City's water and sewer infrastructure. Total 2009 and 2010 budgeted revenues are $1,200,000 and $2,000,000 respectively.

Revenue by Fund

This section summarizes City operating revenues from 2000 though forecasted amounts that will support the 2009-2010 budget. Operating revenues are divided into three categories: the general fund, special revenue funds and enterprise funds. These funds collect the vast majority of the revenues of the City. Certain debt service funds and capital improvement funds also collect revenues, but for specific purposes. Internal service funds also collect revenue, but from other City Departments. Please review the debt service and capital improvement sections of this budget document for an analysis of their sources of revenue.

Overall, City revenues are on the upswing. General fund revenues had declined an average of 0.1% per year from 2000 through 2005. However, this trend reversed in 2006 and the 2009-2010 biennium is forecasted to continue this growth. The 2009 and 2010 general fund revenues both include a one percent property tax increase in their estimates.

Future property tax increases are now restricted due to Initiative 747, approved by the voters of Washington State in November of 2001. This initiative limits property tax increases to 1% per year or the implicit price deflator, whichever is lower, plus new construction and improvements. This initiative will severely restrict the City's ability to raise future General Fund revenues.

Special revenue fund sources support specific activities of the City. Primary among these sources is:

- Cemetery revenues, received almost exclusively from plot sales, provide for the operation and maintenance of the Cemetery.
- Gas tax revenues. These funds, used to support street maintenance, are projected to remain flat over the foreseeable future.
- Ambulance fees and emergency medical services (EMS) property tax levies which support the City's paramedic services. Ambulance fees are projected to grow steadily over the next few years. The EMS levy is also restricted to 1% growth per year or the implicit price deflator, due to the passage of Initiative 747.
- Hotel-Motel taxes, which are used to support tourism and community event activity of the City.
- Real Estate Excise Taxes, are paid on each sale of real estate, provide a resource for future facility funding.

Water, sewer and storm revenues provide operating and capital improvement resources for the City's water, sewer, storm and shared utility operations.

General Fund - #001

The adjacent pages detail General Fund revenues and transfers in from other funds, budgeted to increase 8.6% from 2008 budgeted amounts. This is far higher than the annual average increase of 4.6% since 2000. The major reason for this increase in revenue is an accounting change. Beginning in 2007, all general property tax revenue has been receipted into the General Fund and then transferred out to other funds as needed (e.g. Cemetery Fund, Street Fund, Unemployment Fund, Police and Fire Pension Fund). With this change, a consistent line item can be tracked showing total general property taxes rather than looking in up to five different funds for this answer.

This analysis illustrates the changes in revenue growth by category over the past five years. The graph entitled *"Revenue History and Forecast"* provides a visual review of General Fund revenues from 2000 though 2010.

The 2009-2010 budget is predicated upon a one percent increase in the regular property tax levy. There are two charts entitled *"Assessed Value and Levy Limit Projections"* that show the details of the property tax levy for 2009 and 2010.

The final pages of this section provide a detailed history of each General fund revenue source from 2000 to the present. These pages indicate revenue trends by category and specific histories of the City's various general government revenue sources.

Other major changes in revenue activity for 2009-2010 includes:

> Increased sales tax and B&O tax revenues. These key indicators of economic activity in the City have seen a dramatic rise beginning in the spring of 2006. However, the current economic climate dictates caution especially when it comes to consumer spending. Therefore, sales tax is forecasted to decrease 8.4% from budgeted 2008 levels to $694,445. B&O taxes are not as susceptible to consumer spending and are forecasted to increase to $830,882. Both of these forecasts are considered to be conservative and we anticipate exceeding these targets by the fiscal year end 2009
>
> Investment interest is budgeted to hold essentially flat from 2008 budgeted amounts of $115,000 to $120,000 in 2009. This is due to the rapid decrease in interest rates even though the City has increased reserves on hand to invest.

Total tax revenues will increase only 0.7% from $4,885,802 in 2008 to $4,918,629 in 2009, driven primarily by an increase in B&O taxes. Additionally, as noted above economic activity has increased for the business community and the City is forecasting this growth to continue in 2010. In 2010, total tax revenues are projected to increase 2.7% over 20087 due to increased general property tax and electric utility tax from electric utility usage.

Intergovernmental revenues increase 17.7% due primarily to the activities involved with the Gable Park Improvement Grant. In 2010, intergovernmental revenues decrease 34.0% from 2009 due to the absence of this grant.

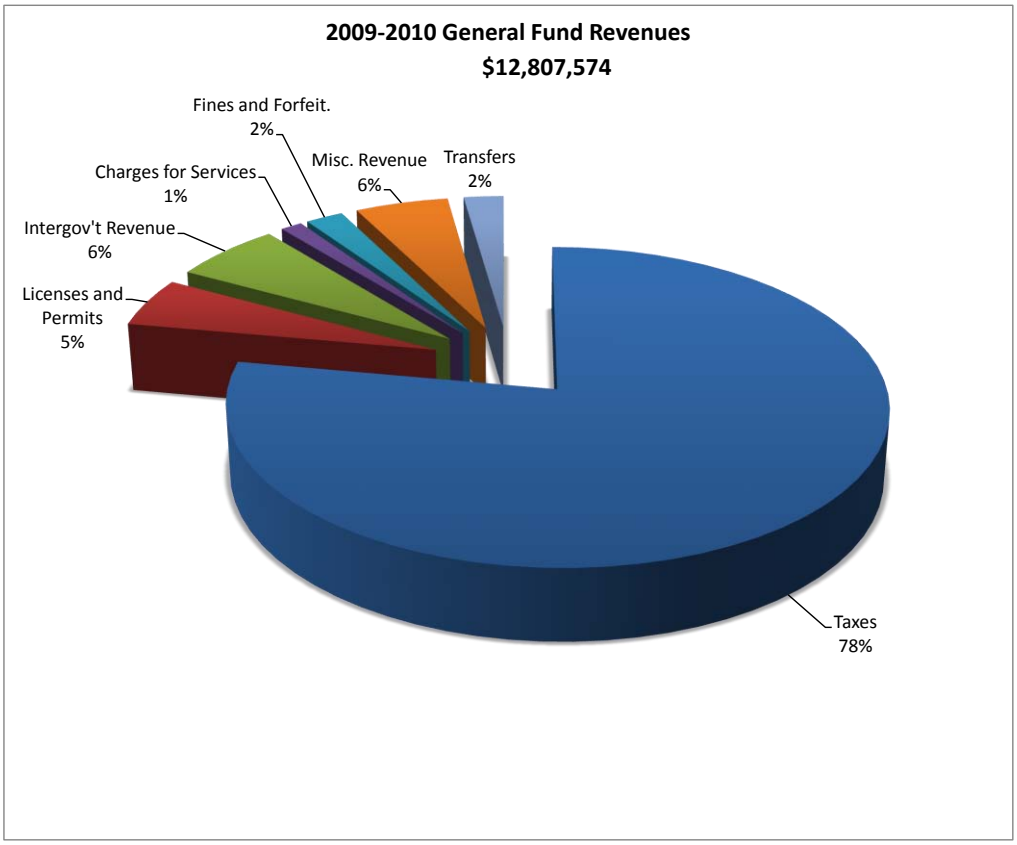
Fines and forfeitures are budgeted to increase 47.2% in 2009 and 2.9% in 2010 due to increased policing and collection efforts.

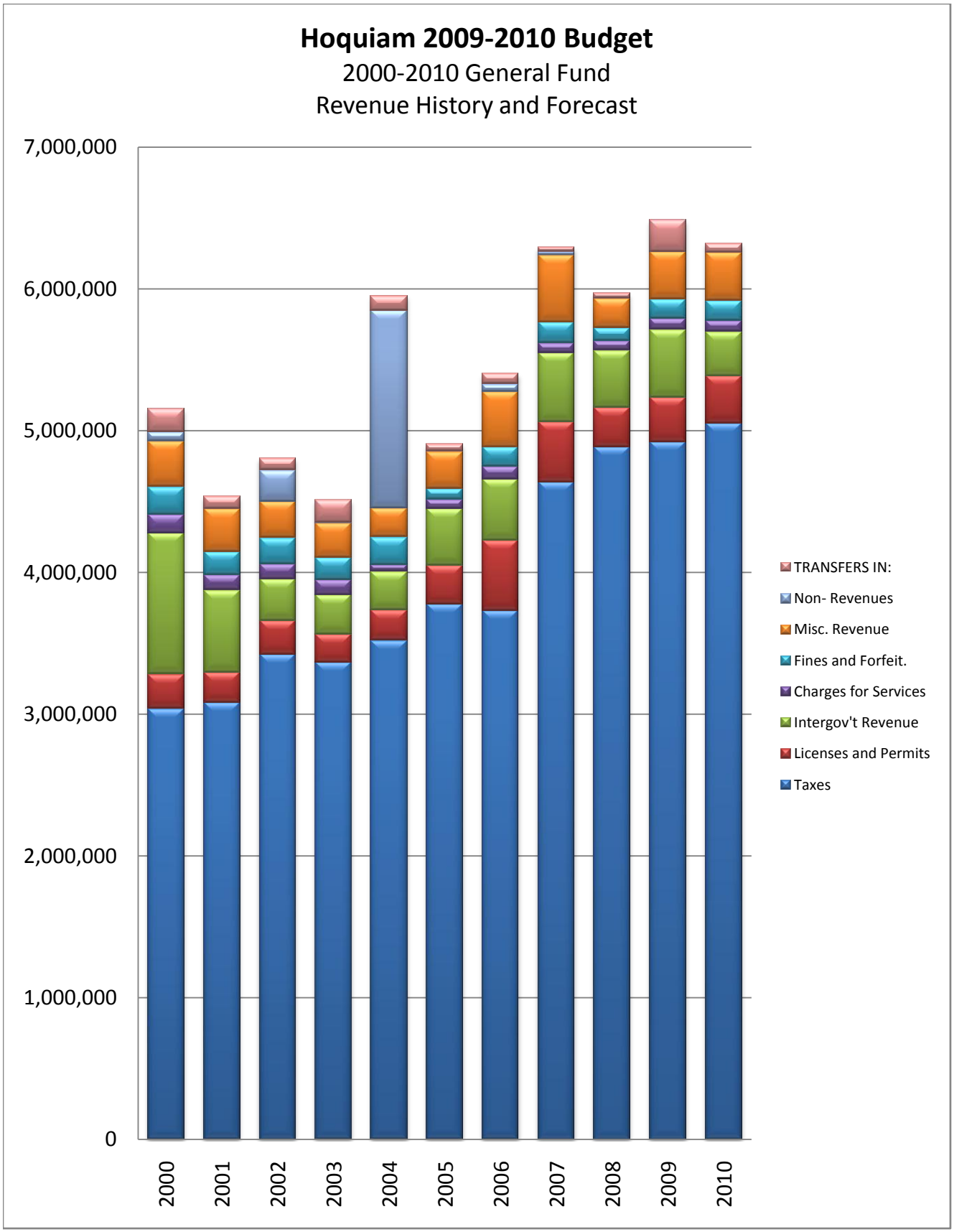
Miscellaneous revenue increases 5.6% in 2009 due primarily to an increase in reserves that are now being invested as noted above. These revenues are projected to flatten out in 2009 and a hold steady through 2010.

City of Hoquiam
Revenue Forecasting Model
001 - GENERAL FUND

Revenue History and Projections:

Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009	Budget 2010
Taxes	3,040,803	3,080,919	3,421,779	3,362,974	3,522,134	3,777,013	3,727,474	4,639,242	4,885,802	4,918,628	5,049,996
Licenses and Permits	242,979	216,123	242,150	201,970	211,169	274,298	495,960	422,112	278,215	316,969	336,046
Intergov't Revenue	996,259	579,465	288,720	274,966	273,113	398,179	434,720	488,330	405,302	477,085	313,641
Charges for Services	131,946	105,515	106,998	107,391	49,178	66,511	90,961	70,374	66,038	79,437	78,394
Fines and Forfeit.	194,965	167,758	185,497	155,924	196,000	76,005	139,490	146,018	91,585	134,783	138,686
Misc. Revenue	321,319	298,478	256,301	243,041	200,899	262,531	385,003	474,274	203,660	335,301	339,912
Total General Revenue	4,928,271	4,448,258	4,501,445	4,346,266	4,452,493	4,854,537	5,273,608	6,240,349	5,930,602	6,262,204	6,256,674
Cumulative % Change from 2000		-9.7%	-8.7%	-11.8%	-9.7%	-1.5%	7.0%	26.6%	20.3%	27.1%	27.0%
Annual % Change:		-9.7%	1.2%	-3.4%	2.4%	9.0%	8.6%	18.3%	-5.0%	5.6%	-0.1%
Average Annual % Change:		-9.7%	-4.3%	-4.0%	-2.4%	-0.1%	1.4%	3.8%	2.7%	3.0%	2.7%
Non- Revenues	64,213	0	219,904	6,245	1,395,944	570	54,000	22,500	0	0	0
TRANSFERS IN:	163,714	86,953	81,488	157,831	104,249	50,161	74,645	32,602	38,640	223,355	65,340
GRAND TOTAL	5,156,198	4,535,211	4,802,837	4,510,342	5,952,686	4,905,267	5,402,253	6,295,451	5,969,242	6,485,559	6,322,014
Annual % Change:		-12.0%	5.9%	-6.1%	32.0%	-17.6%	10.1%	16.5%	-5.2%	8.6%	-2.5%
Cumulative % Change from 2000		-12.0%	-6.9%	-12.5%	15.4%	-4.9%	4.8%	22.1%	15.8%	25.8%	22.6%
Average Annual % Change:		-12.0%	-3.1%	-4.1%	4.9%	0.4%	2.0%	4.1%	3.0%	4.6%	3.7%




Hoquiam 2009-2010 Budget
2000-2010 General Fund
Revenue History and Forecast
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6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
0
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
TRANSFERS IN:
Non- Revenues
Misc. Revenue
Fines and Forfeit.
Charges for Services
Intergov't Revenue
Licenses and Permits
Taxes

City of Hoquiam
Revenue Forecasting Model
001 - GENERAL FUND

Revenue History and Projections:

Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009	Budget 2010
BARS# TAXES											
311.10.0 General Property Tax	713,437	667,316	728,533	734,549	532,377	547,552	497,325	1,204,040	1,377,331	1,410,354	1,427,718
311.30.0 Tax Title Property	0	0	0	0	1,792	1,296	4,262	0	0	0	0
312.10.0 Forest Excise Tax-Private	4,353	4,128	10,317	9,209	7,956	10,026	12,517	10,332	10,000	10,670	11,019
313.10.0 Sales Tax - General	511,664	487,151	572,581	497,906	551,920	592,088	644,524	664,581	757,921	694,445	717,155
313.71.0 Sales Tax - Criminal Justic	90,410	85,637	110,067	86,908	87,020	98,679	106,976	110,605	107,530	114,222	117,957
314.01.0 In Lieu of Taxes - Water	110,944	102,407	113,461	111,809	113,459	120,319	127,907	129,293	140,890	137,500	141,500
314.02.0 In Lieu of Taxes - Sewer	94,962	95,137	95,157	92,856	94,155	108,388	109,264	115,506	112,520	125,000	130,000
314.03.0 In Lieu of Taxes - Storm	94,503	102,623	101,164	99,466	60,875	0	18,172	19,175	25,000	25,000	25,000
316.10.0 Business and Occup. Tax	536,254	586,304	553,581	536,286	602,604	570,693	824,284	993,882	630,000	830,882	858,053
316.20.0 Admissions Tax	3,727	0	0	0	0	0	0	0	0	0	0
316.43.0 Utility Tax - Gas	101,122	120,316	128,186	112,537	121,827	144,431	190,755	193,620	206,790	199,951	206,490
316.46.0 Utility Tax - Cable TV	0	0	0	86,170	96,662	101,429	105,814	114,346	111,600	118,085	121,947
316.47.0 Utility Tax - Telephone	117,007	115,368	114,365	101,523	96,825	109,986	121,549	133,147	113,000	137,501	141,998
316.51.0 Utility Tax - PUD	388,989	457,161	637,926	591,850	588,879	523,564	556,877	567,392	904,370	700,000	722,891
316.71.0 Utility Tax - Water, Sewer,	179,042	178,666	183,953	231,820	226,630	180,944	202,450	204,165	222,505	230,000	237,200
316.71.0 Utility Tax - Bags, Dumpste	1,241	1,585	1,621	2,068	959	0	0	0		0	0
316.71.0 Utility Tax - Solid Waste	0	0	0	0	41,972	91,874	100,110	108,787	103,395	112,344	116,018
316.71.0 Utility Tax - 2004 Addition	0	0	0	0	229,334	511,646	42,772	0	0	0	0
316.71.0 Utility Tax - Coll Agency Ac	353	703	257	266	243	23	30	18	0	19	19
317.20.0 Leasehold Excise Tax	34,143	26,633	26,207	26,969	26,760	28,649	29,411	33,997	28,950	35,108	36,257
317.50.0 Gambling Tax	58,652	49,784	44,403	40,782	39,885	35,425	32,474	36,357	34,000	37,546	38,774
TOTAL TAXES:	$3,040,803	$3,080,919	$3,421,779	$3,362,974	$3,522,134	$3,777,013	$3,727,474	$4,639,242	$4,885,802	$4,918,628	$5,049,996
Annual % Change:		1.3%	11.1%	-1.7%	4.7%	7.2%	-1.3%	24.5%	5.3%	0.7%	2.7%
Average % Change since 2000:		1.3%	6.2%	3.6%	3.8%	4.5%	3.6%	6.5%	6.4%	5.8%	5.4%
BARS# LICENSES AND PERMITS											
321.30.0 Police & Prot. (Fireworks)	50	40	30	30	30	40	40	200	200	200	200
321.60.0 Professional & Occupation	450	675	765	410	60	240	480	101	300	107	300
321.70.0 Amusement Licenses	4,270	2,365	1,335	1,100	1,020	1,340	390	880	700	933	700
321.90.0 Business Licenses	43,917	44,287	48,499	45,471	56,306	52,014	49,771	54,119	48,715	57,396	60,871
321.90.0 Transient Merchant	0	0	0	0	0	0	500	500	500	530	562
321.90.0 Vendor Licenses	350	305	559	510	450	500	765	1,105	400	1,172	1,243
321.90.0 Rental Licenses	3,135	3,638	4,395	4,755	4,417	4,837	4,043	4,235	4,400	4,491	4,763
321.91.0 Cable TV Franchise	83,199	81,073	81,511	85,671	80,551	84,524	88,185	95,288	89,875	89,642	95,070
321.91.0 Garbage Service Franchis	0	0	0	0	0	50,772	63,354	68,947	57,000	73,122	77,549
322.10.0 Building Permits	100,418	74,873	95,518	56,609	60,930	71,893	281,669	183,181	68,725	75,000	79,541
322.10.0 Bldg Permit Investigation F	0	0	0	0	0	293	118	47	0	50	53
322.30.0 Animal Licenses	2,614	2,461	2,171	2,975	2,527	1,265	2,337	6,030	2,115	6,395	6,782
322.90.0 Misc. Permits	4,576	6,406	7,367	4,439	4,878	6,581	4,309	7,478	5,285	7,931	8,411
TOTAL :	$242,979	$216,123	$242,150	$201,970	$211,169	$274,298	$495,960	$422,112	$278,215	$316,969	$336,046
Annual % Change:		-11.1%	12.0%	-16.6%	4.6%	29.9%	80.8%	-14.9%	-34.1%	13.9%	6.0%
Average % Change since 2000		-11.1%	0.5%	-5.2%	-2.8%	3.8%	16.6%	12.1%	6.3%	7.2%	7.1%

CITY OF HOQUIAM

ASSESSED VALUE AND LEVY LIMIT PROJECTIONS

Estimated 2009 Regular, EMS, and Special Levies

Per Staff Estimates

	Year 2008 Property Tax/Assessed Value and Rates	Amount
	2007 AV for 2008 Collections:	381,714,727
	2007 AV for 2008 Collections - Special Levy:	380,333,511
1.	2008 Regular Levy amount:	$1,381,319
	2008 Property Tax Regular Levy Rate (Derived):	$3.6000
2.	2008 EMS Levy Amount:	$191,849
	2008 EMS Levy Rate (Derived):	$0.5000
3.	2008 Assessment for Fire Equipment	$0
	Fire Equipment Voted Levy:	$0.0000
4.	2008 Assessment Refunding Bond Levy:	$184,188
	Refunding Bond Levy Rate (Derived)	$0.5435

A.	**Proposed Regular Property Tax Rate for 2009**	**Amount**
	Estimated 2008 AV for 2009 Collections:	$432,596,710
1.	2008 General tax levy	**1,381,319**
2.	Calculation of Tax Revenue from New Construction:	
	PLUS Current Year's AV for new Construction	4,228,337
	MULTIPLIED BY Last Year's Levy Rate:	3.6000
	EQUALS Property Tax from New Construction:	**15,222**
3.	Calculation of Tax Revenue from recommended increase:	
	PLUS 2008 General Tax Levy	1,381,319
	MULTIPLIED BY Requesting increase rate:	1.0%
	EQUALS: Requested Property Tax Increase from Current Base:	**13,813**
4.	Calculation of 2009 General Tax Levy:	
	2008 General Tax Levy (#1)	**1,381,319**
	PLUS: Property Tax from New Construction:	**15,222**
	PLUS: Property Tax increase from current base:	**13,813**
	EQUALS: 2009 Recommended Regular Tax Levy Revenue	**$1,410,354**
5.	Calculation of 2009 Regular Property Tax Levy Rate:	
	2009 Regular Tax Levy	**$1,410,354**
	DIVIDED BY 2008 A.V./$1,000 (Rate is per $1,000 of a.v.):	**432,596,710**
	EQUALS: 2009 Regular Property Tax Rate (Estimated):	**$3.2602**

B.	**EMS Levy for 2009**	**Amount**
	Estimated 2008 AV for 2009 Collections - Regular Levies	432,596,710
	Voter Approved EMS Levy Rate per $1,000 AV (fixed).	***$0.4528***
	Estimated 2009 EMS Tax Levy Revenue:	***$195,882***

C.	**Special Levy for Fire Equipment**	**Amount**
	EQUALS 2008 AV for 2009 Collections - Special Levy:	430,955,481
	Special Levy Tax Rate per $1000 Assessed Value:	**$0.0000**
	EQUALS: 2009 Assessment - Special Levy:	**$0**

D.	**Special Levy for Refunding**	**Amount**
	EQUALS 2008 AV for 2009 Collections - Special Levy:	430,955,181
	Special Levy Tax Rate per $1000 Assessed Value:	**$0.0000**
	EQUALS: 2009 Assessment - Special Levy:	**$0**

CITY OF HOQUIAM
ASSESSED VALUE AND LEVY LIMIT PROJECTIONS
Estimated 2010 Regular, EMS, and Special Levies

Per Staff Estimates

	Year 2009 Property Tax/Assessed Value and Rates	Amount
	2008 AV for 2009 Collections:	432,596,710
	2008 AV for 2009 Collections - Special Levy:	430,955,481
1.	2009 Regular Levy amount:	$1,410,354
	2009 Property Tax Regular Levy Rate (Derived):	$3.2602
2.	2009 EMS Levy Amount:	$195,882
	2009 EMS Levy Rate (Derived):	$0.4528
3.	2009 Assessment for Fire Equipment	$0
	Fire Equipment Voted Levy:	$0.0000
4.	2009 Assessment Refunding Bond Levy:	$0
	Refunding Bond Levy Rate (Derived)	$0.0000

A.	**Proposed Regular Property Tax Rate for 2010**	**Amount**
	Estimated 2009 AV for 2010 Collections:	$433,596,710
1.	2009 General tax levy	**1,410,354**
2.	Calculation of Tax Revenue from New Construction:	
	PLUS Current Year's AV for new Construction	1,000,000
	MULTIPLIED BY Last Year's Levy Rate:	3.2602
	EQUALS Property Tax from New Construction:	**3,260**
3.	Calculation of Tax Revenue from recommended increase:	
	PLUS 2009 General Tax Levy	1,410,354
	MULTIPLIED BY Requesting increase rate:	1.0%
	EQUALS: Requested Property Tax Increase from Current Base:	**14,104**
4.	Calculation of 2010 General Tax Levy:	
	2009 General Tax Levy (#1)	**1,410,354**
	PLUS: Property Tax from New Construction:	**3,260**
	PLUS: Property Tax increase from current base:	**14,104**
	EQUALS: 2010 Recommended Regular Tax Levy Revenue	**$1,427,718**
5.	Calculation of 2010 Regular Property Tax Levy Rate:	
	2009 Regular Tax Levy	**$1,427,718**
	DIVIDED BY 2009 A.V./$1,000 (Rate is per $1,000 of a.v.):	**433,596,710**
	EQUALS: 2010 Regular Property Tax Rate (Estimated):	**$3.2927**

B.	**EMS Levy for 2010**	**Amount**
	Estimated 2009 AV for 2010Collections - Regular Levies	433,596,710
	Voter Approved EMS Levy Rate per $1,000 AV (fixed).	***$0.4573***
	Estimated 2010 EMS Tax Levy Revenue:	***$198,293***

C.	**Special Levy for Fire Equipment**	**Amount**
	EQUALS 2009 AV for 2010 Collections - Special Levy:	430,955,481
	Special Levy Tax Rate per $1000 Assessed Value:	**$0.0000**
	EQUALS: 2010 Assessment - Special Levy:	**$0**

D.	**Special Levy for Refunding**	**Amount**
	EQUALS 2009 AV for 2010 Collections - Special Levy:	430,955,181
	Special Levy Tax Rate per $1000 Assessed Value:	**$0.0000**
	EQUALS: 2010 Assessment - Special Levy:	**$0**

City of Hoquiam
Revenue Forecasting Model
001 - GENERAL FUND

Revenue History and Projections:

Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009	Budget 2010
BARS # INTERGOVERNMENTAL											
331.10.7 USDA Grant Pol Cars	0	0	0	0	0	0	0	25,000	0	0	0
331.15.9 Save Amer. Treas Grant	0	0	0	0	0	0	0	0	0	0	0
331.16.5 Fed Grant-Justice Program	15,000	0	32,251	26,862	15,887	0	0	0	0	0	0
331.16.6 Bur of Justice-Vest	0	0	0	0	0	0	0	680		0	0
331.16.6 Bur of Justice-02/03 Vest (	0	0	0	301	0	0	0	0	0	0	0
331.16.6 Bur of Justice-03/04 Vest (	0	0	0	0	2,998	0	0	0	0	0	0
331.83.0 Fed Grant-Employee Train	334	0	254	0	0	0	0	0	0	0	0
331.83.5 Home Sec.-Police	0	0	0	0	0	0	8,437	0	0	0	0
331.85.0 Firefighter Assistance Grar	0	0	0	0	13,816	60,911	56,162	0	0	0	0
332.15.0 Pymt in Lieu of Tax-Dept o	3,378	2,634	2,730	2,236	2,126	2,011	2,427	1,777	2,000	2,000	2,000
332.30.0 In Lieu of Tax-Federal	424	424	0	0	0	0	0	0	0	0	0
333.04.7 Americorp Grant	75,700	0	0	0	0	0	0	64,968	62,870	0	0
333.04.8 FEMA Share Disaster Reli	0	0	14,808	0	-15,905	0	0	0	0	0	0
333.06.9 GH Co. Home Sec.	0	0	0	0	0	0	9,712	22,960	22,218	21,740	21,271
333.14.2 CTED Plann. Grant	0	0	0	0	0	0	0	27,060	0	0	0
333.16.0 Local Law Enf Block Grant	9,999	6,562	0	9,999	9,999	9,999	0	0	0	0	0
334.01.1 St. Crim Just Train	0	0	0	0	0	0	8,898	1,064	1,030	0	0
334.03.0 Traffic Safety Comm Gran	3,380	8,205	1,575	2,307	0	7,794	2,287	8,456	8,183	0	0
334.04.2 CDBG Funds Planning Se	0	0	0	0	0	24,000	0	0	0	0	0
334.04.2 Gable Park Improvemnet	0	0	0	0	0	0	0	0	0	150,000	0
334.04.2 CTED for Comp Plan	0	0	0	0	0	0	0	6,600	0	0	0
334.04.2 State Share Disaster Relie	0	0	2,468	0	0	0	0	0	0	0	0
334.06.0 L&I Grant for Trainee Cost	0	2,377	356	0	0	113	900	900	900	0	0
335.00.8 Trailer/RV Excise Tax	449	0	0	0	0	0	0	0	0	0	0
335.00.8 Motor Vehicle Excise Tax	23,690	0	0	0	0	0	0	0	0	0	0
335.00.9 PUD Priviledge Tax	54,757	52,587	64,410	74,980	73,249	70,094	62,611	64,487	70,000	63,099	61,740
336.00.8 MV Excise Tax Equalizatio	122,248	0	0	0	0	0	0	0	0	0	0
336.00.9 City Assistance from State	0	0	44,000	16,600	11,100	55,552	113,924	105,553	100,000	100,000	100,000
336.04.2 Local Government Assista	547,090	374,903	0	0	0	0	0	0	0	0	0
336.06.1 Criminal Justice - High Cri	0	0	0	0	9,936	20,047	19,398	9,220	8,922	9,022	8,827
336.06.2 Criminal Justice - Per Cap	2,101	1,595	1,550	1,541	1,594	1,645	1,691	1,746	2,000	2,020	2,020
336.06.2 Criminal Justice - DCD #1	2,187	1,728	1,673	1,732	0	0	0	0	0	0	0
336.06.2 Criminal Justice - DCD #2	3,069	2,517	2,444	2,549	0	0	0	0	0	0	0
336.06.2 Criminal Justice - DCD #3	3,067	2,515	2,441	2,560	0	0	0	0	0	0	0
336.06.2 Criminal Justice-Special	0	0	0	0	6,411	6,558	6,677	6,816	6,800	6,860	6,860
336.06.5 DUI Distribution	1,278	1,413	1,549	1,515	1,497	1,494	1,475	2,044	1,275	2,000	1,957
336.06.9 Liquor Excise Tax	29,392	30,551	31,782	32,026	34,279	36,354	38,060	40,297	38,000	44,325	44,325
336.06.9 Liquor Profits	54,588	48,979	49,408	56,273	64,185	63,018	57,582	64,704	66,000	64,640	64,640
337.21.0 Community Grants-Rec Pr	0	0	0	9,860	622	1,300	2,000	0	0	0	0
338.21.0 DTF Funding-Aberdeen Gr	27,321	26,365	19,917	18,521	26,215	22,185	27,374	25,031	0	11,380	0
338.40.0 State Traffic Control	15,104	15,104	15,104	15,104	15,104	15,104	15,104	8,968	15,105	0	0
338.54.0 FEMA Firefighter Grant	1,703	1,006	0	0	0	0	0	0	0	0	0
TOTAL :	$996,259	$579,465	$288,720	$274,966	$273,113	$398,179	$434,720	$488,330	$405,302	$477,085	$313,641
Annual % Change:		-41.8%	-50.2%	-4.8%	-0.7%	45.8%	9.2%	12.3%	-17.0%	17.7%	-34.3%
Average % Change since 2000		-41.8%	-46.0%	-32.3%	-24.4%	-10.3%	-7.1%	-4.3%	-5.9%	-3.3%	-6.4%

City of Hoquiam
Revenue Forecasting Model
001 - GENERAL FUND

Revenue History and Projections:

Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009	Budget 2010
BARS # CHARGES FOR SERVICES											
341.33.0 Court Admin Fees	0	0	0	0	0	0	0	8,057	0	7,924	7,794
341.33.0 Court Admin Fees-Warran	5,656	5,619	7,011	5,182	5,419	6,864	8,806	0	0	0	0
341.33.0 Court Admin Fees-Def Pro	2,627	1,860	2,625	1,979	1,547	835	980	0	6,000	0	0
341.60.0 Sale of Maps and Publicati	146	102	24	20	0	39	57	15	925	15	15
341.60.0 Copies and Tapes-Genera	1,197	1,158	792	744	1,018	817	932	943	0	927	912
341.70.0 Non-Retail Sales at the Po	0	0	96	525	160	0	0	0	0	0	0
341.70.0 Retail Sales at the Pool	3,529	2,164	1,696	2,362	1,046	0	0	0	0	0	0
341.70.0 Pool Vending Machine Sal	1,394	1,047	587	1,033	724	0	0	0	0	0	0
341.70.0 City Logo Sales	83	32	238	191	157	10	0	0	0	0	0
341.91.0 Notary Fees	30	24	20	47	0	0	0	675	0	664	653
341.96.0 Civil Service Exam Fees	280	2,505	390	0	0	465	0	1,028	0	1,011	994
342.10.0 Law Enforcement Fees	1,707	1,481	1,966	385	2,671	1,725	1,609	8,513	0	8,372	8,234
342.11.0 Police Escort Fees	0	0	0	0	0	0	2,200	3,900	2,000	3,836	3,772
342.20.0 Fire Department Fees	9,315	8,335	11,792	9,590	9,801	9,945	10,815	10,695	10,000	10,518	10,345
342.33.0 Court-Adult Probation	150	0	0	0	0	0	0	11,268	11,082	11,082	10,899
342.36.0 Electronic Monitor-Home I	9,831	5,420	3,635	1,700	0	0	0	0	0	0	0
342.37.0 Booking Fees	0	0	0	0	0	0	372	0	0	0	0
342.70.0 Remaining Garb Collectior	0	0	0	0	791	623	184	80	79	79	78
342.90.0 Court-Other Public Safety	0	0	0	0	0	0	2,535	4,566	0	4,491	4,417
343.90.0 Misc Clean Up/Abatement	219	709	174	319	159	918	2,414	642	632	632	621
343.93.0 Animal Control-Fees/Fines	918	851	1,307	2,181	2,723	1,572	1,348	1,973	0	1,940	1,908
347.30.0 Public Swim Fees	14,542	9,139	6,731	6,761	0	0	0	0	0	0	0
347.30.0 Lap Swim Fees	1,741	880	558	534	0	0	0	0	0	0	0
347.30.0 Senior Pass	6,591	7,190	8,591	10,458	0	0	0	0	0	0	0
347.30.1 Adult Pass	5,112	3,318	2,298	1,991	0	0	0	0	0	0	0
347.60.0 Swimming Lessons	22,088	20,197	22,749	22,867	0	0	0	0	0	0	0
347.60.0 Water Aerobics	1,941	1,238	1,990	1,608	0	0	0	0	0	0	0
347.60.0 Swim Team	0	0	0	8,327	0	0	0	0	0	0	0
347.90.0 Misc Recreation Prog Fees	42,370	31,849	31,492	28,587	22,962	27,186	20,015	7,882	0	7,752	7,625
347.90.0 Stadium Advertising Rever	0	0	0	0	0	8,400	8,400	1,800	1,500	8,000	8,000
347.90.0 Community Events Reven	0	0	0	0	0	4,373	19,714	3,427	21,320	4,000	4,000
347.90.0 Party Services	0	0	0	0	0	2,740	7,150	850	8,000	4,200	4,200
347.90.0 Riverside Dike Sign Adver	0	0	0	0	0	0	400	0	4,000	0	0
347.90.0 Vendor Fees	0	0	0	0	0	0	3,031	4,060	500	3,993	3,927
347.90.0 Pool Vending Mach Comm	478	397	236	0	0	0	0	0	0	0	0
TOTAL :	$131,946	$105,515	$106,998	$107,391	$49,178	$66,511	$90,961	$70,374	$66,038	$79,437	$78,394
Annual % Change:		-20.0%	1.4%	0.4%	-54.2%	35.2%	36.8%	-22.6%	-6.2%	20.3%	-1.3%
Average % Change since 2000		-20.0%	-9.3%	-6.1%	-18.1%	-7.4%	-0.1%	-3.3%	-3.7%	-1.0%	-1.0%

City of Hoquiam
Revenue Forecasting Model
001 - GENERAL FUND

Revenue History and Projections:

Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009	Budget 2010
BARS # FINES & FORFEITURES											
352.30.0 Mandatory Auto Insurance	1,802	1,867	2,136	1,050	487	534	605	1,195	535	1,224	1,253
353.10.0 Traffic Infractions	60,042	59,509	75,096	57,036	47,069	26,311	35,300	58,936	33,000	60,341	61,779
353.70.0 Other Infraction	1,989	958	1,107	1,233	981	1,285	786	963	950	986	1,010
354.00.0 Parking Infractions	3,530	1,730	1,735	1,145	6,135	3,205	3,505	5,282	3,000	5,408	5,537
355.20.0 DWI Penalties	7,892	8,792	8,928	10,370	6,098	7,355	6,767	5,611	8,000	5,745	5,882
355.80.0 Criminal Traffic	23,132	27,173	27,587	20,338	14,399	4,784	8,154	11,776	8,000	12,056	12,343
356.90.0 Non-Traffic Misdemeanors	15,091	16,170	17,020	13,992	7,694	7,404	7,298	6,647	8,100	6,806	6,968
357.30.0 Muicipal Court Recoupmer	27,315	23,092	29,963	27,731	22,817	17,223	20,962	28,538	20,000	29,218	29,914
357.40.0 Investigation Confiscations	54,172	28,467	21,925	23,029	90,320	7,903	35,212	13,526	10,000	13,000	14,000
357.40.0 Fed Invest Conf	0	0	0	0	0	0	20,902	13,543	0	0	0
TOTAL :	$194,965	$167,758	$185,497	$155,924	$196,000	$76,005	$139,490	$146,018	$91,585	$134,783	$138,686
Annual % Change:		-14.0%	10.6%	-15.9%	25.7%	-61.2%	83.5%	4.7%	-37.3%	47.2%	2.9%
Average % Change since 2000		-14.0%	-1.7%	-6.4%	1.6%	-11.0%	4.8%	4.8%	-0.5%	4.8%	4.6%
BARS # MISC. REVENUE											
361.10.0 Interest-Investment	137,169	136,512	75,016	44,055	39,619	95,899	178,092	256,143	115,000	120,000	120,000
361.10.0 Drug Fund Investment Int	4,976	2,370	1,171	476	648	1,812	2,016	2,767	0	2,833	2,900
361.10.0 DARE Program Inv Interes	82	8	0	0	0	0	0	0	0	0	0
361.10.0 Fed Drug Fund Int	0	0	0	0	0	0	328	718	0	0	0
361.40.0 Interest-Sales Tax	4,457	4,574	4,295	3,711	3,767	2,660	4,863	4,545	1,000	4,654	4,764
361.40.0 Interest-Court	2,055	1,839	1,827	2,692	2,970	783	1,148	1,494	0	1,529	1,566
361.40.0 Int on CD Repay Contracts	7,803	5,325	3,481	5,169	3,103	2,723	2,287	1,514	4,000	1,550	1,587
362.41.0 Short Term Pool Rental	15,328	10,856	11,195	12,220	7,790	0	0	0	1,000	0	0
362.42.0 Short Term Stadium Rents	2,700	0	0	200	150	1,350	850	2,025	2,300	2,073	2,123
362.50.0 Library Room Rental	225	425	500	700	100	200	350	600	0	250	250
362.50.0 Long Term Facility Rentals	15,128	14,888	15,134	16,976	17,176	17,515	19,055	28,637	350	29,319	30,018
362.50.0 Parking Space Rent	0	0	0	0	0	0	40	120	0	0	0
362.50.0 Farmer's Market Rental	5,989	7,843	8,684	8,039	7,714	7,094	8,281	7,547	250	7,727	7,911
362.50.0 Train Station Rent	0	0	0	0	0	0	0	0	0	44,000	44,000
362.50.0 LT Stad Rent-GH College	900	1,100	1,100	0	0	0	0	0	18,000	0	0
362.51.0 LT Pool Rent-SCH Dist	28,406	28,690	28,977	29,267	0	0	0	0	0	0	0
362.52.0 LT Stad Rent-Sch Dist	12,060	6,120	6,181	6,243	2,102	7,869	7,883	7,224	8,000	8,000	10,000
362.52.0 LT Stad Rent-Babe Ruth	3,000	3,000	3,000	5,000	5,000	5,000	5,500	7,000	1,800	8,500	9,500
362.90.0 Garden Plot Rentals	0	0	0	0	0	0	0	0	0	750	750
365.50.0 Long Term Interfund Renta	63,080	63,080	78,080	78,060	74,035	71,220	71,220	76,220	5,000	76,220	76,220
367.00.0 Donations	0	2,000	92	4,151	11,290	4,000	2,279	12,133	12,625	5,000	5,119
367.00.0 Bishop Fund for Americorp	0	0	0	0	14,500	33,500	15,600	0	0	0	0
367.00.0 Americorp Members	2,208	4,309	3,572	0	0	0	12,500	0	0	0	0
367.00.0 Americorp Program Don.	0	0	0	0	0	2,120	382	100	104	0	0
367.00.0 Hoquiqm Assoc for Youth	0	0	0	0	0	0	179	0	0	0	0
367.00.0 Youth Program Donations	20	425	100	2,185	965	584	35	0	0	0	0
367.00.0 City Amer Members	0	0	20	1,000	14	0	2,800	10,000	10,405	0	0
367.00.0 Anim. Contr. Donations	0	0	0	0	0	0	100	369	384	378	387
367.00.0 ED Plan Donations	0	0	0	0	0	0	0	17,840	18,563	0	0
367.00.0 Skate Park Donations	0	0	0	0	0	0	0	3,604	3,750	0	0
367.11.0 Bishop Fund Grant - Fire D	0	0	0	7,771	0	6,448	0	0	0	0	0
369.80.0 Cash Over (Short)	12	17	-2	-13	-56	-50	-68	69	72	0	0
369.80.0 Pool Cash Over (Short)	23	-100	35	9	0	0	0	0	0	0	0
369.80.0 Court Cash Over (Short)	0	0	12	0	0	0	0	0	0	0	0
369.90.0 Other Misc. Revenue	13,169	2,547	10,250	10,467	7,021	-371	22,049	17,094	0	8,000	8,191
369.90.0 NSF Fees	2,040	2,181	3,399	2,725	2,713	1,952	1,771	1,710	0	1,751	1,793
369.90.0 Auction/Other Misc Sales	0	138	0	478	50	34	3,168	1,016	1,057	1,040	1,065
369.90.0 Drug Related Auction		0	0	1,409	0	0	425	0	0	0	0
369.90.0 Pool Shower Fees	261	11	2	0	0	0	0	0	0	0	0
369.90.0 Central Playfield Lights	228	320	180	51	228	188	248	194	0	199	203
369.90.1 Appraisal/Survey Fees	0	0	0	0	0	0	393	1,493	0	1,529	1,565
369.90.1 Contract Plan Review	0	0	0	0	0	0	19,228	12,098	0	10,000	10,000
369.90.1 Hearing Examiner	0	0	0	0	0	0	2,000	0	0	0	0
TOTAL :	$321,319	$298,478	$256,301	$243,041	$200,899	$262,531	$385,003	$474,274	$203,660	$335,301	$339,912
Annual % Change:		-7.1%	-14.1%	-5.2%	-17.3%	30.7%	46.7%	23.2%	-57.1%	64.6%	1.4%
Average % Change since 2000		-7.1%	-10.6%	-8.8%	-10.9%	-2.6%	5.6%	8.1%	0.0%	7.1%	6.6%
TOTAL GENERAL FUND REV.	$4,928,271	$4,448,258	$4,501,445	$4,346,266	$4,452,493	$4,854,537	$5,273,608	$6,240,349	$5,930,602	$6,262,204	$6,256,674
Annual % Change:		-9.7%	1.2%	-3.4%	2.4%	9.0%	8.6%	18.3%	-5.0%	5.6%	-0.1%
Average % Change since 2000		-9.7%	-4.3%	-4.0%	-2.4%	-0.1%	1.4%	3.8%	2.7%	3.0%	2.7%

City of Hoquiam
Revenue Forecasting Model
001 - GENERAL FUND

Revenue History and Projections:

	Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009	Budget 2010
BARS #	NON REVENUES											
381.10.0	SCBA Loan from ER Rese	15,000	0	0	0	0	0	0	0	0	0	0
381.10.0	Police Copier Loan from E	9,213	0	0	0	0	0	0	0	0	0	0
381.10.0	2002 Police Car Loan-ER I	0	0	69,000	0	0	0	0	0	0	0	0
381.10.1	Grayport Demo Loan-ER F	0	0	150,904	0	0	0	0	0	0	0	0
381.10.1	2004 Police Car Loan-ER I	0	0	0	0	24,000	0	0	0	0	0	0
381.10.1	2006 Police Car Loan-ER I	0	0	0	0	0	0	0	0	0	0	0
387.00.0	Res Eq Trf from Sanitation	0	0	0	0	1,371,944	0	0	0	0	0	0
395.10.0	Proceeds-Sale of Fixed As	40,000	0	0	6,245	0	570	54,000	22,500	0	0	0
	TOTAL :	64,213	0	219,904	6,245	1,395,944	570	54,000	22,500	0	0	0
	Annual % Change:		-100.0%	0.0%	-97.2%	22253.0%	-100.0%	9373.7%	-58.3%	-100.0%	0.0%	0.0%
	Average % Change since 2000		-100.0%	-50.0%	-65.7%	5514.0%	4391.2%	5221.6%	4467.3%	3896.4%	3463.5%	3117.1%
FUND #	OPERATING XFERS IN											
003	Economic Development	10,004	0	0	0	0	0	0	0	0	0	0
005	Stadium Field Loan	54,000	32,558	32,605	34,268	32,221	33,810	34,000	28,674	0	0	0
105	Parks Special Proj	0	0	0	0	0	0	0	0	0	6,945	28,440
109	Ambulance	35,000	38,680	38,275	35,471	18,780	12,873	15,645	3,929	13,640	9,800	11,900
112	Stadium/Tourism	7,668	5,888	10,608	18,241	14,590	3,478	0	0	0	0	0
114	General Capital	15,000	4,320	0	28,597	38,658	0	25,000	0	25,000	25,000	25,000
130	Comm Devel Repay	42,042	5,507	0	41,254	0	0	0	0	0	0	0
522	Unemployment	0	0	0	0	0	0	0	0	0	13,555	0
627	Parks Endowment	0	0	0	0	0	0	0	0	0	168,055	0
	TOTAL :	163,714	86,953	81,488	157,831	104,249	50,161	74,645	32,602	38,640	223,355	65,340
	Annual % Change:		-46.9%	-6.3%	93.7%	-33.9%	-51.9%	48.8%	-56.3%	18.5%	478.0%	-70.7%
	Average % Change since 2000		-46.9%	-26.6%	13.5%	1.6%	-9.1%	0.6%	-7.5%	-4.3%	63.4%	46.6%
	GRANT TOTAL GENERAL FUND:	5,156,198	4,535,211	4,802,837	4,510,342	5,952,686	4,905,267	5,402,253	6,295,451	5,969,242	6,485,559	6,322,014
	Annual % Change:		-12.0%	5.9%	-6.1%	32.0%	-17.6%	10.1%	16.5%	-5.2%	8.6%	-2.5%
	Average % Change since 2000		-12.0%	-3.1%	-4.1%	4.9%	0.4%	2.0%	4.1%	3.0%	4.6%	3.7%

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Special Revenue Funds

The following pages summarize revenues for the City's special revenue funds. These funds provide for various services, including the Cemetery fund, Mausoleum fund, Street fund, Arterial Street fund, Ambulance fund, Stadium/Tourism fund and General Capital fund.

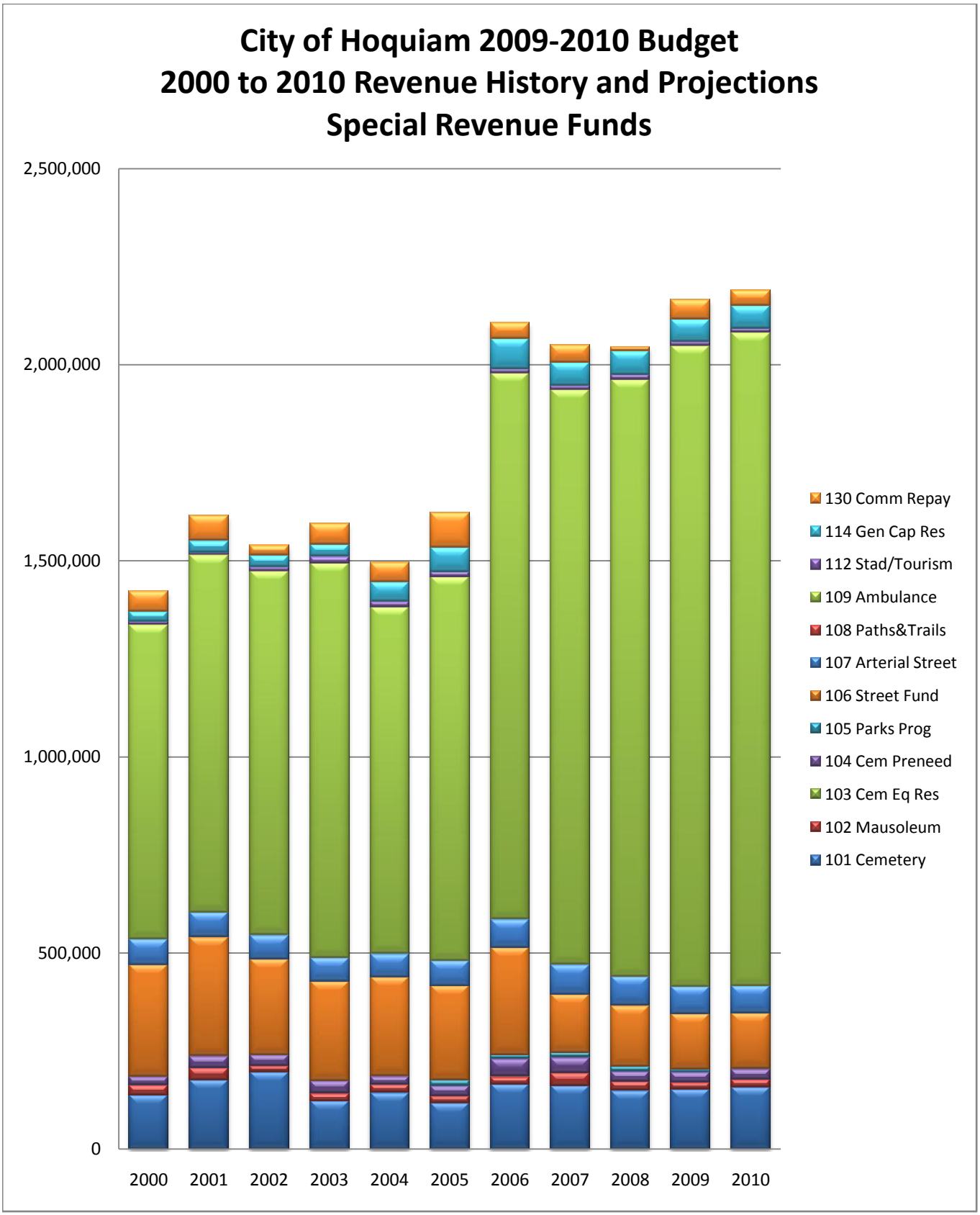
As indicated by the adjacent page, overall revenues are forecasted to increase 5.8% from 2008 budget levels, very near the 5.3% average annual growth experienced since 2000. This comparison is difficult due to some large revenue swings in the various funds. However, in 2009 growth of 5.8% over the prior year is due primarily to increased activity in the Ambulance fund. In 2010, this increase is slowed as total revenues are predicted to increase only 1.2% over 2009 levels.

The graph entitled "2000 *to 2010 Revenue History and Projections, Special Revenue Funds"* illustrates the breakout of special revenue funds anticipated to support budget activities of the City in 2009-2010 and beyond. This graph illustrates that some funds are stagnant while other have sporadic growth. The Ambulance fund is the only one clearly projected to grow.

City of Hoquiam
Revenue Forecasting Model
100 SERIES - SPECIAL REVENUE FUNDS

Revenue History and Projections:

Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
101 Cemetery	137,621	176,229	196,602	122,025	144,251	116,853	165,762	162,284	148,850	152,995
102 Mausoleum	25,721	31,155	16,082	20,495	20,290	18,243	19,232	32,931	23,259	17,825
103 Cem Eq Res	622	550	120	83	102	296	551	574	500	250
104 Cem Preneed	20,818	29,467	28,041	30,511	21,330	26,312	44,986	38,697	26,000	26,000
105 Parks Prog	0	0	0	0	0	14,176	9,721	11,350	12,010	6,000
106 Street Fund	286,006	303,002	243,612	254,389	252,732	240,638	273,031	147,875	154,592	141,465
107 Arterial Street	63,562	63,114	61,517	60,207	59,117	63,708	72,458	77,090	74,310	70,595
108 Paths&Trails	732	77	31	33	48	143	284	381	100	225
109 Ambulance	802,501	911,965	928,710	1,005,220	884,955	977,746	1,392,103	1,465,020	1,522,118	1,633,980
112 Stad/Tourism	7,668	5,888	10,608	18,241	14,590	14,912	11,414	10,350	13,300	9,750
114 Gen Cap Res	25,571	29,596	29,250	30,454	49,270	61,619	76,967	59,182	60,000	56,000
130 Comm Repay	51,661	63,762	24,871	53,063	48,379	88,202	40,715	45,222	10,897	49,500
Total Special Revenue Funds:	$1,422,483	$1,614,803	$1,539,445	$1,594,720	$1,495,065	$1,622,848	$2,107,224	$2,050,956	$2,045,936	$2,164,585
Cumulative % Change from '2000		13.5%	8.2%	12.1%	5.1%	14.1%	48.1%	44.2%	43.8%	52.2%
Annual % Change:		13.5%	-4.7%	3.6%	-6.2%	8.5%	29.8%	-2.7%	-0.2%	5.8%
Average Annual % Change:		13.5%	4.4%	4.1%	1.5%	2.9%	7.4%	6.0%	5.2%	5.3%
TRANSFERS IN:	$35,600	$11,872	$21,526	$42,800	$241,720	$558,459	$81,082	$205,755	$206,900	$333,200
GRAND TOTAL SPEC. REV:	$1,458,083	$1,626,674	$1,560,971	$1,637,520	$1,736,784	$2,181,307	$2,188,306	$2,256,711	$2,252,836	$2,497,785


City of Hoquiam 2009-2010 Budget
2000 to 2010 Revenue History and Projections
Special Revenue Funds
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
130 Comm Repay
114 Gen Cap Res
112 Stad/Tourism
109 Ambulance
108 Paths&Trails
107 Arterial Street
106 Street Fund
105 Parks Prog
104 Cem Preneed
103 Cem Eq Res
102 Mausoleum
101 Cemetery

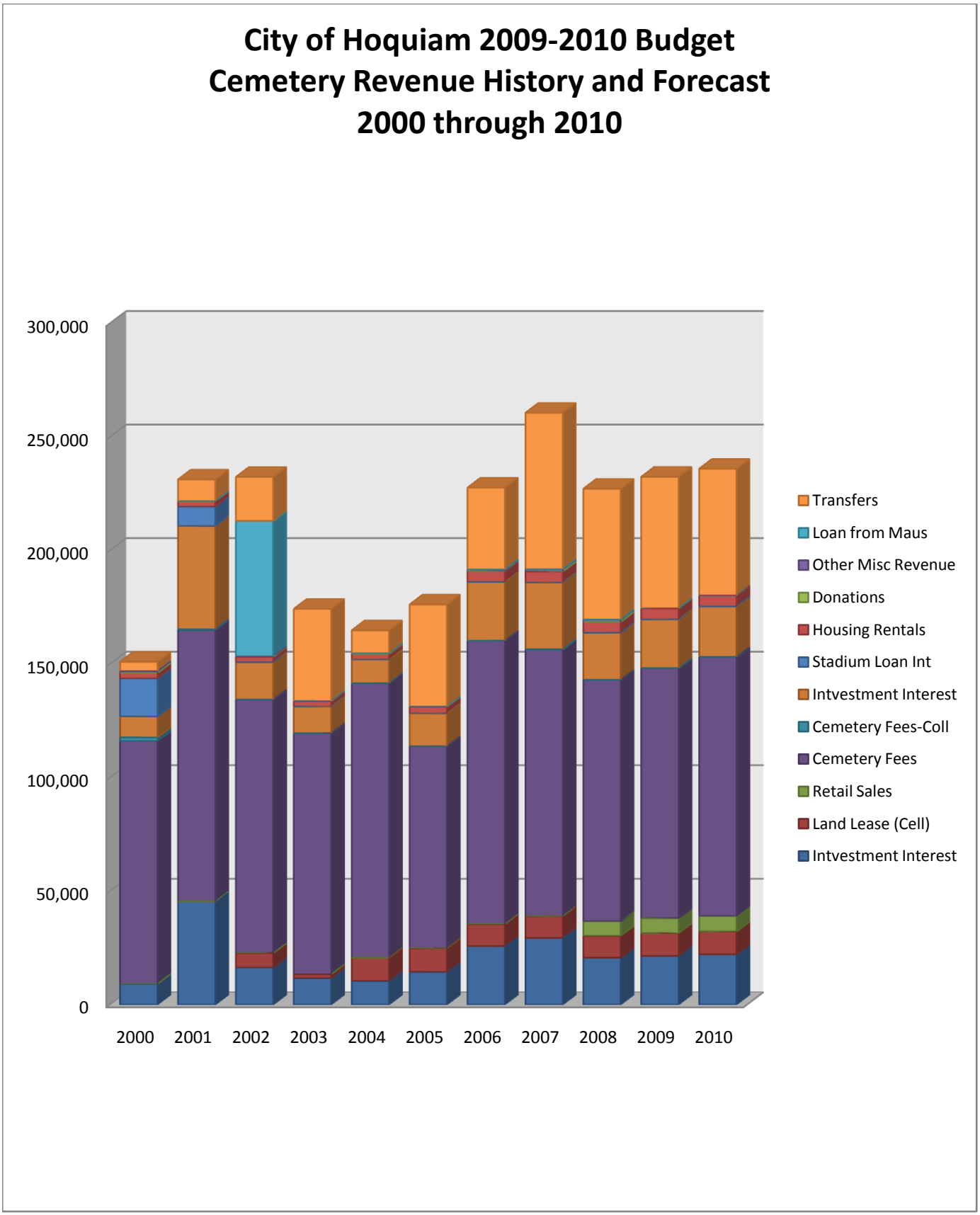
Cemetery Fund - #101

Cemetery revenues are based upon the fees collected from plot sales. This revenue source has remained very steady for many years. A new rate structure has helped this fund's revenues remain consistent through variations in volume. From 2000 to 2008, Cemetery revenues have increased an average of 4.0% per year. Even so, the Cemetery has required a transfer from the General Fund in almost every year to cover operations.

The inventory at the Cemetery has not always been accurate and is in need of updating. Beginning in 2007, the City undertook a project, coordinated with Americorps, to update and map the Cemetery inventory. When this project is completed, it is anticipated that we will find many accounts in the Cemetery Preneed Fund that should actually have been in the Cemetery Fund. For example, someone planning their estate would pay their Cemetery Fees in advance. The City would put this money in a “preneed” account until their death at which time the money would be transferred to the Cemetery Fund. Both the 2009 and 2010 budget years include a $30,000 in transfer from the Cemetery Preneed fund for this updating.

As the adjacent chart and graph entitled *“Cemetery Revenue History and Forecast”* illustrate, cemetery revenues are anticipated to increase steadily over the forecasted period.

BARS#	101 CEMETERY FUND	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
341.70.00	Retail Sales	0	0	0	0	0	0	0	0	6,380	6,607
343.60.00	Cemetery Fees	106,863	119,489	111,654	106,158	120,809	88,942	124,822	117,362	106,325	110,113
343.60.02	Cemetery Fees-Coll	1,629	309	0	0	0	0	0	146	0	0
361.10.00	Intvestment Interest	9,212	45,507	16,407	11,697	10,450	14,460	25,851	29,417	20,735	21,475
361.40.01	Stadium Loan Int	16,754	8,515	0	0	0	0	0	0	0	0
362.50.00	Land Lease (Cell)	0	0	6,325	1,700	10,300	10,400	9,600	9,600	9,600	10,000
362.60.00	Housing Rentals	2,400	2,400	2,400	2,400	2,400	3,000	4,800	4,800	4,800	4,800
367.00.00	Donations	0	0	0	55	0	45	100	0	0	0
369.90.00	Other Misc Revenue	764	7	90	15	291	5	589	959	1,010	0
381.10.00.02	Loan from Maus	0	0	59,726	0	0	0	0	0	0	0
	TOTAL CEMETERY FUND	$137,621	$176,229	$196,602	$122,025	$144,251	$116,853	$165,762	$162,284	$148,850	$152,995
	Annual % Change:		28.1%	11.6%	-37.9%	18.2%	-19.0%	41.9%	-2.1%	-8.3%	2.8%
	Average % Change since 2000:		28.1%	19.8%	0.6%	5.0%	0.2%	7.1%	5.8%	4.0%	3.9%
	Transfers In:	$4,146	$9,514	$19,379	$40,565	$10,146	$44,895	$36,060	$68,915	$57,590	$57,970
	TOTAL REVENUE	$141,768	$185,743	$215,981	$162,591	$154,397	$161,748	$201,822	$231,199	$206,440	$210,965

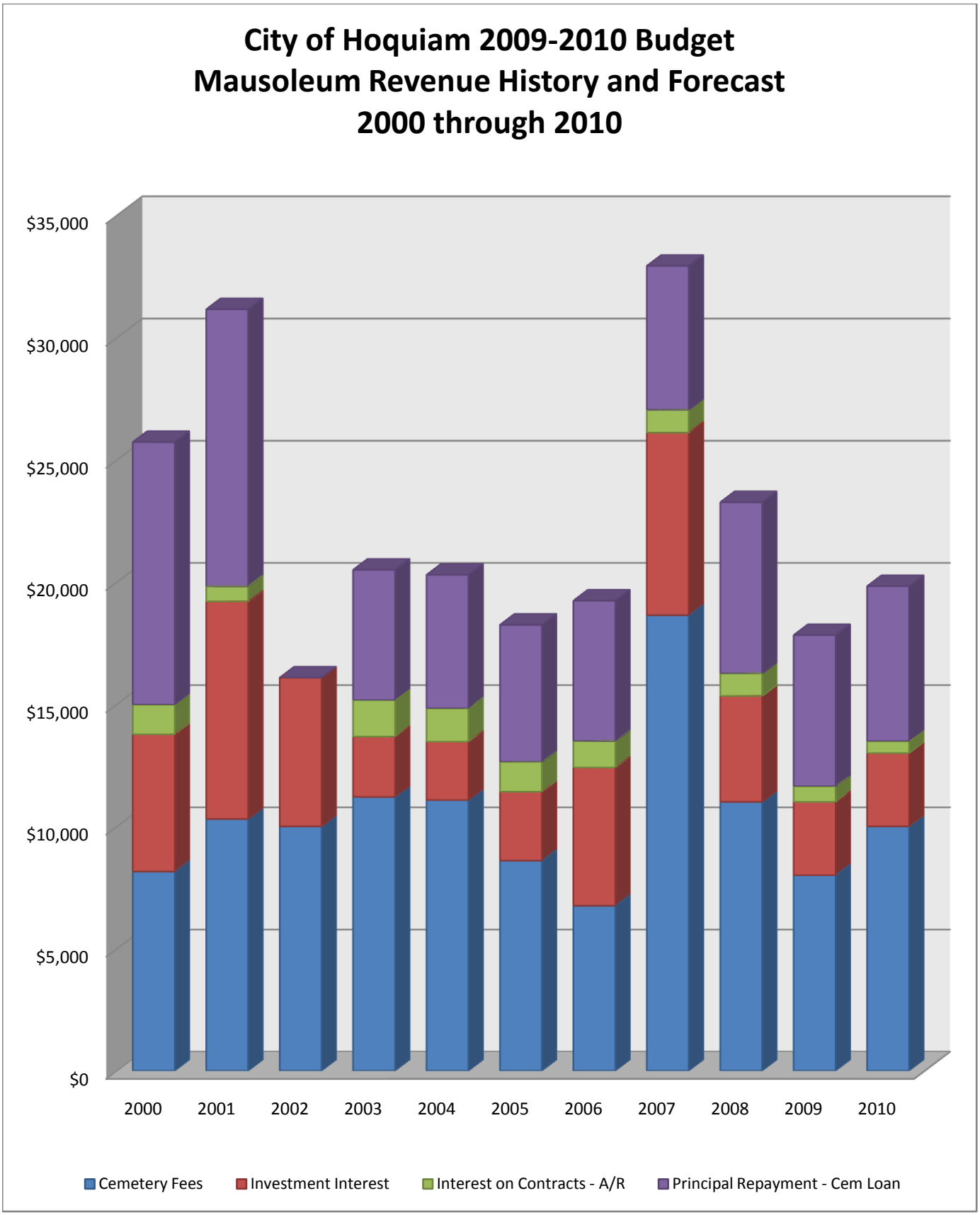

City of Hoquiam 2009-2010 Budget
Cemetery Revenue History and Forecast
2000 through 2010
300,000
250,000
200,000
150,000
100,000
50,000
0
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
Transfers
Loan from Maus
Other Misc Revenue
Donations
Housing Rentals
Stadium Loan Int
Intvestment Interest
Cemetery Fees-Coll
Cemetery Fees
Retail Sales
Land Lease (Cell)
Intvestment Interest

Mausoleum Fund - #102

Mausoleum fund revenues are similar to Cemetery revenues and are collected from niche and crypt sales. These revenues are budgeted to grow slightly at 1.4% and 2.4% in 2009 and 2010 respectively.

As the adjacent chart and graph entitled *"Mausoleum Revenue History and Forecast"* illustrate, mausoleum revenues are anticipated to increase steadily over the forecasted period.

BARS#	102 MAUSOLEUM	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
343.60.00	Cemetery Fees	$8,150	$10,301	$9,999	$11,205	$11,075	$8,595	$6,750	$18,639	$11,000	$8,000
361.10.00	Investment Interest	$5,615	$8,899	$6,083	$2,465	$2,392	$2,823	$5,659	$7,467	$4,336	$3,000
361.40.00	Interest on Contracts - A/R	$1,214	$623	$0	$1,493	$1,360	$1,223	$1,083	$940	$923	$640
381.20.01	Principal Repayment - Cem Loan	$10,741	$11,332	$0	$5,331	$5,464	$5,601	$5,740	$5,885	$7,000	$6,185
	TOTAL MAUSOLEUM FUND:	$25,721	$31,155	$16,082	$20,495	$20,290	$18,243	$19,232	$32,931	$23,259	$17,825
	Annual % Change:		21.1%	-48.4%	27.4%	-1.0%	-10.1%	5.4%	71.2%	-29.4%	-23.4%
	Average % Change since 2000:		21.1%	-13.6%	0.1%	-0.2%	-2.2%	-0.9%	9.4%	4.5%	1.4%
	Transfers In:	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	TOTAL REVENUE	$25,721	$31,155	$16,082	$20,495	$20,290	$18,243	$19,232	$32,931	$23,259	$17,825


City of Hoquiam 2009-2010 Budget
Mausoleum Revenue History and Forecast
2000 through 2010
$35,000
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$0
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
Cemetery Fees
Investment Interest
Interest on Contracts - A/R
Principal Repayment - Cem Loan

Street Fund - #106

The following chart and graph entitled *"Street Fund Revenue, History and Forecast"* illustrate historic and projected revenues. The primary source of Street fund revenues is from gas taxes. This source of state allocated revenue is forecasted to remain essentially flat over the coming years.

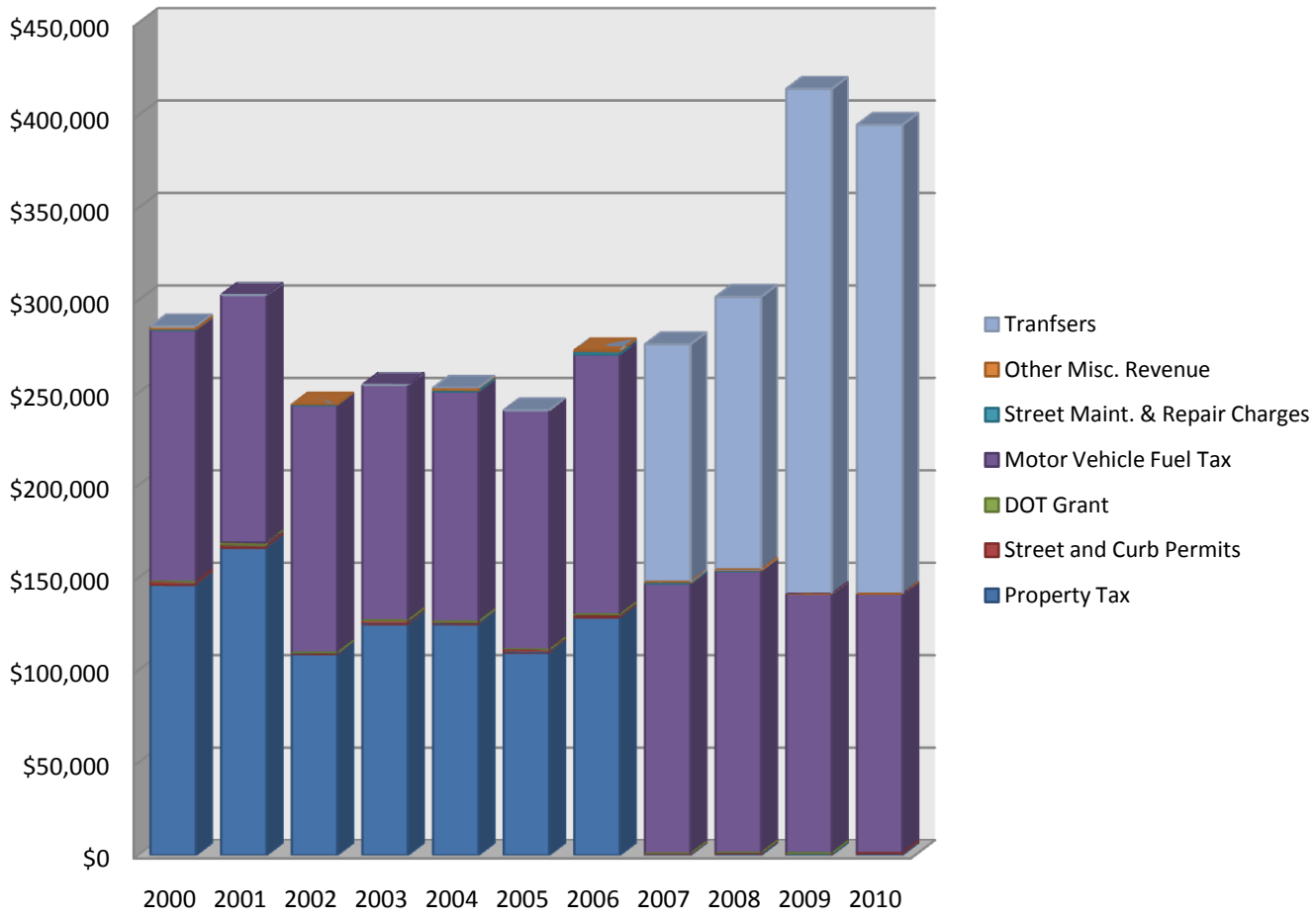
This is primarily due to the fact that gasoline consumption remains flat statewide, and is even anticipated to decrease slightly over the coming year due to higher gasoline prices, increasing automobile fuel efficiency and decreasing tourism activity. Since gas taxes are collected on a cents per gallon basis and not on a percentage of sale price basis, this revenue source does not increase as the cost of fuel increases.

Additionally, this fund receives supplemental support annually from the General fund to cover operating costs in excess of revenues received directly from gas taxes. For 2009, the amount of this transfer is $193,000, approximately $45,000 larger than the transfer in 2008. In 2010, this transfer is budgeted at $173,500. The Street fund is considered a "creeper" fund because it obtains funding via transfers from the General Fund. For this reason an attempt is made to maintain this fund at a zero cash balance, thus maximizing the amount the cash balance in the General Fund.

Total resources needed to support Street operations for 2009 equal $414,465, and $394,990 in 2010.

BARS #	106 STREET FUND	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
311.10.00	Property Tax	$146,260	$166,260	$108,785	$125,020	$125,000	$109,500	$128,630	$0	$0	$0
322.40.00	Street and Curb Permits	$1,690	$1,508	$804	$2,077	$1,456	$1,803	$934	$774	$1,195	$1,170
334.03.69	DOT Grant	$0	$1,400	$0	$0	$0	$0	$664	$137	$137	$0
336.00.87.00	Motor Vehicle Fuel Tax	$136,125	$133,833	$133,867	$127,292	$124,259	$129,335	$140,555	$146,037	$152,335	$140,295
344.10.00	Street Maint. & Repair Charges	$254	$0	$0	$0	$494	$0	$1,540	$91	$91	$0
369.90.00	Other Misc. Revenue	$1,677	$0	$156	$0	$1,523	$0	$708	$836	$834	$0
	TOTAL :	$286,006	$303,002	$243,612	$254,389	$252,732	$240,638	$273,031	$147,875	$154,592	$141,465
	Annual % Change:		5.9%	-19.6%	4.4%	-0.7%	-4.8%	13.5%	-45.8%	4.5%	-8.5%
	Average % Change since 2000:		5.9%	-6.8%	-3.1%	-2.5%	-2.9%	-0.2%	-6.7%	-5.3%	-5.7%
	Transfers In	$0	$0	$0	$0	$0	$0	$0	$128,440	$147,380	$273,000
	TOTAL REVENUE	$286,006	$303,002	$243,612	$254,389	$252,732	$240,638	$273,031	$276,315	$301,972	$414,465

City of Hoquiam 2009-2010 Budget
Street Fund Revenue
History and Forecast 2000 through 2010



Arterial Street Fund - #107

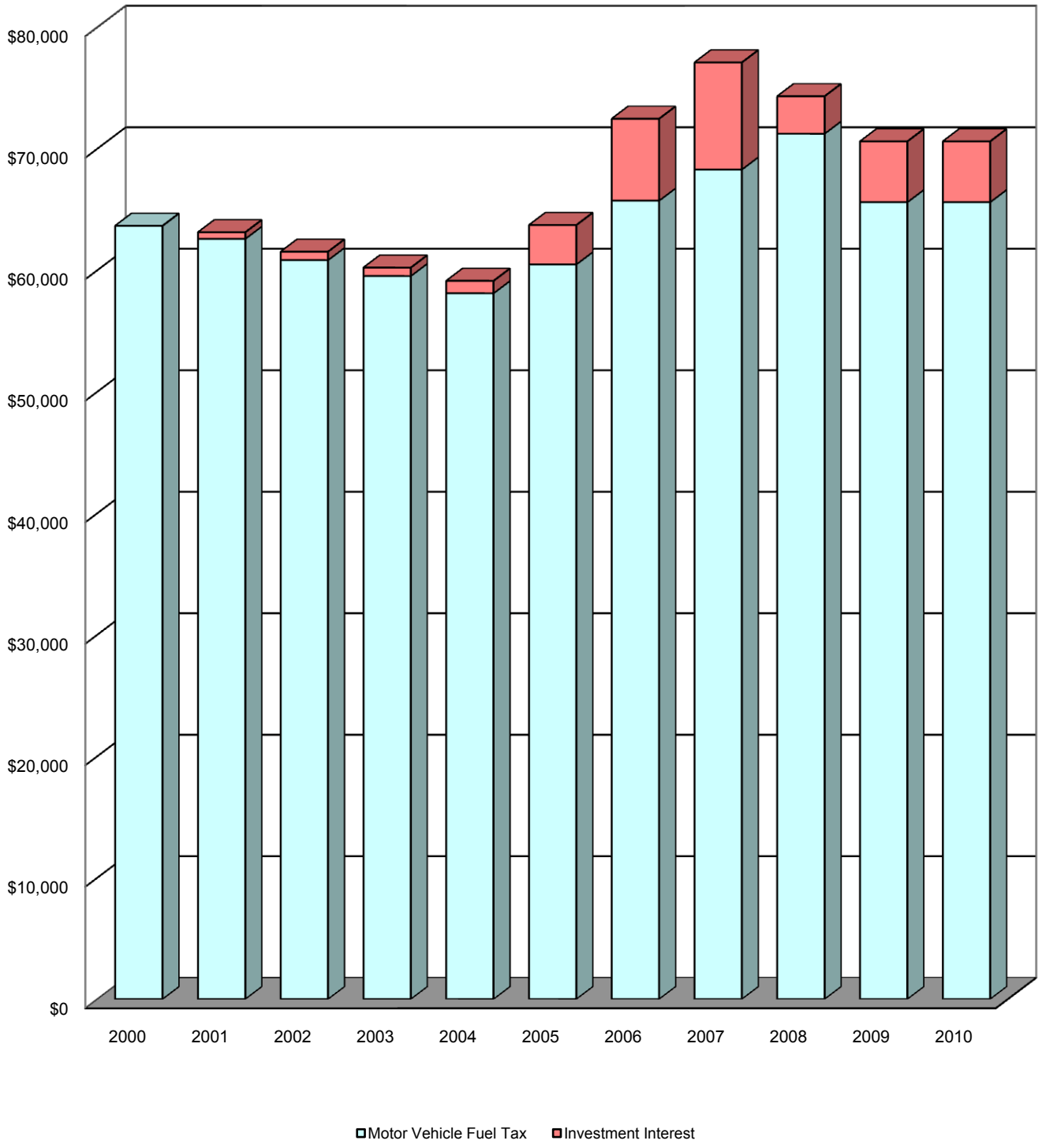
The following chart and graph entitled *"Arterial Street Fund, History and Forecast"* illustrate historic and projected Arterial Street revenues. This source of state allocated revenue, like the Street Fund #106 is also gas taxes, and is budgeted to remain flat over the coming years.

At one time, the City was required to maintain one fund for streets and one fund for arterial streets. However, now the Street Fund #106 and the Arterial Street Fund #107 could legally be combined in to one fund. Therefore, their total resources should be considered when making budgetary decisions.

Total resources needed to support Arterial Street operations for 2009 equal $70,595, and $70,595 in 2010.

BARS #	107 ARTERIAL STREET FUND	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
	Beginning Balance										
336.00.87	Motor Vehicle Fuel Tax	$63,647	$62,576	$60,826	$59,517	$58,099	$60,473	$65,719	$68,282	$71,230	$65,595
361.10.00	Investment Interest	-$85	$538	$691	$690	$1,018	$3,235	$6,740	$8,808	$3,080	$5,000
	TOTAL :	$63,562	$63,114	$61,517	$60,207	$59,117	$63,708	$72,458	$77,090	$74,310	$70,595
	Annual % Change:		-0.7%	-2.5%	-2.1%	-1.8%	7.8%	13.7%	6.4%	-3.6%	-5.0%
	Average % Change since 2000:		-0.7%	-1.6%	-1.8%	-1.8%	0.1%	2.4%	3.0%	2.1%	1.3%
	Transfers In	$29,215	$0	$0	$0	$0	$0	$0	$0	$0	$0
	TOTAL REVENUE	$92,777	$63,114	$61,517	$60,207	$59,117	$63,708	$72,458	$77,090	$74,310	$70,595

City of Hoquiam 2009-2010 Budget
Arterial Street Fund Revenue
History and Forecast 2000 through 2010



Ambulance Fund - #109

The adjacent chart and graph entitled *"Ambulance Fund Revenue"* provides history and forecast for Emergency Care revenues. These revenue sources are budgeted to increase 7.3% for 2009 and 2.0% for 2010. This compares to the average annual increase of 9.0% experienced since 2000. The City's Ambulance rate structure has been changed a number of times in recent years due to legal challenges. This explains the large swings from year to year.

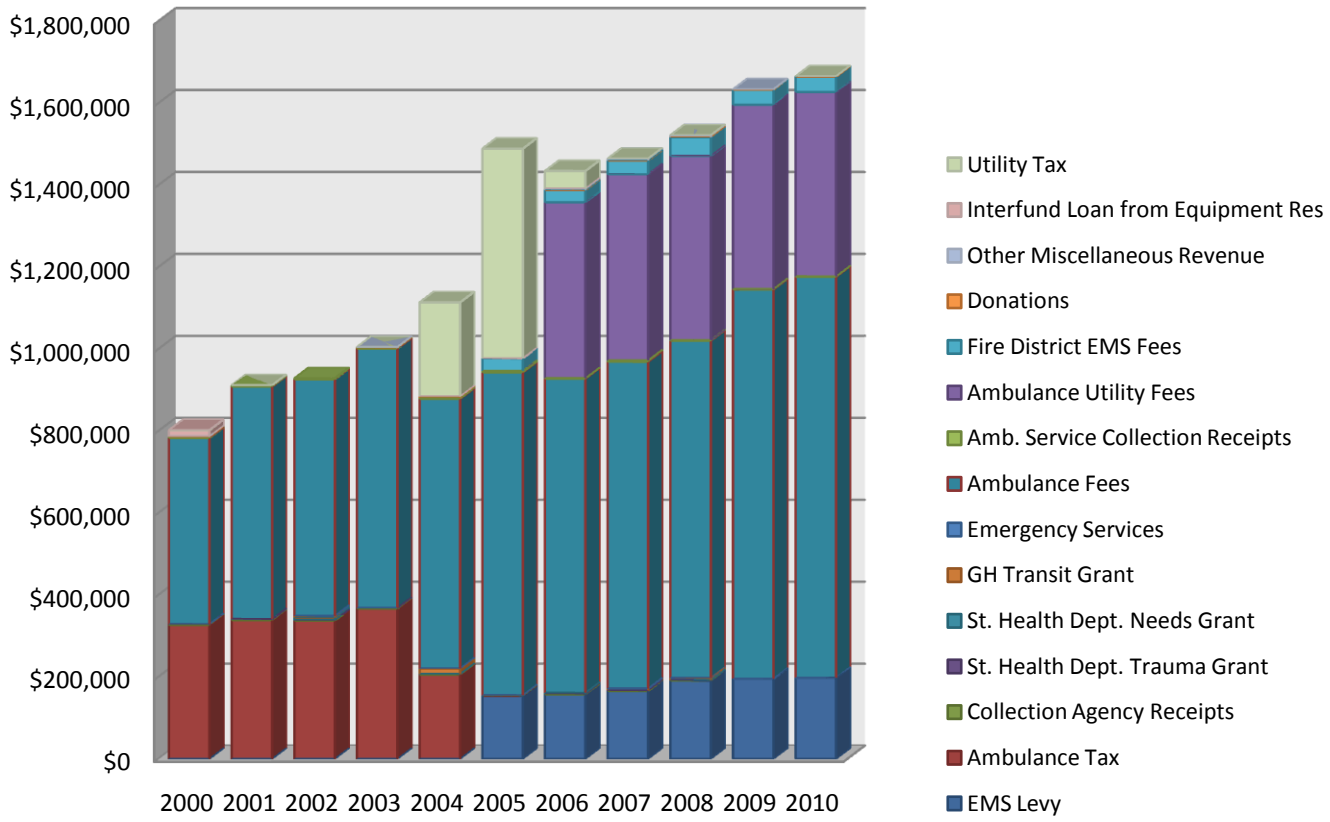
Between 2004 and 2006, this fund receives supplemental support annually from the General fund to cover operating costs in excess of revenues received directly from ambulance fees and the special property tax levy for 2004 through 2006 in the form of utility taxes. However in 2006, an Ambulance Utility was created according to state statute and there is no General fund support anticipated.

This budget also forecasts that the Emergency Medical Service special property tax levy of $0.50 per $1,000 assessed value will continue. This voter-approved levy expires in 2010, and will require reauthorization by the voters. By law this levy can be requested at up to $0.50 per $1,000 of assessed value.

Total resources needed to support Emergency Care operations for 2009 equal $1,633,980 and $1,665,895 in 2010.

	109 AMBULANCE FUND	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
311.10.00	EMS Levy	$0	$0	$0	$0	$0	$154,301	$157,709	$165,873	$191,296	$195,880
317.44.00	Ambulance Tax	$327,305	$338,899	$337,493	$367,023	$205,754	$0	$0	$0	$0	$0
317.44.09	Collection Agency Receipts	$706	$1,407	$529	$531	$400	$46	$0	$0	$0	$0
334.04.91	St. Health Dept. Trauma Grant	$1,200	$1,200	$1,200	$1,200	$1,200	$1,290	$1,463	$1,439	$1,555	$0
334.04.92	St. Health Dept. Needs Grant	$0	$0	$6,000	$0	$0	$0	$2,323	$0	$0	$0
337.26.00	GH Transit Grant	$0	$0	$4,050	$0	$13,419	$0	$0	$4,852	$5,244	$0
342.01.02	Emergency Services	$0	$0	$0	$0	$324	$0	$0	$0	$0	$0
342.60.00	Ambulance Fees	$454,274	$567,313	$577,214	$632,720	$657,887	$787,761	$766,766	$797,368	$822,600	$950,000
342.60.01	Amb. Service Collection Receipts	$2,748	$3,146	$2,224	$821	$2,513	$3,719	$1,060	$3,406	$1,220	$1,000
342.60.02	Ambulance Utility Fees	$0	$0	$0	$0	$0	$0	$429,351	$454,126	$450,000	$450,000
342.60.03	Fire District EMS Fees	$0	$0	$0	$0	$0	$30,630	$29,992	$33,790	$45,700	$36,600
367.00.00	Donations	$0	$0	$0	$1,244	$2,805	$0	$0	$0	$0	$0
369.90.00	Other Miscellaneous Revenue	$1,269	$0	$0	$1,680	$653	$0	$3,439	$4,166	$4,503	$500
381.10.01	Interfund Loan from Equipment Res	$15,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
	TOTAL :	$802,501	$911,965	$928,710	$1,005,220	$884,955	$977,746	$1,392,103	$1,465,020	$1,522,118	$1,633,980
	Annual % Change:		13.6%	1.8%	8.2%	-12.0%	10.5%	42.4%	5.2%	3.9%	7.3%
	Average % Change since 2000:		13.6%	7.7%	7.9%	2.9%	4.4%	10.8%	10.0%	9.2%	9.0%
	Transfers In	$0	$0	$0	$0	$229,334	$511,615	$42,772	$0	$0	$0
	TOT. REV. & TRANSFERS IN:	$802,501	$911,965	$928,710	$1,005,220	$1,114,289	$1,489,362	$1,434,875	$1,465,020	$1,522,118	$1,633,980

City of Hoquiam 2009-2010 Budget
Ambulance Fund Revenue
History and Forecast 2000 through 2010



Tourism/Stadium Fund - #112

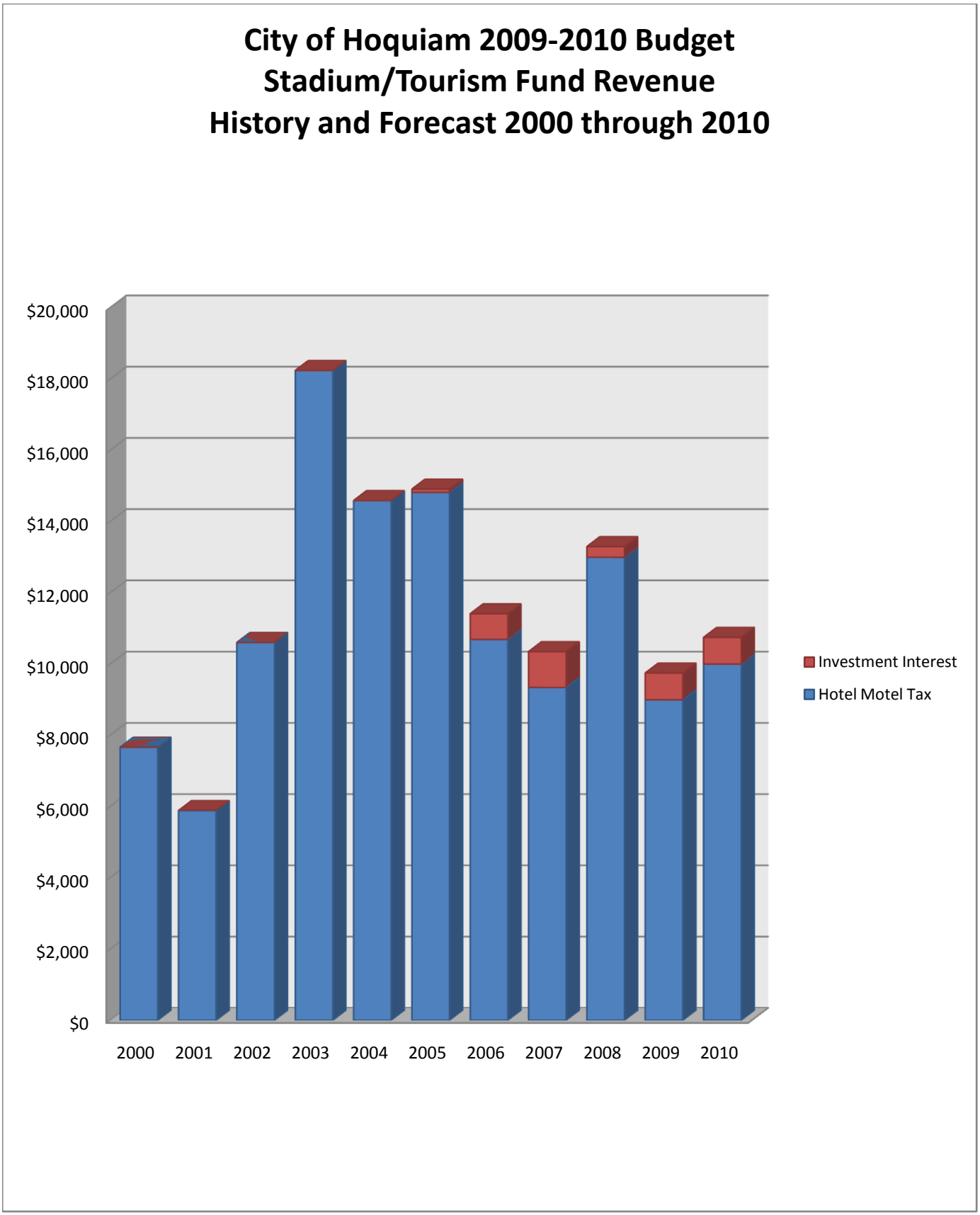
The City imposes two hotel/motel taxes. The “basic” 2% hotel/motel tax, often referred to as the stadium tax, is taken as a credit against the state sales tax. Additionally, the City levies a “special” 3% transient excise tax that is not credited against the state sales tax. Legislation enacted in 1997 limited this “special” tax to 2% however, all the Cities in Grays Harbor had the authority to levy a special tax before 1997 and had that rate grandfathered in by the 1997 legislation. Therefore, the tax rate on all charges for furnishing lodging for a continuous period of less than one month is 11.3% in Hoquiam.

Both taxes are levied primarily on bed and breakfast (B&B) establishments and recreational vehicle (RV) visitors that stay overnight in Hoquiam. These revenue sources are restricted by state law as to their use. Only expenditures related to tourism, stadium and convention center operation, and other economic development related activities are allowed.

The adjacent chart and graph entitled *“Stadium/Tourism Tax Revenue”* illustrate the history and projection for growth of these two revenue sources. From 2000 to 2010, these revenues have been fairly flat of late despite a rapid increase in 2002, averaging 13.4% per year through 2008. Revenues in 2009 and 2010 are anticipated to remain steady due to a lack of hospitality resources in Hoquiam.

Hotel/motel taxes are very sensitive to changes in economic activity and conditions. These revenue sources should be monitored closely, especially during poor fiscal years to ensure that receipts are being received as expected.

	112 STADIUM / TOURISM	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
31.30.00	Hotel Motel Tax	$7,668	$5,888	$10,608	$18,241	$14,590	$14,822	$10,693	$9,345	$13,000	$9,000
361.10.00	Investment Interest	$0	$0	$0	$0	$0	$90	$721	$1,005	$300	$750
	TOTAL :	$7,668	$5,888	$10,608	$18,241	$14,590	$14,912	$11,414	$10,350	$13,300	$9,750
	Annual % Change:		-23.2%	80.2%	72.0%	-20.0%	2.2%	-23.5%	-9.3%	28.5%	-26.7%
	Average % Change since 2000:		-23.2%	28.5%	43.0%	27.2%	22.2%	14.6%	11.2%	13.4%	8.9%
	Transfers In	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	TOT. REV. & TRANSFERS IN:	$7,668	$5,888	$10,608	$18,241	$14,590	$14,912	$11,414	$10,350	$13,300	$9,750

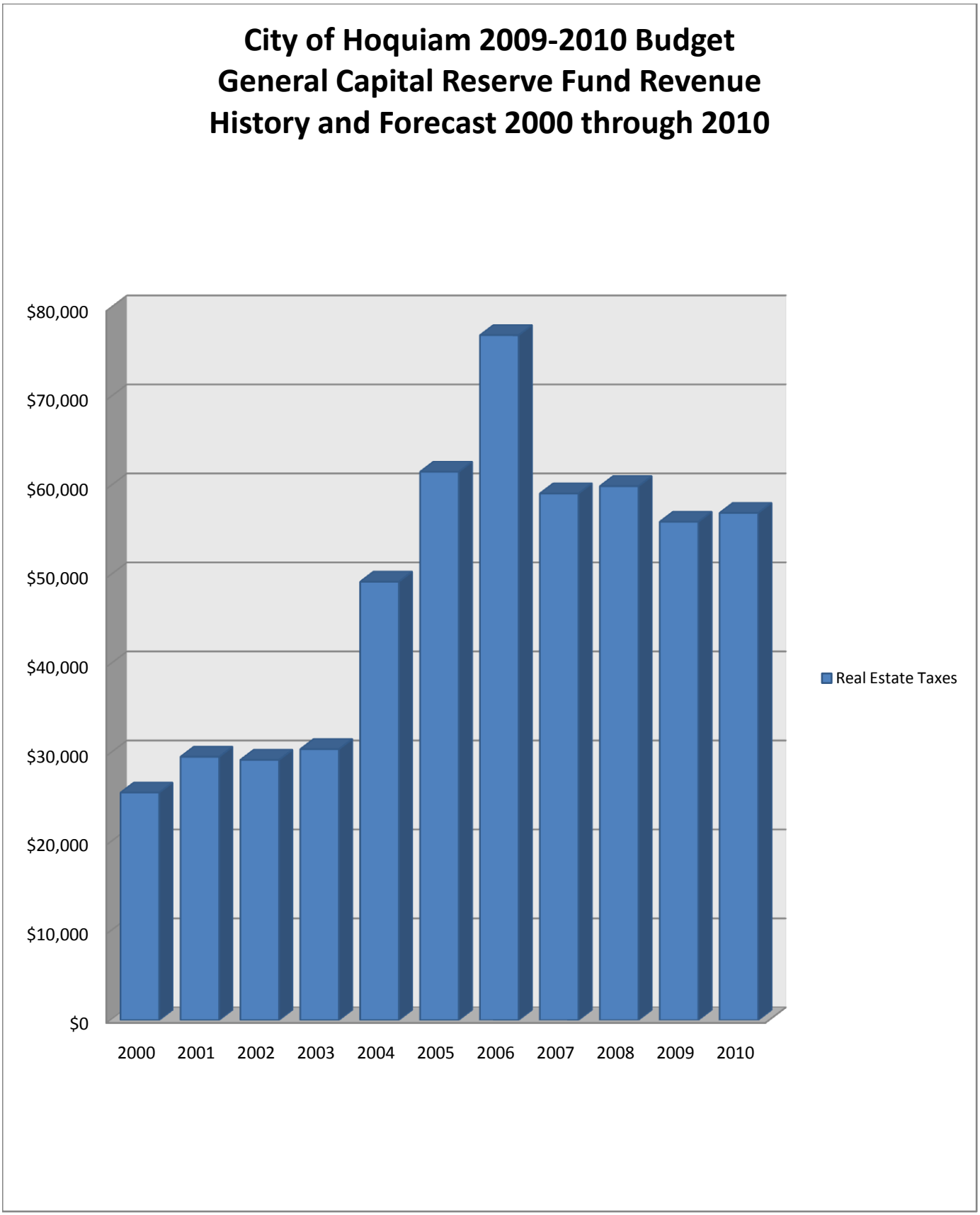

City of Hoquiam 2009-2010 Budget
Stadium/Tourism Fund Revenue
History and Forecast 2000 through 2010
$20,000
$18,000
$16,000
$14,000
$12,000
$10,000
$8,000
$6,000
$4,000
$2,000
$0
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
Investment Interest
Hotel Motel Tax

General Capital Reserve - #114

The main source of revenue for this fund is the Real Estate Excise Tax (REET) imposed on the sale of real estate. In Hoquiam, we do not plan under the Growth Management Act (GMA). Therefore, our REET rate is 0.25%.

Home sales have been strong in recent years in Hoquiam as is portrayed in the fact that our REET revenue doubled from 2003 to 2005. However, in 2008 home sales nationally are on the decline. The 2009-2010 budget forecasts REET revenue to be lower than 2008, but to remain consistent through the biennium. In 2009, REET revenue is budgeted to decrease 6.7% to $56,000 and to increase to $57,000 in 2010.

	114 GENERAL CAPITAL RESERVE	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009
317.34.00	Real Estate Taxes	$25,571	$29,596	$29,250	$30,454	$49,270	$61,619	$76,967	$59,182	$60,000	$56,000
	TOTAL :	$25,571	$29,596	$29,250	$30,454	$49,270	$61,619	$76,967	$59,182	$60,000	$56,000
	Annual % Change:		15.7%	-1.2%	4.1%	61.8%	25.1%	24.9%	-23.1%	1.4%	-6.7%
	Average % Change since 2000:		15.7%	7.3%	6.2%	20.1%	21.1%	21.7%	15.3%	13.6%	11.3%
	Transfers In	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	TOT. REV. & TRANSFERS IN:	$25,571	$29,596	$29,250	$30,454	$49,270	$61,619	$76,967	$59,182	$60,000	$56,000


City of Hoquiam 2009-2010 Budget
General Capital Reserve Fund Revenue
History and Forecast 2000 through 2010
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$0
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
Real Estate Taxes

Water, Sewer and Storm Fund: #401

The following charts and graphs summarize forecasted revenues for the City's water, sewer and storm departments. In 2009 total revenues are forecasted to increase 22.6% from 2008 levels, primarily due to the grant proceeds for dam removal. In 2010, total revenues are projected to decrease 13.4% over 2007 due the absence of this grant.

As evidenced by the graph entitled *"Utility Service Revenue History 2000 through 2010"*, utility rates increased for water, sewer and storm operations in January of 2006. These rates increased due to a rate study completed in 2005 and to fund necessary capital improvements of the water and sewer departments.

Revenue projections anticipate a continuation of inflation based rate increases approved by the Council. These annual rate increases are necessary to address operating expenditures and desperately needed capital replacements.

Staff are currently monitoring financial performance in these utility funds, primarily Storm, to determine if the utilities are meeting their financial benchmarks.

In 2009 Water Utility revenues are projected to decrease 2.1% from 2008 budgeted levels, as the budgeted amounts in 2008 appear to have been too aggressive. 2009 includes an increase that was approved by the City Council in 2005. This is also the rate recommended from the original utility rate study completed by FCS Group in 2005.

Sewer utility revenues are projected to increase 11.1% from year 2008. Primarily due to a planned rate increase and an increase in connections. The adjacent chart summarizes changes in sewer utility revenue

Sewer service revenue is expected to grow slightly through 2010 as the Council passed an Ordinance setting rate increases until that time.

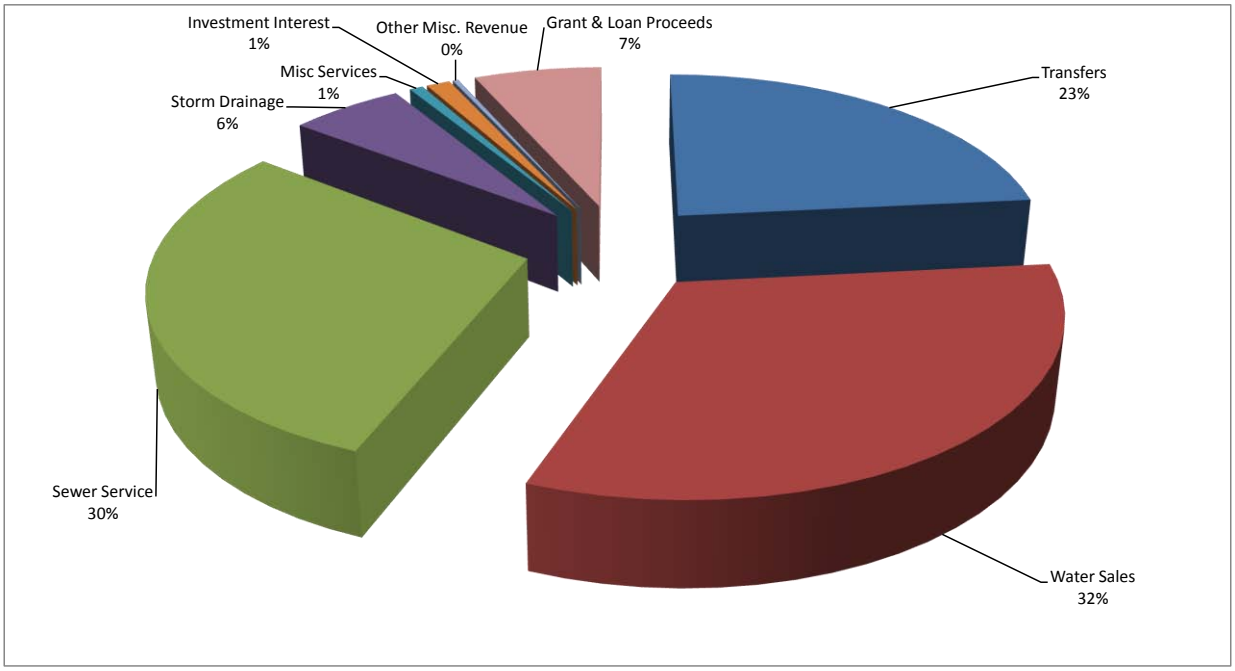
Storm Drain revenues are projected to remain constant for the foreseeable future. A Storm Drain Department was broken out of Sewer and created in 2005. The current Storm Drain Ordinance has an equivalent residential unit model where all properties contribute, regardless of the property type. The chart on the following page details storm drain revenues by category.

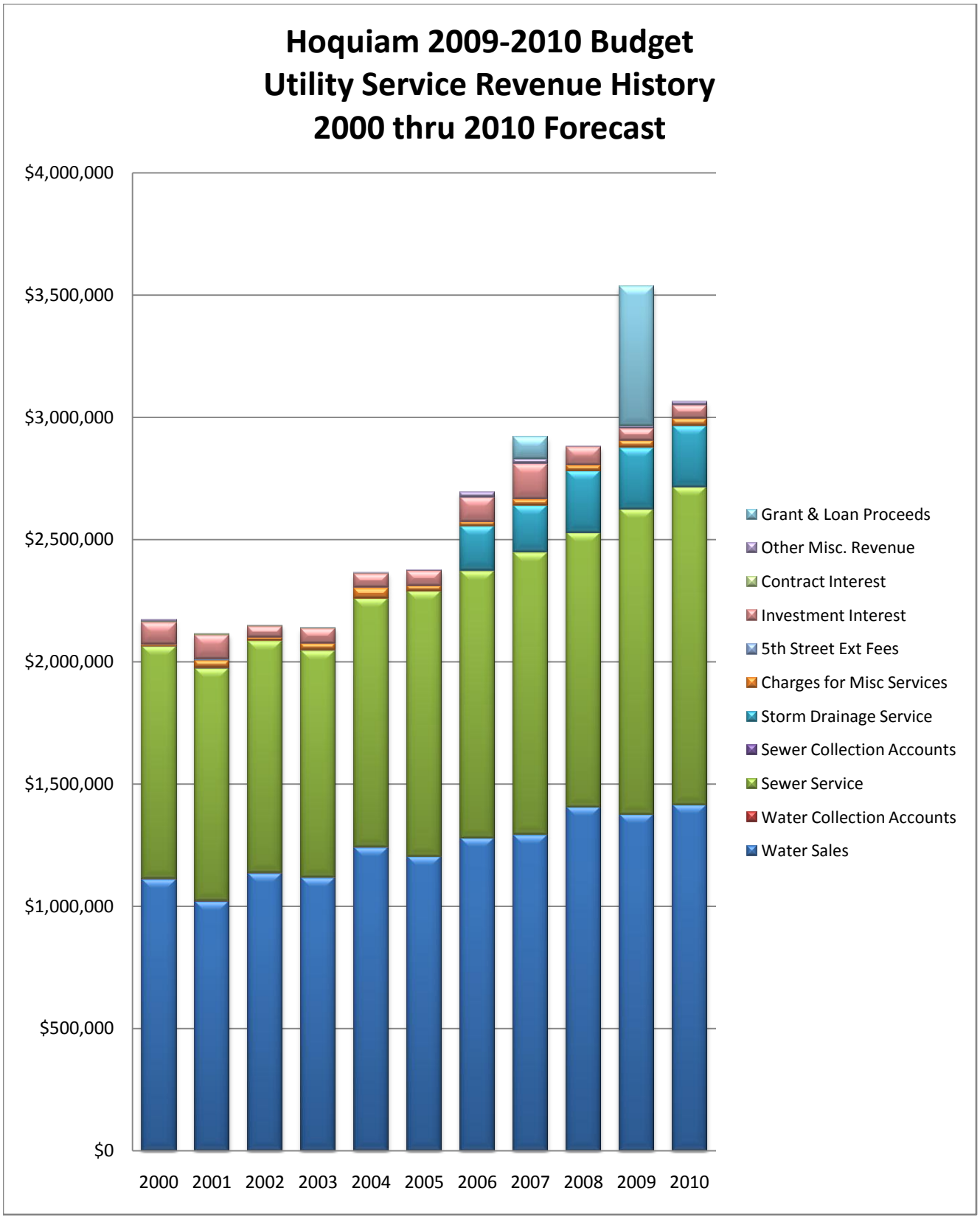
The vast majority of storm drain revenues come from monthly storm drain utility rates. However, the rate methodology will need to be modified to obtain the necessary $250,000 per year budgeted for the biennium.

City of Hoquiam
Revenue Forecasting Model
400 SERIES - UTILITY OPERATING FUNDS

Revenue History and Projections:

Description	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Actual 2004	Actual 2005	Actual 2006	Actual 2007	Forecast 2008	Budget 2009	Budget 2010
Water Sales	$1,109,435	$1,019,290	$1,132,830	$1,116,283	$1,240,726	$1,203,039	$1,278,866	$1,292,805	$1,404,895	$1,375,000	$1,415,000
Water Collection Accounts	$2,401	$4,783	$1,783	$1,806	$1,860	$155	$206	$124	$0	$0	$0
Sewer Service	$949,620	$947,287	$950,024	$927,016	$1,016,384	$1,083,749	$1,092,460	$1,154,950	$1,125,205	$1,250,000	$1,300,000
Sewer Collection Accounts	$2,048	$4,080	$1,546	$1,540	$1,161	$133	$176	$106	$0	$0	$0
Storm Drainage Service	$0	$0	$0	$0	$0	$0	$181,719	$191,754	$250,000	$250,000	$250,000
Charges for Misc Services	$5,911	$30,302	$13,471	$26,938	$41,424	$24,179	$18,874	$25,052	$25,000	$30,000	$30,000
5th Street Ext Fees	$1,221	$4,964	$0	$0	$1,778	$0	$0	$0	$0	$0	$0
Investment Interest	$89,420	$98,648	$44,251	$61,400	$55,596	$60,571	$101,163	$144,099	$75,390	$50,000	$55,000
Contract Interest	$5,337	$4,409	$3,416	$2,353	$1,217	$0	$0	$0	$0	$0	$0
Other Misc. Revenue	$7,795	$766	$1,501	$669	$3,305	$3,904	$20,560	$21,946	$2,000	$12,250	$13,250
Grant & Loan Proceeds	$0	$0	$0	$919	$0	$0	$0	$90,000	$0	$568,000	$0
Total Waterworks Utility:	$2,173,188	$2,114,530	$2,148,821	$2,138,926	$2,363,450	$2,375,729	$2,694,024	$2,920,837	$2,882,490	$3,535,250	$3,063,250
Cumulative % Change from 2000		-2.7%	-1.1%	-1.6%	8.8%	9.3%	24.0%	34.4%	32.6%	62.7%	41.0%
Annual % Change:		-2.7%	1.6%	-0.5%	10.5%	0.5%	13.4%	8.4%	-1.3%	22.6%	-13.4%
Average Annual % Change:		-2.7%	-0.6%	-0.5%	2.2%	1.9%	4.0%	19.2%	16.6%	18.1%	14.1%
TRANSFERS IN:											
Watershed Transfers	$989,881	$1,102,262	$892,444	$670,989	$1,483,892	$1,677,903	$638,502	$1,043,844	$2,425,095	$726,550	$1,289,955
TOTAL TRANSFERS IN	$989,881	$1,102,262	$892,444	$670,989	$1,483,892	$1,677,903	$638,502	$1,043,844	$2,425,095	$726,550	$1,289,955
TOTAL REVENUES:	$3,163,069	$3,216,792	$3,041,265	$2,809,915	$3,847,342	$4,053,632	$3,332,526	$3,964,681	$5,307,585	$4,261,800	$4,353,205



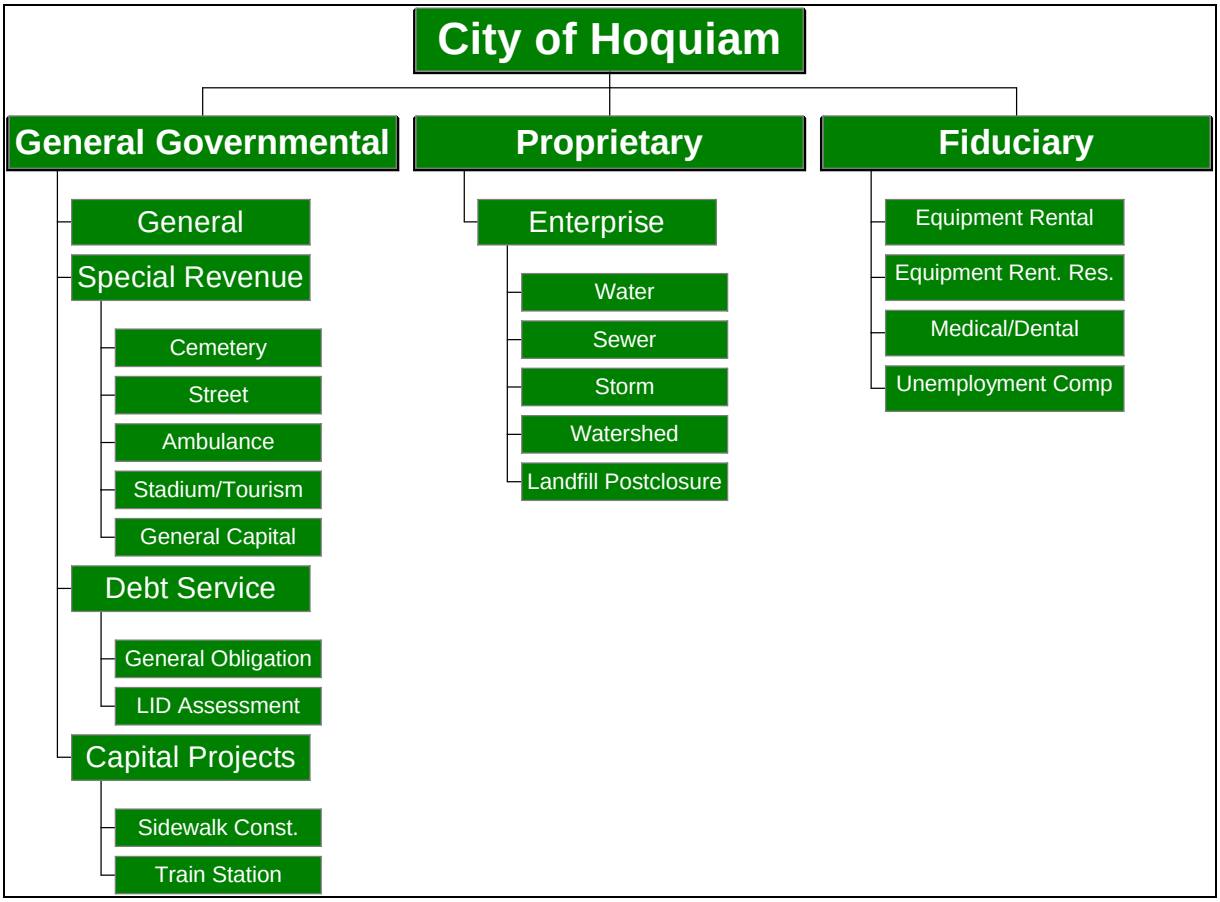

Hoquiam 2009-2010 Budget
Utility Service Revenue History
2000 thru 2010 Forecast
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
Grant & Loan Proceeds
Other Misc. Revenue
Contract Interest
Investment Interest
5th Street Ext Fees
Charges for Misc Services
Storm Drainage Service
Sewer Collection Accounts
Sewer Service
Water Collection Accounts
Water Sales

V. FUND SUMMARY SECTION

Overview

The adjacent pages summarize the City of Hoquiam's 2009-2010 all funds budget.

The following pages of this section provide a comprehensive assessment of the financial condition of every operating fund of the City of Hoquiam. A narrative explanation of each fund is provides along with a financial "balance sheet", summarizing historic financial activity and reflecting the impact of the adopted budget on each fund's bottom line.



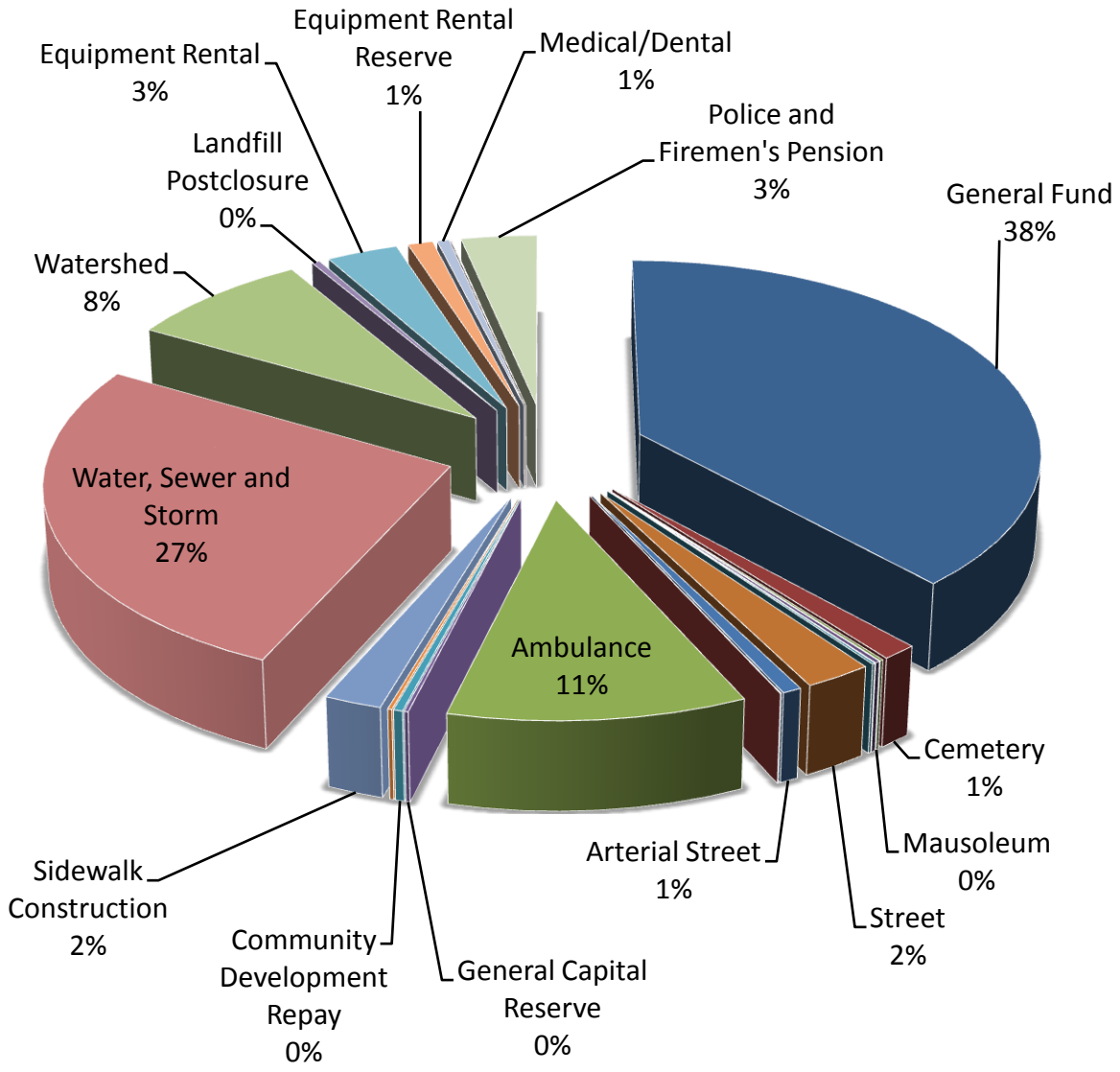
2009-2010 BUDGET
ALL FUNDS SUMMARY

FUND/DEPARTMENT		2009 BEGINNING BALANCE	RESOURCES	USES	ENDING BALANCE
001	General Fund				
	Total General Fund	$ 2,279,456	$ 6,485,550	$ 6,464,235	$ 2,300,771
101	Cemetery	$ 2,614	$ 210,965	$ 210,965	$ 2,615
102	Mausoleum	$ 154,000	$ 17,825	$ 27,000	$ 144,825
103	Cemetery Equipment Reserve	$ 9,600	$ 1,750	$ -	$ 11,350
104	Cemetery Preneed	$ 250,000	$ 26,000	$ 30,000	$ 246,000
105	Parks Special Programs	$ 28,885	$ 6,000	$ 6,945	$ 27,940
106	Street	$ -	$ 414,465	$ 414,465	$ 0
107	Arterial Street	$ 110,000	$ 70,595	$ 115,335	$ 65,260
108	Paths & Trails	$ 9,800	$ 1,255	$ 9,000	$ 2,055
109	Ambulance	$ 274,650	$ 1,633,980	$ 1,760,255	$ 148,374
112	Stadium/Tourism	$ 19,000	$ 9,750	$ -	$ 28,750
114	General Capital Reserve	$ 310,000	$ 56,000	$ 25,000	$ 341,000
130	Community Development Repay	$ 210,000	$ 49,500	$ 55,100	$ 204,400
205	1995 Refunding Bond	$ -	$ -	$ -	$ -
213	1989 LTGO Bond	$ -	$ 25,485	$ 25,485	$ -
302	Sidewalk Construction	$ 120,000	$ 531,000	$ 636,000	$ 15,000
401	Water, Sewer and Storm	$ 400,000	$ 4,261,800	$ 4,300,135	$ 361,665
402	Watershed	$ 750,000	$ 1,200,000	$ 1,208,035	$ 741,965
417	Landfill Postclosure	$ 222,000	$ 6,000	$ 66,325	$ 161,675
501	Equipment Rental	$ 85,000	$ 592,960	$ 614,120	$ 63,840
505	Equipment Rental Reserve	$ 1,595,000	$ 255,150	$ 278,000	$ 1,572,150
520	Medical/Dental	$ 45,000	$ 83,000	$ 87,000	$ 41,000
522	Unemployment	$ 13,555	$ -	$ 13,555	$ (0)
611	Police and Firemen's Pension	$ -	$ 532,000	$ 532,000	$ -
GRAND TOTAL ALL FUNDS		$ 6,888,560	$ 16,471,030	$ 16,878,956	$ 6,480,634

2009-2010 BUDGET
ALL FUNDS SUMMARY

		2010				TOTAL BIENNIUM	
FUND/DEPARTMENT		BEGINNING BALANCE	RESOURCES	USES	ENDING BALANCE	RESOURCES	USES
001	General Fund						
	Total General Fund	$ 2,300,771	$ 6,322,020	$ 6,202,875	$ 2,419,915	$ 12,807,570	$ 12,667,110
101	Cemetery	$ 2,615	$ 213,745	$ 216,360	$ 0	$ 424,710	$ 427,324
102	Mausoleum	$ 144,825	$ 19,825	$ 15,000	$ 149,650	$ 37,650	$ 42,000
103	Cemetery Equipment Reserve	$ 11,350	$ 1,800	$ -	$ 13,150	$ 3,550	$ -
104	Cemetery Preneed	$ 246,000	$ 26,250	$ 30,000	$ 242,250	$ 52,250	$ 60,000
105	Parks Special Programs	$ 27,940	$ 500	$ 28,440	$ -	$ 6,500	$ 35,385
106	Street	$ 0	$ 394,990	$ 394,990	$ 0	$ 809,455	$ 809,455
107	Arterial Street	$ 65,260	$ 70,595	$ 115,005	$ 20,850	$ 141,190	$ 230,340
108	Paths & Trails	$ 2,055	$ 1,260	$ -	$ 3,315	$ 2,515	$ 9,000
109	Ambulance	$ 148,374	$ 1,665,895	$ 1,814,270	$ (0)	$ 3,299,875	$ 3,574,525
112	Stadium/Tourism	$ 28,750	$ 10,750	$ -	$ 39,500	$ 20,500	$ -
114	General Capital Reserve	$ 341,000	$ 57,000	$ 25,000	$ 373,000	$ 113,000	$ 50,000
130	Community Development Repay	$ 204,400	$ 39,500	$ 55,100	$ 188,800	$ 89,000	$ 110,200
205	1995 Refunding Bond	$ -	$ -	$ -	$ -	$ -	$ -
213	1989 LTGO Bond	$ -	$ 25,485	$ 25,485	$ -	$ 50,970	$ 50,970
302	Sidewalk Construction	$ 15,000	$ 40,500	$ 55,500	$ -	$ 571,500	$ 691,500
401	Water, Sewer and Storm	$ 361,665	$ 4,353,205	$ 4,506,950	$ 207,920	$ 8,615,005	$ 8,807,085
402	Watershed	$ 741,965	$ 2,000,000	$ 1,499,215	$ 1,242,750	$ 3,200,000	$ 2,707,250
417	Landfill Postclosure	$ 161,675	$ 3,000	$ 53,205	$ 111,470	$ 9,000	$ 119,530
501	Equipment Rental	$ 63,840	$ 414,180	$ 434,900	$ 43,120	$ 1,007,140	$ 1,049,020
505	Equipment Rental Reserve	$ 1,572,150	$ 280,030	$ 89,000	$ 1,763,180	$ 535,180	$ 367,000
520	Medical/Dental	$ 41,000	$ 83,000	$ 89,000	$ 35,000	$ 166,000	$ 176,000
522	Unemployment	$ (0)	$ -	$ -	$ (0)	$ -	$ 13,555
611	Police and Firemen's Pension	$ -	$ 578,000	$ 578,000	$ -	$ 1,110,000	$ 1,110,000
GRAND TOTAL ALL FUNDS		$ 6,480,634	$ 16,601,530	$ 16,228,295	$ 6,853,870	$ 33,072,560	$ 33,107,250

City of Hoquiam
2009-2010 Appropriations by Fund
$33,107,250



A. General Fund - #001

Overview:

The adjacent page summarizes all 2009-2010 General Fund projected revenues and requested appropriations. The General Fund is balanced with and actually increases reserves in both years of the biennium.

For 2009, total revenues and transfers in are forecasted at $6,485,550 while requested appropriations total $6,464,235 creating an ending balance of $2,300,771. In 2010, total revenues and transfers in are forecasted at $6,322,020, while requested appropriations total $6,202,875 increasing the ending balance to $2,419,915 at the end of the biennium.

The 2009-2010 biennial operating budget appropriations represent a 4.8% increase from comparable 2007-2008 appropriations. This budget provides funding for 100% of current staffing levels, all other appropriations necessary to maintain current service levels, funding for some small capital items and new program requests.

Transfers to the Street fund are $90,680 higher than the 2007-2008 biennium, while Police and Fire Pension (LEOFF I) transfers have increased $83,770 from 2007-2008 budget levels.

Projected revenues are sufficient to cover all appropriation requests, and even increase the General Fund's ending balance.

General Fund Revenues:

The adjacent chart provides a summary forecast of 2009-2010 General Fund revenues and transfers in.

Overall, General Fund revenues and transfers in are forecasted to increase 2.5% over the 2007-2008 biennium.

Beginning cash balance is forecasted at $2,279,456. The beginning cash balance for this fund increased dramatically in 2005 with the sale of sanitation. However, none of these reserves have been used to balance the biennium.

Taxes are projected to increase over the biennium, primarily driven by a growth in property taxes and utility taxes from the new biodiesel plant. Also, an increase in sales tax revenue and business and occupation (B&O) tax revenue contributed to this increase.

Fines and forfeitures show modest percentage growth, however due to the limited size of their revenue streams, nominal revenue growth is not significant.

Miscellaneous revenue shows decrease of 0.4% over the previous biennium. The decline in interest rates even with the amount of cash on hand is the primary to contributor to this decrease.

Transfers in decline over the biennium due to a large transfer in budgeted for 2008 for some upgrading of City Hall.

Analysis: Overall revenue growth is small but steady and may strengthen over the coming biennium. This budget continues to maintain a high ongoing cash balance.

Additionally, Initiative 747 requires the city to limit property tax levy increases to one percent per year, unless the voters of the City approve, by a simple majority vote, a greater increase.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
GENERAL FUND SUMMARY - #001

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$1,457,782	$1,429,531	$2,252,240	$2,369,491	$2,221,456	$2,255,771
Beg. Bal. - Drug Fund	$79,357	$30,249	$49,716	$29,100	$50,000	$40,000
Beg. Bal. - Rest. Court	$6,187	$4,558	$6,288	$4,670	$8,000	$5,000
Total Beginning Balances	$1,543,327	$1,464,337	$2,308,243	$2,403,261	$2,279,456	$2,300,771
Taxes	$3,777,013	$3,727,474	$4,639,242	$4,885,802	$4,918,625	$5,050,000
Licenses and Permits	$274,298	$495,960	$422,112	$278,215	$316,960	$336,045
Intergov't Revenue	$398,179	$434,720	$488,330	$405,302	$477,085	$313,635
Charges for Services	$66,511	$90,961	$70,374	$66,038	$79,430	$78,395
Fines and Forfeit.	$76,005	$139,490	$146,018	$91,585	$134,785	$138,690
Misc. Revenue	$262,531	$385,003	$474,274	$203,660	$335,310	$339,915
Total General Fund Revenue	$4,854,537	$5,273,608	$6,240,349	$5,930,602	$6,262,195	$6,256,680
Transfers In:						
Stadium Field Loan-005	$33,810	$35,271	$28,674	$0	$0	$0
Parks Special Programs-105	$0	$0	$0	$0	$6,945	$28,440
Ambulance-109	$12,873	$9,904	$3,929	$13,640	$9,800	$11,900
Tourism/Stadium-112	$3,478	$0	$0	$0	$0	$0
General Capital Reserve-114	$0	$0	$0	$250,000	$25,000	$25,000
Combined LID 97-98 - 210	$0	$4,124	$0	$0	$0	$0
Equip Rental Reserve-505	$0	$0	$0	$0	$0	$0
Unemployment-522	$0	$0	$0	$0	$13,555	$0
Parks Endowment-627	$0	$0	$0	$0	$168,055	$0
Library Memorial - 629	$0	$0	$0	$0	$0	$0
Total Transfers In	$50,161	$49,300	$32,602	$263,640	$223,355	$65,340
Other - Sale of Fixed Assets	$570	$54,000	$22,500	$0	$0	$0
Total Transfers In and Other:	$50,731	$103,300	$55,102	$263,640	$223,355	$65,340
Current Year Rev. & Trfrs	$4,905,268	$5,376,908	$6,295,451	$6,194,242	$6,485,550	$6,322,020
Total Resources	$6,448,594	$6,841,245	$8,603,694	$8,597,504	$8,765,006	$8,622,790

General Fund Appropriations:

Requested appropriations and required transfers increase $148,629 or 1.2% from the previous 2007-2008 biennium. Of this total, the adjacent page summarizes operating appropriations, which increase 4.8% over the previous biennium.

Major areas of change include:

Legislative: Total requested funding of $144,170 in 2009 and $136,270 in 2010 includes appropriations for the election of seven Council Members in 2009.

Finance increases 15.3% over the previous biennium due to the purchase of an upgrade to the business license program.

Public Works: decreases $196,066 or 25.7% over the previous biennium due to the elimination of outside consultants hired for the biodiesel plant permit review.

Police increases 17.2% due to the assumption of full staffing as compared to prior years where a number of positions were unable to be filled.

Economic Development decreases 73.7% or $209,835 due the payoff of the Grayport Loan and the completion of the Community Development Plan in 2007.

Transfers to Other Funds:

The General Fund budget includes $752,955 in 2009 and $776,310 in 2010 as transfers to other funds. These transfers include:

Street Fund: $193,000 in 2009 and $173,500 in 2010 in transfers to support Street Fund operations. This is an increase of $90,680 from the previous biennium's support level, further emphasizing the City's focus on street improvements.

General Obligation Equipment Bond Redemption: $25,485 in transfers for the 2009 and 2010 payment on the 1989 bonds which paid for a remodel of City Hall.

Police and Fire Pension: $514,000 in 2009 and $559,000 in 2010 for payment of medical benefits to Law Enforcement Officers and Fire Fighters I (LEOFF I) active and retired employees.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
GENERAL FUND SUMMARY - #001

APPROPRIATIONS						
	2005	2006	2007	2008	2009	2010
Department	**Actual**	**Actual**	**Actual**	**Budget**	**Budget**	**Budget**
Legislative	$127,685	$109,144	$120,021	$122,845	$144,170	$136,270
Municipal Court	$140,748	$135,328	$151,033	$167,895	$170,725	$169,070
Finance	$179,314	$191,908	$195,731	$215,220	$237,440	$236,455
Legal Services	$102,586	$107,991	$117,634	$125,830	$138,390	$145,975
Civil Service	$324	$4,700	$5,138	$5,845	$8,500	$8,500
City Hall & Buildings	$95,797	$82,057	$92,310	$206,265	$126,265	$117,500
Electrical	$173,072	$167,666	$165,269	$205,830	$187,160	$190,740
Police	$1,775,546	$1,929,375	$1,815,668	$1,982,795	$2,182,030	$2,271,590
Fire	$771,090	$794,312	$813,589	$801,138	$865,190	$902,105
Animal Control	$44,114	$48,676	$63,438	$79,675	$79,210	$83,640
Public Works	$163,934	$169,551	$261,922	$500,380	$277,185	$289,050
Personnel Services	$361	$0	$0	$0	$0	$0
Police Special Funds (DTF)	$133,551	$101,090	$107,420	$169,315	$152,205	$130,900
Library	$178,934	$174,932	$272,833	$208,370	$216,495	$195,340
Community Services	$400,365	$371,457	$492,930	$580,060	$780,925	$431,580
Americorps	$0	$75,170	$106,784	$35,500	$0	$0
Economic Development	$59,316	$41,993	$228,380	$56,255	$37,350	$37,450
911 Program	$70,743	$70,743	$29,119	$125,185	$108,040	$80,400
General Fund Total:	$4,417,480	$4,576,094	$5,039,218	$5,588,403	$5,711,280	$5,426,565
Transfers Out						
Other Funds:						
Cemetery Fund - 101	$32,275	$0	$0	$25,280	$20,470	$18,325
Street Fund - 106	$0	$0	$128,440	$147,380	$193,000	$173,500
Ambulance Fund - 109	$511,615	$42,772	$0	$0	$0	$0
1989 LTGO Bond Fund - 213	$0	$0	$28,044	$25,485	$25,485	$25,485
Unemployment Fund 522	$0	$0	$15,000	$15,000	$0	$0
Police & Fire Pension Fund - 611	$0	$0	$472,730	$516,500	$514,000	$559,000
Reserve Funds	$0	$0	$517,000	$0	$0	$0
Total Transfers Out:	$543,890	$42,772	$1,161,214	$729,645	$752,955	$776,310
Total Expenses and Transfers	$4,961,370	$4,618,866	$6,200,433	$6,318,048	$6,464,235	$6,202,875
Total General Fund Reserves:	$1,487,225	$2,222,379	$2,403,261	$2,279,456	$2,300,771	$2,419,915
Gain (Use) of Reserves	-$56,102	$758,042	$95,018	-$123,806	$21,315	$119,145

B. Cemetery Fund - #101

Overview:

The Cemetery fund accounts for the operations of the City's 40 acre cemetery, Sunset Park. The adjacent page summarizes projected revenues and appropriations.

For 2009, total revenues and transfers in are forecasted at $210,695, while requested appropriations total $210,695, resulting in a remaining balance of $2,615. For 2010, total revenues and transfers in are forecasted at $213,745, while requested appropriations total $216,360, resulting in a remaining balance of $0.

Revenues:

Revenues come from primarily from plot sales, retail monument and vault sales at the Cemetery which are projected to increase slightly. Additionally, the City leases a Cell Tower on the sight.

For 2009 total revenues and transfers in total $210,965, a 16.5% increase from 2008 budgeted amounts due to an increase in preneed transfers. In 2010, total revenues and transfers in total $213,745, a 1.3% increase from 2009.

Appropriations and transfers out:

The adopted budget includes $424,234 for cemetery operations, an increase of $39,319 or 10.2% over the previous biennium. Cemetery operational expenditures go toward paying for the digging grave sites and perpetual beautification of the City's largest park.

During the biennium, $2,500 is included in capital purchases for signage improvements at the Cemetery.

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CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
CEMETERY FUND - #101

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Fund Balance	$5,229	$3	$15,778	$13,644	$2,614	$2,615
Retail Sales	$0	$0	$0	$0	$0	$0
Cemetery Fees	$88,942	$124,822	$117,508	$112,705	$116,720	$120,880
Investment Interest	$14,460	$25,851	$29,417	$20,735	$21,475	$22,240
Land Lease (Cell Tower)	$10,400	$9,600	$9,600	$9,600	$10,000	$10,000
Housing Rentals	$3,000	$4,800	$4,800	$4,800	$4,800	$4,800
Donations	$45	$100	$0	$0	$0	$0
Other Miscellaneous	$5	$589	$959	$1,010	$0	$0
Total Cemetery Revenue	$116,853	$165,762	$162,284	$148,850	$152,995	$157,920
Transfers In:						
Trf In - Mausoleum #102	$9,333	$8,409	$7,946	$10,310	$7,500	$7,500
Trf In - Cem Eq. Reserve #103	$0	$0	$0	$0	$0	$0
Trf In - Cem Preneed #104	$3,003	$10,334	$23,363	$22,000	$30,000	$30,000
Trf In - Gen Capital #114	$0	$10,000	$0	$0	$0	$0
Trf In - General Fund #001	$32,275	$0	$0	$0	$20,470	$18,325
Total Cemetery Transfers In	$44,611	$28,743	$31,310	$32,310	$57,970	$55,825
Total Cemetery Revenues & Transfers In	$161,464	$194,505	$193,594	$181,160	$210,965	$213,745
Grand Total Cemetery Resources	$166,693	$194,508	$209,372	$194,804	$213,579	$216,360
APPROPRIATIONS						
Cemetery Operations	$165,690	$177,201	$194,315	$190,690	$209,465	$214,860
Transfers Out:						
Trf Out - Cem Equip Reserve #103	$1,000	$1,529	$1,412	$1,500	$1,500	$1,500
Total Cemetery Transfers Out	$1,000	$1,529	$1,412	$1,500	$1,500	$1,500
CEMETERY FUND APPROPRIATONS	$166,690	$178,730	$195,727	$192,190	$210,965	$216,360
Ending Balance	$3	$15,778	$13,644	$2,614	$2,615	$0

C. Mausoleum Fund - #102

Overview:

The Mausoleum fund accounts for the City's three mausoleums in operation, much in the same way the Cemetery fund does. The adjacent page summarizes all 2009-2010 projected revenues and requested appropriations.

Revenues:

Revenues come solely from Mausoleum sales.

For 2009 total revenues and transfers in total $17,825, a 23.4% decrease from 2008 budgeted amounts due to a decrease in mausoleum sales. In 2010, total revenues and transfers in total $19,825, an 11.2% increase from 2009.

Appropriations and Transfers Out:

Operating budget appropriations are projected at $27,000 in 2009 and $15,000 in 2010. An additional appropriation for a transfer to the Cemetery is included at $7,500 in both years.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
MAUSOLEUM FUND - #102

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$113,864	$120,523	$129,178	$149,396	$154,000	$144,825
Cemetery Fees	$8,595	$6,750	$18,639	$11,000	$8,000	$10,000
Investment Interest	$2,823	$5,659	$7,467	$4,336	$3,000	$3,000
Interest on Contracts A/R	$1,223	$1,083	$940	$923	$640	$485
Total Mausoleum Revenue	12,642	13,492	27,046	16,259	11,640	13,485
Transfers In:						
Cemetery Interfund Loan #101	$5,601	$5,741	$5,885	$7,000	$6,185	$6,340
Total Transfers In	5,601	5,741	5,885	7,000	6,185	6,340
Total Revenues & Transfers In	18,243	19,233	32,931	23,259	17,825	19,825
Grand Total Mausoleum:	132,107	139,756	162,109	172,655	171,825	164,650
APPROPRIATIONS						
Mausoleum Operations	2,251	2,169	4,766	20,925	19,500	7,500
Transfers Out:						
Op Transfer Cemetery #101	9,333	8,409	7,946	10,310	7,500	7,500
Total Transfers Out:	9,333	8,409	7,946	10,310	7,500	7,500
Grand Total Mausoleum:	11,584	10,578	12,713	31,235	27,000	15,000
Ending Balance	120,523	129,178	149,396	141,420	144,825	149,650

D. Cemetery Equipment Reserve Fund - #103

Overview:

The Cemetery Equipment Reserve fund receives money in the form of transfers from the Cemetery and Mausoleum fund for future purchases of vehicles and equipment.

Revenues:

For 2009 and 2010, revenues and transfers in from the Cemetery are budgeted at $1,750 and $1,800 respectively. Revenue comes from interest earned on invested reserves and a transfer from the Cemetery Fund.

Appropriations and Transfers out:

There are no appropriations budgeted for the 2009-2010 Biennium. This fund ends the biennium with a $13,150 cash balance.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
CEMETERY EQUIPMENT RESERVE FUND - #103

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	9,602	10,899	12,978	14,964	9,600	11,350
Investment Interest	296	551	574	500	250	300
Total Revenue	296	551	574	500	250	300
Transfers In:						
Cemetery #101	1,000	1,529	1,412	1,500	1,500	1,500
Total Transfers In	1,000	1,529	1,412	1,500	1,500	1,500
Total Cem Equip Res Rev & Trf In	1,296	2,079	1,986	2,000	1,750	1,800
Grand Total Cem Equip Reserve:	10,899	12,978	14,964	16,964	11,350	13,150
APPROPRIATIONS						
Transfers Out:						
Cemetery #101	0	0	0	8,455	0	0
Total Transfers Out	0	0	0	8,455	0	0
Ending Balance	10,899	12,978	14,964	8,509	11,350	13,150

E. Cemetery Preneed Fund - #104

Overview:

The Cemetery preneed fund receives money from individuals purchasing estate planning for future services. When services are needed, the amounts of preneed purchases are transferred to the Cemetery fund.

Revenues:

Cemetery Preneed revenues are budgeted at $20,000 in 2009 and 2010 each respectively. This fund also earns interest on invested reserves which are budgeted at $6,000 in 2009 and $6,250 in 2010.

Appropriations:

As was discussed earlier, a reconciliation of the Cemetery inventory is anticipated to take place in during the biennium. Therefore, in 2009 and 2010 a transfer of $30,000 is budgeted in each year to the Cemetery Fund.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
CEMETERY PRENEED FUND - #104

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$218,962	$242,271	$276,347	$290,711	$250,000	$246,000
Cemetery Fees	$21,079	$34,512	$23,659	$20,000	20,000	20,000
Investment Interest	$5,233	$10,474	$15,038	$6,000	6,000	6,250
Total Cem Preneed Revenue	26,312	44,986	38,697	26,000	26,000	26,250
Grand Total Cem Preneed:	245,274	287,257	315,045	316,711	276,000	272,250
APPROPRIATIONS						
Cemetery Preneed Operations	0	575	970	0	0	0
Transfers Out:						
Cemetery #101	3,003	10,334	23,363	54,665	30,000	30,000
Total Transfers Out:	3,003	10,334	23,363	54,665	30,000	30,000
Grand Total Cemetery Preneed:	3,003	10,909	24,333	54,665	30,000	30,000
Ending Balance	242,271	276,347	290,711	262,046	246,000	242,250

F. Street Fund - #106

Overview:

The adjacent page summarizes all 2009-2010 Street fund projected revenues and appropriations.

Revenues:

2009-2010 revenues and transfers come from three primary sources: gas taxes, a transfer from the General Fund and a transfer from the Arterial Street Fund.

Gas tax revenues are projected to decrease slightly for the biennium. Gas taxes are collected on a cents per gallon basis and not as a percentage of the sales price. For this reason, an increase or decrease in gasoline prices does not result in a corresponding increase in gas tax revenue.

Transfer revenue from the General Fund increases $90,680 or 32.8% over the previous biennium.

Appropriations and Transfers out:

The recommended budget includes $808,055 in funding for street operations, an increase of 36.5% from the 2007-2008 biennium, representing the City's emphasis on street improvements.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
STREET FUND SUMMARY - #106

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$84,770	$54,737	$51,179	$49,800	$0	$0
Street Use Permits	$1,803	$934	$774	$1,195	1,170	1,195
Gas Tax	$129,335	$140,555	$146,037	$152,335	140,295	140,295
Street Maint. & Repair Charges	$0	$1,540	$91	$91	0	0
Other Misc. Revenue	$0	$1,372	$973	$973	0	0
Total Street Fund Revenue	131,138	144,401	147,875	154,593	141,465	141,490
Transfers In:						
General Fund #001	$109,500	$128,630	$128,440	$147,380	$193,000	$173,500
Arterial Street Fund	0	0	0	0	80,000	80,000
Total Transfers In:	109,500	128,630	128,440	147,380	273,000	253,500
Total Street Rev. & Transfers In	240,638	273,031	276,315	301,973	414,465	394,990
Grand Total Street Fund	325,408	327,768	327,493	351,773	414,465	394,990
APPROPRIATIONS						
Street Fund Appropriations	269,227	275,886	276,374	315,795	413,765	394,290
Transfers Out:						
Paths & Trails #108	647	703	734	765	700	700
Unemployment #522	797	0	586	0	0	0
Total Transfers Out:	1,444	703	1,320	765	700	700
Grand Total Street Fund	270,671	276,589	277,694	316,560	414,465	394,990
Ending Balance	54,737	51,179	49,800	35,213	0	0

G. Arterial Street Fund- #107

Overview:

The Arterial Street Fund provides for the accounting of resources from arterial street operations much in the same way as the Street Fund. Separate balances for the Street Fund and Arterial Street Fund used to be required. However, recent legislation eliminated this obligation. Therefore, the combined resources of the two funds should be considered when evaluating the long term street needs.

For 2009, this fund begins the year with a $110,000 cash balance. Biennial revenues of $141,190 and appropriations of $230,340 leave this fund with a $20,850 cash balance.

Revenues:

Almost all resources of the Arterial Street Fund come in the form of gas taxes. As noted above, the Street Fund also receives gas taxes, but in a much larger amount. Total revenues for the biennium are $70,595 in 2009 and 2010.

Appropriations:

The Arterial Street Fund appropriation budget increases in this biennium reflecting the City's priorities in street repair and maintenance. The Arterial Street Fund also provides the resources of a Public Works Trust Fund that financed the Aberdeen Avenue paving project in 1994.

In 2009, Arterial Street operations are $35,005 in 2009 and $34,675 in 2010. Additionally, a transfer to the Street Fund is budgeted for $80,000 in each year providing for additional sidewalk improvements.

Lastly, there is a transfer of $330 in each year to the Paths & Trails Fund.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
ARTERIAL STREET FUND - #107

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$100,028	$127,108	$160,250	$182,322	$110,000	$65,260
Gas Tax-Arterial Streets	60,473	65,719	68,282	71,230	65,595	65,595
Miscellaneous Revenues	3,235	6,740	8,808	3,080	5,000	5,000
Total Arterial Street Revenues	63,708	72,458	77,090	74,310	70,595	70,595
Transfer in from General Fund	0	0	0	0	0	0
Grand Total	163,736	199,567	237,341	256,632	180,595	135,855
APPROPRIATIONS						
Arterial Street Appropriations	36,326	35,996	54,676	56,325	35,005	34,675
Transfers Out:						
Street Fund #106	0	0	0	0	80,000	80,000
Paths & Trails #108	302	329	343	365	330	330
Sidewalk Construction #302	0	2,992	0	80,000	0	0
Total Transfers Out:	302	3,321	343	80,365	80,330	80,330
Grand Total Street Fund	36,628	39,317	55,019	136,690	115,335	115,005
Ending Balance	127,108	160,250	182,322	119,941	65,260	20,850

H. Paths and Trails Fund- #108

Overview:

The Paths & Trails Fund provides for the accounting of resources for Paths and Trails operations. By RCW 47.20 and 47.30, 0.5% of all gas tax revenues are required to be spent on the provision of facilities for pedestrians, equestrians or bicycles. The funds do not have to be spent each year, but can be allowed to accumulate and be spent on a larger project.

The Paths and Trails Fund begins the year with a $9,800 beginning balance.

Revenues:

Almost all resources of the Paths & Trails Fund come in the form of transfers from the Street Fund and Arterial Street Fund. For the biennium, a total of $2,060 is budgeted from these funds from a percentage of the gas tax as noted above.

Appropriations:

While there is no specific project identified at this time, staff has budgeted $9,000 for a project during the biennium. This will leave the Paths and Trails fund with a $3,315 ending balance at 2010.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
PATHS AND TRAILS - #108

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$4,741	$5,833	$7,148	$8,606	$9,800	$2,055
Investment Interest	$143	$284	$381	$230	$225	$230
Total Paths & Trails Revenues	$143	$284	$381	$230	$225	$230
Transfers In:						
Trf from 106 - Street	$647	$703	$734	$760	$700	$700
Trf from 107 - Art. Street	$302	$329	$343	$355	$330	$330
Total Transfers In	$949	$1,031	$1,077	$1,115	$1,030	$1,030
Total Paths and Trails Revenue	$1,092	$1,315	$1,458	$1,345	$1,255	$1,260
Grand Total Paths & Trails	$5,833	$7,148	$8,606	$9,951	$11,055	$3,315
APPROPRIATIONS						
Paths & Trails Appropriations	$0	$0	$0	$0	$9,000	$0
Grand Total Paths & Trails	$0	$0	$0	$0	$9,000	$0
Ending Balance	$5,833	$7,148	$8,606	$9,951	$2,055	$3,315

I. Ambulance Fund - #109

Overview:

The Ambulance fund accounts for the emergency medical response operations of the City's Fire Department. The City's service area includes some 400 square miles including providing service for many outlying fire districts. The adjacent page summarizes all 2009-2010 projected revenues and requested appropriations.

Revenues:

Ambulance revenues come from three primary sources:

- The general emergency medical Services property tax levy is projected to generate $94,175 in the 2009-2010 biennium, a 10.8% increase over current levels. This increased revenue is projected to come from new construction values added to the City's assessment rolls during 2009 and 2010.
- Ambulance fees are projected to increase from 2008 budgeted levels to $950,000 in 2009 and $978,500 in 2010.
- Ambulance Utility fees are budgeted to hold steady during the biennium at $450,000 in 2009 and 2010 respectively.

Appropriations and Transfers Out:

Operating budget appropriations are projected at $1,750,455 in 2009 and $1,802,370 in 2010. Additional appropriations are budgeted for a transfer to the General Fund for 911 services of $9,800 in 2009 and $11,900 in 2010.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
AMBULANCE FUND - #109

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	75,367	244,580	263,093	192,708	274,650	148,374
EMS Levy	$154,301	$157,709	165,873	190,000	195,880	198,295
Collection Agency Receipts	$46	$0	0	0	0	0
St. Health Dept. Trauma Grant	$1,290	$1,463	1,439	1,644	0	0
GH Transit Grant	$0	$2,323	4,852	0	0	0
Ambulance Fees	$787,761	$766,766	797,368	940,000	950,000	978,500
Amb. Service Collection Receipts	$3,719	$1,060	3,406	1,700	1,000	1,000
Ambulance Utility Fees	$0	$429,351	454,089	450,000	450,000	450,000
Fire District EMS Fees	$30,630	$29,992	33,790	45,700	36,600	37,600
Other Miscellaneous Revenue	$0	$3,439	4,203	4,000	500	500
Interfund Loan from Equipment Res	$0	$0	0	0	0	0
Total Emergency Care Revenue	977,746	1,392,103	1,465,020	1,633,044	1,633,980	1,665,895
Transfers In:						
General Fund - 001	511,615	42,772	0	0	0	0
Total Transfers In	511,615	42,772	0	0	0	0
Total Revenues & Transfers In	1,489,361	1,434,875	1,465,020	1,633,044	1,633,980	1,665,895
Grand Total Emergency Care Fund	1,564,728	1,679,455	1,728,113	1,825,752	1,908,630	1,814,270
APPROPRIATIONS						
Emergency Care Appropriations	1,307,275	1,406,458	1,509,273	1,537,460	1,750,455	1,802,370
Transfers Out						
General Fund #001	12,873	9,904	3,929	13,640	9,800	11,900
Equipment Rental Fund #501	0	0	22,203	0	0	0
Total Transfers Out	12,873	9,904	26,132	13,640	9,800	11,900
Grand Total Emergency Care Fund	1,320,148	1,416,362	1,535,405	1,551,100	1,760,255	1,814,270
Ending Balance	244,580	263,093	192,708	274,652	148,374	0

J. Stadium/Tourism Fund - #112

Overview:

The Stadium/Tourism fund provides for the collection of the City's 2% stadium tax and 3% transient tax revenues.

By law, Hotel-Motel tax funds may finance major public facilities such as stadiums and convention centers and performing arts centers, and may promote and support tourism. For Hoquiam this translates into promotion & advertising City events and festivals.

The Lodging Tax Advisory Committee provides an open, public process for the review and recommendation for use of Lodging Tax revenues. This five member charter committee, comprised of one City Council member, two members of the City's business community, and two representatives of Hotel/Motel community, develop and recommend a budget annually to the City Council. The City Council does however retain final approval authority. The Stadium/Tourism fund accounts for the collection and distribution of the City's 2% stadium and 3% transient excise tax. State law limits use of these funds to activities that support tourism and economic development

Revenues:

Stadium/Tourism revenues are projected to total $9,000 in 2009 and $10,000 in 2010.

Appropriations and Transfers out:

The Stadium/Tourism Fund does not yet include an expenditure budget as the Lodging Tax Advisory Committee is still discussing expenditure requests. When a final recommendation is made, it will be presented to the Council for approval.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
STADIUM/TOURISM FUND - #112

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$0	$11,434	$17,948	$19,643	$19,000	$28,750
Hotel-Motel Tax	14,822	$10,693	$9,345	13,000	9,000	10,000
Interest Earnings	90	$721	$1,005	300	750	750
Other	0	0	0	0	0	0
Total Hotel/Motel Revenue	14,912	11,414	10,350	13,300	9,750	10,750
Transfers In:						
General Capital Reserve #114	0	0	0	0	0	0
Total Transfers In	0	0	0	0	0	0
Total Revenues & Transfers In	14,912	11,414	10,350	13,300	9,750	10,750
Grand Total Hotel Motel Tax	14,912	22,848	28,298	32,943	28,750	39,500
APPROPRIATIONS						
Tourism/Stadium Operations	0	4,900	8,655	6,045	0	0
Transfers Out						
General Fund #001	3,478	0	0	0	0	0
Total Transfers Out:	3,478	0	0	0	0	0
Grand Total Hotel/Motel Tax Fund	3,478	4,900	8,655	6,045	0	0
Ending Balance	11,434	17,948	19,643	26,898	28,750	39,500

K. General Capital Reserve - #114

Overview:

The General Capital Reserve fund provides for the collection of the City's 0.25% Real Estate Excise Tax (REET). By law, the City's share of the REET can only be spent on infrastructure improvements or construction of City facilities.

The General Capital Reserve fund is budgeted to begin the year with a $310,000 beginning balance.

Revenues:

For 2009, REET revenues are projected to total $56,000 and increase to $57,000 in 2010.

Appropriations and Transfers out:

The General Capital Reserve fund does not include an expenditure budget, but rather funds are transferred to other operating funds for facility improvements. In 2009 and 2010, $25,000 is budgeted in each year for improvements to City Hall. This fund is budgeted to end the biennium with a $373,000 ending balance.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
GENERAL CAPITAL RESERVE - #114

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$229,139	$290,758	$357,725	$416,907	$310,000	$341,000
Real Estate Excise Taxes	61,619	$76,967	$59,182	$60,000	56,000	57,000
Transfers In:						
General Fund #001	0	0	0	0	0	0
Total Transfers In	0	0	0	0	0	0
Grand Total	290,758	367,725	416,907	476,907	366,000	398,000
APPROPRIATIONS						
General Capital Operations	0	0	0	0	0	0
Transfers Out:						
General Fund #001	0	10,000	0	250,000	25,000	25,000
Total Transfers Out:	0	10,000	0	250,000	25,000	25,000
Grand Total General Capital	0	10,000	0	250,000	25,000	25,000
Ending Balance:	290,758	357,725	416,907	226,907	341,000	373,000

L. Community Development Repay - #130

Overview:

The Community Development Repay fund provides for the accounting of resources of a program that started in the 1980's whereby the City received funds to provide loans to private citizens for making improvements to their residences. The City maintained a lien on the residences and these loans were paid back either when that citizen passed away or the residence was sold.

Today, almost all of the loans have been paid back and the surplus funds can be used for any City purpose. However, the City has developed a policy of using these additional resources to fund abatement and cleanup activities within the City. The Community Development Repay fund begins the biennium with a $210,000 cash balance.

Revenues:

Contract payments in the amount of $40,000 in 2009 and $30,000 in 2010 are included in the budget.

Appropriations and Transfers out:

For the 2009-2010 Biennium, the City's focus for the Community Development Repay Fund will focus on abatement activities. In 2009 and 2001 respectively, $55,100 is included in the operating budget for the tear down and removal of abated structures.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
COMMUNITY DEVELOPMENT REPAY - #130

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$145,323	$195,287	$206,174	$191,854	$210,000	$204,400
GH Co Abatement Grant	0	7,500	0	$178	7,500	7,500
Misc. Cleanup Fees	0	1,523	159	$0	0	0
Abatement Fees	1,661	20,524	543	$608	2,000	2,000
Other Misc Revenue	0	0	99	$111	0	0
Contract Payments	86,541	11,167	44,421	$10,000	40,000	30,000
Total Comm Dev Revenue	88,202	40,715	45,222	10,897	49,500	39,500
Transfers In						
General Fund #001	0	0	0	0	0	0
Total Transfers In	0	0	0	0	0	0
Total Revenues & Transfers In	88,202	40,715	45,222	10,897	49,500	39,500
Grand Total	233,525	236,002	251,396	202,751	259,500	243,900
APPROPRIATIONS						
Comm Dev Repay Operations	38,238	29,828	59,542	125,100	55,100	55,100
Transfers Out:						
Sidewalk Constr #302	0	0	0	0	0	0
Total Transfers Out:	0	0	0	0	0	0
Grand Total Comm Dev Repay	38,238	29,828	59,542	125,100	55,100	55,100
Ending Balance:	195,287	206,174	191,854	77,651	204,400	188,800

M. Water, Sewer and Storm Fund - #401

Overview:

The Water, Sewer and Storm fund provides for all utility operations, capital improvement and debt service appropriations and transfers. The adjacent page summarizes proposed financial activity for 2009-2010.

The Water, Sewer and Storm Fund is projected to begin 2009 with a cash balance of $400,000, and generate service revenues of $3,535,250 in 2009 and $3,063,250 in 2010, primarily from utility usage fees. Additionally, an interfund transfer of $726,550 in 2009 and $1,289,955 in 2010, from the Watershed fund is necessary to fund some major capital investments.

Appropriations, shown by department, total $4,300,135 for 2009 and $4,506,950 in 2010. As presented, the Water, Sewer and Storm fund will end 2010 with a $207,920 cash balance.

The Storm revenue continues to improve but will be addressed in 2009. Staff will continue to analyze this fund for a permanent rate structure that can sustain it for the long term.

Revenues:

Service revenues is projected to increase 13.7% over the previous biennium due to rate increases previously adopted by Council. Utility rate revenue forecasts are based on detailed analysis and forecasts completed by City staff. Additionally, the receipt of a $568,000 grant from NOAA is included in fiscal year 2009.

Appropriations and Transfers out:

Total appropriations and transfers out are $298,086 less than the previous biennium, a decrease of 3.3%. This is due in large part to the river crossing project that was completed in 2008.

As presented the Water, Sewer and Storm fund will end 2008 with a cash balance of $207,920.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
WATER, SEWER AND STORM - #401

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Fund Balance	$273,401	$318,261	$522,378	$673,237	$400,000	$361,665
Water Sales	$1,203,039	$1,278,866	$1,292,805	$1,404,895	$1,375,000	$1,415,000
Waters Sales - Collection Accounts	$155	$206	$124	$0	$0	$0
Sewer Service	$1,083,749	$1,092,460	$1,154,950	$1,125,205	$1,250,000	$1,300,000
Sewer Service - Collection Accounts	$133	$176	$106	$0	$0	$0
Storm Drainage	$0	$181,719	$191,754	$250,000	$250,000	$250,000
Charges for Miscellaneous Service	$24,179	$18,874	$25,052	$25,000	$30,000	$30,000
Investment Interest	$60,571	$101,163	$144,099	$75,390	$50,000	$55,000
Grant and Loan Proceeds	$0	$0	$90,000	$0	$568,000	$0
Other Miscellaneous	$3,904	$20,560	$21,946	$2,000	$12,250	$13,250
Total Service Revenues	$2,375,729	$2,694,024	$2,920,837	$2,882,490	$3,535,250	$3,063,250
Transfers In						
Trf In - Watershed #402	$1,677,903	$638,502	$1,043,844	$2,425,095	$726,550	$1,289,955
Total Transfers In	$1,677,903	$638,502	$1,043,844	$2,425,095	$726,550	$1,289,955
Total Water,Sewer & Storm Revenues	$4,053,632	$3,332,526	$3,964,681	$5,307,585	$4,261,800	$4,353,205
Grand Total Resources	$4,327,034	$3,650,787	$4,487,058	$5,980,822	$4,661,800	$4,714,870
APPROPRIATIONS						
Water Operations	$2,409,747	$1,656,146	$1,820,183	$2,662,775	$2,471,960	$2,542,600
Sewer Operations	$1,570,130	$1,175,021	$1,661,418	$2,262,790	$1,443,925	$1,519,675
Storm Drain Operations	$25,522	$297,242	$327,585	$370,420	$384,250	$444,675
Total Water, Sewer and Storm Operations	$4,005,399	$3,128,410	$3,809,186	$5,295,985	$4,300,135	$4,506,950
Transfers Out						
Trf Out - Unemployment #522	$3,373	$0	$4,636	$0	$0	$0
Total Water, Sewer and Storm Transfers Out	$3,373	$0	$4,636	$0	$0	$0
Total Appropriations	$4,008,772	$3,128,410	$3,813,821	$5,295,985	$4,300,135	$4,506,950
Ending Balance	$318,261	$522,378	$673,237	$684,837	$361,665	$207,920

N. Watershed Reserve Fund - #402

Overview:

The Watershed Reserve fund accounts for all financial activity related to the operation of the City's 6,110 acre watershed. Revenue and appropriation information is summarized on the adjacent page.

Overall, the fund is projected to begin 2009 with a $750,000 beginning cash balance and generate $1,200,000 in revenues in 2009 and $2,000,000 in 2010, primarily from contract log sales. Appropriations include a $75,000 transfer to the Transmission Line Reserve Fund. Per Council resolution, 5% of all timber sales are transferred to this fund.

With the budget as currently presented, the Watershed is projected to end 2010 with a $1,242,750 cash balance.

Revenues:

The Watershed revenues come almost exclusively from timber sales. During the 2009-2010 Biennium, there are two such sales planned: one in 2009 and one in 2010. These sales are projected to produce $1,200,000 in 2009 and $2,000,000 in 2010.

Appropriations and Transfers out:

Almost all watershed revenues are transferred out to other funds in support of utility capital improvements. In 2009, a transfer of $726,550 is budgeted to the Water, Sewer and Storm fund to help fund capital projects primarily of which are two new lines across the Hoquiam River.

In 2010, a transfer of $1,289,955 is budgeted to the Water, Sewer and Storm fund in support of capital improvements. Please see the individual department sections or the Capital section for more detail concerning capital projects.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
WATERSHED RESERVE - #402

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$2,463,880	$2,310,473	$1,639,561	$1,352,988	$750,000	$741,965
Reserve for Dam Cleaning	$0	$0	$0	$0	$0	$0
Total Reserves	$2,463,880	$2,310,473	$1,639,561	$1,352,988	$750,000	$741,965
Road Use Permits	17,009	0	0	0	0	0
Miscellaneous	3,199	50	528	0	0	0
Parks Impr Loan Repayment	0	0	0	0	0	0
Timber Sale Payments	1,659,000	0	851,019	2,000,000	1,200,000	2,000,000
Contract Log Sale Payments	0	0	0	0	0	0
Total Watershed Revenues	1,679,208	50	851,547	2,000,000	1,200,000	2,000,000
Grand Total Watershed	4,143,088	2,310,523	2,491,107	3,352,988	1,950,000	2,741,965
APPROPRIATIONS						
Watershed Appropriations	71,762	32,461	51,725	103,915	406,485	209,260
Transfers Out:						
Water - 401.25	1,677,903	323,478	402,536	2,425,095	726,550	1,289,955
Sewer - 401.26	0	292,344	623,443	0	0	0
Storm - 401.27	0	22,680	17,865	0	0	0
Transmission Line Res - 404	82,950	0	42,551	55,000	75,000	0
Total Transfers Out:	1,760,853	638,502	1,086,395	2,480,095	801,550	1,289,955
Grand Total Watershed	1,832,615	670,963	1,138,120	2,584,010	1,208,035	1,499,215
Ending Balance	2,310,473	1,639,561	1,352,988	768,978	741,965	1,242,750

O. Landfill Postclosure Fund - #417

Overview:

Although the City no longer provides garbage collection services, the City is still obligated to provide postclosure maintenance of the City's retired landfill. When the Sanitation Fund was eliminated, an amount was transferred to this fund for what was believed to be sufficient to cover the costs remaining until the City's obligation ends in 2009.

The Landfill Postclosure fund is projected to begin the biennium with a $222,000 cash balance.

Revenues:

Landfill Postclosure revenues come entirely from interest earned on the balance of remaining funds. In 2009, interest income is budgeted to be $6,000, while in 2010, interest income is budgeted to be $3,000.

Appropriations and Transfers out:

Appropriations include the monitoring and reporting of the landfill. In 2009, this amount is budgeted to be $66,325 and $53,205 in 2010.

As presented, the Landfill Postclosure Fund will end the biennium with a cash balance of $111,470, decreased from the beginning balance of $222,000 but sufficient to complete the City's obligation.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
LANDFILL POSTCLOSURE FUND - #417

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$386,662	$395,593	$361,176	$313,724	$222,000	$161,675
Investment Interest	8,931	10,000	8,000	7,000	6,000	3,000
Facility Leases	0	0	0	0	0	0
Other Miscellaneous	0	0	0	0	0	0
Total Landfill Postclosure Revenue	8,931	10,000	8,000	7,000	6,000	3,000
Tranfers In						
Trf In - Sanitation #403	0	0	0	0	0	0
Total Transfers In	0	0	0	0	0	0
Total Landfill Postclosure Resources	8,931	10,000	8,000	7,000	6,000	3,000
Grand Total Landfill Postclosure	395,593	405,593	369,176	320,724	228,000	164,675
APPROPRIATIONS						
Landfill Postclosure Appropriations	0	44,417	55,452	64,865	66,325	53,205
Transfers Out:						
General Fund - #001	0	0	0	0	0	0
Total Transfers Out:	0	0	0	0	0	0
Grand Total Landfill Postclosure	0	44,417	55,452	64,865	66,325	53,205
Ending Balance	395,593	361,176	313,724	255,859	161,675	111,470

P. Equipment Rental Fund - #501

Overview:

The Equipment Rental fund accounts for all maintenance of City rolling stock and equipment. There is one mechanic in this department that ensures the City has safe and reliable equipment while providing basic maintenance services.

The adjacent page summarizes this fund's proposed budget, which includes revenues of $592,960 in 2009 and $414,180 in 2010.

Revenues:

As an internal service fund, this fund's revenue sources are paid by other City departments utilizing the services of the City Mechanic. Additionally, funds are transferred to this fund from the Equipment Rental Reserve Fund for current year vehicle purchases. For the 2009-2010 Biennium, $623,640 is budgeted from other City departments for vehicle maintenance and current year purchases.

In 2009, $278,000 is included as a transfer from the Equipment Rental Reserve Fund for new vehicle purchases. In 2010, $89,000 is included for future vehicle replacements.

Appropriations:

Total operating appropriations include 100% of payroll costs for the City's mechanic and other costs associated with vehicle maintenance. For the 2009-2010 biennium, $1,049,020 is budgeted for this internal service which includes the mechanic, vehicle purchase and fuel expenditures.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
EQUIPMENT RENTAL FUND - #501

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$1,922	$18,930	$62,813	$72,956	$85,000	$63,840
Interfund Contributions, Eq Maintenance	227,770	236,007	267,866	315,388	307,460	316,180
Interfund Contributions, Eq Purchases	0	0	22,203	0	0	0
Interest on Contracts	6,697	8,353	5,902	7,775	6,000	7,000
Other Misc Revenue	3,144	4,932	2,710	5,000	1,500	2,000
Sale of Fixed Assets	0	0	0	0	0	0
Total Eq Rental Revenue	237,611	249,292	298,681	328,163	314,960	325,180
Transfers In:						
Trf from 505 - Eq Rent Res	$182,345	$196,500	$206,419	262,415	278,000	89,000
Total Transfers In	182,345	196,500	206,419	262,415	278,000	89,000
Total Equip Rental Revenues	419,956	445,792	505,101	590,578	592,960	414,180
Grand Total Equipment Rental	421,877	464,722	567,914	663,534	677,960	478,020
APPROPRIATIONS						
Equipment Rental Operations	402,947	401,909	494,958	550,075	614,120	434,900
Transfers Out:						
General Fund #001	0	0	0	0	0	0
Total Transfers Out:	0	0	0	0	0	0
Grand Total Equipment Rental	402,947	401,909	494,958	550,075	614,120	434,900
Ending Balance	18,930	62,813	72,956	113,459	63,840	43,120

Q. Equipment Rental Reserve Fund - #505

Overview:

The Equipment Reserve Fund provides for the accounting of resources from all operating funds for use in acquiring vehicles and equipment. Separate balances are maintained for each operating fund making a contribution, and funds are accumulated over the course of one or more years and funds are then utilized to acquire the required vehicles and equipment.

For 2009, this fund begins the year with a $1,595,000 cash balance.

Revenues:

All resources of the Equipment Reserve Fund come in the form of transfers from other funds. For 2009 and 2008, $255,150 and $280,030 in combined transfers are provided respectively from the General Fund, Street Fund, Water and Storm for future vehicle replacement.

Appropriations:

In 2009, there are $278,000 in acquisition requests for six new vehicles. Therefore, this amount is shown as a transfer to the Equipment Rental Fund. In 2010, there are $89,000 in acquisition requests for three new vehicles.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
EQUIPMENT RENTAL RESERVE FUND - #505

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$1,260,013	$1,321,353	$1,364,211	$1,525,451	$1,595,000	$1,572,150
Interfund Contributions, Depreciation	176,189	160,119	224,028	238,900	255,150	280,030
IF Loan Repayment - General Fund	33,866	18,870	2,690	0	0	0
IF Loan Repayment - Stadium Drainage	28,938	28,235	131,151	0	0	0
IF Loan Repayment - Ambulance	2,567	2,567	2,690	0	0	0
Sale of Fixed Assets	2,125	0	7,100	0	0	0
Total Eq Rental Reserve Revenue	243,685	209,791	367,659	238,900	255,150	280,030
Transfers In:						
Trf from 501 - Eq Rental	0	0	0	0	0	0
Total Transfers In	0	0	0	0	0	0
Total Equip Rental Res Revenues	243,685	209,791	367,659	238,900	255,150	280,030
Grand Total Eq Rental Reserve	1,503,698	1,531,144	1,731,871	1,764,351	1,850,150	1,852,180
APPROPRIATIONS						
Transfers Out:						
General Fund - 001 (Interfund Loan)	0	0	0	0	0	0
Equipment Rental #501	182,345	166,932	206,419	262,415	278,000	89,000
Total Transfers Out:	182,345	166,932	206,419	262,415	278,000	89,000
Grand Total Equipment Rental	182,345	166,932	206,419	262,415	278,000	89,000
Ending Balance	1,321,353	1,364,211	1,525,451	1,501,936	1,572,150	1,763,180

R. Medical Dental Fund - #520

Overview:

The Medical Dental Fund provides used to account for the resources from all operating funds for use in making contractually obligated health insurance premium payments. However, beginning in 2009, this fund will only account for resources associated with the City's self insured dental plan. The City insures all medical, vision and life through the Association of Washington Cities (AWC).

For 2009, this fund begins the year with a $45,000 cash balance. In 2009 and 2010, dental contributions are estimated to be $83,000 in each year

Revenues:

All resources of the Medical Dental Fund come in the form of transfers from other funds. For 2009 and 2010, combined transfers total $83,000 in each year from the City's operating departments for dental insurance.

Appropriations:

In 2009, combined dental premiums total $87,000 while in 2010, combined dental premiums total $89,000.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
MEDICAL DENTAL FUND - #520

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$73,680	$73,045	$69,058	$70,877	$45,000	$41,000
Interfund Contributions	1,170,763	1,262,935	1,315,390	1,495,590	83,000	83,000
COBRA Contributions	1,522	178	107	0	0	0
Employee Contributions	1,183	2,384	2,653	18,000	0	0
Total Medical Dental Revenues	1,173,468	1,265,496	1,318,149	1,513,590	83,000	83,000
Grand Total Medical Dental	1,247,148	1,338,541	1,387,207	1,584,467	128,000	124,000
APPROPRIATIONS						
Medical Premiums	1,102,888	1,197,167	1,242,280	1,434,000	0	0
Dental Claims	71,215	72,315	74,050	77,000	87,000	89,000
Total Medical/Dental Appropriations	1,174,103	1,269,483	1,316,330	1,511,000	87,000	89,000
Grand Total Medical/Dental	1,174,103	1,269,483	1,316,330	1,511,000	87,000	89,000
Ending Balance	73,045	69,058	70,877	73,467	41,000	35,000

S. Unemployment Compensation Fund - #522

Overview:

The City of Hoquiam is self funded for unemployment compensation. Funds are transferred to this fund from other operating funds on an as needed basis.

Revenues:

In 2009 and 2010, the City does not anticipate any unemployment filings. Therefore, no expenditures are included for the City's obligation to pay unemployment claims.

Appropriations:

Just as with revenues, there are no funds budgeted for payment of City obligations for unemployment.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
UNEMPLOYMENT COMPENSATION FUND - #522

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$0	$0	$0	$13,555	$13,555	$0
Tranfers In						
General Fund #001	11,853	$27,516	17,790	15,000	0	0
Departmental Contributions	4,170	0	5,222	0	0	0
Total Transfers In	16,023	27,516	23,012	15,000	0	0
Grand Total Unemployment	16,023	27,516	23,012	28,555	13,555	0
APPROPRIATIONS						
Personnel Benefits	16,023	27,516	9,457	15,000	0	0
Total Unemployment Appropriations	16,023	27,516	9,457	15,000	0	0
Transfers Out:						
General Fund - #001	0	0	0	0	13,555	0
Total Transfers Out:	0	0	0	0	13,555	0
Grand Total Unemployment	16,023	27,516	9,457	15,000	13,555	0
Ending Balance	0	0	13,555	13,555	0	0

T. Police and Fire Pension Fund - #611

Overview:

The Police and Fire Pension Fund is a typical reserve fund. It is used to set aside money to pay the insured and uninsured portion of the medical, dental and vision claims of LEOFF I retirees.

The ongoing objective of the Police and Fire Pension Fund is to have adequate revenues to pay future medical, dental, vision and severance claims without unexpectedly impacting the budget of the payment year.

Revenues:

For 2009 this fund is projected to begin the year with no cash balance, and receive transfers from the General Fund of $514,000 in 2009 and $559,000 in 2008.

Appropriations and Transfers out:

Appropriations for health insurance services for LEOFF I retirees are budgeted at $532,000 for 2009 and $578,000 for 2010 respectively. This fund is budgeted to end 2008 with the same $0 cash balance.

CITY OF HOQUIAM
2009-2010 OPERATING AND CAPITAL BUDGET
POLICE AND FIRE PENSION FUND - #611

REVENUES	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget
Beginning Balance	$13,095	$20,413	$31,339	$26,137	$0	$0
Fire Insurance Premium Tax	15,027	$17,046	18,457	16,500	18,000	19,000
Other Misc Revenue	0	0	0	0	0	0
Pension Overpayment Reimbursement	0	0	0	0	0	0
Total Pensions Revenue	15,027	17,046	18,457	16,500	18,000	19,000
Transfers In:						
Trf from 001 - General Fund	436,950	$477,250	472,730	516,500	514,000	559,000
Total Transfers In	436,950	477,250	472,730	516,500	514,000	559,000
Total Police & Fire Pension Revenues	451,977	494,296	491,187	533,000	532,000	578,000
Grand Total Police & Fire Pension	465,072	514,709	522,526	559,137	532,000	578,000
APPROPRIATIONS						
Police Benefits	167,694	189,251	194,466	212,500	222,500	243,500
Fire Benefits	276,965	294,120	301,923	325,610	309,500	334,500
Grand Total Police & Fire Pension	444,659	483,370	496,389	538,110	532,000	578,000
Ending Balance	20,413	31,339	26,137	21,027	0	0

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VI. OPERATING BUDGET

This section of the 2009-2010 Biennial Budget presents the individual operating budgets of each department of the City. For ease in review, these budgets are organized below in department number order, a list of which is provided below. The following two pages provide a summary of operating appropriations by department and fund, with a comparison of both funding and staffing levels over the past five years.

A table of contents, identifying the page number of each individual department budget is also provided for ease of review. Each budget is comprised of two sections. These pages face each other for ease of review and analysis.

The first page provides a narrative description of the department and the services it provides, its accomplishments for last year, its goals for the coming year, and the departments performance measures. This page also references the department number, the department director, and the operating fund in which this budget resides, for ease of reference to other sections of the budget document.

The second page of each department budget provides a detailed financial statement of the their budget. This section is organized by expenditure category – salaries and wages, personnel benefits, etc.

Fund #	Fund
001	General Fund
101	Cemetery Fund
106	Street Fund
107	Arterial Street Fund
109	Ambulance Fund
401	Water, Sewer & Storm
417	Landfill Postclosure Fund
501	Equipment Rental Fund

Dept. #	Department
1	Legislative/Council
2	Municipal Court
3	Finance
4	Legal
5	Civil Service
6	City Hall & Buildings
7	Electrical
8	Police
9	Fire
10	Animal Control
11	Public Works
15	Police Special Funds
16	Library
17	Community Services
23	Economic Development
91	911 Program

Operating Budget Expenditures and Staffing Levels, 2000-2010

The following pages provide a summary of operating budget expenditures and appropriations as well as full time equivalent staffing levels from 2000 though 2010.

This section defines the City's operating budget as including all appropriations/expenditures from the following funds:

- General Fund
- Cemetery Fund
- Street Fund
- Arterial Street Fund
- Ambulance
- Sanitation
- Landfill Postclosure Fund
- Water, Sewer and Storm Fund
- Internal Service Funds

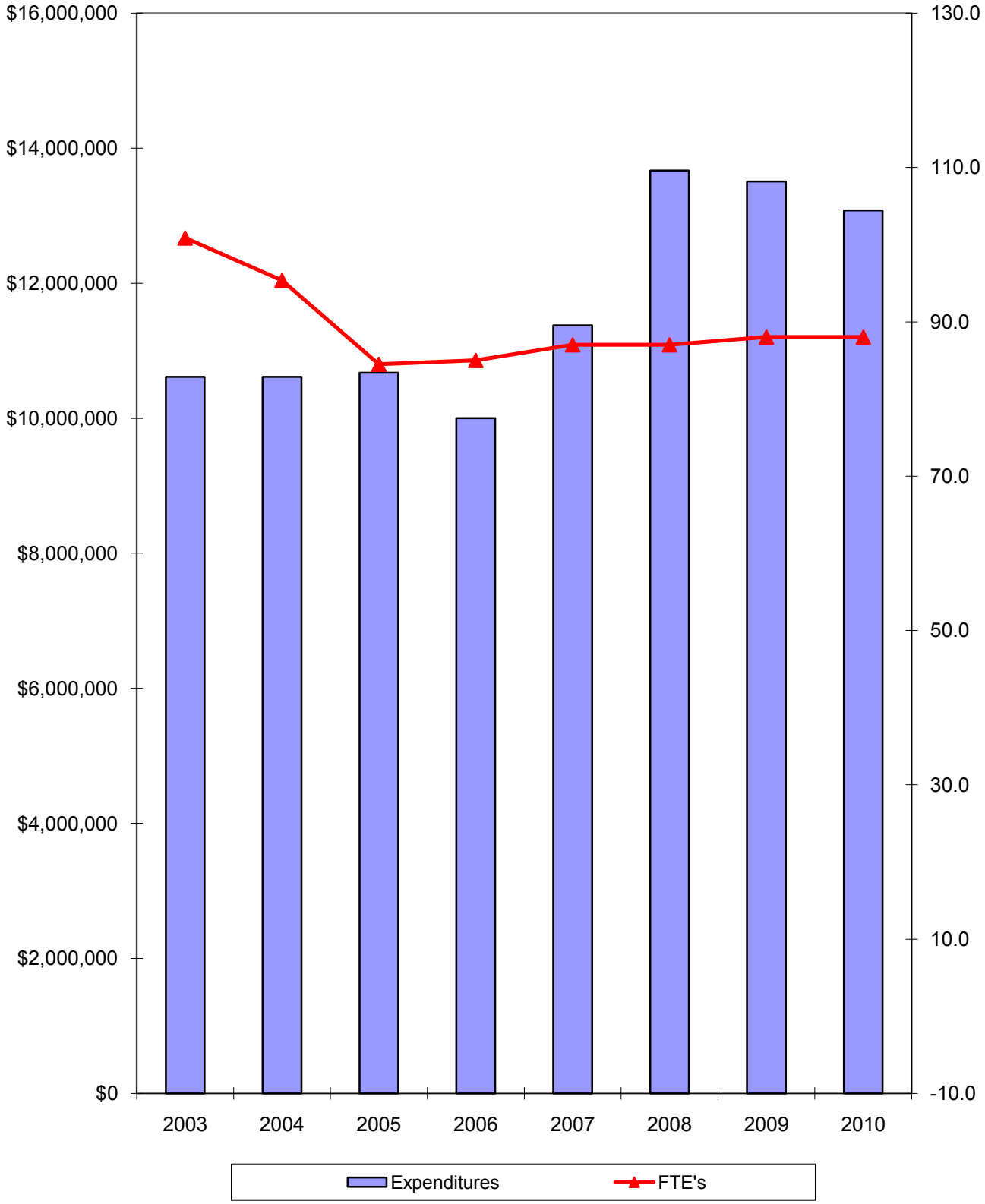
Interfund transfers are excluded from this analysis.

The table entitled *Departmental Expenditures/Appropriations* provides a summary of each department's expenditures from 2000 through 2010. This table illustrates the small growth in operating expenses over the past 10 years, as operating expenditures have only grown from $10.6 million in 2000 to $13.1 million in 2010.

This small growth, driven primarily by increases in public safety and utility operating requirements, is explained in the table entitled *Departmental Staffing Levels, 2000 through 2010.* Between 2000 and 2010, full time equivalent staffing levels decreased from 106.9 full time equivalents (FTE's) in 2000 to 88.0 FTE's in 2010.

The chart entitled *2000-2010 Appropriations and Full Time Equivalent Staff* illustrates the trend in expenditure and staffing growth from 2000 though 2010.

City of Hoquiam Operating Budget
2000-2010 Appropriations and Full Time Equivalent Staff



CITY OF HOQUIAM

2009-2010 Operating Budget

Departmental Appropriations, 2000 through 2010

Operating Budget

Department	2003	2004	2005	2006	2007	2008	2009	2010
Animal Control	$59,278	$64,453	$44,114	$48,676	$63,438	$79,675	$79,210	$83,640
911 Program	$102,368	$94,769	$70,743	$70,743	$29,119	$125,185	$108,040	$80,400
Ambulance	$1,066,254	$1,042,145	$1,307,275	$1,406,458	$1,509,273	$1,537,460	$1,750,455	$1,802,370
Cemetery	$188,694	$164,928	$165,690	$177,201	$194,315	$190,690	$209,465	$214,860
City Hall & Buildings	$85,673	$74,958	$95,797	$82,057	$92,310	$206,265	$126,265	$117,500
Civil Service	$1,183	$2,388	$324	$4,700	$5,138	$5,845	$8,500	$8,500
Community Services	$534,715	$489,455	$400,365	$371,457	$492,930	$580,060	$780,925	$431,580
Economic Development	$48,019	$20,104	$59,316	$41,993	$228,380	$56,255	$37,350	$37,450
Electrical	$216,649	$181,513	$173,072	$167,666	$165,269	$205,830	$187,160	$190,740
Equipment Rental	$289,141	$269,299	$402,947	$401,909	$494,958	$550,075	$614,120	$434,900
Finance	$143,251	$146,280	$179,314	$191,908	$195,731	$215,220	$237,440	$236,455
Fire	$907,764	$866,994	$771,090	$794,312	$813,589	$801,138	$865,190	$902,105
Landfill Postclosure	$72,677	$50,122	$0	$44,417	$55,452	$64,865	$66,325	$53,205
Legal Services	$78,077	$92,850	$102,586	$107,991	$117,634	$125,830	$138,390	$145,975
Legislative	$83,772	$90,407	$127,685	$109,144	$120,021	$122,845	$144,170	$136,270
Library	$195,487	$201,838	$178,934	$174,932	$272,833	$208,370	$216,495	$195,340
Municipal Court	$169,724	$149,380	$140,748	$135,328	$151,033	$167,895	$170,725	$169,070
Personnel	$0	$0	$361	$0	$0	$0	$0	$0
Police	$1,705,439	$1,800,595	$1,775,546	$1,929,375	$1,815,668	$1,982,795	$2,182,030	$2,271,590
Police Special Funds *	$123,067	$121,701	$133,551	$101,090	$107,420	$169,315	$152,205	$130,900
Public Works	$189,162	$191,701	$163,934	$169,551	$261,922	$500,380	$277,185	$289,050
Sanitation	$1,040,574	$672,659	$0	$0	$0	$0	$0	$0
Sewer Department	$1,321,465	$1,480,975	$1,570,130	$1,175,021	$1,661,418	$2,262,790	$1,443,925	$1,519,675
Storm Department	$0	$0	$25,522	$297,242	$327,585	$370,420	$384,250	$444,675
Streets	$251,495	$238,508	$269,227	$275,886	$276,374	$315,795	$413,765	$394,290
Streets-Arterial	$37,284	$36,657	$36,326	$35,996	$54,676	$56,325	$35,005	$34,675
Water Department	$1,703,897	$2,068,268	$2,409,747	$1,656,146	$1,820,183	$2,662,775	$2,471,960	$2,542,600
Watershed	$0	$0	$71,762	$32,461	$51,725	$103,915	$406,485	$209,260
Total Operating Budget	$10,615,108	$10,612,947	$10,676,106	$10,003,661	$11,378,393	$13,668,013	$13,507,036	$13,077,075

FTE's

Animal Control	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
911 Program	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ambulance	11.8	11.3	14.8	15.4	15.4	15.4	16.4	16.4
Cemetery	3.2	2.0	2.2	2.2	2.2	2.2	2.2	2.2
City Hall & Buildings	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Civil Service	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Community Services	7.4	7.4	2.8	3.0	3.0	2.0	2.0	2.0
Economic Development	0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0
Electrical	1.5	1.5	0.8	0.8	0.6	0.6	0.6	0.6
Equipment Rental	2.3	2.3	1.3	1.2	1.2	1.2	1.2	1.2
Finance	1.9	2.1	2.1	2.1	2.1	2.1	2.1	2.1
Fire	12.0	12.5	9.0	8.5	8.5	8.5	8.5	8.5
Landfill Postclosure	0.2	0.2	0.2	0.1	0.1	0.1	0.1	0.1
Legal Services	1.0	1.2	1.3	1.3	1.3	1.3	1.3	1.3
Legislative	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1
Library	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Municipal Court	2.3	2.3	2.0	2.0	2.0	2.0	2.0	2.0
Personnel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Police	23.0	23.0	20.0	20.0	20.0	21.0	21.0	21.0
Police Special Funds *	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Public Works	2.8	2.8	2.5	2.7	3.7	3.7	3.7	3.7
Sanitation	5.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sewer Department	9.6	10.7	8.9	5.9	6.9	6.9	6.9	6.9
Storm Department	0.0	0.0	0.0	3.0	3.3	3.3	3.3	3.3
Streets	2.7	1.8	2.3	2.5	2.5	2.5	2.5	2.5
Streets-Arterial	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Water Department	13.2	13.4	13.3	13.4	13.4	13.4	13.4	13.4
Watershed	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total FTE's	100.9	95.4	84.5	85.0	87.0	87.0	88.0	88.0

* FTE Count for Police Special Funds included in Police

Hoquiam's 2009-2010 Individual Department Operating Budgets

This section provides the individual budgets of the City's operating departments.

These budgets are provides in fund and department order for ease in review. The table below shows the department numbers for ease of use.

Fund #	Fund
001	General Fund
101	Cemetery Fund
106	Street Fund
107	Arterial Street Fund
109	Ambulance Fund
401	Water, Sewer & Storm
417	Landfill Postclosure Fund
501	Equipment Rental Fund

Dept. #	Department
1	Legislative/Council
2	Municipal Court
3	Finance
4	Legal
5	Civil Service
6	City Hall & Buildings
7	Electrical
8	Police
9	Fire
10	Animal Control
11	Public Works
15	Police Special Funds
16	Library
17	Community Services
23	Economic Development
91	911 Program

CITY OF HOQUIAM

2009-2010 BIENNIAL OPERATING BUDGET

Department Budget Narrative

Department:	Legislative	Department Director:	Durney
Department Number:	01	Fund:	001

Program Description:

The Mayor and the City Council constitute the "Legislative Department" of the City of Hoquiam. Twelve Council members are elected, two per ward, to staggered four-year terms. The Mayor is also elected at large to a four-year term. Under the Mayor-Council form of government adopted by the City of Hoquiam, the Mayor appoints a City Administrator who, working closely with the Mayor, acts as the City's Chief Operating Officer.

Council members are compensated for their services at $230 or $250 per month, depending on when they took office. The Mayor is compensated at $815 per month.

The primary function and objective of the City Council is to evaluate community sentiment on issues and in the context of applicable community support set priorities for and provide broad policy direction to the Mayor and City Administrator.

By law, the City Council has broad lawmaking authority. The Council is required to biannually adopt a budget, and is required to establish all laws and regulations of the City of Hoquiam, typically referred to as the Hoquiam Municipal Code. As a "code city", a jurisdiction incorporated under the State's alternative to standard population based classification, Hoquiam retains "broad home rule" authority for self governance. This authority, in general, provides the City Council with the authority to enact laws and regulations that are not in conflict with state or federal law.

By comparison, jurisdictions incorporated under other statutory provisions, such as fourth class towns are provided only with authority to enact laws and regulations as specifically delegated by the State.

Mission:

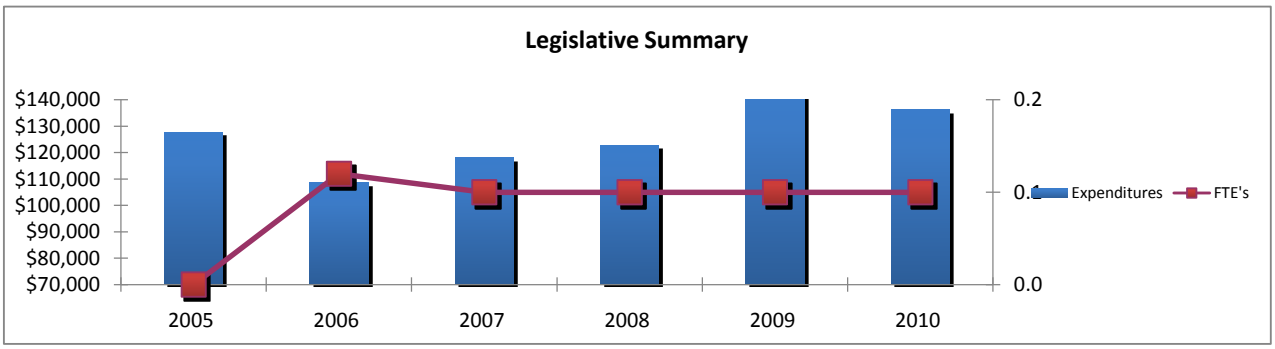
The City of Hoquiam is committed to improving the quality of life for its citizens by diversifying its industrial base, increasing sustainable businesses and housing opportunities, while providing safe communities and opportunities for all.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Legislative
DEPT Number: 01
Fund Number: 001
RESP: Durney

2005-2010 LEGISLATIVE APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	46,960	52,347	53,240	56,800	60,280	61,100	121,380
Overtime	0	0	0	0	1,000	1,200	2,200
Total Salaries and Wages	46,960	52,347	53,240	56,800	61,281	62,300	123,581
Medical & Dental	1,048	1,978	1,977	2,110	2,260	2,415	4,675
Social Security	3,593	3,990	4,010	4,345	4,685	4,765	9,450
Pension	118	332	671	1,065	1,340	1,395	2,735
L&I	822	757	647	580	595	595	1,189
Life Insurance	11	23	23	30	35	35	71
Total Personnel Benefits	5,592	7,080	7,327	8,130	8,914	9,205	18,119
Office Supplies	10,535	11,786	11,784	10,420	13,000	14,000	27,000
Total Supplies, Tools & Minor Equip	10,535	11,786	11,784	10,420	13,000	14,000	27,000
Professional Services	25,080	2,007	4,178	500	8,000	8,000	16,000
Communications	1,809	1,784	3,165	2,300	2,000	2,100	4,100
Travel & Training	759	795	294	2,500	3,500	3,500	7,000
Advertising	2,339	1,377	581	1,000	1,000	1,000	2,000
Current Year Insurance	2,825	2,286	2,189	2,315	2,245	2,435	4,680
Repair & Maintenance	742	1,426	622	1,000	1,000	1,000	2,000
Miscellaneous	609	2,543	971	1,500	500	500	1,000
Dues, Subscriptions & Memberships	4,787	4,858	5,259	5,900	6,000	6,000	12,000
Tuitions & Registrations	505	570	919	2,500	2,500	2,500	5,000
Total Professional Services & Charges	39,455	17,646	18,178	19,515	26,745	27,035	53,780
Election Services	3,547	-792	5,545	5,000	5,000	0	5,000
Voter Registration Costs	423	0	0	450	1,500	1,000	2,500
Emergency Services	1,750	1,750	1,750	1,750	1,750	1,750	3,500
Natural Resources	3,322	3,334	3,994	3,980	3,980	3,980	7,960
Council of Governments	13,572	13,572	14,115	14,800	14,800	14,800	29,600
Alcoholism	2,529	1,908	2,088	2,000	2,200	2,200	4,400
Total Intergovernmental	25,143	19,772	27,492	27,980	29,230	23,730	52,960
Recording System (1/2 Share)	0	0	0	0	5,000	0	5,000
Total Capital	0	0	0	0	5,000	0	5,000
Total Appropriations:	**$127,685**	**$108,631**	**$118,021**	**$122,845**	**$144,170**	**$136,270**	**$280,440**
Full Time Equivalent Employees:	0.0	0.1	0.1	0.1	0.1	0.1	

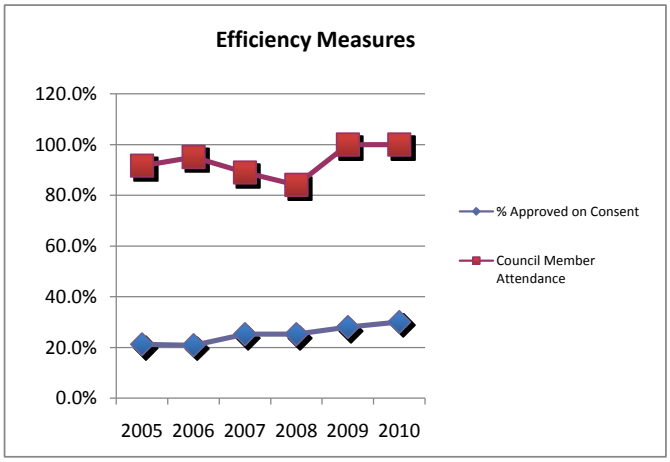


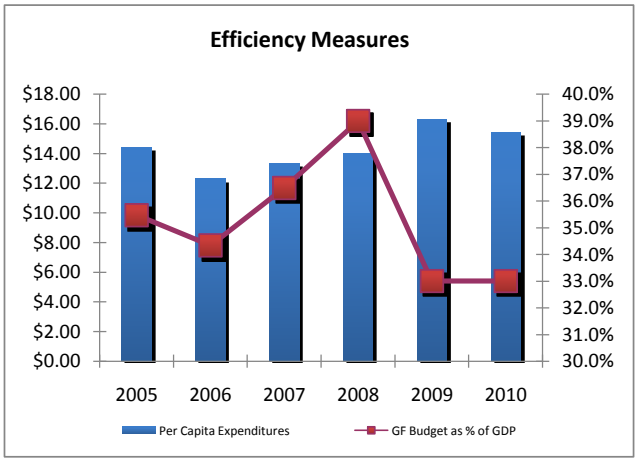
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Legislative
DEPT Number: 01
Fund Number: 001
RESP: Durney

2005-2010 LEGISLATIVE PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	0	0.1	0.1	0.1	0.1	0.1
No. of Regular Council Meetings	23	22	21	22	23	23
No. of Special Council Meetings	4	4	2	2	1	1
No. of Full Time City Employees	85	85	87	87	88	88
Output:						
No. of Special Elections	0	0	0	0	1	0
No. of Primary Elections	0	0	1	0	1	0
No. of General Elections	1	0	1	0	1	0
No. of Council Positions Filled	0	3	1	2	0	0
No. of Applicants for Open Council Positions	N/A	7	1	5	N/A	N/A
No. of Agenda Items	231	264	250	302	250	250
Efficiency:						
Operating Expenditures per Capita	$14.39	$12.28	$13.34	$13.97	$16.30	$15.41
No. of applicants per Council position	N/A	2.3	1.0	2.5	N/A	N/A
Council Member Attendance at Council Meetings	91.7%	95.1%	89.0%	84.1%	100%	100%
General Fund Operating Budget as a % of GDP / 1 million	35.5%	34.3%	36.5%	39.0%	33.0%	33.0%
No. of Workers Compensation Claims	10	7	11	6	0	0
Recycling Rate (not including glass)	N/A	N/A	4.8%	6.0%	10.0%	10.0%
% of items approved by Council on Consent Agenda	21.2%	20.8%	25.2%	25.2%	28.0%	30.0%
Effectiveness:						
City Employee Turnover Rate	11.8%	12.9%	6.9%	8.0%	0.0%	0.0%
% of citizens rating quality of life as "good" or "excellent"	N/A	N/A	71.0%	N/A	80.0%	N/A
% of citizens stating City is headed in the right direction	N/A	N/A	52.0%	N/A	75.0%	N/A
Bond Rating of the City (S&P)	N/A	N/A	N/A	N/A	A	A





CITY OF HOQUIAM

2009-2010 BIENNIAL OPERATING BUDGET

Department Budget Narrative

Department:	Municipal Court	Department Director:	Eisenhower
Department Number:	02	Fund:	001

Program Description: 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 are as follows:

1. Process citations;
2. Log all cases received from the Police Department and City Attorney;
3. Schedule and conduct hearings and trials before judge and jury;
4. Maintain docket information for each defendant and case;
5. Assess and collect fines, costs and restitution;
6. Maintain accurate records for the Department of Licensing, Police Department and other law enforcement or court departments;
7. Receive and disburse funds in an accountable manner;
8. Notify defendants of probation terms and local resources for treatment and counseling;
9. Monitor and submit unclaimed property to Department of Revenue;
10. Issue bench and arrest warrants;
11. Interact with a diverse population (e.g., non-english speaking, disabled, and low literacy comprehension);
12. Incarcerate and release defendants from jail custody;
13. Attend continuing education programs on new laws, rules and procedures;
14. Conduct hearings of incarcerated inmates for custody status after regular court hours, on weekends and holidays at the city and county jails;
15. Jury management, obtain lists from county, mail jury summons, maintain record of jury service and payment to jurors;
16. Maintain Trust Account for Bail and Restitution;
17. Liaison with Police Department and jail;
18. Monthly, quarterly and annual reporting to city officials, and to the Washington State Administrator of the Courts;
19. Communicate with City Attorney and Staff, Police Department, outside agencies and other courts;
20. Represent court at meetings, seminars and programs as well as training conferences;
21. Receive and prepare appeals to Superior Court;
22. Site coordinator for updating computer networks for JIS system.

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

CITY OF HOQUIAM

2009-2010 BIENNIAL OPERATING BUDGET

Department Accomplishments and Goals

Department:	Municipal Court	Department Director:	Eisenhower
Department Number:	02	Fund:	001

2007-2008 Accomplishments:

1. Inceased Court time for quarterly Warrant Sweep Program.
2. Court provided personnel for Warrant Sweep Weekends. The court clerk worked overtime at the office and jail from Friday night through Sunday. The clerk was also available and processed releases and bail settings late into the evenings by receiving calls from the Police Department and faxing orders from home office. The Clerk processed 26-30 inmates for each jail weekend.
3. Maintained required court reporting and added additional reports to the City Administrator and Police Chief.
4. Implemented and expanded use of “day jail” sentencing alternative, reducing incarceration costs.
5. Greatly increased time payment program for infractions as well as criminal charges.
6. Improved efficiency of afternoon court docket by adding extra an extra afternoon court session on the 5th Tuesdays of the month.
7. Clerk attended the District and Municipal Court conference, updating her training, and bringing back information on new laws, new JIS Court System upgrades.
8. The court audited 10+ yr old fines for write off as uncollectable fines. Write off's completed and approved by Judge.
9. Judge attended Judicial Conferences, received continuing judicial education credit and filed three-year report of Judicial training.
10.
11. Utilized part-time employees, pro-tem Judges for coverage of vacation, training and emergency leaves.
12. Successfully complied with State audit review.
13. Court clerk utilized access to the court JIS program on her home computer, allowing her to better her communications with Police and Clients on nights and weekends.

Goals for the 2009-2010 Biennium:

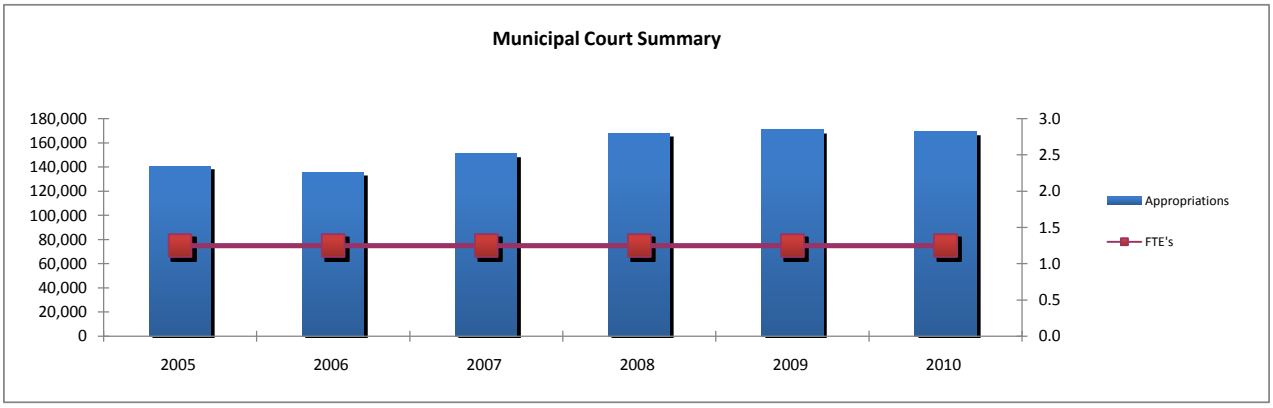
1. Upgrade JIS court system to accept "E-tickets".
2. Complete Court personnel training to accept Electronic tickets filing from Police Department.
3. Increase customer service services by adding 1/2 time deputy clerk position. Allowing court to be open to public during lunch hours and during court sessions.
4. Increase collections with requested part time empoyee.
5. Maintain full office hours and reduce overtime with 2009-2010 requested staffing. Provide reasonable customer service in events of training, sick and vacation time absences.
6. Judicial training for 'JABS" program, a judicial program of the JIS system.
7. Continue on-going JIS training and attend DMCMA and Judicial conferences.
8. Work with Police Department corrections to improve sentencing alternatives.
9. Cooperate with on-going warrant service sweeps.
10. Network with City Attorney, Police Chief and City Administrator to efficiently, effectively and lawfully administer cases coming before the court.
11. Attend training and certification courses to stay current with technology, procedures, substantive legal issues and education requirements.
12. Maintain participation in District and Municipal Courts Managements and Judge’s associations.
13. Provide guidance, punishment and encouragement to defendants in meeting their court ordered treatment, counseling and financial obligations.

CITY OF HOQUIAM
2007-2008 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Municipal Court
DEPT Number: 02
Fund Number: 001
RESP: Eisenhower

2005-2010 MUNICIPAL COURT APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	66,232	68,224	66,360	74,785	73,050	75,655	148,705
Relief Clerk	0	0	9,974	5,005	5,155	5,305	10,460
Overtime	4,556	5,694	5,553	8,500	4,545	4,725	9,270
Total Salaries and Wages	70,788	73,918	81,888	88,290	82,750	85,685	168,435
Medical & Dental	5,385	5,289	5,573	5,860	6,325	6,895	13,220
Social Security	5,415	5,655	5,476	6,375	5,935	6,150	12,085
Pension	768	1,291	2,451	3,530	3,795	3,875	7,671
L&I	356	304	246	285	260	260	519
Life Insurance	70	63	74	190	190	190	380
Total Personnel Benefits	11,994	12,602	13,820	16,240	16,505	17,370	33,875
Office Supplies	1,311	2,512	2,761	2,400	3,260	3,510	6,771
Computer Upgrades	0	185	0	500	750	500	1,250
DISCIS Supplies	1,167	1,357	750	1,500	1,700	1,700	3,400
Total Supplies, Tools & Minor Equip	2,478	4,054	3,511	4,400	5,710	5,710	11,421
Professional Services	480	86	0	500	0	0	0
Judge Pro Tem Services	1,753	1,588	2,379	2,700	2,700	2,700	5,400
Indigent Defense	36,997	32,927	37,630	41,000	45,000	45,000	90,000
Interpreter	1,803	2,240	2,685	2,000	2,800	2,900	5,700
Communications	2,028	3,142	4,065	3,500	4,200	4,200	8,400
Travel & Training	63	607	178	700	800	800	1,600
Advertising	0	0	912	0	0	0	0
Current Year Insurance	2,278	2,076	1,942	1,930	2,010	2,205	4,215
Repair & Maintenance	164	1,182	1,564	1,400	1,000	1,000	2,000
Miscellaneous	2,473	116	168	2,100	350	350	700
Juror Fees	251	60	0	500	0	0	0
Dues, Subscriptions & Memberships	463	457	256	550	700	700	1,400
Tuitions & Registrations	235	275	35	450	450	450	900
Total Professional Services & Charges	48,988	44,755	51,814	57,330	60,010	60,305	120,315
Laser Printer	0	0	0	0	750	0	750
Undistributed Carryover	0	0	0	1,635	0	0	0
Replace Recording Equipment	6,500	0	0	0	5,000	0	5,000
Total Capital	6,500	0	0	1,635	5,750	0	5,750
Total Appropriations:	**140,748**	**135,328**	**151,033**	**167,895**	**170,725**	**169,070**	**339,795**
Full Time Equivalent Employees:	1.3	1.3	1.3	1.3	1.3	1.3	

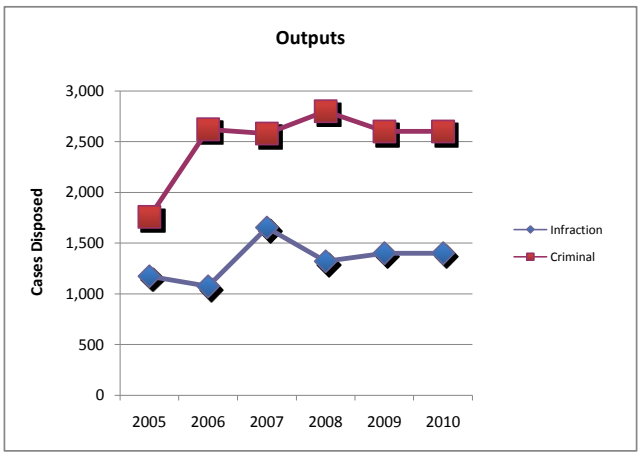


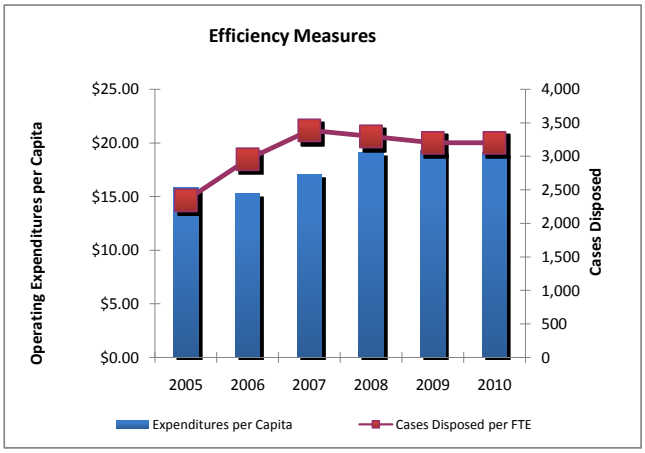
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Municipal Court
DEPT Number: 02
Fund Number: 001
RESP: Eisenhower

2005-2010 MUNICIPAL COURT PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Actual 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	1.25	1.25	1.25	1.25	1.25	1.25
Output:						
No. of Infraction Cases Disposed	1,172	1,073	1,653	1,320	1,400	1,400
No. of Criminal Cases Disposed	1,758	2,621	2,580	2,800	2,600	2,600
No. of Cases Filed						
Infractions	753	789	1,216	965	1,000	1,100
Parking Tickets	216	241	276	176	250	250
Criminal - Traffic	187	250	388	342	300	350
Criminal - Non Traffic	363	250	310	290	300	300
Criminal - DUI	35	35	51	71	50	50
Value of Outstanding Warrants (Bail)	N/A	$1,552,795	$1,250,000	$1,217,000	$1,000,000	$1,000,000
No. of Outstanding Warrants	N/A	1,250	1,000	1,274	1,250	1,250
No. of Infraction Hearings	460	538	782	773	650	700
No. of Criminal Hearings	2,443	3,410	3,488	3,145	3,000	3,000
Fine & Forefeiture Revenue	$124,342	$169,599	$255,867	$247,644	$200,000	$200,000
Efficiency:						
Operating Expenditures per Capita	$15.86	$15.30	$17.08	$19.09	$19.30	$19.11
No. of Cases Filed per Employee	1,243	1,252	1,793	1,475	1,520	1,640
No. of Cases Disposed per Employee	2,344	2,955	3,386	3,296	3,200	3,200
Outside Prisoner Placement Costs	$72,614	$58,425	$73,227	$54,992	$75,000	$75,000
Effectiveness:						
% of Cases Disposed per Filed	189%	236%	189%	223%	211%	195%
% of Citizens Rating Service as "good" or "excellent"	N/A	N/A	31%	N/A	75%	N/A





CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Budget Narrative

Department:	Finance	Department Director:	Folkers
Department Number:	03	Fund:	001

Program Description:

The Finance Department provides all financial management and accounting functions of the City. Financial management activities include cashiering, investments, banking, debt financing, and budget development and other administrative functions. Accounting functions include accounts receivable, accounts payable, payroll and benefits, utility billing and accounting, general accounting, and business licensing and business and occupation tax administration.

The Finance Department serves as the chief advisory department to the legislative body, administration, and department staff on all municipal financial matters. Additionally, the Finance Department is responsible for reporting the financial status of the City throught the preparation of financial statements and budgets. Lastly, the Finance Department fulfills all requests for public records.

Mission:

The Finance department strives to manage the City's financial assets in a controlled and prudent manner, secure debt financing when required for capital projects and administer the outstanding debt in a manner that will preserve the City's access to credit markets.

Finance staff strive to coordinate preparation of a balanced, fiscally sound annual budget and monitor performance against that budget throughout the fiscal year. Staff strives to pay all vendors and employees accurately and on a timely basis, administer employee benefit programs accurately and consistently, account for all financial transactions in an accurate and timely manner, produce monthly financial reports by the 10th day of the following month, and file the City's Annual Report with the State Auditor by the required date. The staff also strives to administer the City's business license and B&O tax programs accurately and consistently.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Accomplishments and Goals

Department:	Finance	Department Director:	Folkers
Department Number:	03	Fund:	001

2007-2008 Accomplishments:

1. Updated accounting package to the latest version
2. Updatedand converted utility billing software program
3. Procured and installed a new ileserver
4. Earned the Wash. Finance Officers Association (WFOA) Award for Budget Presentation
5. Earned the Gov.Finance Officers Association (GFOA) Award for Budget Presentation
6. Submitted2006 and 2007 Annual Reports on time to the State Auditor's office
7. Received unqualified opinion for 2006 and 2007 Financial Statements
8. Completed negotiations with represented employees
9. Continue d to develop and implement cost saving strategies
10. Improved building security
11. Improved bidding and contracting policies
12. Implemented direct deposit for all employees
13. Adopt edpolicies for reserves, revenues stabilization and unfunded liabilities
14. Implement ed on-ine bill pay and direct debit capability for utility bills and court fines
15. Painted and replaced carpet in the Finance Office
16. Attend edthe GFOA Annual Conference in 2007

Goals for the 2009-2010 Biennium:

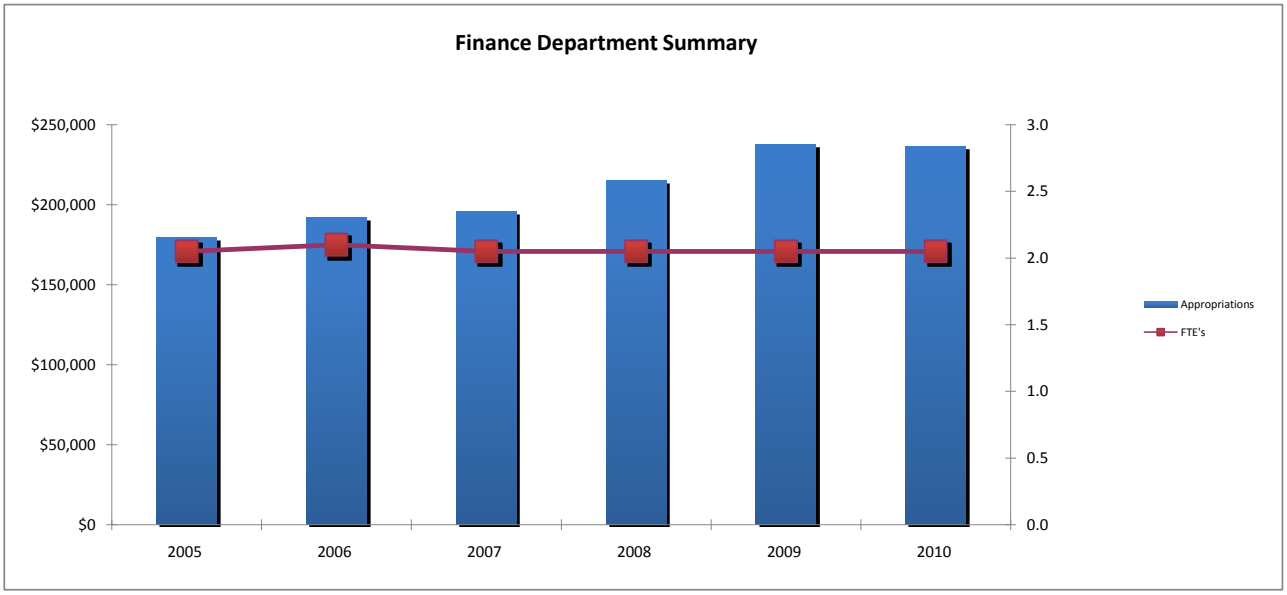
1. Install new Business License Software
2. Update and convert utility billing software program
3. Develop and implement a Purchasing Policy
4. Earn the Washington Finance Officers Association (WFOA) Award for Budget Presentation
5. Earn the Government Finance Officers Association (GFOA) Award for Budget Presentation
6. Submit 2007 and 2008 Annual Reports on time to the State Auditor's office
7. Receive unqualified opinion for 2007 and 2008 Financial Statements
8. Implement Passport acceptance agency requirements
9. Continue to develop and implement cost saving strategies
10. Research and implement Procurement Cards
11. Develop an investment policy
12. Develop a Disaster Preparedness Plan
13. Adopt policies for utilities, payroll and office standards
14. Complete a long term financial plan with Council adoption
15. Begin using performance management
16. Maximize training opportunities and maintain all certifications
17. Attend the Government Finance Officers Association (GFOA) Annual Conference in 2009
18. Obtain Certified Professional Finance Officer (CPFO) Designation
19. Obtain Certified Government Financial Manager (CGFM) Designation

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Finance
DEPT Number: 03
Fund Number: 001
RESP: Folkers

2005-2010 FINANCE APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	90,329	101,285	95,455	110,160	116,680	122,500	239,180
Overtime	1,779	2,742	1,575	2,725	1,635	1,710	3,345
Total Salaries and Wages	92,108	104,027	97,029	112,885	118,315	124,210	242,525
Medical & Dental	22,449	24,841	25,009	31,235	33,765	36,455	70,220
Social Security	7,046	7,958	7,423	8,635	9,050	9,505	18,555
Pension	1,758	3,068	5,583	8,150	9,650	9,940	19,590
L&I	560	521	400	460	470	470	939
Life Insurance	202	0	0	395	395	395	790
Total Personnel Benefits	32,015	36,387	38,414	48,875	53,330	56,764	110,094
Office Supplies	12,140	7,808	8,338	8,000	8,000	8,000	16,000
Computer Upgrades	0	1,819	1,055	2,000	2,000	2,000	4,000
Total Supplies, Tools & Minor Equip	12,140	9,627	9,393	10,000	10,000	10,000	20,000
Professional Services	5	0	2,125	0	0	0	0
Communications	6,757	7,001	7,419	7,500	8,000	8,000	16,000
Travel & Training	1,350	2,303	1,810	1,500	2,550	2,550	5,100
Advertising	7	129	0	50	50	50	100
Current Year Insurance	4,690	4,401	3,151	3,310	3,120	3,430	6,550
Repair & Maintenance	9,805	6,432	8,293	10,000	9,000	9,200	18,200
Miscellaneous	112	125	75	150	75	150	225
Dues, Subscriptions & Memberships	180	460	410	250	500	300	800
Fiscal Agent Costs	174	174	174	200	200	200	400
Tuitions & Registrations	820	690	485	500	1,300	600	1,900
Total Professional Services & Charges	23,900	21,715	23,942	23,460	24,795	24,480	49,275
State Audit	19,151	20,152	17,452	20,000	21,000	21,000	42,000
Total Intergovernmental Charges	19,151	20,152	17,452	20,000	21,000	21,000	42,000
Undistributed Carryover	0	0	0	16,630	0	0	0
Financial System Improvements	0	0	9,500	0	10,000	0	10,000
Total Capital	0	0	9,500	16,630	10,000	0	10,000
Total Appropriations:	**$179,314**	**$191,908**	**$195,731**	**$215,220**	**$237,440**	**$236,455**	**$463,895**
Full Time Equivalent Employees:	2.1	2.1	2.1	2.1	2.1	2.1	

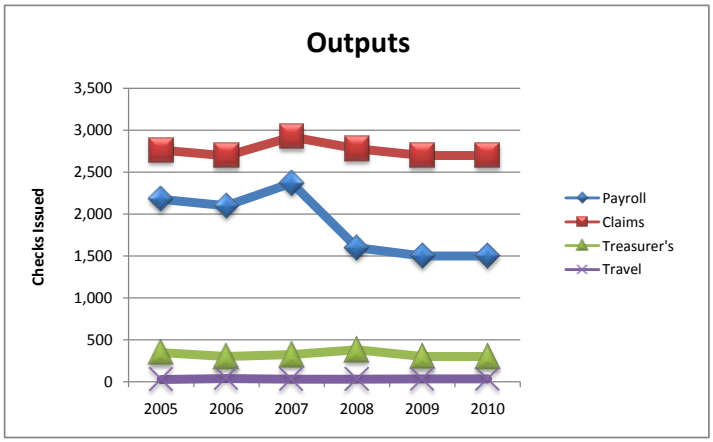


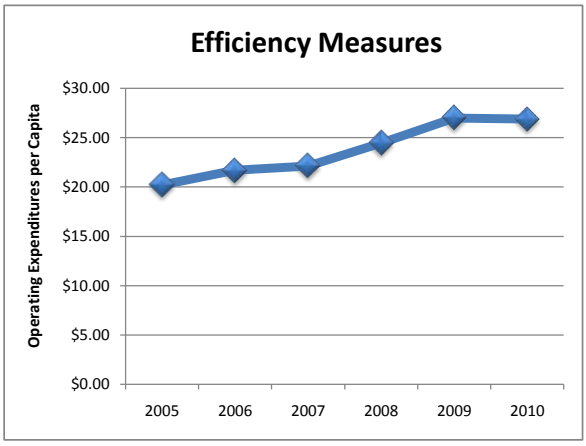
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Finance
DEPT Number: 03
Fund Number: 001
RESP: Folkers

2005-2010 FINANCE PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	2.1	2.1	2.1	2.1	2.1	2.1
Annual Office Hours	2,000	2,008	2,000	2,000	2,008	2,008
Output:						
No. of Payroll Checks Issued	2,176	2,098	2,369	1,600	1,500	1,500
No. of Claim's Checks Issued	2,763	2,696	2,921	2,781	2,700	2,700
No. of Treasurer's Checks Issued	347	300	322	381	300	300
No. of Travel Checks Issued	26	40	33	32	35	35
No. of Animal Licenses Renewed/Issued	400	425	421	507	550	550
No. of Public Records Requests Fulfilled	14	25	20	20	20	20
No. of Meeting Minutes Completed	27	26	22	24	24	24
No. of Agendas Completed	23	22	22	24	24	24
Efficiency:						
Operating Expenditures per Capita	$20.20	$21.70	$22.13	$24.47	$27.00	$26.89
% of financial reports delivered by 10th of the month	N/A	100.0%	100.0%	100.0%	100.0%	100.0%
Earn Biennial WFOA Distinguished Budget Award	No	No	Yes	N/A	Yes	N/A
Earn Biennial GFOA Distinguished Budget Award	No	No	Yes	N/A	Yes	N/A
% of Agenda packets delivered within 4 days of meeting	N/A	N/A	100%	100%	100%	100%
% of Public Records Requests completed within 5 days	100%	100%	100%	100%	100%	100%
% of Minutes completed within 72 hours of meeting	100%	100%	100%	100%	100%	100%
Effectiveness:						
Receive Unqualified Audit Opinion	Yes	Yes	Yes	Yes	Yes	Yes
City's Bond Rating (S&P)	N/A	N/A	A	A	A	A
% of Citizens rating service as "good" or "excellent"	N/A	0.0%	44.0%	N/A	75.0%	N/A
% of Departments rating service as "good" or "excellent"	N/A	N/A	N/A	75.0%	80.0%	90.0%





CITY OF HOQUIAM

2009-2010 BIENNIAL BUDGET DEVELOPMENT

Department Budget Narrative

Department:	Legal	Department Director:	Johnson
Department Number:	04	Fund:	001

Program Description: The Legal Department was created in 1991. Prior to that time, the City contracted for legal services with a local law firm on a part-time basis. The Department currently consists of a full-time City Attorney and a full-time Administrative Secretary. The 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 current City Attorney is Steve Johnson. He has held this position since 1994. He is a graduate of Hoquiam High School (1972) and earned a Bachelor of Arts Degree from Central Washington State College in 1976, with a major in Law and Justice, and a minor in Psychology. He earned his Juris Doctor (Law) Degree from Lewis and Clark Law School, in Portland Oregon, in 1979, and was admitted to the Washington State Bar Association that same year. He has practiced law in Grays Harbor County his entire career. The current Administrative Secretary for the Legal Department is Robin Smith. Robin is a graduate of Aberdeen High School (1963). She obtained an Associate of Arts Degree from Grays Harbor Community College in 1971, and has lived and worked in Grays Harbor County most of her life. She has held her current position since 1995. 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. There are currently two lawsuits pending against the City which fall within that category. In addition, there are several other cases in which a claim for damages has been made, but a lawsuit has not been filed. Also represents the City's interests with respect to workmen's compensation and unemployment compensation claims filed against the City. 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. Acts as the legal adviser to the Mayor, City Council and the officers of the City including Department heads and 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. This function has been taking up an increasing amount of time, but with the recent addition of the City Administrator, this will undoubtedly change. Serves as risk manager for the City. This requires attendance at "Full Board Meetings" of the Washington Cities Insurance Authority (at least one meeting per year is required for each City). It also requires acting 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. 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. 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, 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.

The Administrative Secretary is responsible for answering the telephone for the Legal/Administration Department. She is responsible for all filing, typing and scheduling of appointments and meetings for the Legal Department. She drafts subpoenas and other legal pleadings. She updates municipal code books. She makes all routine purchases of supplies, processing of invoices, and is responsible for bookkeeping paperwork for the Legal Department. In addition, the Administrative Secretary is responsible for filing, typing and scheduling appointments for the Mayor.

Mission: The mission of the Legal Department of the City of Hoquiam is to provide ethical, high quality and efficient legal services to the Mayor, City Council and all Department of the City, and to enhance the quality of life in the City of Hoquiam by aggressively and fairly prosecuting violations of the law while protecting and preserving the rights of its citizens.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Accomplishments and Goals

Department:	Legal	Department Director:	Johnson
Department Number:	04	Fund:	001

2007-2008 Accomplishments:

Reviewed and updated various contracts involving the City. Drafted numerous new contracts for various City projects and transactions, including a new template for public works contracts.

Helped resolve lawsuits and claims brought against the City for personal injuries and property damage, in cooperation with WCIA.

Assisted the Building Department in the successful abatement of several dangerous buildings. Also prosecuted numerous individuals in Municipal Court for accumulation of solid waste, junk vehicles, overgrown vegetation, etc.

Filed numerous liens against real property for abatement costs incurred by the City. Several liens were satisfied in full by the property owners or purchasers of the properties.

Successfully monitored or performed completion of all risk management requirements mandated by the Washington Cities Insurance Association for the year 2008, thereby ensuring the City's good standing in the WCIA and preventing an increase in insurance costs.

Assisted local businesses by successfully prosecuting persons in municipal court for thefts of merchandise and services, for the issuance of "bad" checks, and other property crimes.

Assisted in the amendment of several sections of the Hoquiam Municipal Code, such as sections dealing with public nuisances, and criminal offenses.

Assisted the City Administrator and staff in collective bargaining with the City's three unions.

Goals for the 2009-2010Biennium:

1. Amend the City's boundary line adjustment ordinance, to make it easier for land owners to consolidate adjoining lots.

2. Amend the City's Zoning Code (Title 10 of the Hoquiam Municipal Code), to ensure that it conforms to changes which will be made by the City Council to the City's Comprehensive Land Use Plan.

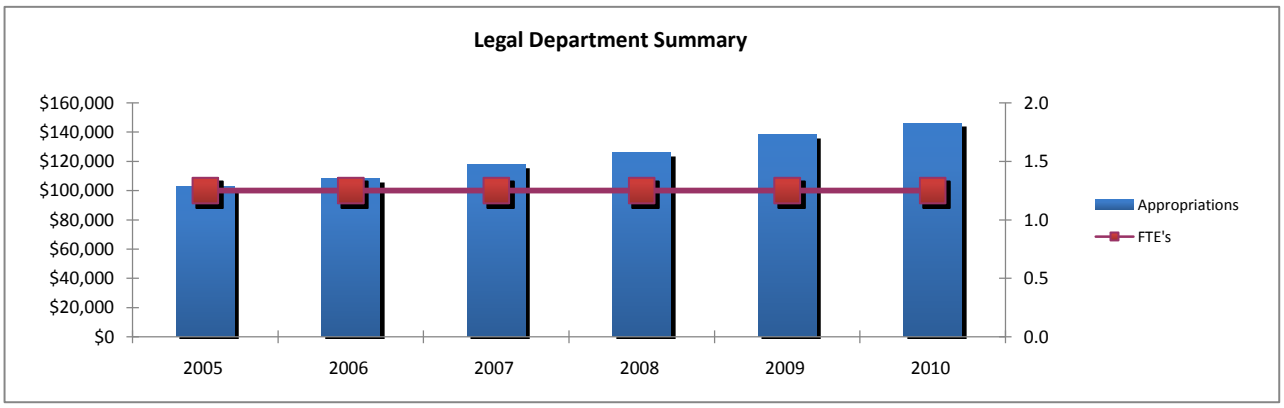
3. Completely redraft the City's sign code, to include more legally defensible regulations dealing with political signs and commercial signs.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Legal
DEPT Number: 04
Fund Number: 001
RESP: Johnson

2005-2010 LEGAL APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	67,695	71,137	74,689	82,195	88,645	95,620	184,264
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	67,695	71,137	74,689	82,195	88,645	95,620	184,264
Medical & Dental	13,025	14,140	14,967	16,125	17,430	18,840	36,271
Social Security	5,179	5,443	5,714	6,290	6,780	7,315	14,096
Pension	1,260	2,124	4,200	5,935	7,230	7,650	14,880
L&I	347	313	262	275	280	280	559
Life Insurance	246	236	236	235	235	235	471
Total Personnel Benefits	20,057	22,256	25,378	28,860	31,956	34,320	66,276
Office Supplies	730	1,304	2,300	1,600	1,700	1,800	3,500
Law Books/Legal Publications	5,752	6,528	8,452	5,000	6,000	6,000	12,000
Computer Upgrades	2,430	368	0	500	500	500	1,000
Total Supplies, Tools & Minor Equip	8,912	8,201	10,752	7,100	8,200	8,300	16,500
Professional Services	312	665	1,233	500	500	500	1,000
Communications	1,266	1,395	1,279	1,550	1,550	1,550	3,100
Travel & Training	146	850	925	1,000	1,000	1,000	2,000
Advertising	0	0	0	0	0	0	0
Current Year Insurance	2,039	1,772	1,431	1,500	1,415	1,560	2,975
Repair & Maintenance	542	375	326	600	600	600	1,200
Miscellaneous	155	136	139	150	150	150	300
Filing & Recording Fees	163	104	0	200	200	200	400
Dues, Subscriptions & Memberships	1,149	715	742	700	700	700	1,400
Tuitions & Registrations	150	385	215	500	500	500	1,000
Total Professional Services & Charges	5,922	6,397	6,289	6,700	6,615	6,760	13,375
Miscellaneous Office Equipment	0	0	0	0	2,000	0	2,000
Copier	0	0	525	975	975	975	1,950
Total Capital	0	0	525	975	2,975	975	3,950
							0
Total Appropriations:	**$102,586**	**$107,991**	**$117,634**	**$125,830**	**$138,390**	**$145,975**	**$284,365**
Full Time Equivalent Employees:	1.3	1.3	1.3	1.3	1.3	1.3	

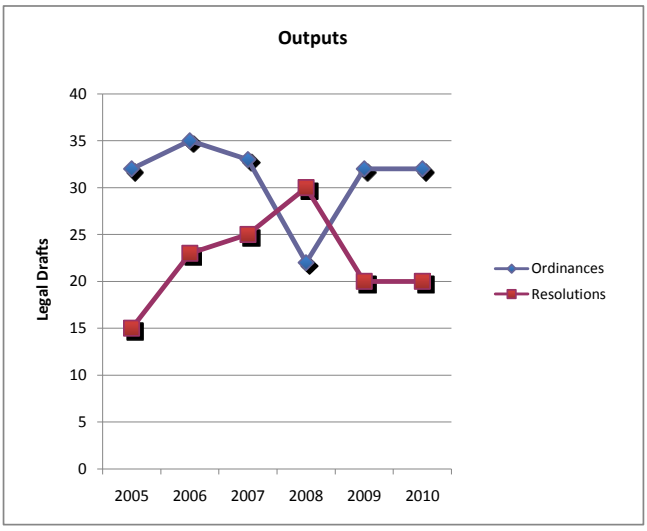


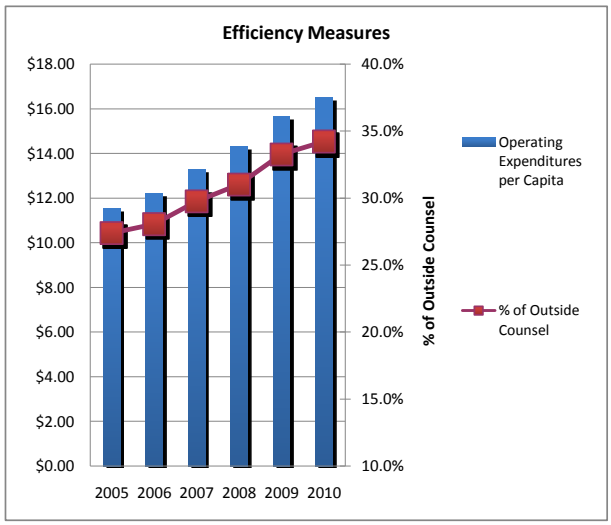
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Legal
DEPT Number: 04
Fund Number: 001
RESP: Johnson

2005-2010 LEGAL PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	1.25	1.25	1.25	1.25	1.25	1.25
Output:						
No. of Criminal Cases	585	535	749	703	650	700
No. of Infraction Cases	753	789	1,216	965	1,000	1,100
No. of Lawsuits	0	0	0	0	0	0
No. of Contracts Drafted	2	5	7	18	8	8
No. of Ordinances Drafted	32	35	33	22	32	32
No. of Resolutions Drafted	15	23	25	30	20	20
Efficiency:						
Operating Expenditures per Capita	$11.56	$12.21	$13.30	$14.31	$15.65	$16.50
Average Cost per Criminal Case	$175.36	$201.85	$157.05	$178.99	$212.91	$208.54
Cost per hour as a % of Outside Counsel Cost per hour	27.4%	28.1%	29.8%	31.0%	33.3%	34.2%
Effectiveness:						
% of Departments rating service as "good" or "excellent"	N/A	N/A	N/A	N/A	100%	100%
% of Cases resulting in conviction or favorable disposition	100%	100%	100%	100%	100%	100%
% of lawsuits handled in house	N/A	N/A	N/A	N/A	N/A	N/A
Review and/or draft 80% of leqal requests within 14 days	100%	100%	100%	100%	100%	100%





CITY OF HOQUIAM

2009-2010 BIENNIAL BUDGET DEVELOPMENT

Department Budget Narrative

Department:	Civil Service	Department Director:	Myers
Department Number:	05	Fund:	001

Program Description:

The three members of the Civil Service Commission and its Secretary are appointed by the Mayor and serve in conformity with the provisions of RCW 41.08 and RCW 41.12.

The Civil Service Commission 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 Civil Service Commission

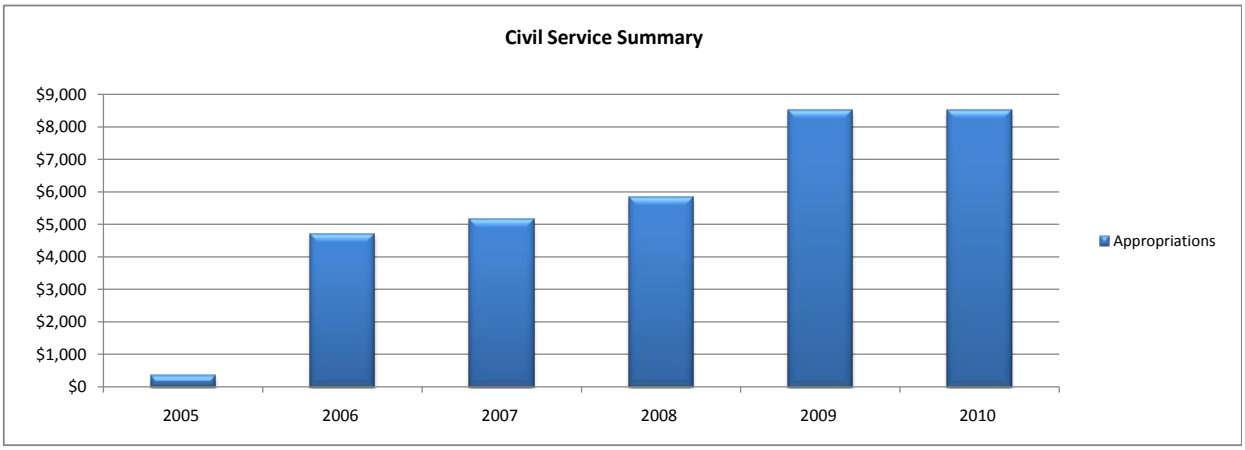
The Commission is also responsible for conducting any civil suits necessary for proper enforcement of RCW 41.12 and Civl Service rules and regulations. The Commission also conducts hearings as required for employees covered by the Civil Service Program.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Civil Service
DEPT Number: 05
Fund Number: 001
RESP: Myers

2005-2010 CIVIL SERVICE APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	0	0	0	0	0	0	0
Medical & Dental	0	0	0	0	0	0	0
Social Security	0	0	0	0	0	0	0
Pension	0	0	0	0	0	0	0
L&I	0	0	0	0	0	0	0
Life Insurance	0	0	0	0	0	0	0
Total Personnel Benefits	0	0	0	0	0	0	0
Office Supplies	0	71	835	200	300	300	600
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	0	71	835	200	300	300	600
Professional Services	50	3,332	2,182	3,400	5,000	5,000	10,000
Undistributed Carryover	0	0	0	355	0	0	0
Communications	0	0	0	50	100	100	200
Travel & Training	0	527	0	500	1,000	1,000	2,000
Advertising	274	265	1,213	500	1,000	1,000	2,000
Current Year Insurance	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Miscellaneous	0	0	907	200	500	500	1,000
Dues, Subscriptions & Memberships	0	0	0	0	0	0	0
Tuitions & Registrations	0	505	0	640	600	600	1,200
Total Professional Services & Charges	324	4,629	4,303	5,645	8,200	8,200	16,400
Total Appropriations:	**$324**	**$4,700**	**$5,138**	**$5,845**	**$8,500**	**$8,500**	**$17,000**
Full Time Equivalent Employees:	0.0	0.0	0.0	0.0	0.0	0.0	



CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Budget Narrative

Department:	City Hall & Buildings	Department Director:	Shay
Department Number:	06	Fund:	001

Program Description:

This program accounts for all operational costs of the City Hall facility. The basic objective of the City Hall facility program is to assure that it is organized and maintained in a manner that presents an acceptable public image and enables employees to deliver professional public service.

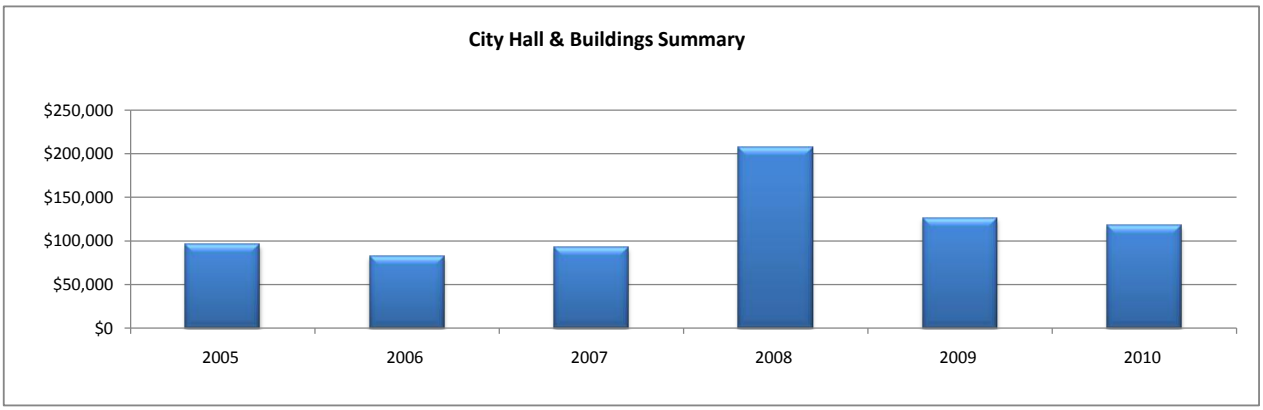
All costs relating to the maintenance of buildings owned by the City, other than those associtated with other budgets, are recorded in the City Hall and buildings budget. The most prominent costs are for utility services, insurance, janitorial and other maintenance services. The 2007-2008 biennial budget includes $25,000 in each year to perform upgrades to various sections of City Hall. Funds for these projects are budgeted to be paid for by a transfer from the Cumulative Reserve for General Capital.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: City Hall & Buildings
DEPT Number: 06
Fund Number: 001
RESP: Shay

2005-2010 CITY HALL & BUILDINGS APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	0	0	0	0	0	0	0
Medical & Dental	0	0	0	0	0	0	0
Social Security	0	0	0	0	0	0	0
Pension	0	0	0	0	0	0	0
L&I	0	0	0	0	0	0	0
Life Insurance	0	0	0	0	0	0	0
Total Personnel Benefits	0	0	0	0	0	0	0
Office Supplies	4,222	6,927	5,317	5,500	6,000	6,500	12,500
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	4,222	6,927	5,317	5,500	6,000	6,500	12,500
Professional Services	11,460	9,777	9,041	9,100	9,600	9,600	19,200
Communications	929	1,092	790	1,000	1,000	1,000	2,000
Travel & Training	0	0	0	0	0	0	0
Advertising	0	0	0	0	0	0	0
Current Year Insurance	12,563	12,355	9,696	10,590	10,165	10,900	21,065
Utilities	35,174	35,735	39,431	46,000	52,000	52,000	104,000
Repair & Maintenance	14,428	9,774	10,061	20,000	10,000	10,000	20,000
Miscellaneous	4,497	2,054	2,289	2,500	2,500	2,500	5,000
Dues, Subscriptions & Memberships	0	0	0	0	0	0	0
Tuitions & Registrations	0	0	0	0	0	0	0
Total Professional Services & Charges	79,051	70,786	71,309	89,190	85,265	86,000	171,265
Miscellaneous Capital	0	4,344	12,228	108,000	25,000	25,000	50,000
Undistributed Carryover	0	0	0	3,575	0	0	0
Paint Polson Museum					10,000	0	10,000
Networking Upgrades	0	0	3,457	0	0	0	0
Council Sound System	6,081	0	0	0	0	0	0
City Hall Heat Pump	6,443	0	0	0	0	0	0
Total Capital	12,524	4,344	15,685	111,575	35,000	25,000	60,000
Total Appropriations:	**$95,797**	**$82,057**	**$92,310**	**$206,265**	**$126,265**	**$117,500**	**$243,765**
Full Time Equivalent Employees:	0.0	0.0	0.0	0.0	0.0	0.0	



CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Budget Narrative

Department:	Electrical	Department Director:	Shay
Department Number:	07	Fund:	001

Program Description:

The Electrical Department is made up of one electrician and if approved, an Electrician 1. The responsibilities include maintaining all electrical services and functions of the City of Hoquiam facilities and properties. These facilities include the Police Station, Fire Department, Parks Department which includes the Olympic Stadium, all street lighting, the water filtration plant, sewer treatment plant and , storm and sewer water pumping motors and all associated switching and control equipment, storm water pumping motors, telemetry, generators, as well as City Hall and other city owned buildings such as the library and train station . The electrical department has the responsibility of maintaining and troubleshooting any problems in these buildings and properties. The department also does some large and small construction projects as they are needed. Some of these projects saving hundreds of thousands in materials, labor and electricity. In the last tree years the city electrician has taken on the reasonability of being contractor .This includes doing take-offs, purchasing materials after bids, taking care of permits and adhering to the National Electric Code to stay in compliance.

Another very important function of the Electrical Department is to bring facility motors and pumps 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 many motors within the city that are routinely rebuilt, not counting fractional HP motors.

Mission:

Through regular electrical maintenance and inspection of equipment and facilities, prolong the life of equipment and reduce expenditures for the City.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Accomplishments and Goals

Department:	Electrical	Department Director:	Shay
Department Number:	07	Fund:	001

2007 Accomplishments:

1. Installed and tested new generator at 2nd and bayview pumping station.
2. Teched out 28th and Bay vary drives to replace with new Allen Bradley equipment at a much lower cost. Worked on bid package and language. Bought material and installed three new Allen Bradley drives and installed ,in addition gained ability to run storm and sewer from existing generator.
3. Answered numerous calls to sewer and storm pumping stations for generator, motor and control problems.
4. Installed new service for Tsunami siren at Kist and Emerson.
5. Rebuilt and installed 75 hp motor and five stage pump for water treatment plant.
6. Built service for basketball court at central school with coin box,timer,and night light for security.
7. Answered numerous calls to Library, City hall, Stadium, Fire Department, police department and street lighting.
8. Rebuilt two chlorine pump motors and one 75hp rotor motor for sewer treatment plant.
9. I installed three new Allen Bradley drives in Emerson pump station.

Goals for the 2009-2010 Biennium:

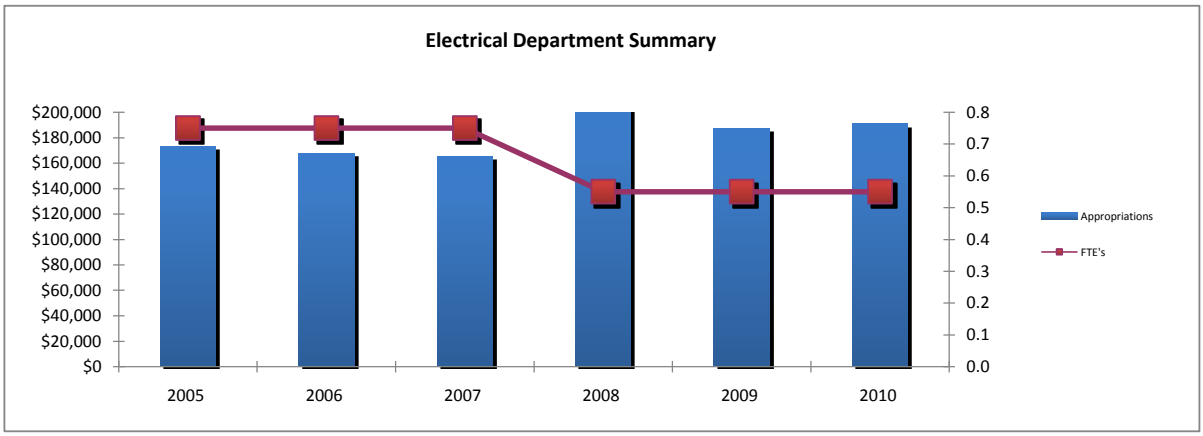
1. If approved install 4 new Allen Bradley drives at kst pumping station.Kst is the last pumping station with the old varydrives . There are no parts available because of the age.
2. Continue the program to conserve on electrical consumption by changing 400 watt to 200 watt ballasts on remaining 400 watt fixtures for street lighting.
3. Expand energy saving measures into all departments of the city.
4. Continue preventative maintenance in all city owned building and properties.
5 Monitor sewer pump station PUD bills for discrepancies.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Electrical
DEPT Number: 07
Fund Number: 001
RESP: Shay

2005-2010 ELECTRICAL APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	34,665	29,383	21,590	29,845	31,040	32,150	63,190
Overtime	4,831	4,238	7,166	8,400	4,480	4,635	9,114
Working Out of Classification	0	0	0	0	0	0	0
Total Salaries and Wages	39,496	33,621	28,756	38,245	35,520	36,785	72,304
Medical & Dental	6,639	5,786	5,361	6,315	6,825	7,385	14,210
Social Security	3,041	2,591	2,475	2,925	2,715	2,815	5,530
Pension	750	1,007	1,866	2,760	2,895	2,940	5,835
L&I	1,329	1,012	673	740	760	760	1,520
Life Insurance	0	0	0	105	105	105	210
Clothing Allowance	250	250	250	250	250	250	500
Total Personnel Benefits	12,009	10,646	10,626	13,095	13,550	14,255	27,805
Office Supplies	7,058	6,400	7,815	9,150	10,000	10,950	20,950
Computer Upgrades	0	0	142	0	0	0	0
Total Supplies, Tools & Minor Equip	7,058	6,400	7,957	9,150	10,000	10,950	20,950
Communications	628	682	663	650	750	800	1,550
Undistributed Carryover	0	0	0	17,950	0	0	0
Travel & Training	325	406	955	500	550	600	1,150
Current Year Insurance	2,732	2,373	1,917	2,015	1,895	2,085	3,980
Utilities	60	43	0	100	100	100	200
Street Lights	98,708	97,948	98,400	105,000	105,000	105,000	210,000
Repair & Maintenance	756	1,254	1,208	2,300	2,500	2,700	5,200
Miscellaneous	107	310	211	700	700	700	1,400
Dues, Subscriptions & Memberships	399	90	90	150	165	180	345
Tuitions & Registrations	1,050	1,270	1,343	1,500	1,650	1,800	3,450
Total Professional Services & Charges	104,765	104,376	104,786	130,865	113,310	113,965	227,275
Equipment Rental-O&M	2,968	3,844	3,402	4,300	4,700	4,700	9,400
Equipment Rental Reserve	6,637	8,630	9,660	10,000	10,000	10,000	20,000
Equipment Rental-Insurance	139	149	82	175	80	85	165
Total Internal Services	9,744	12,623	13,144	14,475	14,780	14,785	29,565
Total Appropriations:	**$173,072**	**$167,666**	**$165,269**	**$205,830**	**$187,160**	**$190,740**	**$377,899**
Full Time Equivalent Employees:	0.8	0.8	0.8	0.6	0.6	0.6	

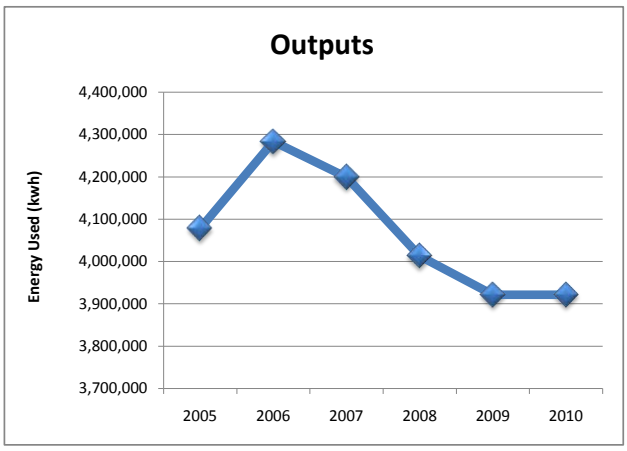


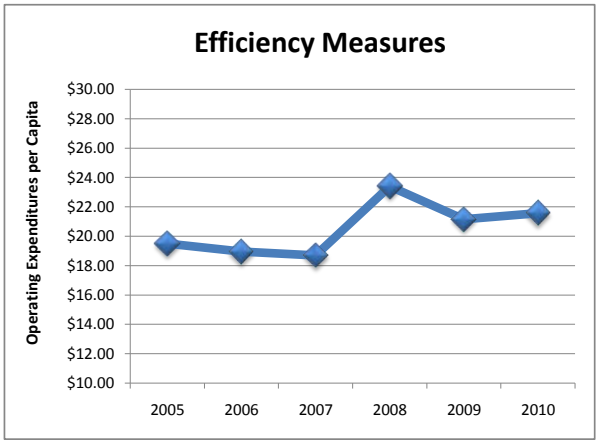
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Electrical
DEPT Number: 07
Fund Number: 001
RESP: Shay

2005-2010 ELECTRICAL PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	0.8	0.8	0.8	0.6	0.6	0.6
Output:						
No. of Electrical Inspections Completed	N/A	N/A	24	24	24	24
No. of Workorders Completed	N/A	N/A	N/A	N/A	100	100
City Wide Metered Energy Used (kwh)	4,078,303	4,283,589	4,198,853	4,013,118	3,921,569	3,921,569
City Wide Energy Costs	$418,583	$452,930	$428,283	$409,338	$400,000	$400,000
Efficiency:						
Operating Expenditures per Capita	$19.50	$18.96	$18.69	$23.40	$21.16	$21.56
Effectiveness:						
% of Customers Rating Service as "good" or "excellent"	N/A	N/A	N/A	N/A	100%	100%
Annual Energy Audit Completed	Yes	Yes	Yes	Yes	Yes	Yes
Cost per metered kilowatt hour	$0.103	$0.106	$0.102	$0.102	$0.102	$0.102





CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Budget Narrative

Department:	Police	Department Director:	Myers
Department Number:	08	Fund:	001

Program Description:

Under this section of the budget (001-08), the Hoquiam Police Department consists of 20 full-time sworn police officer positions and 2 non-sworn support positions in four basic divisions: PATROL, ADMINISTRATION, CORRECTIONS and INVESTIGATIONS.

The backbone of the department is the PATROL Division. Most calls for service and law incidents are handled by the Patrol Division, which consists of four Patrol Sergeants, ten Patrol Officers and one apprehension/ narcotics Police Canine, "Enno". The division currently works an twelve-hour, three-day work week with three days off. The shifts are divided among days, grave and an overlap swing shift. Traditional minimum patrol staffing is two officers on duty at all times, except for three officers at night between 1900 to 0300 hours.

Most members of the division also maintain collateral duty assignments including firearms training, field training officers, use of force training, evidence custodians, police canine program, patrol scheduling, Special Response Team (SRT), arson investigation, EVOC instructor, Meth Lab Team, department quartermaster, computer networking, and special patrol/grant projects (such as RUAD and Traffic Safety).

The ADMINISTRATION Division consists of a Chief, a Deputy Chief and an Admin. Assistant.

The CORRECTIONS Division is comprised of one Corrections Officer. The Corrections Officer assists with records duties, phones, supervises day-jail/work detail inmates and transports prisoners. The department hires temporary Corrections Officers to staff four "weekend jail" warrant sweep sessions per year. The jail is otherwise currently only open dayshift Monday-Friday.

The INVESTIGATIONS Division consists of a Detective Sergeant and two Detectives (the second Detective is assigned directly to the Grays Harbor Drug Task Force as budgeted under Police Special Funds 001-15).

Mission:
Through community partnerships and problem solving, we will take a unified stance against crime, violence, disorder and disregard for the law. With the budgetary support and cooperation of the citizens we serve, we will help Hoquiam to be strong and self sufficient-- because a strong community is a safe community.

This mission statement clearly recognizes and embraces community policing. At the same time however, it recognizes that our work is only one part of the effort given by each person who helps to make Hoquiam a safe, clean and friendly place to live, work, visit and raise a family.

Department Values: ***PRIDE***: **P**rofessional, **R**esourceful, **I**ntegrity, **D**ependability, **E**xcellence

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Accomplishments and Goals

Department:	Police	Department Director:	Myers
Department Number:	08	Fund:	001

2007-2008 Accomplishments:

1. Consolidated all Police Records into the Spillman Records Management System
2. Participated in the National Night Out Against Crime
3. Launched a "weekend jail - warrant sweep" in response to over 1,200 outstanding warrants
4. Received a $25,000 Rural Development Grant from USDA for the purchase of two police cars
5. Launched a volunteer chaplaincy program
8. Filled all vacant Police Officer positions reducing overtime and increasing efficiency
6. Completed an inventory/audit of all high risk evidence items in custody
7. Contracted with propertyroom.com to dispose of old equipment and evidence/found items
8. Replaced and updated uniforms, duty gear and patrol equipment using federal drug funds
9. Received a $8,900 grant to update several patrol car radios

Goals for the 2009-2010 Biennium:

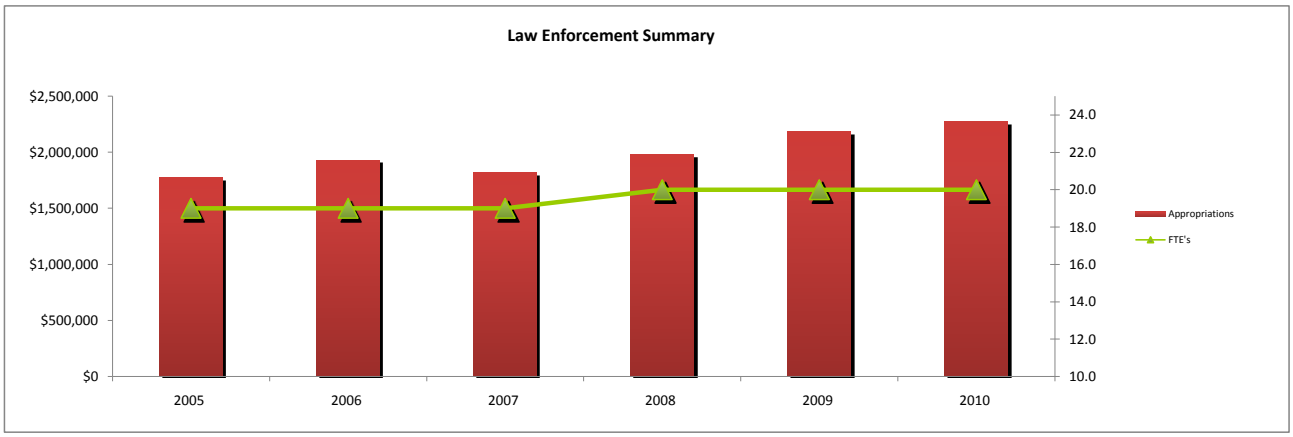
1. Create a directed, professional and contemporary policy and procedure manual
2. Strive toward accreditation by the Washington Association of Sheriffs and Police Chiefs
3. Sponsor volunteer programs (Reserve Officers, Senior Citizen Patrol and Explorers)
4. Sponsor community outreach programs (National Night Out, Citizen's Academy, Police- School Panel and Bike Rodeos)
5. Provide all sworn officers with 30-hours of additional training each year
6. Aggressively seek innovative and alternative funding sources to supplement the department
7. Complete the City of Hoquiam Disaster Plan
8. Create a long-term strategic plan
9. Complete the upstairs portion of the police station
10. Consider adding an additional officer to create equal staffing
11. Maximize the use of the jail facility

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Police
DEPT Number: 08
Fund Number: 001
RESP: Myers

2005-2010 POLICE APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	1,012,947	1,011,542	1,020,584	1,106,276	1,247,575	1,316,115	2,563,690
Overtime	138,782	146,604	128,508	149,139	165,125	161,500	326,625
Working Out of Classification	5,724	4,940	2,356	5,000	5,000	5,000	10,000
Total Salaries and Wages	1,157,453	1,163,086	1,151,449	1,260,416	1,417,701	1,482,615	2,900,315
Medical & Dental	193,165	193,778	194,237	235,868	253,990	274,000	527,990
Social Security	16,203	17,074	17,558	28,349	20,310	21,240	41,550
Pension	37,807	48,616	57,867	68,344	74,320	76,025	150,345
L&I	24,700	25,329	20,131	33,333	22,510	22,510	45,020
Life Insurance	3,421	3,230	3,171	0	3,780	3,780	7,560
Clothing Allowance	6,766	12,643	11,496	10,800	13,800	13,800	27,600
Active LEOOF I Medical	169	60	282	500	500	500	1,000
Total Personnel Benefits	282,231	300,730	304,741	377,194	389,209	411,855	801,065
Office Supplies	16,286	27,156	25,864	23,500	28,750	31,000	59,750
Total Supplies, Tools & Minor Equip	16,286	27,156	25,864	23,500	28,750	31,000	59,750
Professional Services	27,550	14,239	15,437	25,000	14,000	14,000	28,000
Outside Placement of Prisoners	72,614	58,425	72,967	90,000	75,000	75,000	150,000
Communications	12,510	12,497	9,008	13,515	11,800	11,800	23,600
Travel & Training	6,073	5,281	6,056	7,000	8,000	8,000	16,000
Current Year Insurance	37,708	33,457	27,728	29,370	27,640	30,220	57,860
Equipment Rental Insurance	0	0	0	0	1,800	1,800	3,600
Utilities	20,295	24,186	21,135	29,800	27,800	27,800	55,600
Repair & Maintenance	27,012	31,087	20,408	19,500	31,500	32,500	64,000
Miscellaneous	1,095	8,592	13,210	5,500	19,830	16,000	35,830
Dues, Subscriptions & Memberships	606	645	660	1,000	1,000	1,000	2,000
Tuitions & Registrations	4,105	3,447	3,589	6,000	6,000	6,000	12,000
Total Professional Services & Charges	209,568	191,857	190,198	226,685	224,370	224,120	448,490
Grant Funded Equipment	16,007	28,466	32,430	0	0	0	0
Other	663	29,785	7,433	0	0	0	0
Patrol Cars	0	115,108	11,638	0	0	0	0
Total Capital	16,670	173,359	51,501	0	0	0	0
2002 Police Cars Debt Service	23,926	0	0	0	0	0	0
2004 Police Cars Debt Service	8,322	16,481	0	0	0	0	0
Total Debt Service	32,248	16,481	0	0	0	0	0
Equip Rental-O&M	61,090	56,706	61,915	65,000	90,000	90,000	180,000
Equipment Rental Reserve	0	0	30,000	30,000	32,000	32,000	64,000
Total Internal Services	61,090	56,706	91,915	95,000	122,000	122,000	244,000
Total Appropriations:	**$1,775,546**	**$1,929,375**	**$1,815,668**	**$1,982,795**	**$2,182,030**	**$2,271,590**	**$4,453,620**
Full Time Equivalent Employees:	19.0	19.0	19.0	20.0	20.0	20.0	

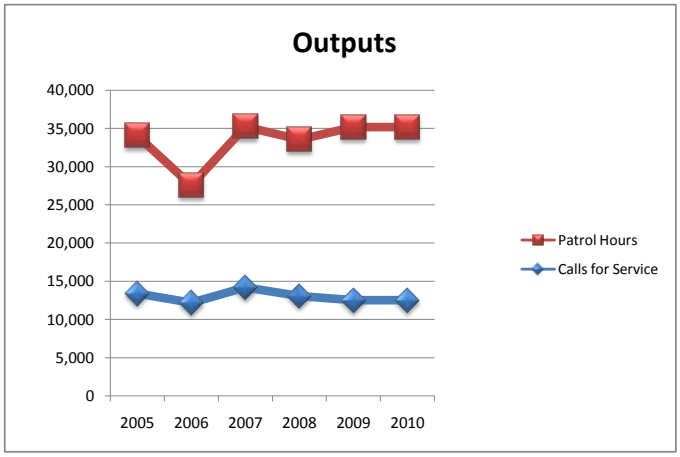


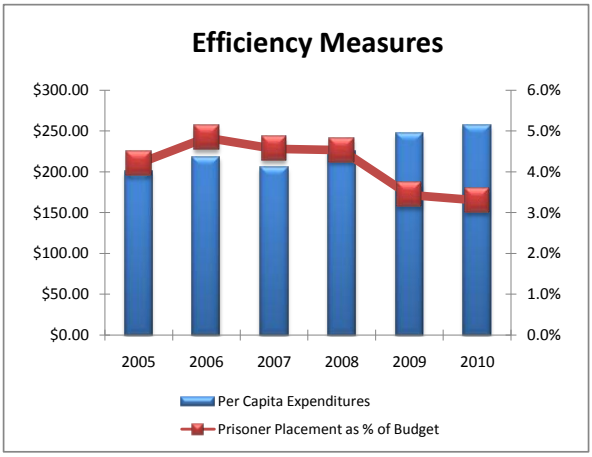
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Police
DEPT Number: 08
Fund Number: 001
RESP: Myers

2005-2010 POLICE PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	19	19	19	20	20	20
No. of Sworn Officers	17	17	17	18	18	18
No. of Explorer Hours	N/A	N/A	N/A	N/A	250	500
No. of Senior Volunteers	0	0	16	15	15	15
No. of Senior Volunteer Hours	N/A	N/A	N/A	2,134	2000	2000
No. of Vehicles	11	12	12	12	13	13
Output:						
No. of Calls for Service	13,382	12,176	14,193	13,064	12,500	12,500
No. of Patrol Hours	20,683	15,385	21,041	20,480	22,688	22,688
No. of Part 1 Crimes	806	644	496	415	400	400
No. of Part 1 Crimes Cleared	201	147	135	148	135	135
Efficiency:						
Operating Expenditures per Capita	$200.06	$218.13	$205.28	$225.45	$246.70	$256.82
Operating Expenditures per Part 1 Crime	$2,203	$2,996	$3,661	$4,778	$5,455	$5,679
Overtime as % of Regular Salaries	13.7%	14.5%	12.6%	13.5%	13.2%	12.3%
% of Staffing at Minimum Patrol Hours	101.2%	75.3%	102.9%	100.2%	111.0%	111.0%
Prisoner Placement costs as % of Operating Budget	4.2%	4.8%	4.6%	4.5%	3.4%	3.3%
Effectiveness:						
Officers per 1,000 residents	1.9	1.9	1.9	2.0	2.0	2.0
% of Part 1 Crimes Cleared	24.9%	22.8%	27.2%	35.7%	33.8%	33.8%
Part 1 Crimes Cleared per Officer	11.8	8.6	7.9	8.2	7.5	7.5
Part 1 Crimes per 1,000 residents	90.8	72.8	56.1	47.2	45.5	45.5
Customer satisfaction indicating "good" or "excellent"	N/A	N/A	65.0%	N/A	80.0%	N/A
% of citizens who feel "safe" or "moderately safe"	N/A	N/A	92.0%	N/A	100.0%	N/A





CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Budget Narrative

Department:	Fire	Department Director:	Pumphrey
Department Number:	09	Fund:	001

Program Description: The Hoquiam Fire Department operates from two fire stations. The Headquarters Station is located at 625 8th Street, which was constructed in 1970 and the Eastside Station located at 517 Ontario, which was constructed in 1957. When the stations were built the primary responsibility of the Hoquiam Fire Department was 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 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 allows the City of Hoquiam to charge the districts for service. The Hoquiam Fire Department is required to perform a wide range of activities which include Advanced Life Support and basic Emergency Medical Service, Training Programs, Fire Suppression, Fire Prevention, Fire Investigations, Plan Reviews, Building Inspections, Hydrant maintenance, Community Education and standby and assistance for special events.

In 2007, our department responded to a record 2,842 runs. The 2009-10, Fire Department budget is designed to gradually increase current staffing levels, with the goal of bringing staffing back to the level it was at in 1989. Since that time our run totals have increased by
70% with three fewer fire fighters.

This budget will also allow us to update equipment, provide training necessary to comply with NFPA and Department of Labor and Industries safety standards and maintain our current WSRB rating.

Mission: 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 services and public education.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
Department Accomplishments and Goals

Department:	Fire	Department Director:	Pumphrey
Department Number:	09	Fund:	001

2007-2008 Accomplishments:

1. In 2007 we secured $72,211, in grant funded equipment from the FEMA Assistance to Fire Fighter's Grant. This was used to purchase digital displays and voice amplifiers for each firefighter's SCBA mask, a new air compressor to fill our breathing air cascade system and a new fill station to safely fill our individual SCBA bottles. In 2008 we have applied for grants to install new generators at both stations and also for a mini-pumper/rescue truck. The total value of these items is $207,665. If successful the city would be required to pay 5% matching funds or $10,380. Grant award notifications started in August and will continue for several months.
2. Completed the required annual testing of fire hose, ground ladders, fire pumps, SCBA tanks, masks and breathing air. These are requirements of the Washington Survey and Rating Bureau, the National Fire Protection Association (NFPA) and the Washington State Safety Standards for Firefighters. These tests help us maintain our class Four ISO rating with the Survey and Rating Bureau.
3. Provided fire prevention programs to all elementary students in the Hoquiam School District, CPR training to all high school freshman and Kitchen Safety to the Middle School Home Economics students.
4. Cleaned, painted and flowed as necessary, many of the 350 hydrants in the city. We do this to ensure that they are in good working order and also meet the requirements of the Washington Survey and Rating Bureau.
5. Completed training in Incident Command, Officer Development, Live Fire Training, Fire Investigation, Ground Operations and Safety, Search and Rescue, Hazardous Materials and more.
6. By year end we will have inspected every business, school and church in the city to ensure that they are safe for their employees, students and patrons.
7. Maintain all Fire Department vehicles, buildings and equipment.

Goals for the 2009-2010 Biennium:

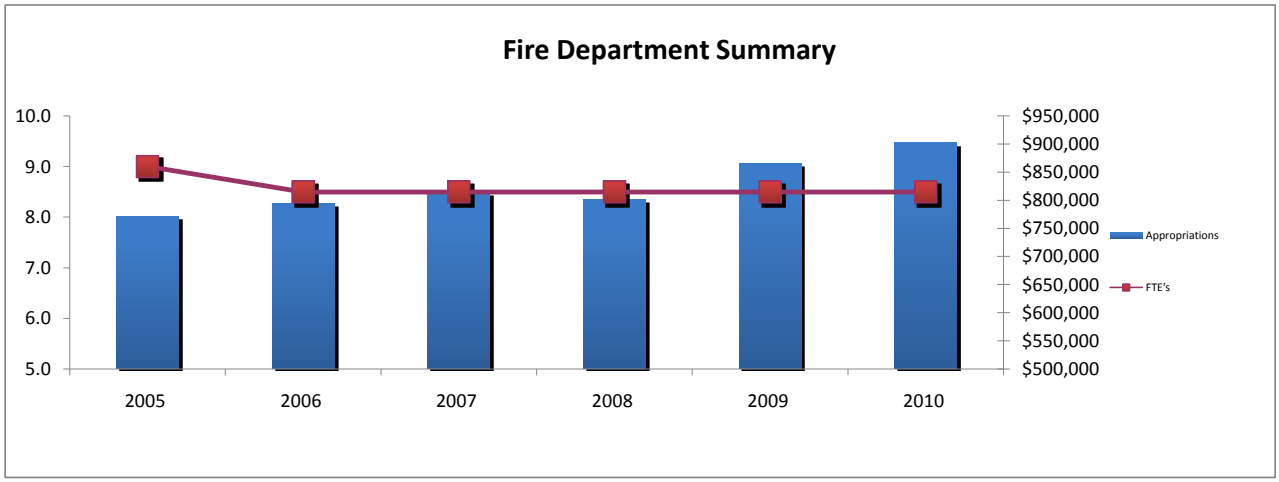
1. To maintain our Class 4 ISO rating with the Washington Survey and Rating Bureau by continuing to meet the various requirements. These include annual testing of fire hose, ground ladders, fire pumps, SCBA tanks, masks, breathing air and others.
2. To continue our emphasis on compliance with the Labor and Industries Safety Standards for Fire Fighters. This will help ensure the safety of our personnel during both fire ground and training operations.
3. To continue to educate our personnel in all facets of their job. This will help us become a more safe and efficient department.
4. To continue the various programs that we provide to our citizens, businesses and students in the City of Hoquiam. Some of these are safety inspections in all businesses, schools and churches, fire education in the elementary and middle schools, CPR classes in the high school and smoke detector education and placement in homes.
5. To continue to work closely with the Mayor, City Administrator, Council members and staff to meet goals and objectives as they are established.
6. To continue to maintain our vehicles, buildings and equipment to ensure long life and reliable service.
7. To apply for federal grants to upgrade and improve fire fighting equipment, clothing and facilities and to augment our staffing levels.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Fire
DEPT Number: 09
Fund Number: 001
RESP: Pumphrey

2005-2010 FIRE APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	436,836	441,225	462,269	470,971	506,760	545,200	1,051,961
Overtime	21,369	14,139	29,534	33,358	35,700	37,500	73,200
Working Out of Classification	3,199	3,270	2,516	0	3,640	3,800	7,440
Total Salaries and Wages	461,404	458,634	494,319	504,329	546,100	586,501	1,132,601
Medical & Dental	93,109	100,008	107,969	113,276	126,515	135,610	262,126
Social Security	4,657	5,350	7,107	7,300	5,340	5,760	11,099
Pension	15,281	18,280	21,931	32,558	25,780	27,115	52,895
L&I	11,667	10,454	9,017	18,471	9,440	9,440	18,880
Life Insurance	1,635	1,477	1,530	0	1,605	1,605	3,209
Clothing Allowance	7,081	6,421	6,233	7,350	7,350	7,350	14,700
Protective Clothing	2,239	1,404	660	4,000	4,000	4,000	8,000
Active LEOFF I Medcial	244	533	171	500	500	500	1,000
Total Personnel Benefits	135,913	143,927	154,617	183,453	180,529	191,379	371,909
Office Supplies	16,892	17,216	25,545	21,400	24,150	23,350	47,500
Bishop Grant (Fire Prevention)	5,109	443	0	0	0	0	0
Total Supplies, Tools & Minor Equip	22,001	17,660	25,545	21,400	24,150	23,350	47,500
Professional Services	3,451	0	0	0	0	0	0
Communications	4,309	3,906	2,913	4,900	3,500	3,500	7,000
Travel & Training	607	1,754	866	1,800	1,800	1,800	3,600
Current Year Insurance	31,483	27,977	23,271	24,680	23,185	25,340	48,525
Utilities	16,369	20,296	21,923	23,650	26,650	26,650	53,300
Repair & Maintenance	7,544	30,032	57,745	11,850	17,100	17,850	34,950
Miscellaneous	459	0	0	0	0	0	0
Firefighter Assistance Grant	59,577	63,699	0	0	0	0	0
Dues, Subscriptions & Memberships	230	425	951	840	870	870	1,740
Tuitions & Registrations	1,529	5,369	1,865	3,600	3,600	3,600	7,200
Total Professional Services & Charges	125,558	153,457	109,533	71,320	76,705	79,610	156,315
Capital	9,079	4,215	5,594	3,000	18,600	1,800	20,400
Total Capital	9,079	4,215	5,594	3,000	18,600	1,800	20,400
SCBA Debt Service	3,005	3,005	2,838	0	0	0	0
Total Debt Service	3,005	3,005	2,838	0	0	0	0
Equip Rental-O&M	12,767	11,555	14,015	12,100	13,000	13,250	26,250
Equipment Rental Reserve	504	966	5,451	4,500	4,500	4,500	9,000
Equip Rental-Insurance	859	893	1,677	1,035	1,605	1,715	3,320
Total Internal Services	14,130	13,414	21,143	17,635	19,105	19,465	38,570
Total Appropriations:	**$771,090**	**$794,312**	**$813,589**	**$801,138**	**$865,190**	**$902,105**	**$1,767,295**
Full Time Equivalent Employees:	9.0	8.5	8.5	8.5	8.5	8.5	

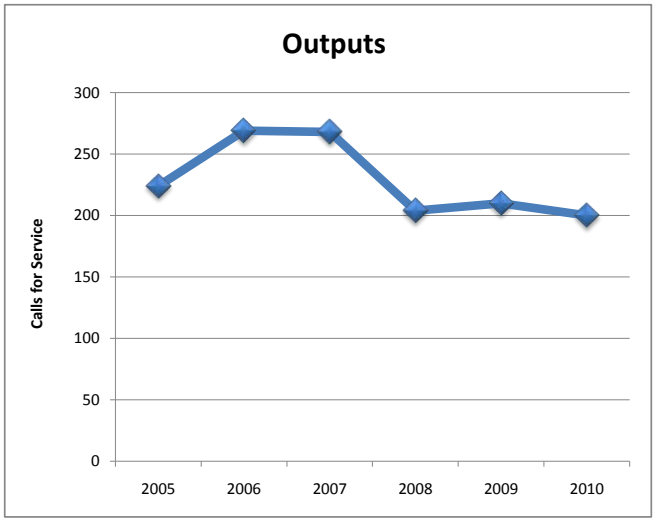


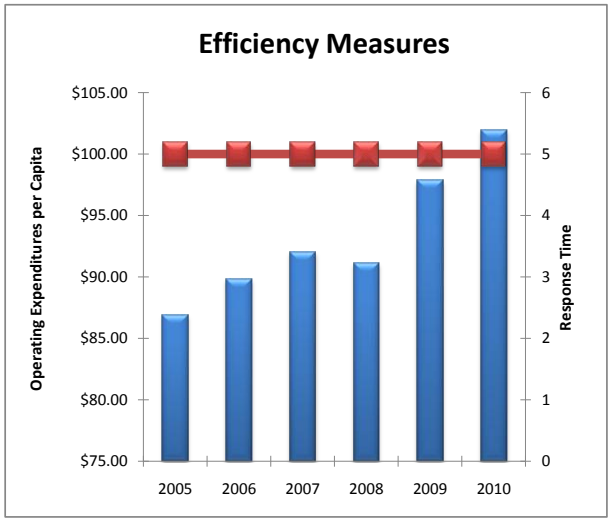
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Fire
DEPT Number: 09
Fund Number: 001
RESP: Pumphrey

2005-2010 FIRE PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	8.5	8.5	8.5	8.5	9.5	9.5
No. of Firefighting Aparatus	5	5	5	5	5	5
Lengths of Hose	250	250	250	250	250	250
Fire Hydrants	300	300	300	313	300	300
Service Area (Square Miles)	400	400	400	400	400	400
Output:						
Calls for Service	224	269	268	204	210	200
No. of Fire Safety Programs Presented to Schools	5	5	5	5	5	5
No. of Inspections	325	325	325	325	325	325
Efficiency:						
Operating Expenditures per Capita	$86.88	$89.80	$91.98	$91.09	$97.82	$101.99
Training Hours per Firefighter	N/A	150	150	170	210	210
Average Response Time (minutes)	5	5	5	5	5	5
% of Fire Hose Tested Annually	100%	100%	100%	100%	100%	100%
% of Businesses, Schools and Churches Inspected Annually	100%	100%	100%	100%	100%	100%
% of Fire Hydrants Maintained Annually	100%	100%	100%	100%	100%	100%
% of Fire Hydrants Flowed Annually	10%	10%	10%	10%	10%	10%
Effectiveness:						
Fire Loss	$136,300	$241,800	$125,000	$516,000	$0	$0
% of Citizens Rating Service as "Good" or "Excellent"	N/A	N/A	83%	N/A	100%	N/A
% of Months Average Response Time Less Thasn 5 Mir	100%	100%	100%	100%	100%	100%





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Animal Control	Department Director:	Myers
Department Number:	10	Fund:	001

Program Description:

Animal Control is staffed with one Animal Control/ Code Enforcement Officer (ACO) under the supervision and direction of the Police Department. Although the position is accountable to the Police Department, it is budgeted separately (under 001-10).

The Animal Control Officer usually works Monday through Friday on a dayshift. Duties of the ACO include:

Enforcing the animal control laws of the city and the state by patrolling the city, impounding stray animals, collecting abandoned and neglected animals, and declaring dangerous animals (including the supervision, quarantine and impoundment of such animals).
Issuing infractions for violations, filing criminal reports of violations through the police department and city attorney, and giving oral or written orders/ warnings to animal owners to seek voluntary compliance with applicable animal control laws.
Capture and disposal of unwanted, feral, nuisance and dangerous animals in a humane manner.
Verifying pet ownership requirements, to include licensing, vaccinations and reasonable care.
Responding to citizen complaints regarding animal issues, parking issues and certain code violations and/or public nuisances.
Cleaning and maintaining the Animal Control Shelter located at the Police Department.
Coordination of annual free or low-cost animal vaccination clinics for city residents.
Assisting other animal control officers from other local jurisdictions as needed.
Parking enforcement on city streets, alleys and city parking lots.
Assisting the Building Department with certain code enforcement/nuisance abatement issues.
Locating, tagging and removing abandoned and junk vehicles from city streets and alleys.
Assisting the Police Department in other duties as assigned.

Mission:

The mission of Hoquiam Animal Control is to provide a safe community free of stray and dangerous animals by enforcing municipal and state laws, and to assist and educate citizens about responsible pet ownership. This position also directly responds to the Hometown Hoquiam tenet of “improving the safety and appearance of neighborhoods” by aggressively abating abandoned or junk vehicles and other public nuisances within the city.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Animal Control	Department Director:	Myers
Department Number:	10	Fund:	001

2007-2008 Accomplishments:

1. Handled all calls for service and return all phone calls or other requests by the end of each shift.
2. Abated numerous abandoned or junk vehicles located on city streets and alleys.
3. Educated the public about proper parking regulations both in the business districts and in residential areas of the city.
4. Hosted a low-cost vaccination and licensing clinic for city residents to encourage responsible pet ownership.
5. The Animal Control Officer was successful in soliciting broad support from vendors, businesses and private citizens for the donation of supplies to the Animal Shelter.
6. The Animal Control Officer worked in partnership with PAWS and The Daily World, to encourage citizens to adopt abandoned or stray animals.
7. The Animal Control Officer has attempted to vary hours of work in an effort to encourage compliance with animal control laws (especially animals at large) at all times of day and night.

Goals for the 2009-2010 Biennium:

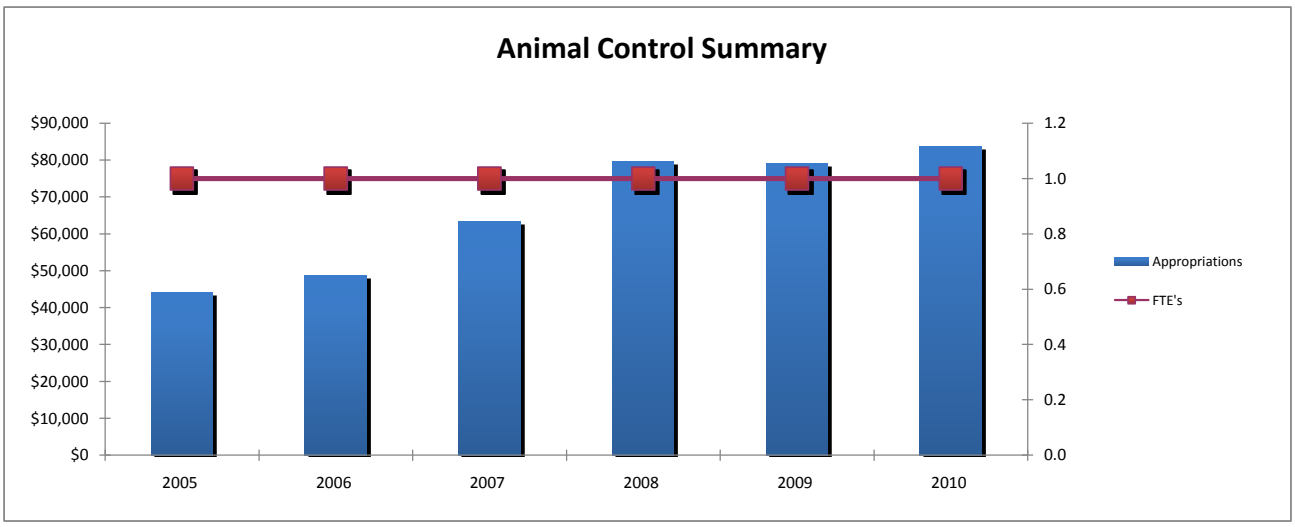
1. To significantly increase compliance with animal licensing requirements.
2. To aggressively attempt to curtail the feral cat populations around certain areas of the city.
3. Obtain two donated “dog barking training collars” for loan to citizens who are attempting to train their animal.
4. The ACO will work closely with the City Attorney on criminal animal control cases to include excessive number of animals in a household and animal abuse/ neglect.
5. Conduct two free or low-cost rabies vaccination clinics each year.
6. To continue to review and update Hoquiam Municipal Ordinances in regard to animal control.
7. Obtain an animal tranquilizer rifle to capture and subdue dangerous or unruly animals.
8. Increase compliance with parking regulations through consistent enforcement and to continue to aggressively abate junk/ abandoned vehicles on city streets and alleys. The Animal Control Officer will also start to increase duties in regard to other public nuisance issues in conjunction with the city’s Code Compliance Officer.
9. Continue to regularly educate the public in regard to ordinances, laws, proper care, and other issues related to responsible pet ownership in the city. This will be accomplished through the local media, animal clinics, partnerships with animal service providers, school programs and the city website.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Animal Control
DEPT Number: 10
Fund Number: 001
RESP: Myers

2004-2010 ANIMAL CONTROL APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	23,616	23,690	33,183	36,005	39,185	41,915	81,100
Overtime	3,499	2,143	2,291	2,205	2,630	2,845	5,475
Total Salaries and Wages	27,115	25,833	35,474	38,210	41,815	44,760	86,575
Medical & Dental	4,134	8,640	10,915	11,485	12,410	13,435	25,844
Social Security	2,074	409	1,111	2,925	3,200	3,425	6,625
Pension	390	838	2,054	2,760	3,410	3,580	6,990
L&I	1,191	1,388	1,432	1,340	1,380	1,380	2,761
Life Insurance	39	53	74	65	190	190	380
Clothing Allowance	0	285	60	600	600	600	1,200
Total Personnel Benefits	7,828	11,611	15,645	19,175	21,191	22,610	43,800
Office Supplies	913	1,735	1,087	1,500	1,500	1,500	3,000
Computer Upgrades	0	0	0	500	500	500	1,000
Total Supplies, Tools & Minor Equip	913	1,735	1,087	2,000	2,000	2,000	4,000
Professional Services	3,049	2,394	2,941	4,000	4,000	4,000	8,000
Communications	0	0	509	500	750	750	1,500
Travel & Training	0	0	1,232	500	500	500	1,000
Current Year Insurance	934	838	705	750	705	770	1,475
Utilities	1,445	1,299	1,950	2,750	2,750	2,750	5,500
Repair & Maintenance	87	218	0	500	500	500	1,000
Miscellaneous	27	72	101	625	100	100	200
Dues, Subscriptions & Memberships	75	70	0	100	100	100	200
Undistributed Carryover	0	0	0	6,265	0	0	0
Tuitions & Registrations	0	100	250	300	300	300	600
Total Professional Services & Charges	5,617	4,991	7,688	16,290	9,705	9,770	19,475
Equip Rental-O&M	1,645	3,510	2,548	3,000	3,500	3,500	7,000
Equip Rental Reserve	996	996	996	1,000	1,000	1,000	2,000
Total Internal Services	2,641	4,506	3,544	4,000	4,500	4,500	9,000
Total Appropriations:	**$44,114**	**$48,676**	**$63,438**	**$79,675**	**$79,210**	**$83,640**	**$162,850**
Full Time Equivalent Employees:	1.0	1.0	1.0	1.0	1.0	1.0	

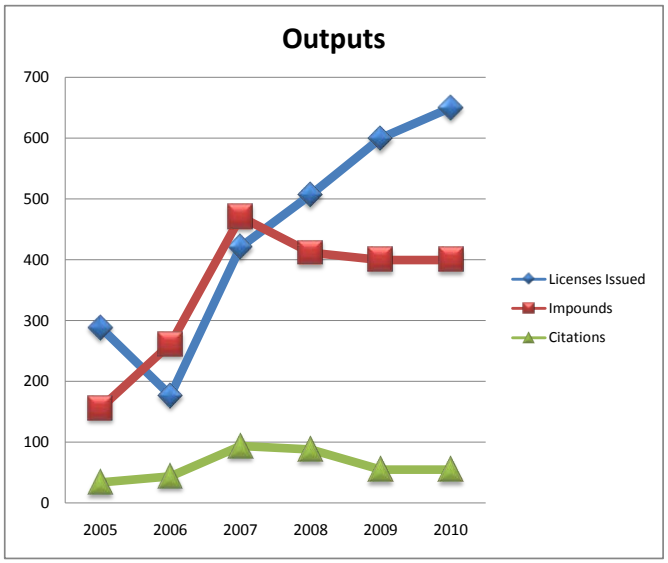


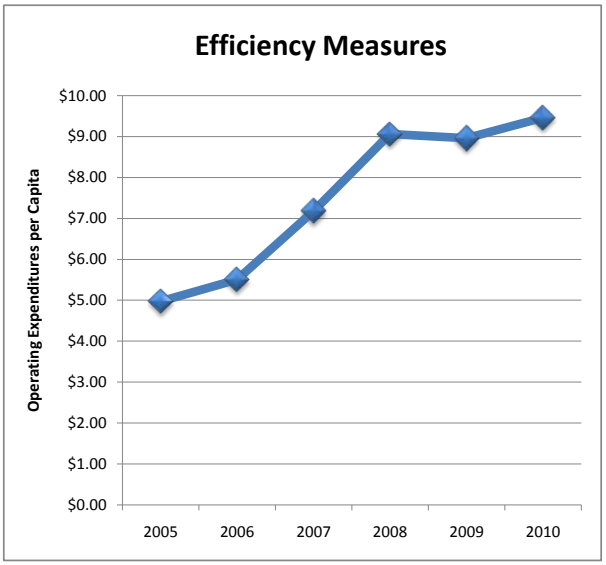
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Animal Control
DEPT Number: 10
Fund Number: 001
RESP: Myers

2005-2010 ANIMAL CONTROL PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	1.0	1.0	1.0	1.0	1.0	1.0
No. of Authorized Apparatus	1	1	1	1	1	1
Output:						
No. of Animals Licenses Issued	289	177	421	507	600	650
No. of Animals Impounded	156	262	471	412	400	400
No. of Animals to PAWS	N/A	29	121	118	125	125
No. of Animal Citations	34	44	94	88	55	55
No. of Animal Adoptions	N/A	51	22	39	35	35
No. of Animals Returned to Owner	N/A	73	188	148	150	150
No. of Citations Issued	N/A	44	94	88	90	90
Efficiency:						
Operating Expenditures per Capita	$4.97	$5.50	$7.17	$9.06	$8.96	$9.46
% of Calls answered within 48 hours	100%	100%	100%	100%	100%	100%
Effectiveness:						N/A
% of Citizens Rating Service as "good" or "excellent"	N/A	N/A	47.0%	N/A	80.0%	N/A





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Public Works	Department Director:	Shay
Department Number:	11	Fund:	001

Program Description:

The Code Compliance position was created in 1994 by the Hoquiam City Council to abate nuisances, junk vehicles and overgrown lots. Through September, 2006, the office has responded to a minimum of 3,867 complaints involving Dangerous or Unmaintained housing, abandoned or junk vehicles, substandard rental housing, solid waste accumulation, overgrown vegetation on property, illegal dumping of waste, obstructing streets and sidewalks, illegal signs, land use violations, occupying recreational vehicles, garage sale violations, construction without a building permit, operating a business without a City license, and other violations. Of the complaints received, 3,671 have been resolved. The current enforcement officer has been the City's Code Compliance Officer since May, 1996. He is a Certified Building Inspector and Certified Zoning Enforcement Officer. and serves as the Washington Association of Code Enforcement Officers 3rd Vice President.

The Building Department serves several functions for the public and for the municipality. Primarily an overseer of construction related activity within the city but also has a role in the planning, engineering, facilities maintenance, environmental health and community development. Administers and enforces the Hoquiam Municipal Codes, primarily in Title 2, (Building Regulations), Title 9 (Subdivisions), Title 10 (Zoning), Title 11 (Environment). Also enforces the Washington State Building, Ventilation and Indoor Air Quality, and Energy Codes. The Department also reviews, comments, and approves plans, working closely with Architects and Engineers, and occasionally contracted plan review services. Inspections of construction projects are scheduled and conducted with records kept of every contact of approval or correction to be made. Stop work orders are issued when necessary, and contact is made to resolve the noncompliance. Routinely answers land-use planning questions and makes zoning determinations daily. The department also assists and coordinates the efforts of and acts as staff to the planning commission. The department 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. Duties also include reviewing applications for and issuing Right of Way permits for state and private utilities to conduct work in City Rights of Way.

The Building Department consists of one Building Official and is presently training a Labor & Industries client for a career as Building Inspector. The Labor & Industries trainee provides code research and inspection assistance to the Department and City.

Mission:

The mission of the City of Hoquiam Code Compliance and Building is to protect community health, safety, welfare and quality of life while protecting individual property rights.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Public Works	Department Director:	Shay
Department Number:	11	Fund:	001

2007-2008 Accomplishments:

1. Responded to and addressed issues brought to the attention of the Mayor, Councilmembers and staff, concerning property maintenance, housing, dangerous structures, land use, solid waste, overgrown vegetation, and junk or abandoned vehicles and other violations of the City Code. Compliance was gained voluntarily or through the formal abatement process.
2. Researched and proposed amendments to the City Code regarding nuisance abatements, trailer siting and posting of signs.
3. Continued active participation in Washington Association of Code Enforcement Officers and currently serve as 3rd Vice President.
4. Presented programs dealing with Building and Code Compliance and property maintenance to local civic organizations.
5. Served as City planning staff representative to receive, review and coordinate professional planner review of applications of Shoreline permits, Substantial Development permits, Conditional Use permits, boundary line adjustments, and short subdivisions.
6. Worked at the counter in public works concerning land development, building plans and code compliance issues. Also responded to telephone and in-person inquiries concerning building, planning and city code topics.
7. Served as Building Official when the position was vacant. Have also assisted Building Official with construction inspections and minor plan reviews.
8. Continued to work with the City Attorney, Fire Department, Police Department, Washington State Health Department, Department of Ecology, and Building Official in areas of mutual concern on issues concerning landlord/tenant issues, traffic safety, and abating nuisances.
9. Worked to resolve high profile public nuisances .

Goals for the 2009-2010 Biennium:

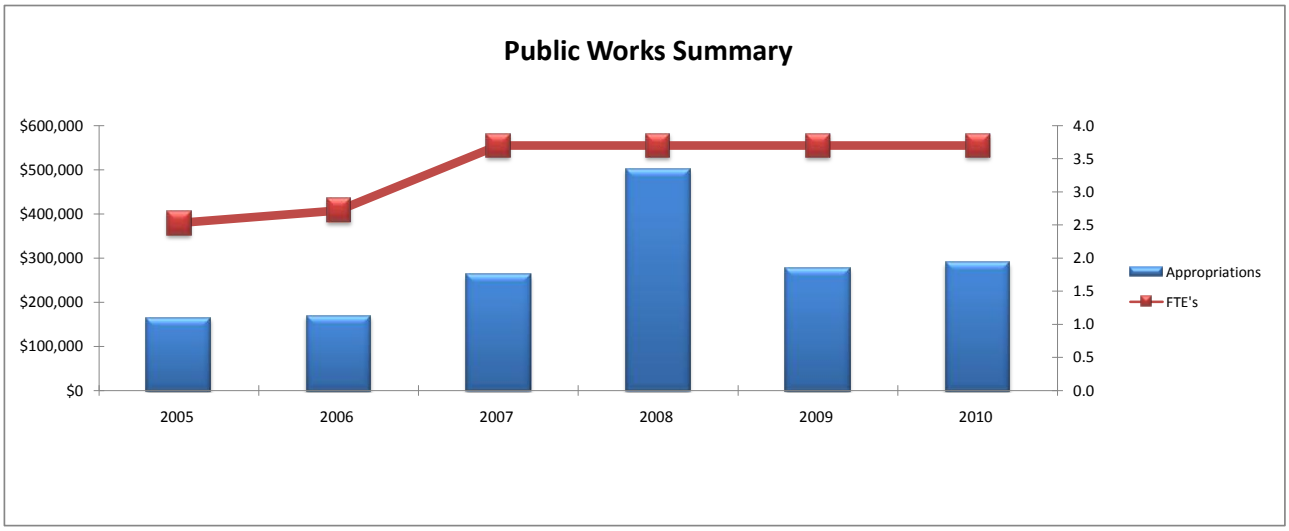
1. Continue to attain property maintenance, nuisance abatement and housing goals as identified through Hometown Hoquiam neighborhood meetings.
2. Respond to, investigate and resolve violations of the city code in a respectful and timely manner.
3. Continue working with the Building Official in the enforcement of the International Building Code, the Hoquiam Municipal Code and the issuance of permits, abatements and inspections.
4. Continue to maintain strong working relationships with city departments, State agencies and other local agencies to resolve issues of mutual concern.
5. Continue working with Mayor, City Council and staff on updates to update City Codes on nuisance abatements.
6. Obtain a lap top, printer and wireless access to more efficiently utilize field time to access on-line property and vehicle information, records, follow-up investigative information, and issue compliance notices.
7. Purchase a dependable vehicle to perform code compliance, building and planning duties.
8. Continue involvement with Washington Association of Code Enforcement Officers.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Public Works
DEPT Number: 11
Fund Number: 001
RESP: Shay

2005-2010 PUBLIC WORKS APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	88,586	91,019	114,778	145,945	155,395	165,575	320,970
Overtime	3,461	4,088	4,226	3,985	7,050	7,390	14,440
Working Out of Classification	2,927	539	0	525	0	0	0
Total Salaries and Wages	94,974	95,646	119,004	150,455	162,445	172,965	335,410
Medical & Dental	14,815	12,595	18,645	28,085	30,650	33,075	63,725
Social Security	7,316	7,320	9,114	11,510	12,430	13,230	25,660
Pension	1,839	2,928	6,937	12,325	13,245	13,840	27,085
L&I	3,428	3,391	2,764	4,190	4,315	4,315	8,630
Life Insurance	136	142	208	605	605	605	1,210
Clothing Allowance	500	250	1,000	750	750	750	1,500
Total Personnel Benefits	28,034	26,626	38,667	57,465	61,995	65,815	127,810
Office Supplies	7,808	6,491	8,661	5,500	8,700	8,800	17,500
Computer Upgrades	0	0	0	0	2,000	2,000	0
Total Supplies, Tools & Minor Equip	7,808	6,491	8,661	5,500	10,700	10,800	17,500
Professional Services	15,481	22,380	70,906	207,760	10,000	10,000	20,000
Communications	3,886	3,594	3,351	4,500	4,000	4,000	8,000
Travel & Training	244	292	1,840	1,750	4,250	4,250	8,500
Advertising	2,250	2,056	1,755	800	1,800	1,800	3,600
Current Year Insurance	4,640	4,031	3,256	3,415	3,220	3,545	6,765
Repair & Maintenance	1,550	981	2,252	1,600	2,200	2,300	4,500
Miscellaneous	297	843	904	1,050	1,550	1,550	3,100
Dues, Subscriptions & Memberships	673	476	740	1,000	825	825	1,650
Tuitions & Registrations	783	705	2,239	1,750	4,200	4,200	8,400
Total Professional Services & Charges	29,804	35,358	87,243	223,625	32,045	32,470	64,515
Equip Rental-O&M	2,510	3,526	3,257	3,000	3,500	3,700	7,200
Equip Rental Reserve	804	1,904	3,300	3,300	3,300	3,300	6,600
Equip Rental-Insurance	0	0	0	0	0	0	0
Total Internal Services	3,314	5,430	6,557	6,300	6,800	7,000	13,800
Undistributed Carryover	0	0	0	52,035	0	0	0
Software	0	0	1,789	5,000	3,200	0	3,200
Total Capital	0	0	1,789	57,035	3,200	0	3,200
Total Appropriations:	**$163,934**	**$169,551**	**$261,922**	**$500,380**	**$277,185**	**$289,050**	**$559,036**
Full Time Equivalent Employees:	2.5	2.7	3.7	3.7	3.7	3.7	

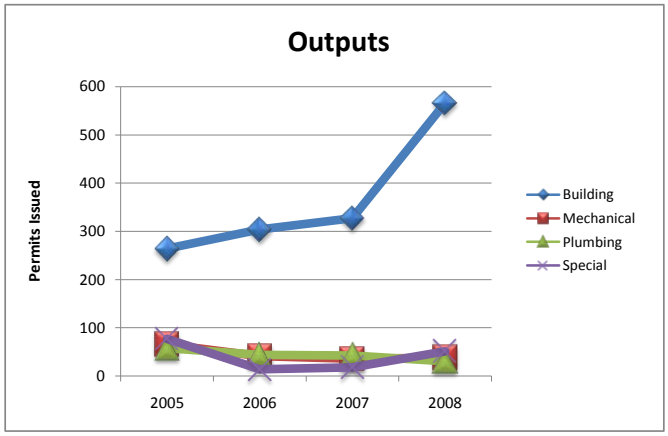


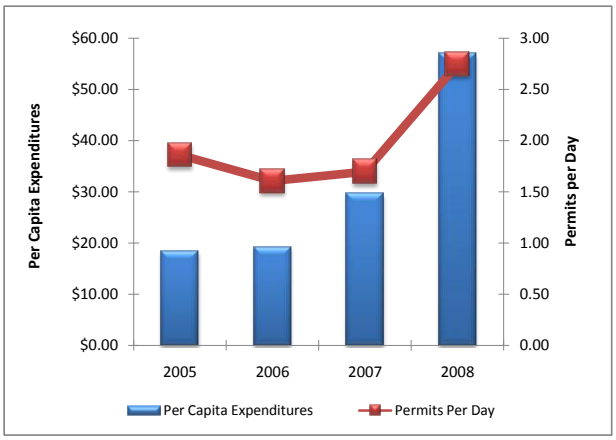
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Public Works
DEPT Number: 11
Fund Number: 001
RESP: Shay

2005-2010 PUBLIC WORKS PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	2.5	2.7	3.7	3.7	3.7	3.7
Annual Office Hours	2,000	2,008	2,000	2,000	2,008	2,008
Output:						
No. of Building Permits Issued	264	304	327	566	310	310
No. of Mechanical Permits Issued	66	41	36	38	40	40
No. of Plumbing Permits Issued	58	44	43	31	40	40
No. of Special Permits Issued	77	14	18	51	25	25
Total of All Permits Issued	465	403	424	686	415	415
Total of All Permit Fees	$62,160	$274,733	$181,822	$117,083	$65,000	$65,000
Valuation of All Permits	$3,878,449	$41,864,962	$22,258,297	$6,619,334	$4,000,000	$4,000,000
Efficiency:						
Operating Expenditures per Capita	$18.47	$19.17	$29.61	$56.89	$31.34	$32.68
Total Permits Issued per FTE	184	148	115	185	112	112
Total Permit Fees per FTE	$24,569	$101,005	$49,141	$31,644	$17,568	$17,568
Total Permits Issued per 8 Hour Day	1.86	1.61	1.70	2.74	1.65	1.65
Effectiveness:						
% of Inspections Completed within 24 hours	N/A	N/A	100.0%	100.0%	100.0%	100.0%
Residents Rating Their Neighborhood as "Good" or "Excellent"	N/A	N/A	57.0%	N/A	75.0%	N/A
Citizen Satisfaction with the Job the City is Doing in Planning for the Future	N/A	N/A	20.0%	100.0%	75.0%	N/A





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Police Special Funds	Department Director:	Myers
Department Number:	15	Fund:	001

Program Description:

Only one full-time Detective is budgeted under Police Special Funds. The Detective budgeted in this fund is assigned to the Grays Harbor County Drug Task Force (DTF) created under an interlocal agreement under RCW 39.34.030. All DTF staff are headquartered in a special office located in Montesano. During the four-year assignment to DTF, a Hoquiam Detective is supervised by the DTF Sergeant who is assigned to the unit from one of the three participating entities: Aberdeen PD, Grays Harbor Sheriff's Department or Hoquiam PD. The Detective can be utilized by the department for major crime investigations in an emergency.

One-half of the Hoquiam Detective's wages are reimbursed through a state Community Trade and Economic Development (CTED) grant administered through Aberdeen PD. Although not guaranteed, this grant has been consistently renewed each year. These CTED grant funds are earmarked for interagency task-forces who focus exclusively on drug enforcement efforts.

The overtime and operating expenses for the DTF Detective are covered out of local drug forfeiture funds. Other drug enforcement expenses and/ police functions are also budgeted out of local drug forfeiture funds or out of federal drug forfeiture funds. All drug forfeiture proceeds secured by DTF are split equally between the three participating agencies. There are no guarantees in regard to forfeiture funds or ongoing state grant support from year to year.

Under special state legislative action, funds were granted to the Sheriff's Department in mid-2006 to add another Detective position to DTF for methamphetamine investigations. This brought the staffing level from four to five sworn.

Mission:

The purpose of the Drug Task Force is to enhance the investigation and enforcement of laws against the use, possession, sale and manufacture of drugs. The DTF recognizes that illegal drug activity is not limited to any particular jurisdiction or boundary and that effective control of this illegal activity requires the joint action of the major law enforcement agencies of Grays Harbor to protect the citizens of the jurisdictions involved and to ensure the health, welfare and safety of those citizens.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: **Police Special Funds**
DEPT Number: **15**
Fund Number: **001**
RESP: **Myers**

2005-2010 POLICE SPECIAL FUNDS APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	53,783	50,148	52,236	57,300	60,470	62,280	122,750
Overtime	18,426	11,028	13,728	20,035	13,300	13,700	27,001
Vacation Cash Out	0	0	0	1,500	0	0	0
Total Salaries and Wages	72,209	61,176	65,964	78,835	73,770	75,980	149,751
Medical & Dental	9,455	14,738	15,695	16,525	17,865	19,285	37,150
Social Security	1,047	887	956	1,030	1,010	1,040	2,049
Pension	2,705	2,825	3,358	4,175	3,940	3,975	7,914
L&I	1,539	1,496	1,231	1,175	1,210	1,210	2,421
Life Insurance	197	188	189	190	190	190	380
Clothing Allowance	0	0	233	600	600	600	1,200
Total Personnel Benefits	14,943	20,134	21,662	23,695	24,815	26,300	51,114
Office Supplies	0	0	0	0	0	0	0
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	0	0	0	0	0	0	0
Professional Services	5,029	4,198	6,145	4,230	4,320	4,320	8,640
Communications	0	0	0	0	0	0	0
Travel & Training	557	797	1,785	1,000	1,000	1,000	2,000
Advertising	0	0	0	0	0	0	0
Current Year Insurance	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
Drug Fund Expenditures	40,398	4,732	4,992	20,000	2,500	2,500	5,000
D.A.R.E. Expenditures		0	0	0	0	0	0
Dues, Subscriptions & Memberships		25	25	50	50	50	100
Undistributed Caryover	0	0	0	19,755	0	0	0
Tuitions & Registrations	415	125	125	750	750	750	1,500
Total Professional Services & Charges	46,399	9,876	13,072	45,785	8,620	8,620	17,240
Federal Drug Funds	0	9,903	6,721	21,000	25,000	0	25,000
Drug Task Force	0	0	0	0	20,000	20,000	40,000
Total Intergovernmental	0	9,903	6,721	21,000	45,000	20,000	65,000
							0
Total Appropriations:	**$133,551**	**$101,090**	**$107,420**	**$169,315**	**$152,205**	**$130,900**	**$283,105**
Full Time Equivalent Employees:	1.0	1.0	1.0	1.0	1.0	1.0	

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Library	Department Director:	Thornton
Department Number:	16	Fund:	001

Program Description:

Library service to the residents of Hoquiam is provided through contract with Timberland Regional Library District. TRL is an intercounty 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 in 1969.

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.

As contractually agreed, TRL provides all staff, equipment, materials, and delivery of materials. The Hoquiam Library has 4.4 full-time equivalent staff and a collection of nearly 42,000 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 over 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.

Mission:

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.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Library	Department Director:	Thornton
Department Number:	16	Fund:	001

2007-2008 Accomplishments:

1. Building projects: Repaired stair railing and floor on upper level lobby area. The banister was repaired and replaced and the railing was reinstalled with a support brace. Broken floor tiles were replaced. One heat pump was replaced; the roof project was completed .
2. Youth programs in 2007 reached preschoolers, grade school and middle school students and their parents. There were preschool story times in the spring, fall and winter; Junior PageTurners from February to April; family read aloud month was held in March.
3. Summer Reading: The theme for 2007 was "Get a Clue": this program reached preschoolers, grade school and middle school students.
4. Adult programs in 2007 included a monthly Adult PageTurners book discussion group from August to May; the Adult Winter Reading Program from January to March, and several Inquiring Minds programs. Timberland Reads Together featured *My Antonia* by Willa Cather in 2007.
5. Outreach activities for youth included visits to local elementary schools and the middle school; visits to preschool through grade 8 prior to summer reading; and participation at Family Nights at Central and Washington Elementary Schools. We also had a booth at the Heritage Festival and the Chehalis Valley Watershed festival where we also held a story time library program. For adults, we made monthly deliveries of Senior Connect boxes to Karr House.
6. The Friends of the Library held weekly book sales on Tuesdays from 11:00 am to 1:00 PM.
7. In February 2008 we agreed to open one hour earlier each day. We are now open at 10:00 AM Mon-Sat. We close at 8 PM Mon-Thurs and 5 PM Fri. and Sat.
8. The Timberland Reads Together book for 2008 is A Wizard of Earthsea by Ursula K. LeGuin.

Goals for the 2009-2010 Biennium:

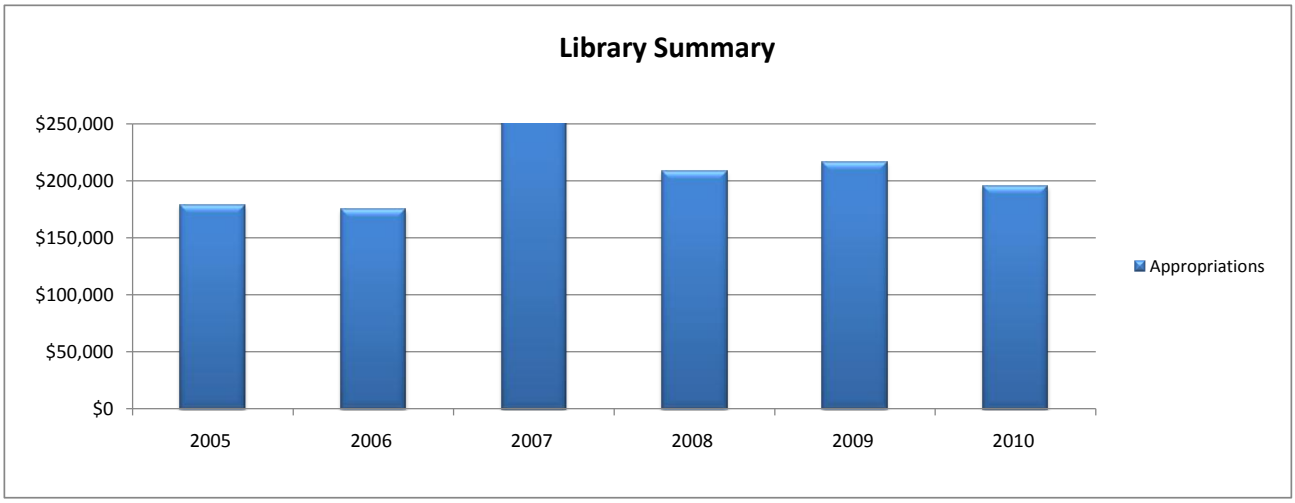
1. Building projects still have a high priority. 2 additional HVAC systems have failed. The exterior trim and metal stairs and gates still need to be painted. The building needs to have the lower portion of the building below the brick repaired. Regular carpet cleaning has been included in the budget annually, but the carpets downstairs need to be replaced. The building will celebrate its centennial in 2011 and we would like to start a new century with the library building in excellent repair.
2. The paving bricks have not been repaired, but the Friends of the Library plan to work on this project to coincide with the centennial celebration of the building in 2011.
4. TRL's emphasis is on busy people. Programs are being designed so that patrons can access materials from home, self check out of materials has been implemented, and information that can be conveyed in ten minutes or less are being designed.
5. Youth Programs: Story times, programming and juvenile outreach will continue to be a focus of the library. Partnering with schools, preschools and daycares will help meet library goals.
6. Adult Services: Services to adults will not be forgotten. Encouraging adults to use library materials will also be a priority will be placed on training staff to meet patrons changing needs.
7. The Friends of the Library are still a priority. As members age, it is important to find young, enthusiastic, library supporters to run this important library partner.
8. The Intergovernmental services category has risen in 2009 and 2010 because TRL is considering requesting a levy lid lift. TRL can request up to $0.50 / $1000 of assessed value. At this time the district does not have a date for this request, nor has it decided how much to ask for, but the district will not request the full .50 unless this is absolutely necessary to maintain service at current levels.

CITY OF HOQUIAM
2009-20108 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Library
DEPT Number: 16
Fund Number: 001
RESP: Thornton

2005-2010 LIBRARY APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	0	0	0	0	0	0	0
Medical & Dental	0	0	0	0	0	0	0
Social Security	0	0	0	0	0	0	0
Pension	0	0	0	0	0	0	0
L&I	0	0	0	0	0	0	0
Life Insurance	0	0	0	0	0	0	0
Total Personnel Benefits	0	0	0	0	0	0	0
Office Supplies	1,466	2,513	1,298	2,500	2,575	2,655	5,230
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	1,466	2,513	1,298	2,500	2,575	2,655	5,230
Professional Services	0	0	90	0	90	90	180
Communications	0	0	0	0	0	0	0
Travel & Training	0	0	0	0	0	0	0
Advertising	0	0	0	0	0	0	0
Current Year Insurance	2,493	2,698	2,753	3,090	2,865	3,015	5,880
Utilities	14,910	16,406	15,682	17,500	21,190	22,000	43,190
Repair & Maintenance	13,202	13,889	15,827	20,000	23,350	23,970	47,320
Miscellaneous	0	0	0	0	0	0	0
Dues, Subscriptions & Memberships	0	0	0	0	0	0	0
Tuitions & Registrations	0	0	0	0	0	0	0
Total Professional Services & Charges	30,605	32,993	34,352	40,590	47,495	49,075	96,570
Undistributed Carryover	0	0	0	28,670	0	0	0
Timberland Contract	146,863	139,426	130,882	130,355	139,425	143,610	283,035
Intergovernmental Services	146,863	139,426	130,882	159,025	139,425	143,610	283,035
Roof Repairs	0	0	100,656	0	0	0	0
Other Capital	0	0	0	0	20,000	0	20,000
Heat Pump	0	0	5,645	6,255	7,000	0	7,000
Total Capital	0	0	106,301	6,255	27,000	0	27,000
Total Appropriations:	**$178,934**	**$174,932**	**$272,833**	**$208,370**	**$216,495**	**$195,340**	**$481,203**
Full Time Equivalent Employees:	0.0	0.0	0.0	0.0	0.0	0.0	

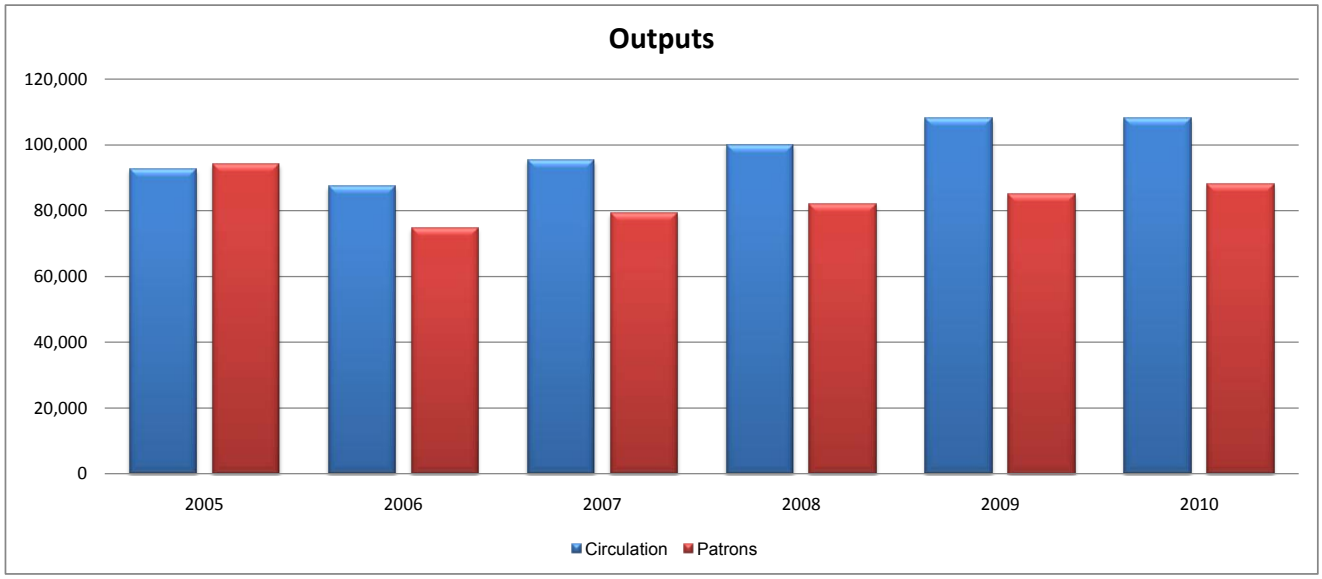


CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Library
DEPT Number: 16
Fund Number: 001
RESP: Thornton

2005-2010 LIBRARY PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
Hours of Operation	2,415	2,415	2,704	2,700	2,700	2,700
Collection Volume	40,632	40,000	40,000	48,522	40,000	40,000
Public Computers	12	12	12	12	12	12
No. of Volunteers	66	65	65	65	65	65
No. of Volunteer Hours	630	425	323	500	500	500
Output:						
Circulation	92,598	87,280	95,139	96,894	100,000	100,000
Hold Requests	14,736	13,722	14,733	14,421	15,000	15,000
Computer Usage	19,097	19,889	24,125	28,022	28,000	29,000
No. of Patrons	94,137	74,679	79,022	82,000	85,000	88,000
No. of Meeting Room Uses	563	644	614	713	750	800
No. of Reference & Instruction Requests	15,125	11,146	12,000	12,000	12,000	12,000
No. of Outreach Programs	64	52	45	61	75	85
Outreach Program Attendance	1,867	1,540	1,169	1,433	2,200	2,300
No. of Classes, Programs & Presentations	116	203	83	88	125	150
Class, Program & Presentation Attendance	4,174	4,018	1,124	1,496	2,500	3,000
Efficiency:						
Operating Expenditures per Capita	$20.16	$19.78	$30.85	$23.69	$24.48	$22.08
Circulation per Capita	10.2	9.8	10.7	10.9	11.3	11.3
Patrons per Capita	10.4	8.3	8.9	9.2	9.2	9.2
Circulation per Hour of Operation	38.3	36.1	35.2	35.9	44.0	42.0
Patrons per Hour of Operation	39.0	30.9	29.2	30.4	31.4	31.4
Circulation per Patron	1.0	1.2	1.2	1.2	1.2	1.2
Effectiveness:						
% of Book Requests Filled within 7 Days	N/A	75.0%	75.0%	75.0%	75.0%	75.0%
% of Citizens Rating Library Services "good" or "excellent"	N/A	N/A	78.0%	N/A	100.0%	N/A
Attendance per Outreach Program	29	30	26	23	35	35
Attendance per Class, Program or Presenation	36	20	14	17	25	25



CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Community Services	Department Director:	Shay
Department Number:	17	Fund:	001

Program Description:

The Community Services Department seeks to provide sufficient public recreational areas and facilities that are planned and designed to meet the needs and desires of all the residents of Hoquiam which do not conflict with the responsibilities of Federal, State, Local, School District, or private interests.

We strive to establish and develop a varied year-round recreational program that will provide the opportunity for participation by all Hoquiam residents, regardless of age, income, race, sex or physical handicap.

Mission:

The mission of the Community Services Department is to serve the citizens with public recreation facilities and recreational programs that satisfy the leisure needs and desires ot the community within available resources.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Community Services	Department Director:	Shay
Department Number:	17	Fund:	001

2007-2008 Accomplishments:

1. Replaced Program Assistant Position
2. Wrote and received grant for Save America's Treasures grant at Olympic Stadium.
3. Began painting project on Olympic Stadium.
4. Sprayed Hoquiam Parks for mosquitos.
5. Held the City's inaugural On Track Art Festival.
6. Met monthly with the Hoquiam Business District.
7. Participated in all Hoquiam Events and Festivals.
8. Provided input on the City's Events and Festivals Policy

Goals for the 2009-2010 Biennium:

1. Continue to upgrade all parks to conform to ADA guidelines.
2. Increase the efficiency of the parks operations.
3. Provide good public relations.
4. Continue to work closely with Hoquiam youth and civic groups to provide a healthy lifestyle and education on community service.
5. Provide recreational opportunities for all.
6. Continue to work on downtown revitalization and Hometown Hoquiam projects.
7. Research grant funding opportunities for improvement projects.
8. Identify project priorities for revitalization.
9. Establish networking groups and neighborhood meetings.
10. Work on the location and funding strategies for a skate park.
11. Continue to partner with the Hoquiam School District on multipurpose facilities.
12. Replace neighborhood playground equipment.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Community Services
DEPT Number: 17
Fund Number: 001
RESP: Shay

2005-2010 COMMUNITY SERVICES APPROPRIATIONS SUMMARY

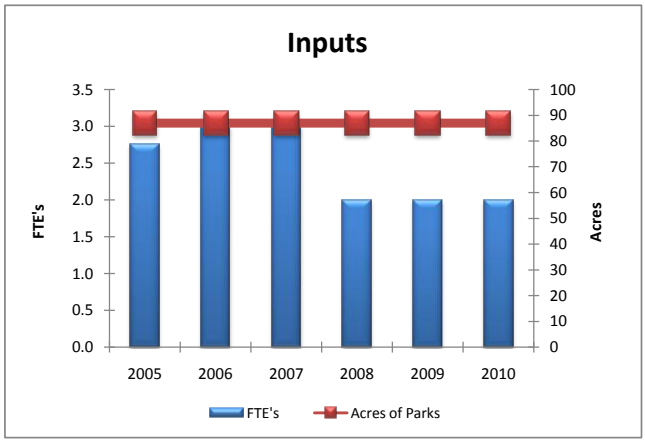
Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	123,521	139,156	125,573	98,080	101,315	109,705	211,020
Overtime	112	1,590	4,892	3,260	4,925	5,235	10,160
Working out of Classification	0	0	0	0	600	625	1,225
Total Salaries and Wages	123,633	140,746	130,465	101,340	106,840	115,565	222,405
Medical & Dental	30,151	32,469	29,846	26,600	28,750	33,300	62,050
Social Security	9,496	10,805	9,986	7,760	8,175	8,840	17,015
Pension	2,361	4,161	6,986	7,320	8,710	9,250	17,960
L&I	4,302	4,443	2,648	2,100	2,160	2,320	4,480
Life Insurance	257	277	222	400	400	425	825
Clothing Allowance	500	500	500	500	500	500	1,000
Total Personnel Benefits	47,067	52,655	50,189	44,680	48,695	54,635	103,330
Office Supplies	31,171	21,836	24,352	37,000	47,200	52,000	99,200
Small Tools	348	194	79	3,800	1,200	1,400	2,600
Total Supplies, Tools & Minor Equip	31,519	22,030	24,431	40,800	48,400	53,400	101,800
Professional Services	20,412	6,758	4,646	20,000	20,000	20,000	40,000
Children at Risk Grant	10,422	1,709	5,957	2,485	2,540	2,540	5,080
Communications	4,400	3,924	2,838	7,800	7,000	7,700	14,700
Travel & Training	358	20	120	1,200	1,000	1,000	2,000
Advertising	907	580	619	2,000	2,000	2,000	4,000
Operating Leases & Rentals	0	0	433	0	2,170	0	2,170
Current Year Insurance	8,396	8,491	8,143	9,035	8,260	8,775	17,035
Utilities	36,507	53,350	45,945	60,000	56,000	58,500	114,500
Repair & Maintenance	5,638	13,030	15,720	9,600	8,000	8,000	16,000
Miscellaneous	2,001	805	561	0	1,500	1,500	3,000
Recreation Programs	35,601	29,027	9,974	16,000	6,000	7,000	13,000
Community Events	6,897	13,669	9,507	0	8,000	8,000	16,000
Dues, Subscriptions & Memberships	73	15	155	300	300	300	600
Tuitions & Registrations	88	0	204	1,500	1,700	1,700	3,400
Total Professional Services & Charges	131,700	131,378	104,823	129,920	124,470	127,015	251,485
Miscellaneous Capital	1,891	1,000	0	0	10,000	10,000	20,000
Street Tree Planting	0	0	0	0	20,000	20,000	40,000
Undistributed Carryover	0	0	0	67,320	0	0	0
Olympic Stadium Improvements	9,955	1,005	159,959	163,410	0	0	0
Playground Equipment	0		0	10,000	25,000	28,440	53,440
Gable Park Improvements	0	0	0	0	300,000	0	300,000
Small Park Improvements	0	0	0	0	75,000	0	75,000
Total Capital	11,846	2,005	159,959	240,730	430,000	58,440	488,440
Parks Improvement Debt Service	0	0	0	0	0	0	0
Parks Drainage Debt Service	33,810	0	0	0	0	0	0
Total Debt Service	33,810	0	0	0	0	0	0
Equip Rental-O&M	18,199	20,059	20,536	20,000	20,000	20,000	40,000
Equip Rental Reserve	2,508	2,508	2,508	2,500	2,500	2,500	5,000
Equip Rental-Insurance	83	74	18	90	20	25	45
Total Internal Services	20,790	22,641	23,062	22,590	22,520	22,525	45,045
Total Appropriations:	**$400,365**	**$371,457**	**$492,930**	**$580,060**	**$780,925**	**$431,580**	**$1,212,505**
Full Time Equivalent Employees:	2.8	3.0	3.0	2.0	2.0	2.0	

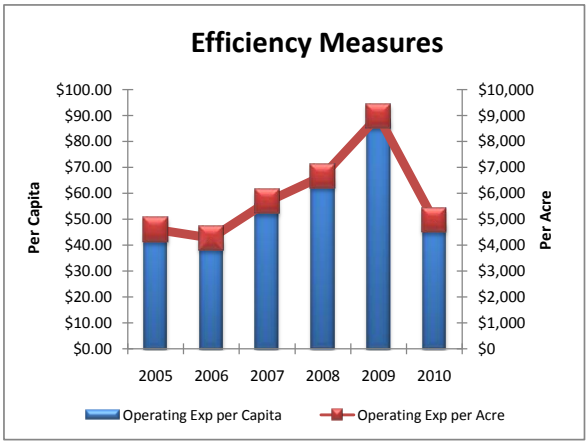
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: **Community Services**
DEPT Number: **17**
Fund Number: **001**
RESP: **Shay**

2005-2010 COMMUNITY SERVICES PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	2.8	3.0	3.0	2.0	2.0	2.0
No. of Playgrounds	8	8	8	8	8	8
No. of Parks	18	18	18	18	18	18
No. of Acres of Parks	87	87	87	87	87	87
Output:						
No. of Festivals	6	7	7	7	7	7
No. of Programs	N/A	32	28	28	28	28
Efficiency:						
Operating Expenditures per Capita	$45.11	$42.00	$55.73	$65.95	$88.29	$48.79
Operating Expenditures per Acre of Parks	$4,602	$4,270	$5,666	$6,667	$8,976	$4,961
No. of Programs per 1,000 Capita	N/A	3.6	3.2	3.2	3.2	3.2
Acres of Parks per 1,000 Capita	$9.80	9.8	9.8	9.9	9.9	9.9
Effectiveness:						
% of Citizens Rating Appearance of Parks and Parks Facilities as "good" or "excellent"	N/A	N/A	54%	N/A	75%	N/A
% of Citizens Rating Programs as "good" or "excellent"	N/A	N/A	46%	N/A	75%	N/A





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Economic Development	Department Director:	Shay
Department Number:	23	Fund:	001

Program Description:

This program provides funding for general activities related to growth, change and opportunity within the City. The Economic Development budget includes the annual payment to the Grays Harbor Economic Development Council to support their efforts in three areas: business attraction, business retention and expansion, and infrastructure.

This program also provides funding for expenditures related to the City's efforts concerning Hometown Hoquiam and a Community Development Plan.

Debt Service for the interfund Loan from Equipment Rental Reserve to pay for the Grayport demolition is also paid for from this program.

Mission:

The mission of the Economic Development Department is to increase City revenues and the tax base for Hoquiam by attracting healthy, quality employment opportunities.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Economic Development	Department Director:	Shay
Department Number:	23	Fund:	001

2007-2008 Accomplishments:

1. Completed spraying for mosquitos on City owned property
2. Secured grant funding for a Stategic Economic and Community Development Plan
3. Completed a Request for Statements of Qualifications for consultants to complete a Strategic Economic and Community Development Plan.
4. Selected a consultant to complete the Strategic Economic and Community Development Plan

Goals for the 2009-2010 Biennium:

1. Update the Capital Improvement Plan (CIP)
2. Continue to be involved with the Hoquiam Business Association
3. Work with prospective developers on possible business sightings
4. Complete an Economic Development Profile for Hoquiam
5. Add a page to the City Web site describing the development and investment opportunities
6. Complete the recommendations in the Community Development Plan

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Economic Development
DEPT Number: 23
Fund Number: 001
RESP: Shay

2005-2010 ECONOMIC DEVELOPMENT APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	14,157	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	14,157	0	0	0	0	0	0
Medical & Dental	2,329	0	0	0	0	0	0
Social Security	1,083	0	0	0	0	0	0
Pension	259	0	0	0	0	0	0
L&I	476	0	0	0	0	0	0
Life Insurance	49	0	0	0	0	0	0
Total Personnel Benefits	4,196	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0	0
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	0	0	0	0	0	0	0
Hometown Hoquiam	856	591	150	1,380	20,000	20,000	40,000
Mosquito Control	0	9,644	11,563	10,000	10,000	10,000	20,000
CDBG Grant	30,140	0	73,623	0	0	0	0
EDC Service Agreement	5,300	5,300	5,300	5,300	5,750	5,750	11,500
Advertising	0	0	0	100	0	0	0
Train Station (Property Insurance)	530	584	605	2,680	1,000	1,000	2,000
Farmers Market (Property Insurance)	389	385	381	435	600	700	1,300
Miscellaneous	3,603	0	0	100	0	0	0
Dues, Subscriptions & Memberships	0	0	0	0	0	0	0
Tuitions & Registrations	145	0	0	250	0	0	0
Total Professional Services & Charges	40,963	16,504	91,622	20,245	37,350	37,450	74,800
Grayport Loan Debt Service	0	25,490	136,758	36,010	0	0	0
Total Debt Service	0	25,490	136,758	36,010	0	0	0
Total Appropriations:	**$59,316**	**$41,993**	**$228,380**	**$56,255**	**$37,350**	**$37,450**	**$74,800**
Full Time Equivalent Employees:	0.3	0.0	0.0	0.0	0.0	0.0	

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	911 Program	Department Director:	Shay
Department Number:	91	Fund:	001

Program Description:

This program accounts for payments to the Grays Harbor 911 Center and is based upon the call activity for police, fire, and ambulance runs. There are City staff as well as the Mayor represented on the 911 Board.

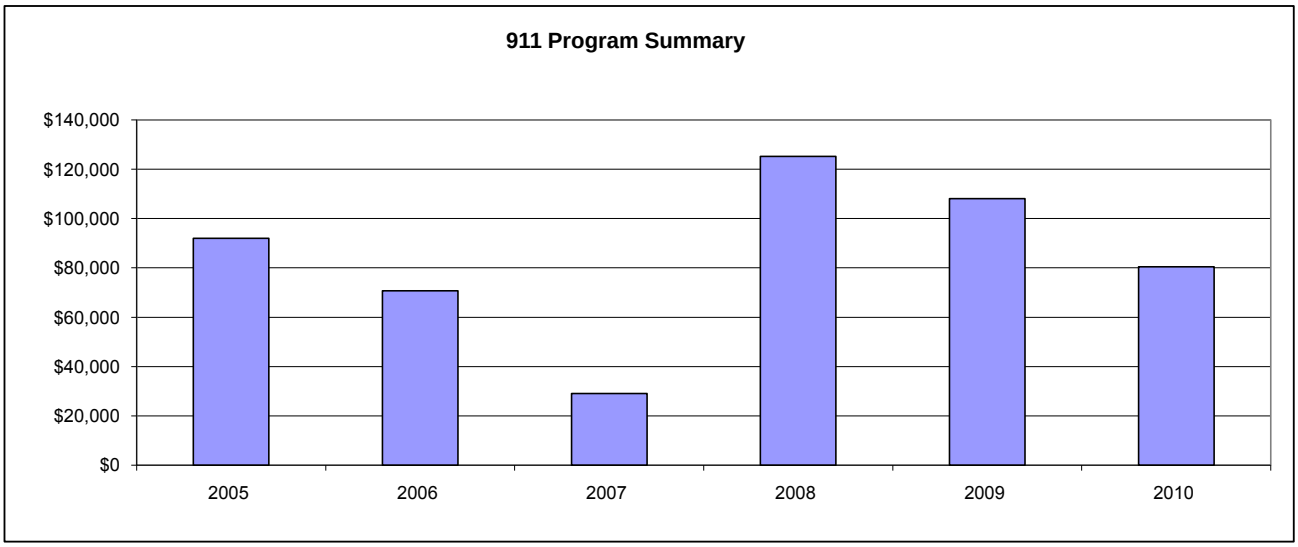
The 911 Board sets the rates each year based on their budget forecast and distributed those costs evenly between the public safety entities of Grays Harbor based on population. For 2009 and 20010 the City's share to the 911 Center is budgeted at $75,000 and $80,000 respectively.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: 911 Program
DEPT Number: 91
Fund Number: 001
RESP: Shay

2005-2010 911 PROGRAM APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	0	0	0	0	0	0	0
Medical & Dental	0	0	0	0	0	0	0
Social Security	0	0	0	0	0	0	0
Pension	0	0	0	0	0	0	0
L&I	0	0	0	0	0	0	0
Life Insurance	0	0	0	0	0	0	0
Total Personnel Benefits	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0	0
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	0	0	0	0	0	0	0
Professional Services	0	0	0	55,000	0	0	0
Communications	0	0	282	0	0	0	0
Travel & Training	0	0	0	0	0	0	0
Advertising	0	0	0	360	400	400	800
Current Year Insurance	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Miscellaneous	0	0	776	4,880	50,000	10,000	60,000
Dues, Subscriptions & Memberships	0	0	0	0	0	0	0
Tuitions & Registrations	0	0	0	0	0	0	0
Total Professional Services & Charges	0	0	1,058	60,240	50,400	10,400	60,800
911 Program Services	91,951	70,743	28,061	64,945	57,640	70,000	127,640
Total Intergovernmental	91,951	70,743	28,061	64,945	57,640	70,000	127,640
Total Appropriations:	**$91,951**	**$70,743**	**$29,119**	**$125,185**	**$108,040**	**$80,400**	**$188,440**
Full Time Equivalent Employees:	0.0	0.0	0.0	0.0	0.0	0.0	



CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Cemetery	Department Director:	Shay
Department Number:	14	Fund:	101

Program Description:

The City's Cemetery, Sunset Memorial Park, contains 40 acres with nine plotted sections and three mausoleums. The Cemetery became part of the Community Services Department in 2002. The Community Services maintenance crews provide for the operation and maintenance of the cemetery and services for interment procedures, including ongoing maintenance services such as mowing, edging, weeding, installation of markers and verification of gravesites.

Additional functions include receiving customer calls, locating graves and plots, making sales and preparing grounds for funeral services.

Mission:

To serve the community with respect and dignity in time of personal need.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Cemetery	Department Director:	Shay
Department Number:	14	Fund:	101

2007-2008 Accomplishments:

1. Replaced Equipment Operator
2. Reorganized the Cemetery Advisory Board
3. Replaced the Shop Roof and Gutters
4. Began Researching Areas for Expansion

Goals for the 2009-2010 Biennium:

1. Update the Computer Database
2. Replace Garbage Can Containers
3. Replace Water System
4. Create a Pet Cemtery
5. Increase Advertising and Promotions
6. Build and Install Block Markers for Easy Grave Identification
7. Install a Wash Area for Cemetery Equipment
8. Improve Disabled Access to Funerals

CITY OF HOQUIAM
1008 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Cemetery
DEPT Number: 14
Fund Number: 101
RESP: Shay

2005-2010 CEMETERY APPROPRIATIONS SUMMARY

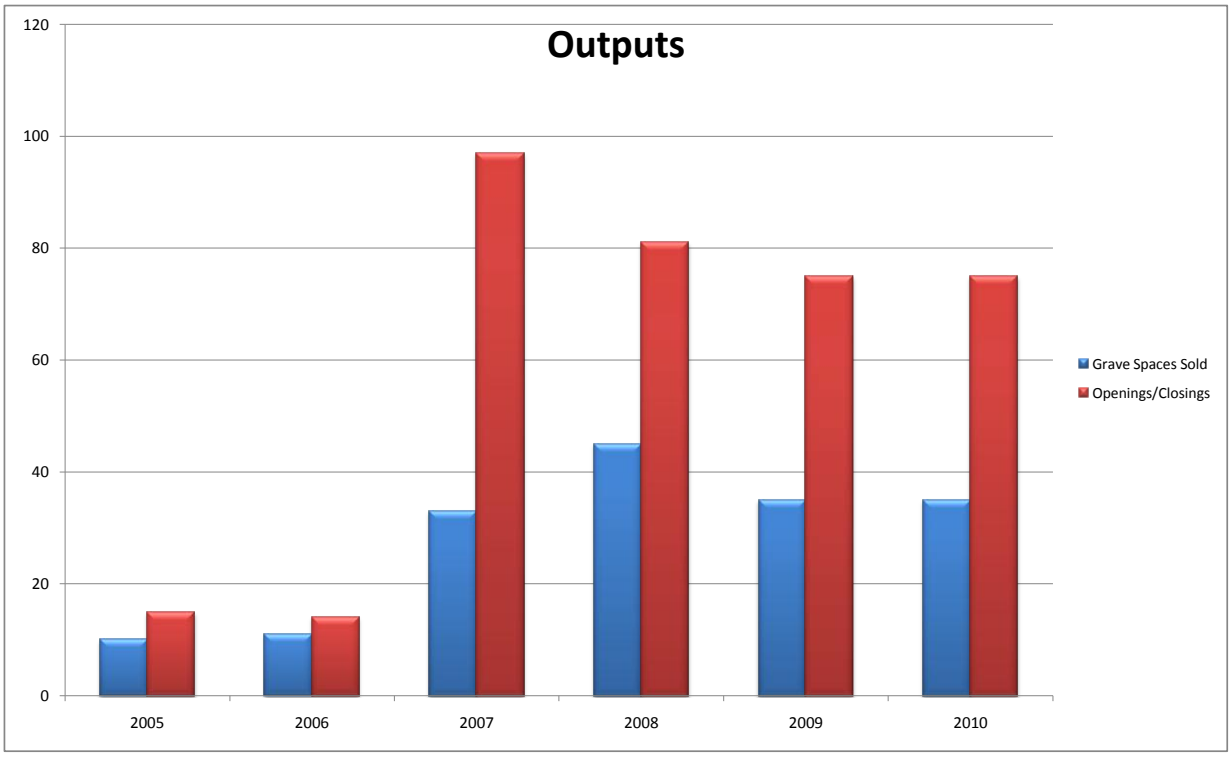
Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	93,329	84,087	85,802	83,390	88,525	94,440	182,965
Overtime	673	5,808	11,474	790	2,985	3,165	6,150
Total Salaries and Wages	94,002	89,895	97,277	84,180	91,510	97,605	189,115
Medical & Dental	17,178	16,585	21,240	22,380	24,195	26,485	50,680
Social Security	7,210	6,896	7,452	6,440	7,000	7,465	14,465
Pension	1,755	2,592	5,465	6,080	7,465	7,810	15,275
L&I	3,207	2,784	2,303	2,000	2,060	2,085	4,145
Life Insurance	188	141	180	355	355	355	710
Clothing Allowance	250	250	250	250	250	250	500
Total Personnel Benefits	29,788	29,249	36,891	37,505	41,325	44,450	85,775
Office Supplies	7,001	5,995	7,578	12,000	14,000	14,000	28,000
Items for Resale	2,071	2,954	6,041	5,000	3,000	3,500	6,500
Total Supplies, Tools & Minor Equip	9,072	8,949	13,619	17,000	17,000	17,500	34,500
Professional Services	1,185	9,534	7,302	4,600	13,500	8,500	22,000
Communications	1,400	775	693	1,200	1,500	1,800	3,300
Travel & Training	0	0	0	0	250	250	500
Advertising	0	129	0	1,000	500	500	1,000
Operating Leases & Rentals	0	0	0	0	2,000	2,000	4,000
Current Year Insurance	3,332	2,969	2,477	2,620	2,455	2,680	5,135
Utilities	5,146	5,619	9,149	6,500	9,500	9,850	19,350
Repair & Maintenance	4,066	560	2,493	4,600	4,800	5,000	9,800
Miscellaneous	3,452	4,303	3,230	200	4,300	4,400	8,700
Dues, Subscriptions & Memberships	0	0	0	0	0	0	0
Tuitions & Registrations	0	0	0	0	500	500	1,000
Total Professional Services & Charges	18,581	23,890	25,777	20,720	39,305	35,480	74,785
Road Paving Loan	6,824	6,824	6,824	6,825	6,825	6,825	13,650
Water System Loan	0	0	0	0	0	0	0
Total Debt Service	6,824	6,824	6,824	6,825	6,825	6,825	13,650
Land	0	783	1,823	0	0	0	0
Shop Roof	0	10,525	0	0	0	0	
Miscellaneous	0	0	0	2,000	1,500	1,000	2,500
Lawnmower	0	0	0	10,460	0	0	0
Total Capital	0	11,307	1,823	12,460	1,500	1,000	2,500
Equip Rental-O&M	7,423	6,624	10,100	10,000	10,000	10,000	20,000
Equip Rental Reserve	0	462	2,004	2,000	2,000	2,000	4,000
Equip Rental-Insurance	0	0	0	0	0	0	0
Total Internal Services	7,423	7,086	12,104	12,000	12,000	12,000	24,000
Total Appropriations:	**$165,690**	**$177,201**	**$194,315**	**$190,690**	**$209,465**	**$214,860**	**$424,324**
Full Time Equivalent Employees:	2.2	2.2	3.2	3.2	3.2	3.2	

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: **Cemetery**
DEPT Number: **14**
Fund Number: **101**
RESP: **Shay**

2005-2010 CEMETERY PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	2.2	2.2	3.2	3.2	3.2	3.2
No. of Headstones	12,400	12,500	12,880	13,000	13,110	13,220
Output:						
Grave Spaces Sold	10	11	33	45	35	35
Openings/Closings	15	14	97	81	75	75
Acres Maintained	40	40	40	40	40	40
Efficiency:						
Operating Expenditures per Capita	$18.67	$20.03	$21.97	$21.68	$23.68	$24.29
% of Cost Recovery of Cemetery Operations	70.5%	81.8%	74.0%	77.5%	71.9%	71.4%
% of Orders Placed within 24 Hours	N/A	N/A	100%	100%	100%	100%
Effectiveness:						
% of Citizens Rating Service "good" or "excellent"	N/A	N/A	44%	N/A	75%	N/A
% of Citizens Rating Cleanliness "good" or "excellent"	N/A	N/A	54%	N/A	75%	N/A
% of Markers/Nameplates Placed within 24 Hours	N/A	N/A	100%	100%	100%	100%



CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Street	Department Director:	Watters
Department Number:	19	Fund:	106

Program Description:

The Street Department is a sub-set of the Street/Sewer/Storm Department. The Foreman for the wastewater treatment plant, sanitary and storm sewer systems doubles as the foreman for the Street Department. The same equipment operators and maintenance personnel also serve as the crew for the Department, consisting of five people.

Mission:

The Street Department has a large task that includes the basic maintenance of the paved and graveled streets, roads and alleys within the City. Included in this is also 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, removal of old sidewalks that are being replaced, removing and disposing of illegal dumping of yard waste, household waste and raw garbage from roads, streets, ditches and alleys and any unusual or unique job that needs to be accomplished for the city.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Street	Department Director:	Watters
Department Number:	19	Fund:	106

2007-2008 Accomplishments:

1. Staff spent 445 hours assisting City Electrician with various projects, and over 70 hours assisting Parks, Police and Water department. Most of the hours are charged to the General Fund (Street) account.
2. The Street crew have been busy trying to maintain and replace defective and weathered signage to ensure the safety of the citizens.
3. Mowed and cleaned open ditches along roads and streets. Also continue to sweep alleys and streets within the City.
4. Tried to maintain the graveled alleys and roads within the City. Had to rent the city of Aberdeen's grader. Our grader has not operated sense March
5. Conducted a vegetation spraying operation on streets and roads.
6. Worked on street repairs from dig-outs, catch basin replacements and sink holes.
7. Continue to keep roads clear of ice, debris and water due to plugged catch basins and high tides.
8. Continue to keep roads, streets, alleys and ditches clear of illegal dumping which consists of yard waste, household waste and raw garbage.
9. Removed existing sidewalks and driveways as they were being replaced by homeowners. Street crew has removed bad areas in sidewalks on Sumner & Simpson and a 4 person sidewalk crew has replaced them.
10. Removed trees from parking strips as requested.
11. Patch holes in asphalt alleys (need to patch more)

Goals for the 2009-2010 Biennium:

1. Replace grader ! Looking at used ones (A new grader is about $180,000 & up.
2. Continue to maintain clean and safe wearing surfaces with signage for public safety.
3. Continue the program of street sweeping and mowing to keep debris off of street surface and along roadways.
4. Continue the program of maintenance of roadside vegetation through mowing and pesticide application for weeds.
5. Continue to maintain the catch basins and open ditches to ensure storm water runoff of streets.
6. Work on curb replacement program to assist in the management of surface water runoff of streets.
7. Respond to all kind of weather such as rain, wind, snow, ice and other debris on streets and roads.
8. Respond to flagging needs at any time—day or night.
9. Continue with the removal and disposal of illegal dumping of yard waste, household waste and raw garbage.
10. Continue with the removal of trees when needed, and look at the kind of trees that should be planted in parking strips.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Street
DEPT Number: 19
Fund Number: 106
RESP: Watters

2005-2010 STREET APPROPRIATIONS SUMMARY

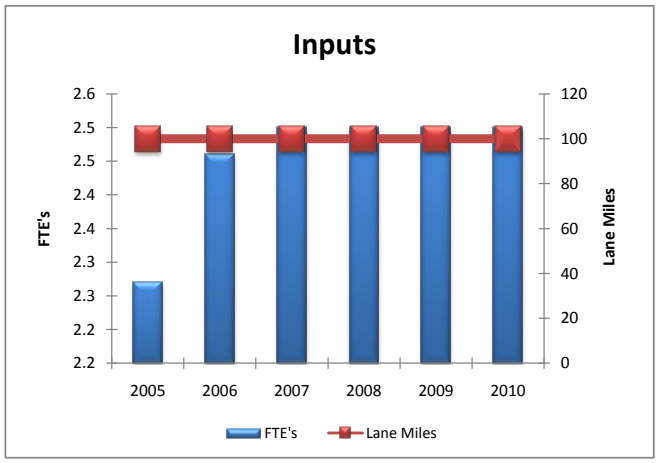
Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	104,855	109,559	99,752	114,055	121,235	128,045	249,281
Overtime	5,168	8,236	10,256	5,370	5,800	6,400	12,200
Working out of Class	101	63	71	160	100	150	250
Standby	3,698	3,612	2,288	4,550	4,550	4,550	9,100
Total Salaries and Wages	113,822	121,470	112,367	124,135	131,685	139,146	270,831
Medical & Dental	25,047	26,965	24,280	24,315	26,280	28,455	54,734
Social Security	8,756	9,312	8,560	9,500	10,070	10,645	20,716
Pension	2,124	3,756	6,074	8,960	10,745	11,130	21,875
L&I	4,153	3,902	2,679	3,050	3,140	3,140	6,279
Life Insurance	180	180	194	450	445	445	890
Clothing Allowance	495	525	700	525	525	525	1,050
Undistributed Carryover	0	0	0	16,065	0	0	0
Total Personnel Benefits	40,755	44,640	42,487	62,865	51,204	54,340	105,544
Office Supplies	7,429	22,691	22,663	25,520	29,525	32,475	62,000
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	7,429	22,691	22,663	25,520	29,525	32,475	62,000
Professional Services	17,046	2,812	0	2,500	0	0	0
Communications	639	702	727	800	800	800	1,600
Travel & Training	151	142	0	1,100	1,000	1,000	2,000
Advertising	17	20	80	100	100	100	200
Rents & Leases	0	0	0	200	0	0	0
Current Year Insurance	9,859	8,676	7,082	7,460	7,030	7,715	14,745
Utilities	1,108	580	55	840	200	200	400
Repair & Maintenance	11,571	7,926	12,039	10,610	13,685	15,035	28,720
Miscellaneous	1,426	1,431	1,180	1,070	1,270	1,295	2,565
Dues, Subscriptions & Memberships	94	143	237	120	120	120	240
Tuitions & Registrations	115	125	124	550	500	500	1,000
Total Professional Services & Charges	42,026	22,556	21,524	25,350	24,705	26,765	51,470
Miscellaneous Capital	0	0	0	0	41,500	0	41,500
Street Overlay	0	0	0	0	50,000	50,000	100,000
Total Capital	0	0	0	0	91,500	50,000	141,500
Equip Rental - O&M	31,110	31,026	40,697	37,485	41,235	43,295	84,530
Equip Rental Reserve	32,101	32,268	35,412	38,960	42,855	47,140	89,995
Equip Rental - Insurance	1,984	1,236	1,224	1,480	1,055	1,130	2,185
Total Internal Service	65,195	64,530	77,333	77,925	85,145	91,565	176,710
Total Appropriations:	**$269,227**	**$275,886**	**$276,374**	**$315,795**	**$413,765**	**$394,290**	**$808,055**
Full Time Equivalent Employees:	2.3	2.5	2.5	2.5	2.5	2.5	

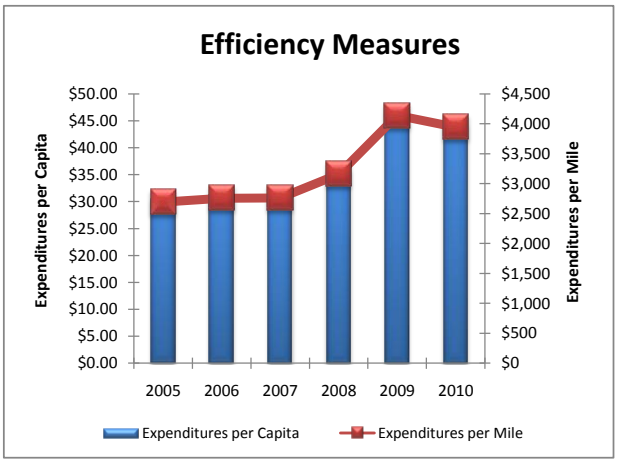
CITY OF HOQUIAM
2007-2008 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: **Street**
DEPT Number: **19**
Fund Number: **106**
RESP: **Watters**

2005-2010 STREET PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	2.3	2.5	2.5	2.5	2.5	2.5
No. of Lane Miles	100	100	100	100	100	100
No. of Traffic Signals	14	14	14	14	14	14
Output:						
No. of Potholes Patched	N/A	N/A	50	50	50	50
No. of Lane Miles Resurfaced	N/A	N/A	1	1	1	1
Efficiency:						
Operating Expenditures per Capita	$30.34	$31.19	$31.25	$35.91	$46.78	$44.58
Operating Expenditures per Lane Mile	$2,692	$2,759	$2,764	$3,158	$4,138	$3,943
Effectiveness:						
% of Citizens Rating Street Condition as "good" or "excellent"	N/A	N/A	43%	N/A	75%	N/A
% of Citizens Rating Street Cleanliness as "good" or "excellent"	N/A	N/A	54%	N/A	75%	N/A





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Arterial Street	Department Director:	Watters
Department Number:	20	Fund:	107

Program Description:

The Arterial Street Fund constructs improves and repairs the arterial streets. This fund is segregated from the Street Fund, although recent legislation eliminated the need for this obligation. Today, the Arterial Street Fund is used primarily to pay the debt service on a Public Works Trust Fund that financed a paving project along Aberdeen Avenue in 1994.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: **Arterial Street**
DEPT Number: **20**
Fund Number: **107**
RESP: **Watters**

2005-2010 ARTERIAL STREET APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	0	0	0	0	0	0	0
Medical & Dental	0	0	0	0	0	0	0
Social Security	0	0	0	0	0	0	0
Pension	0	0	0	0	0	0	0
L&I	0	0	0	0	0	0	0
Life Insurance	0	0	0	0	0	0	0
Total Personnel Benefits	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0	0
Computer Upgrades	0	0	0	0	0	0	0
Total Supplies, Tools & Minor Equip	0	0	0	0	0	0	0
Professional Services	0	0	19,010	20,990	0	0	0
Communications	0	0	0	0	0	0	0
Travel & Training	0	0	0	0	0	0	0
Advertising	0	0	0	0	0	0	0
Current Year Insurance	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
Dues, Subscriptions & Memberships	0	0	0	0	0	0	0
Tuitions & Registrations	0	0	0	0	0	0	0
Total Professional Services & Charges	0	0	19,010	20,990	0	0	0
PWTF Loan- Aberdeen Ave.	36,326	35,996	35,666	35,335	35,005	34,675	69,680
Total Debt Service	36,326	35,996	35,666	35,335	35,005	34,675	69,680
							0
							0
Total Appropriations:	**$36,326**	**$35,996**	**$54,676**	**$56,325**	**$35,005**	**$34,675**	**$111,001**
Full Time Equivalent Employees:	0.0	0.0	0.0	0.0	0.0	0.0	

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Ambulance	Department Director:	Pumphrey
Department Number:	21	Fund:	109

Program Description:
Our EMS personnel work under the license and direction of Grays Harbor County, Medical Program Director Dr. Dan Canfield. To receive and maintain a license to operate an ambulance service, we must meet and follow strict rules and guidelines established by the Washington State Department of Health.

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. Besides the city, we provide ALS 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. In 2007 we responded to a record 2,842 runs. Our budget requests for 2009 and 2010 will enable us to gradually increase staffing levels, maintain and update equipment, provide the necessary training that is required by the State Department of Health and allow us comply with the State of Washington Department of Labor and Industries safety standards.

Mission: The mission of the Hoquiam Ambulance Department is to provide quick, quality medical service and lifesaving assistance to our citizens while maintaining the safety of our personnel.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Ambulance	Department Director:	Pumphrey
Department Number:	21	Fund:	109

2007-2008 Accomplishments:

1. We took delivery of a new Braun Ambulance in December of 2007. The ambulance committee worked hard to make sure our new ambulance would be functional and provide our residents with quality care for many years.
2. In August if 2008 we took delivery of a new Braun rechassis. This included a new Ford E-450 chassis and a completely refurbished box from one of our older ambulances. This saved almost $45,000 compared to the cost of a completely new ambulance.
2. we provided a variety of EMS related services. These include ALS ambulance service for our citizens and district residents and emergency transports to out of area hospitals. We also perform free blood pressure checks, CPR classes for high school students and provide and fit bicycle helmets for those in need.
3. We continued to make training and education a top priority. All E.M.S. training and certifications have been maintained and documented as per state requirements. Our personnel have attended classes in Cardiac Care, Advanced Life Support, Pediatric Life Support, Hazardous Materials, Vehicle Extrication, Water Rescue and much more.
4. We have continued the servicing, maintenance and repair of our fleet of four ambulances and one rescue/utility truck.

Goals for the 2009-2010 Biennium:

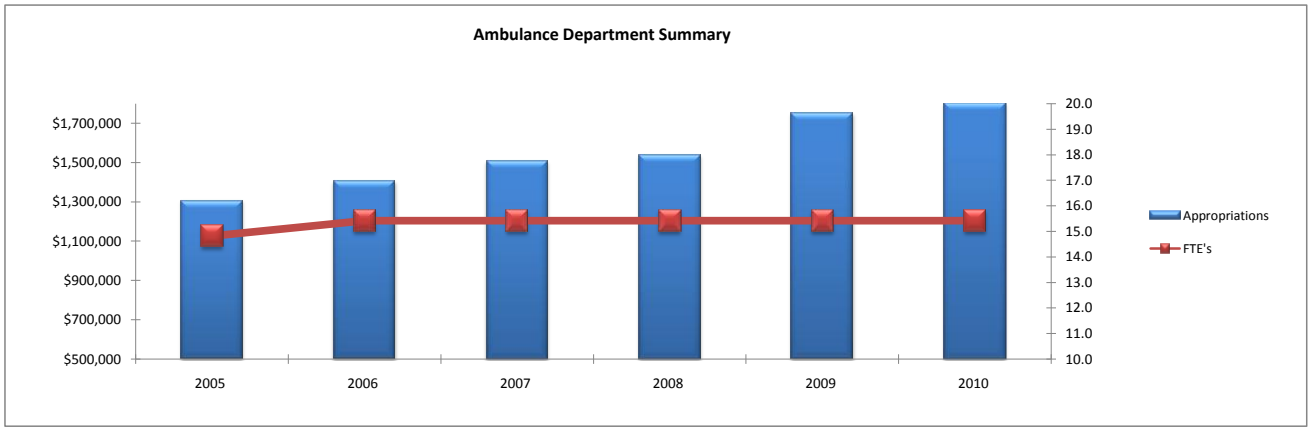
1. To maintain compliance with Washington State Department of Health requirements regarding ambulance service.
2. To maintain compliance with Washington State Labor and Industries Safety Standards pertaining to Medical Services.
3. To ensure that all personnel maintain their certification levels as required by the County and State EMS agencies and the State Department of Health.
4. To continue to work with the Billing Clerk to maximize our collections for ambulance services and supplies.
5. To keep our good working relationships with the City of Aberdeen and neighboring fire districts in regards to mutual aid and ambulance service contracts.
6. To continue to make education and training a top priority.
7. To continue to be a vital part of the community through programs such as CPR classes and attendance at festivals and special events.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Ambulance
DEPT Number: 21
Fund Number: 109
RESP: Pumphrey

2005-2010 AMBULANCE APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	825,169	868,189	897,268	943,620	1,008,480	1,077,165	2,085,645
Overtime	96,402	109,708	117,325	108,215	105,020	112,380	217,400
Working out of Class	7,843	5,947	6,529	8,530	8,530	8,900	17,430
Total Salaries and Wages	929,414	983,844	1,021,123	1,060,365	1,122,030	1,198,445	2,320,476
Medical & Dental	142,841	158,628	171,798	182,320	207,175	223,275	430,450
Social Security	12,856	13,939	14,332	14,630	15,545	16,550	32,095
Pension	31,128	40,811	48,230	50,465	56,340	58,920	115,260
L&I	21,897	21,900	18,292	16,695	17,650	17,650	35,299
Life Insurance	2,902	2,881	2,885	2,925	2,925	2,925	5,850
Clothing Allowance	4,231	1,418	1,987	2,200	2,200	2,200	4,400
Retiring Employee Compensation	0	0	0	0	0	0	0
Total Personnel Benefits	215,855	239,577	257,524	269,235	301,835	321,520	623,355
Office Supplies	31,696	35,127	34,063	38,540	41,600	41,600	83,200
Grant Expenditures	4,635	0	5,088	0	0	0	0
Vehicle Repair Parts	347	1,709	850	1,100	2,000	2,000	4,000
Total Supplies, Tools & Minor Equip	36,678	36,836	40,001	39,640	43,600	43,600	87,200
Professional Services	15,124	6,404	905	2,100	1,850	1,850	3,700
Communications	3,232	4,048	4,299	4,400	4,400	4,400	8,800
Travel & Training	1,190	1,613	780	2,400	2,500	2,500	5,000
Advertising	200	128	163	200	200	200	400
Operating Rentals & Leases	30,000	30,000	35,000	35,000	35,000	35,000	70,000
Current Year Insurance	9,018	7,834	6,328	6,645	6,265	6,890	13,155
Repair & Maintenance	5,870	15,132	13,527	16,250	17,350	17,450	34,800
Miscellaneous	469	552	771	500	650	650	1,300
Dues, Subscriptions & Memberships	0	0	0	100	100	100	200
Tuitions & Registrations	-1,055	3,210	1,695	4,725	4,200	4,200	8,400
Total Professional Services & Charges	64,048	68,922	63,467	72,320	72,515	73,240	145,755
Capital	420	12,974	39,270	28,080	129,095	84,085	213,180
Total Captial	420	12,974	39,270	28,080	129,095	84,085	213,180
SCBA Loan	3,005	3,005	2,838	0	0	0	0
Total Debt Service	3,005	3,005	2,838	0	0	0	0
Equip Rental - O&M	20,391	20,164	33,872	16,500	30,000	30,000	60,000
Equipment Rental Reserve	36,663	39,996	50,004	50,000	50,000	50,000	100,000
Equip Rental - Insurance	801	1,140	1,175	1,320	1,380	1,480	2,860
Total Internal Services	57,855	61,300	85,051	67,820	81,380	81,480	162,860
Total Appropriations:	**$1,307,275**	**$1,406,458**	**$1,509,273**	**$1,537,460**	**$1,750,455**	**$1,802,370**	**$3,176,785**
Full Time Equivalent Employees:	14.8	15.4	15.4	15.4	15.4	15.4	

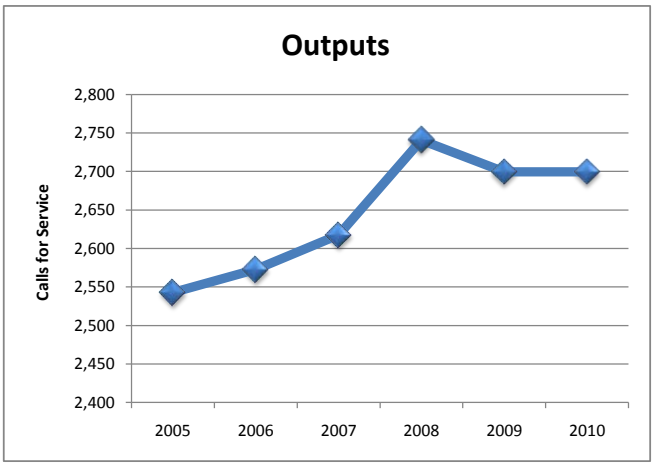


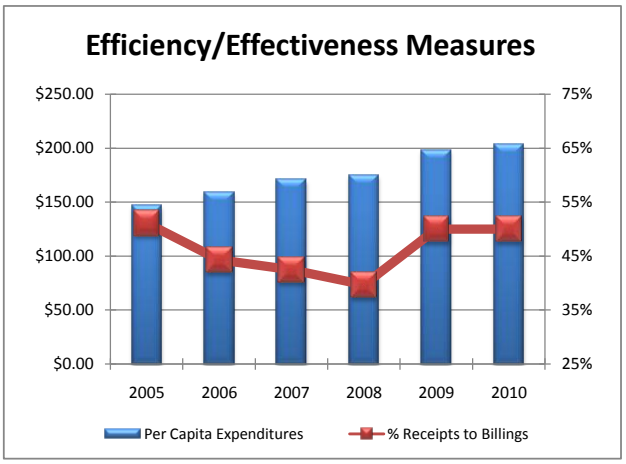
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: **Ambulance**
DEPT Number: **21**
Fund Number: **109**
RESP: **Pumphrey**

2005-2010 AMBULANCE PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	14.5	14.5	14.5	14.5	14.5	14.5
No. of Vehicles	5	5	5	5	5	5
Service Area (square miles)	400	400	400	400	400	400
Output:						
Calls for Service	2,543	2,573	2,618	2,741	2,700	2,700
Ambulance Billings	$1,540,322	$1,730,623	$1,879,419	$2,074,736	$1,900,000	$1,957,000
Ambulance Receipts	$787,761	$766,766	$797,368	$822,600	$950,000	$978,500
Efficiency:						
Operating Expenditures per Capita	$147.30	$159.01	$170.64	$174.81	$197.90	$203.77
% of Non Transport Calls	23.6%	22.5%	23.1%	22.0%	20.0%	22.0%
Average Repsonse Time (minutes)	5	5	5	5	5	5
Average Receipt per Call	$310	$298	$305	$300	$352	$362
Effectiveness:						
Training Hours per Person	150	150	150	150	150	150
% of Ambulance Receipts to Billings	51%	44%	42%	40%	50%	50%
% of Citizens Rating Service as "Good" or "Excellent"	N/A	N/A	83%	N/A	85%	N/A
% of Months Average Response Time Less Thasn 5 Min	100%	100%	100%	100%	100%	100%





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Water	Department Director:	Telecky
Department Number:	25	Fund:	401

Program Description:

The physical facilities of the Department consist of a direct water filtration treatment plant with a capacity of six-million gallons perday, 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 combined 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 that manages the watershed. Water Department staff patrol the watersheds.

The Water System consists of approximately sixty (60) 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 3,600 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 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 City's distribution system or the consumer's water system and any source of 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 by staff 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 include the foreman, two full-time 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.

Mission:

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 in compliance with the Washington Administrative Code (WAC) 246-290, related to the Washington State Department of Health Office of Drinking Water (ODW).

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Water	Department Director:	Telecky
Department Number:	25	Fund:	401

2007-2008 Accomplishments:

1. Installed 1670 linear feet of 2" plastic pipe to replace old 2" pipe in the distribution system.
2. Installed 74 linear feet of 8" ductile iron pipe to replace old pipe in the distribution system.
3. Installed 1045 linear feet of 2" plastic pipe and 1031 linear feet of 3/4" plastic pipe at cemetery.
4. Replaced 11 distribution system gate valves (three 1 1/2", fifteen 2", seven 6", two 8" ; two 14" and one 18').
5 Repaired 48 fire hydrants.
6 Replaced 8 fire hydrants.
7. Flushed 604 fire hydrants.
8. Performed maintenance or repair to 153 service water lines.
9. Repaired 33 distribution system waterline leaks.
10. Replaced 161 water service meters.
11. Retrofitted eight water service meters.
12. Flow tested/calibrated 25 industrial water service meters.
13. Completed 1050 requests for water service activations.
14. Completed 811 requests for water service terminations.
15. Completed 1547 water services shut-offs for delinquency.
16. Investigated 117 water service inquiries related to high water consumption.
17. Investigated 33 water service inquiries related to water quality.
18. Installed 9 new meter services.
19. Drained, cleaned and inspected Beacon Hill reservoir and tank.
20. Inspected College Hill reservoir by Inland Potable Services, Inc.
21. Monitored 261 customer cross-connections with backflow prevention assemblies.
22. Maintained and tested 48 city owned cross connections with backflow prevention assemblies.
23. Replaced three chemical feed pumps at the Water Treatment Plant.
24. Rebuilt raw water pump and motor at Water Treatment Plant.
25. Replaced raw water meter at Water Treatment Plant.
26. Produced 587,092,300 gallons of treated water for consumption (1.5 MGD average).
27. Conducted 186 WA State Department of Health mandated water quality monitoring tests.
28. Performed 331 utility located requests for identifying City waterlines.
29. Updated SCADA system at Water Treatment Plant.
30. Replaced roof at Water Treatment Plant.

Goals for the 2009-2010 Biennium:

1. Continue to provide the citizens of Hoquiam with the level of service and quality and capacity of potable water.
2. Initiate the process on drilling test well near Water Treatment Plant.
3. Initiate the process of replacing the transmission waterline.
4. Install system on increasing the water pressure on Arnold Court and Semler Court.
5. Initiate the process on managing the silt behind the West Fork Dam. "Replace Sluice Gate"
6. Perform stabilization at West Fork Dam.
7. Replace intake screen at West Fork Dam.
8. Replace generator at College Hill pump station.
9. Flow test industrial water meters and continue replacing residential meters to ensure accurate consumption readings.
10. Continue to maintain and protect the Davis Creek and West Fork watersheds.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Water
DEPT Number: 25
Fund Number: 401
RESP: Telecky

2005-2010 WATER APPROPRIATIONS SUMMARY

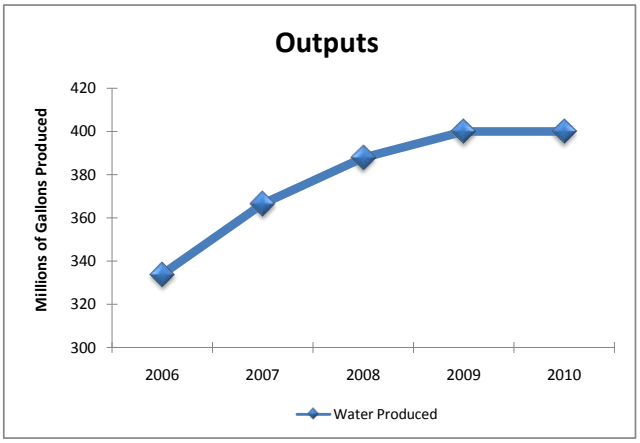
Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	557,897	581,101	592,644	630,520	657,955	685,155	1,343,111
Overtime	22,660	28,069	24,372	31,260	34,710	37,255	71,964
Working Out of Classification	1,751	1,895	2,061	2,245	2,900	3,500	6,400
Standby	18,615	10,234	13,038	13,000	13,000	13,000	26,000
Pager Pay	0	6,162	0	6,700	6,700	6,700	13,400
Total Salaries and Wages	600,923	627,461	632,116	683,725	715,265	745,610	1,460,875
Medical & Dental	146,953	159,400	162,172	177,325	180,115	194,715	374,830
Social Security	46,179	48,155	48,430	52,305	54,720	57,045	111,765
Pension	11,503	19,120	36,361	49,365	58,325	59,650	117,975
L&I	20,147	19,130	14,850	14,505	14,940	14,940	29,881
Life Insurance	993	995	1,108	2,500	2,495	2,495	4,989
Clothing Allowance	2,501	2,500	2,500	2,500	2,500	2,500	5,000
Total Personnel Benefits	228,276	249,300	265,420	298,500	313,095	331,345	644,439
Office Supplies	66,243	73,292	71,756	70,710	82,750	88,530	171,280
Small Tools	4,710	0	1,663	2,900	3,190	3,350	6,540
Chemicals	21,115	27,617	30,768	33,200	36,520	40,170	76,690
Inventory for Resale	40,574	49,586	52,139	46,000	52,440	57,685	110,125
Total Supplies, Tools & Minor Equip	132,642	150,495	156,326	152,810	174,900	189,735	364,635
Professional Services	92,123	19,320	16,946	55,390	47,465	26,685	74,150
Communications	5,090	4,984	4,315	6,350	6,650	7,125	13,775
Travel & Training	1,258	1,546	1,574	2,900	3,000	3,100	6,100
Advertising	10	36	48	150	150	160	310
Rents & Leases	23,593	22,837	22,689	23,115	23,270	23,345	46,615
Current Year Insurance	74,203	67,939	58,631	62,860	58,965	63,955	122,920
Utilities	79,375	88,666	82,161	83,300	92,360	93,725	186,085
Repair & Maintenance	49,997	23,130	23,765	51,320	51,850	53,400	105,250
Miscellaneous	12,240	3,924	2,423	8,150	8,150	8,250	16,400
Dues, Subscriptions & Memberships	492	1,158	1,239	1,330	1,450	1,550	3,000
Tuitions & Registrations	1,495	3,168	2,226	4,250	4,400	4,550	8,950
Total Professional Services & Charges	339,877	236,707	216,018	299,115	297,710	285,845	583,555
State & Local Taxes	58,233	62,274	63,600	73,890	74,000	76,500	150,500
Payments in Lieu of Taxes	120,319	127,907	129,293	140,890	137,500	141,500	279,000
Fees, Permits	10,552	10,774	10,975	12,900	12,500	13,850	26,350
Total Intergovernmental	189,104	200,956	203,868	227,680	224,000	231,850	455,850
Undistributed Carryover	0	0	0	70,870	0	0	0
WTP Roof	0	23	69,583	0	12,000	0	12,000
WTP Turbidimeters/FAP Machine	0	4,564	0	0	25,000	0	25,000
Rebuild Raw/Finish Water Pumps	0	11,954	2,237	0	0	0	0
L Hoq Dam Consent Decree	0	0	0	0	400,000	0	400,000
West Fork Dam Improvements	0	0	0	0	0	468,000	468,000
Flow Testing	0	0	0	0	0	50,000	50,000
East Side River Crossing	70,156	2,087	11,979	682,415	0	0	0
Emerson Main	488,904	0	0	0	0	0	0
Semler Drive Repair	156,610	0	0	0	0	0	0
SCADA System	18,992	0	0	14,800	0	0	0
Telemetry	12,835	15,096	0	0	0	0	0
Arnold Ct. Booster Pump	0	0	0	0	0	55,000	55,000
Meters	13,250	22,749	8,422	22,000	24,200	26,620	50,820
College Hill Booster Pump/Generator	0	0	3,140	0	0	48,000	48,000
Drill Test Well	0	0	108,869	79,430	125,000	0	125,000
Replace WTP Chart Recorders	0	0	0	15,000	2,600	0	2,600
WTP Alarm Dialer	0	0	0	5,200	0	0	0
Finance & Billing Software	0	0	10,977	8,310	5,265	0	5,265
Other Capital	11,062	6,457	38,192	7,465	50,000	0	50,000
Total Capital	771,809	62,930	253,399	905,490	644,065	647,620	1,291,685
PWTF Construction Loan	55,790	54,211	0	0	0	0	0
Total Debt Service	55,790	54,211	0	0	0	0	0
Equip Rental-O&M	39,898	46,556	41,589	44,000	46,000	48,000	94,000
Equipment Rental Reserve	51,000	27,307	51,000	51,000	56,100	61,710	117,810
Equip Rental-Insurance	428	223	447	455	825	885	1,710
Total Internal Services	91,326	74,086	93,036	95,455	102,925	110,595	213,520
Total Appropriations:	**$2,409,747**	**$1,656,146**	**$1,820,183**	**$2,662,775**	**$2,471,960**	**$2,542,600**	**$5,014,559**
Full Time Equivalent Employees:	13.3	13.4	13.4	13.4	13.4	13.4	

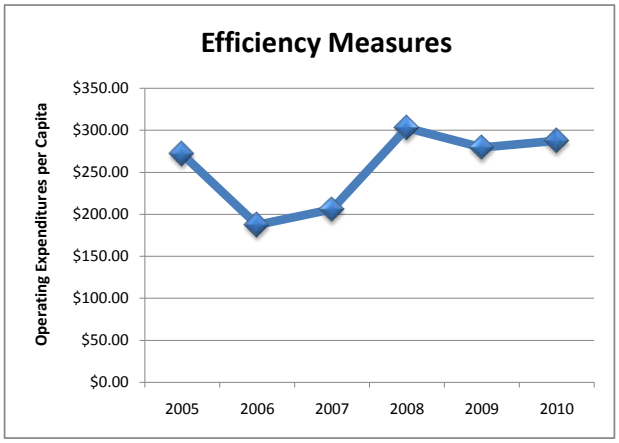
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Water
DEPT Number: 25
Fund Number: 401
RESP: Telecky

2005-2010 WATER PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	13.3	13.4	13.4	13.4	13.4	13.4
No. of Service Connections	N/A	3,660	3,700	3,850	3,850	3,850
Miles of Water Main	51	51	51	51	51	51
No. of Dams	2	2	2	2	2	2
Total Capacity (acre feet)	46	46	46	46	46	46
Output:						
Water produced (millions of gallons)	N/A	334	367	388	400	400
Water Turn-Ons	N/A	280	300	320	320	320
Water Turn-Offs	N/A	296	295	295	295	295
Delinguent Shut-Offs	N/A	543	500	450	450	450
Water quality investigations	N/A	20	32	21	20	20
Low pressure investigations	N/A	10	14	9	5	5
High consumption investigations	N/A	53	50	50	50	50
Meter replacements	N/A	55	100	95	65	65
Utility locates	N/A	228	200	200	200	200
$ in Capital Invested	$771,809	$62,930	$253,399	$905,490	$644,065	$647,620
Efficiency:						
Operating Expenditures per Capita	$271.52	$187.24	$205.79	$302.76	$279.48	$287.46
Effectiveness:						
% of water quality investig. completed within 24 hours	100%	100%	100%	100%	100%	100%
% of consumption investig. completed within 24 hours	100%	100%	100%	100%	100%	100%
% of customers rating tap water as "good" or "excellent"	N/A	N/A	61%	N/A	100%	N/A
Water quality report completed on time	Yes	Yes	Yes	Yes	Yes	Yes





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Sewer	Department Director:	Watters
Department Number:	26	Fund:	401

Program Description:

The Wastewater Treatment Plant, sanitary and storm sewer systems fall under the Street/Sewer Department. This Department is part of the Public Works and has a foreman and 9 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. The plant operators have been awarded certificates for plant operation through the Department of Ecology. There are two plant operators and two backup operators who services the pump stations and fill in at the treatment plant as needed.

The sanitary sewer collection system consists of approximately 60 miles of gravity collectors and mains, and is serviced by 12 pump stations. There are approximately 3,020 residential services.

Mission:

The City crews are committed to improving the quality of life for the citizens of Hoquiam. The city has a Wastewater Treatment Plant Facility Study Draft Plan that well help to look at the overall Wastewater Management Alteratives for pump stations, pressure line piping replacement,lagoon modifications, biosolids removal, and including aging infrastucture at the WWTPand needs to be completed. City crews are looking for ways to deal with inflow (storm water coming from open pipes into sanitary sewer lines) and infiltration (groundwater coming through cracks in pipes, joints, manholes). Continue review of overall maintenance costs, effectiveness of collection systems, pump stations and Plant operations.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Sewer	Department Director:	Watters
Department Number:	26	Fund:	401

2009-2010 Accomplishments:

1. Provided a well maintained WasteWater Treatment Plant. Operators have been awarded operation certificate from the Department of Ecology in July 2008 for plant operations, which shows what a great job they are doing with the age of the equipment and plant.
2. The new sodium bi-sulfate dechlorination system and new building at the end of the chlorine contact tank, were completed in the first part of 2007.
3.The installation of a inline flow meter at the Wastewater Treatment was installed by in October 2007.
4. The Hoquiam River crossing Phase I and Phase II for the waste water pressure line, from the east to west of 28th St. to K Street pump station, and Rognlins INC. OF Aberdeen has the Bid and should start on the project in October of 2008.
5. The variable drive units at 28th and Bay sewer pump station was completed in 2007.
6. Working on Inflow/Infiltration (I/I) using portable flow meters in sanitary sewer lines and ongoing investigation of storm going into sanitary lines.
7. Pump station operator has been cleaning and inspecting pumps and motors as time allows.
8. Collection crew cleaning lines with vactor truck and checking for grease in lines as time allows, and the approximate 450 hours of working in/for other departments, crew is doing their best to keep up with daily work and complete maintenance work as time allows.

Goals for the 2009-20010 Biennium:

1. Complete Waste Weter Treatment Plant facility study (General Sewer Plan)
2. Remove Bio-Solids from Lagoon IN 2009. (Big Job)
3. To inspect Outfall from WWTP IN 2009 as REQUIRED by our NPDES Permit.
4. Install new variable speed drives at K St. sanitary pump station in 2009.
5.Istall new variable speed drive at 2nd & Bayview sanitary pump station in 2010.
6. Replace generator at Queen Ave. pump station (to run sewer& storm pumps)in 2009.
7.Replace generator at Ramer Ave. pump station (to run sewer & storm pumps) in 2009.
8.Rplace sewer Force Main from Adams Street to the lagoon in 2010.
9. Install new variable speed drives at Queen Ave. pump station (well be able to run a storm pump also) in 2010.
10. Install new variable speed drive at Ramer Ave. pump station (well be able to run a storm pump also) in 2010.
11.Install a programmable feeder for grease control at 28th St. pump station in 2009.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Sewer
DEPT Number: 26
Fund Number: 401
RESP: Watters

2005-2010 SEWER APPROPRIATIONS SUMMARY

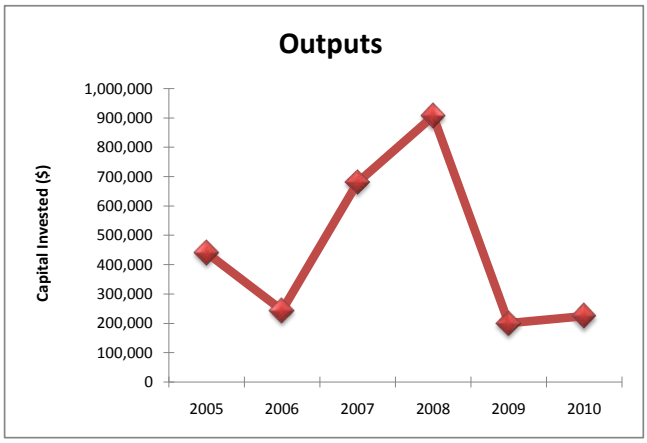
Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	367,525	247,403	285,804	327,080	346,650	365,380	712,030
Overtime	25,358	23,334	23,264	21,565	27,765	30,725	58,490
Working Out of Classification	160	621	1,375	760	920	1,060	1,980
Standby	8,803	2,698	1,961	3,900	3,900	3,900	7,800
Total Salaries and Wages	401,846	274,057	312,404	353,305	379,235	401,065	780,300
Medical & Dental	81,748	52,727	63,802	70,285	75,950	82,230	158,180
Social Security	30,901	21,025	23,888	27,030	29,010	30,685	59,695
Pension	7,711	8,331	17,712	26,275	30,930	32,085	63,015
L&I	13,411	7,926	7,252	8,055	8,290	8,290	16,581
Life Insurance	661	430	544	1,280	1,280	1,280	2,559
Clothing Allowance	1,755	1,138	1,538	1,325	1,325	1,325	2,650
Retiring Vacation Pay	0	0	0	0	0	0	0
Total Personnel Benefits	136,187	91,576	114,736	134,250	146,785	155,895	302,681
Office Supplies	90,064	72,566	75,982	91,150	101,475	111,375	212,850
Undistributed Carryover	0	0	0	176,390	0	0	0
Chemicals	693	1,394	14,937	4,400	10,000	11,000	21,000
Total Supplies, Tools & Minor Equip	90,757	73,960	90,918	271,940	111,475	122,375	233,850
Professional Services	39,172	13,997	11,759	15,600	34,460	16,385	50,845
Communications	3,089	3,069	3,143	4,575	4,305	4,560	8,865
Travel & Training	2,321	2,350	950	3,170	3,425	3,725	7,150
Advertising	769	228	247	880	880	880	1,760
Rents & Leases	18,780	13,140	15,322	15,150	15,150	15,150	30,300
Current Year Insurance	27,768	19,255	18,080	19,935	18,425	19,645	38,070
Utilities	153,138	177,897	170,967	224,680	199,205	205,480	404,685
Repair & Maintenance	32,446	36,232	24,418	57,010	57,110	62,680	119,790
Miscellaneous	2,182	2,308	1,973	2,090	2,300	2,325	4,625
Dues, Subscriptions & Memberships	718	555	681	1,600	1,000	1,000	2,000
Tuitions & Registrations	1,594	2,451	955	3,205	3,775	4,130	7,905
Total Professional Services & Charges	281,977	271,481	248,495	347,895	340,035	335,960	675,995
State & Local Taxes	30,954	34,442	35,854	36,225	35,000	36,500	71,500
Payments in Lieu of Taxes	108,388	109,264	115,506	112,520	125,000	130,000	255,000
Fees, Permits	8,757	8,796	9,422	12,405	11,590	12,335	23,925
Total Intergovernmental	148,099	152,502	160,783	161,150	171,590	178,835	350,425
Sewer River Crossing	46,916	2,578	11,965	688,035	0	0	0
WWTP Facility Plan	0	0	98,141	0	0	0	0
WWTP Painting	45,075	0	0	0	0	0	0
Semler Drive Repair	156,610	0	0	0	0	0	0
Pump Replacements	28,523	16,668	10,389	0	0	0	0
Variable Drive Upgrades	93,143	343	109,773	161,885	190,000	190,000	380,000
WWTP Dechlorination	59,858	185,471	391,145	0	0	0	0
Diesel Generator	0	34,364	0	0	0	34,000	34,000
Adams Remote Autodial Monitor	3,074	307	1,050	0	0	0	0
Odor Control Blower	3,736	3,736	1,055	0	0	0	0
Biosolids Removal	0		0	50,000	0	0	0
WWTP Flow Meter	0		42,062	0	0	0	0
Portable Pump with Generator	0	0	0	0	0	0	0
Finance & Billing Software	0	0	7,577	6,610	4,185	0	4,185
Pump Station Operator	0	0	0	0	0	0	0
Other Capital	3,965	0	7,628	0	6,000	0	6,000
Total Capital & Other	440,900	243,467	680,786	906,530	200,185	224,000	424,185
5th Street Ext. CERB Loan	0	16,800	7,800	7,600	7,200	7,200	14,400
WWTP PWTF Planning Loan	0	0	0	16,670	18,000	18,000	36,000
Total Debt Service	0	16,800	7,800	24,270	25,200	25,200	50,400
Equip Rental-O&M	24,348	18,988	20,734	24,565	27,000	29,700	56,700
Equipment Rental Reserve	44,976	31,557	24,251	38,115	41,925	46,115	88,040
Equip Rental-Insurance	1,040	633	512	770	495	530	1,025
Total Internal Services	70,364	51,179	45,497	63,450	69,420	76,345	145,765
Total Appropriations:	**$1,570,130**	**$1,175,021**	**$1,661,418**	**$2,262,790**	**$1,443,925**	**$1,519,675**	**$2,963,600**
Full Time Equivalent Employees:	8.9	5.9	6.6	6.6	6.6	6.6	

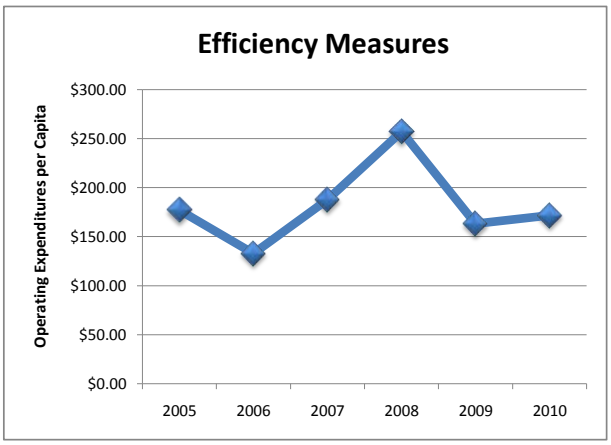
CITY OF HOQUIAM
2007-2008 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: Sewer
DEPT Number: 26
Fund Number: 401
RESP: Watters

2005-2010 SEWER PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	8.9	5.9	6.6	6.6	6.6	6.6
No. of Miles of Sanitary Sewer	60	60	60	60	60	60
No. of Service Connections	N/A	3,000	3,010	3,020	3,020	3,020
Output:						
No. of Sewage Treated (million gallons)	340	438	406	385	400	400
$ in Capital Invested	440,900	243,467	680,786	906,530	200,185	224,000
Efficiency:						
Operating Expenditures per Capita	$176.92	$132.85	$187.84	$257.28	$163.25	$171.81
Effectiveness:						
% of Sewage Treated vs. Water Produced	N/A	131.1%	110.8%	99.3%	100.0%	100.0%
% of Annual Capital Projects Completed	N/A	N/A	100%	100%	100%	100%
No. of State and Federal Discharge Violations	0	0	0	0	0	0





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Stormwater	Department Director:	Watters
Department Number:	27	Fund:	401

Program Description:

The Storm Water System consists of mostly concrete & some clay piping from 4 inch to 36 inch and was installed in med 50's & 60's. The old sanitary sewer system was changed to storm in the early 80's and consists mostly concrete & some clay piping 4inch to 12 inch. Between the storm and old sanitaty there are approximately 135 miles of collector and outfall lines. There are nine pump stations and numerous open ditches and enclosed conduit outfalls to the Hoquiam River and Grays Harbor. The five member crew of equipment operators and maintenance personnel service and maintain all sanitary and storm collection piping and also help at the treatment plant and pump stations as needed.

Mission:
The City crews are committed to improving the quality of life for the citizens of Hoquiam. Continuation of preventative maintenance is the alternative to ensure the stormwater system is capable of performing the required functions when needed. Crews will continue ditch cleaning, catch basin cleaning, pump maintenance, culvert flushing, inspect lines with camera,street sweeping and other activities related to keeping the system clean and operational. We will also look at installing more storm pumps where needed.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Stormwater	Department Director:	Watters
Department Number:	27	Fund:	401

2007-2008 Accomplishments:

1.Installed varible speed drive at 28th St. sanitary and storm pump operate from the varible drive and works great ! The storm lines on cherry Street are now dry most of the time.
2. Through August of 2008, over 700 hours of staff time was spent assisting electrician and over 150 hours of staff time was spent assisting Parks, Police and Water Departments.
3. The collection crew has provided system maintenance, replaced catch basins and added new basins as needed, while also accomplishing the tasks normally assigned to this position.
4. Collection crew has been cleaning storm lines, using vactor truck, digging ditches with backhoe and using camera in lines.
5. Crew has been working on storm maps of old sanitary system, which is now storm and main storm lines.
6. We have kept roads, streets, alleys and ditches clear of illegal dumping which consisted yard waste, household waste and raw garbage.

Goals for the 2009-2010 Biennium:

1.Replace grader! We have about 16 miles of gravel roads, alleys and shoulders.Looking at used ones. (A new grader is about $180,000 and up) (split cost between Street & Storm)
2. Install storm 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. High tides back up in the storm lines and cause some flooding. Placement of a storm pump with piping and the repair of discharge tide gate to the river, would remove flooding problems for the area from Chenault Ave. to Dion Ave. between Lincoln and Roosevelt St.
3.Install varible speed drives at K St. sanitary pump station(can be used for storm pump also)
4.Install varible speed drive at Queen sanitary pump station (can be used for storm pump also)
5.Install varible speed drive at Ramer sanitary pump station(can be used for storm pump also)
6. Complete an assessment of dike systems around the city. These dikes protect large areas of Hoquiam from high water levels in the river. The dikes have not been regularly maintained nor is there an accurate inventory of the condition of these dikes.
7. Need replacement pumps for Queen and Adams storm pump stations.
8. Look at adding dikes, tide gates and pumps to part of Woodlawn and areas of Endresen Road.
9. Continue the high level of maintenance and cleaning lines to ensure the efficient operation of the storm water collection and pump stations.
10. Continue to work on good operational procedures on investigation of illegal sewage hook-ups to storm lines.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Stormwater
DEPT Number: 27
Fund Number: 401
RESP: Watters

2005-2010 STORMWATER APPROPRIATIONS SUMMARY

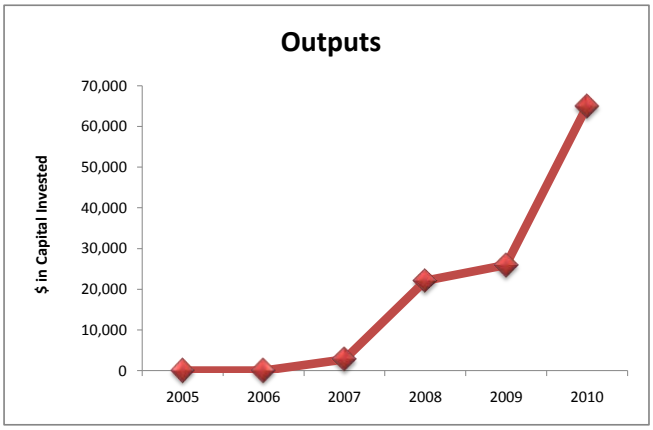
Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	0	133,896	152,627	150,070	159,425	168,005	327,430
Overtime	0	10,804	13,393	11,195	7,285	7,865	15,149
Working Out of Classification	0	72	138	290	200	300	500
Standby	0	3,302	2,288	4,550	4,550	4,550	9,100
Total Salaries and Wages	0	148,073	168,445	166,105	171,460	180,720	352,180
Medical & Dental	0	32,452	34,243	31,940	34,510	37,375	71,885
Social Security	0	11,361	12,888	12,715	13,115	13,825	26,941
Pension	0	4,470	9,364	11,990	13,985	14,460	28,444
L&I	0	4,480	3,819	3,765	3,880	3,875	7,755
Life Insurance	0	225	288	595	595	595	1,190
Clothing Allowance	0	588	763	655	650	650	1,300
Total Personnel Benefits	0	53,575	61,366	61,660	66,735	70,780	137,515
Office Supplies	17,886	20,385	11,828	24,945	27,300	30,010	57,310
Total Supplies, Tools & Minor Equip	17,886	20,385	11,828	24,945	27,300	30,010	57,310
Professional Services	0	2,377	2,720	3,360	3,075	3,300	6,375
Communications	0	314	424	645	670	715	1,385
Travel & Training	0	101	12	180	175	175	350
Advertising	0	20	14	0	0	0	0
Rents & Leases	0	5,640	5,884	5,640	5,640	5,640	11,280
Current Year Insurance	0	8,223	7,722	8,510	7,875	8,395	16,270
Utilities	991	423	0	220	240	265	505
Repair & Maintenance	6,645	14,509	24,232	14,490	15,900	17,465	33,365
Miscellaneous	0	284	136	355	380	400	780
Dues, Subscriptions & Memberships	0	25	71	110	120	135	255
Tuitions & Registrations	0	128	250	195	200	225	425
Total Professional Services & Charges	7,636	32,044	41,465	33,705	34,275	36,715	70,990
State & Local Taxes	0	3,059	3,069	10,180	4,300	4,300	8,600
Payments in Lieu of Taxes	0	18,172	19,175	25,000	25,000	25,000	50,000
Total Intergovernmental	0	21,231	22,244	35,180	29,300	29,300	58,600
Grader	0	0	0	0	25,000	0	25,000
Storm Dike Inspections	0	0	0	0	0	0	0
Pump Replacements	0	0	0	0	0	65,000	65,000
Undistributed Carryover	0	0	0	20,615	0	0	0
Finance & Billing Software	0	0	2,738	1,495	945	0	945
Total Capital	0	0	2,738	22,110	25,945	65,000	90,945
Equip Rental-O&M	0	8,138	8,886	10,050	11,055	12,160	23,215
Equipment Rental Reserve	0	13,525	10,393	16,335	17,970	19,765	37,735
Equip Rental-Insurance	0	271	219	330	210	225	435
Total Internal Services	0	21,934	19,499	26,715	29,235	32,150	61,385
Total Appropriations:	**$25,522**	**$297,242**	**$327,585**	**$370,420**	**$384,250**	**$444,675**	**$828,925**
Full Time Equivalent Employees:	0.0	3.0	3.3	3.3	3.3	3.3	

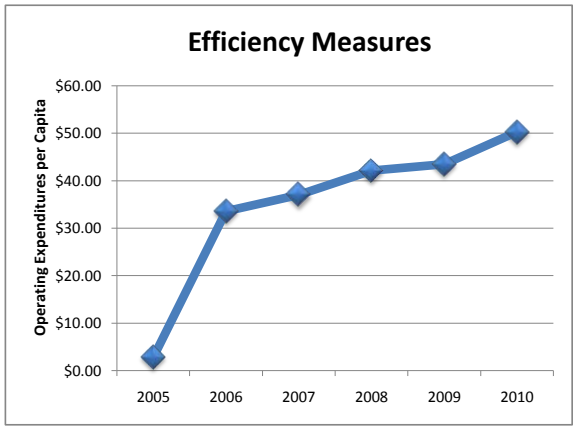
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: **Stormwater**
DEPT Number: **27**
Fund Number: **401**
RESP: **Watters**

2005-2010 STORMWATER PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	0.0	3.0	3.3	3.3	3.3	3.3
Output:						
No. of Miles of Storm Sewers	135	135	135	135	135	135
$ in Capital Invested	0	0	2,738	22,110	25,945	65,000
Efficiency:						
Operating Expenditures per Capita	$2.88	$33.61	$37.04	$42.12	$43.44	$50.27
Effectiveness:						
% of Annual Capital Projects Completed	N/A	N/A	100%	100%	100%	100%
Number of Cited Violations Under Clean Water Act	0	0	0	0	0	0





CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Watershed	Department Director:	Shay
Department Number:	00	Fund:	402

Program Description:

The City owns approximately 6,100 acres of land in the City of Hoquiam Watershed. The Watershed provides current and potential future water supply sources for the City. The majority of the land is also being used to grow and harvest merchantable timber to produce revenue for the City. Proceeds from the sale of Watershed forest products are restricted to the operation and maintenance of the Watershed lands and for costs associated with City water and sewer services.

The Watershed acreage is in two main blocks of land that are approximately 10 miles north of the City. The north block has 4,750 acres; most of that area is within the Davis Creek and West Fork of the Hoquiam Drainages. The remaining 1,350 acres are in an area known as the Little Hoquiam Watershed.

The City Watershed is made up of a wide variety of timber species and ages. The timber ranges in age from 0 to 90 years or more. Western Hemlock is the predominant species, but there are also significant volumes of alder, Douglas Fir, cedar and Sitka Spruce.

Mission:

To produce high quality water for the City and to provide revenues to maintain and update the water and sewer systems.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Watershed	Department Director:	Shay
Department Number:	00	Fund:	402

2007-2008 Accomplishments:

Hired City Forester to update Watershed Road Map and conduct a Watershed Inventory & 10 Year Harvest Plan.
Conducted one Timber Sale in 2007 of 2800 million board feet of timber.
Conducted 8 Timber Sales in 2008 due to the December 2007 windstorm generating nearly $3,000,000 in revenue.
Managed two large road building projects required to access blown down timber.

Goals for the 2009-2010 Biennium:

Complete the Watershed Road Map Project.
Complete the Watershed Inventory and 10 Year Harvest Plan.
Complete the 2008 Blowdown Timber sales and re-plant as necessary.
Harvest additional mature, marketable timber in accordance with the harvest plan .
Analyze the need for commercial thinning and thin as necessary.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Watershed
DEPT Number: 00
Fund Number: 402
RESP: Shay

2005-2010 WATERSHED APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0
Total Salaries and Wages	0	0	0	0	0	0	0
Medical & Dental	0	0	0	0	0	0	0
Social Security	0	0	0	0	0	0	0
Pension	0	0	0	0	0	0	0
L&I	0	0	0	0	0	0	0
Life Insurance	0	0	0	0	0	0	0
Total Personnel Benefits	0	0	0	0	0	0	0
Office Supplies	10,251	3,064	1,609	7,000	7,000	7,000	14,000
Road Construction	0	0	0	0	50,000	50,000	100,000
Total Supplies, Tools & Minor Equip	10,251	3,064	1,609	7,000	57,000	57,000	8,609
Professional Services	3,057	0	794	4,000	4,000	4,000	8,000
Animal Control	845	770	0	985	500	500	1,000
Forester Services	35,380	12,280	32,600	40,000	140,615	133,390	274,005
Timber Inventory	0	0	3,000	0	40,000	0	40,000
Fire Protection	1,611	1,611	1,611	2,000	2,000	2,000	4,000
Communications	120	112	137	120	120	120	240
Advertising	0	0	95	500	1,000	1,000	2,000
Rents & Leases	140	1,462	45	2,000	1,000	1,000	2,000
Repair & Maintenance	9,441	3,327	5,051	10,000	10,000	10,000	20,000
Miscellaneous	72	119	6,632	160	100	100	200
Tree Planting	10,695	9,716	0	12,000	100,000	0	100,000
Contract Logging/Thinning	0	0	0	25,000	50,000	0	50,000
Dues, Subscriptions & Memberships	150	0	150	150	150	150	300
Total Professional Services & Charges	61,511	29,396	50,116	96,915	349,485	152,260	147,031
Total Appropriations:	**$71,762**	**$32,461**	**$51,725**	**$103,915**	**$406,485**	**$209,260**	**$155,640**
Full Time Equivalent Employees:	0.0	0.0	0.0	0.0	0.0	0.0	

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Landfill Postclosure	Department Director:	Shay
Department Number:	00	Fund:	417

Program Description:

The City of Hoquiam no longer provides garbage collection services. However, the City is still obligated by law to provide postclosure maintenance of the City Landfill. Funds were transferred annually from the Sanitiation Fund , when it existed, into this reserve fund to assure that sufficient reserves were available to pay the annual costs. When the Sanitiation Fund was eliminated, an amount was transferred to this fund that will be enough to cover the costs remaining until the City's obligation ends in 2009.

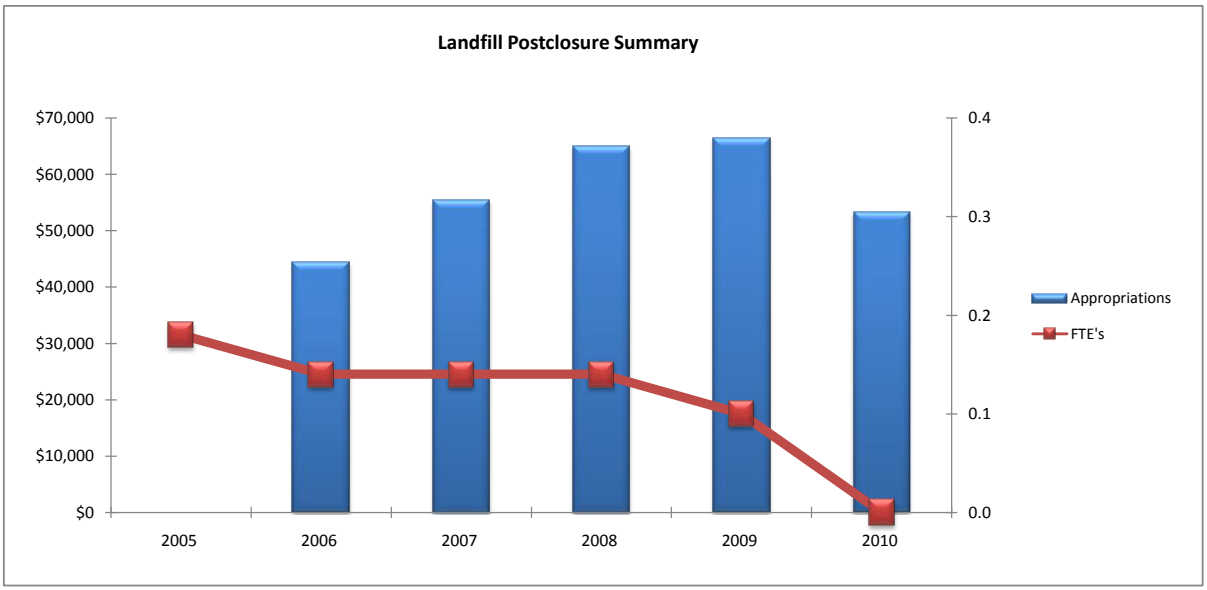
For the 2007-2008 biennium, the Landfill Postclosure operating budget includes personnel costs associated with maintaining the old landfill including mowing. Additionally, this budget includes expenditures for monitoring and sampling to ensure that all regulations are met. For the 2007-2008 biennium, $120,575 is budgeted for completing the City's landfill postclosure obligations.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: Landfill Postclosure
DEPT Number: 00
Fund Number: 417
RESP: Shay

2005-2010 LANDFILL POSTCLOSURE APPROPRIATIONS SUMMARY

Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries		368	1,556	5,490	5,655	0	5,655
Overtime		0	0	0	0	0	0
Total Salaries and Wages		368	1,556	5,490	5,655	0	5,655
Medical & Dental		69	263	2,200	2,375	0	2,375
Social Security		28	119	420	430	0	430
Pension		12	89	395	460	0	460
L&I		11	37	180	185	0	185
Life Insurance		0	2	25	25	0	25
Total Personnel Benefits	0	120	510	3,220	3,475	0	3,475
Office Supplies		1,843	800	1,900	3,000	3,000	6,000
Undistributed Carryover		0	0	3,980	0	0	0
Total Supplies, Tools & Minor Equip	0	1,843	800	5,880	3,000	3,000	6,000
Professional Services		14,185	22,355	19,000	20,000	15,000	35,000
Communications		0	0	500	0	0	0
Travel & Training		0	0	0	0	0	0
Advertising		0	0	0	0	0	0
Current Year Insurance		111	115	125	120	130	250
Utilities		25,077	24,942	27,200	27,200	28,200	55,400
Repairs & Maintenance		0	2,413	500	4,000	4,000	8,000
Miscellaneous		2,713	2,761	2,950	2,875	2,875	5,750
Dues, Subscriptions & Memberships		0	0	0	0	0	0
Tuitions & Registrations		0	0	0	0	0	0
Total Professional Services & Charges	0	42,086	52,586	50,275	54,195	50,205	104,400
Total Appropriations:	**$0**	**$44,417**	**$55,452**	**$64,865**	**$66,325**	**$53,205**	**$119,530**
Full Time Equivalent Employees:	0.2	0.1	0.1	0.1	0.1	0.0	



CITY OF HOQUIAM
20099-2010 BIENNIAL OPERATING BUDGET
Department Budget Narrative

Department:	Equipment Rental	Department Director:	Shay
Department Number:	30	Fund:	501

Program Description:

There is one person in the Equipment Rental Department. The primary responsibility for the Department is to keep all City rolling stock and equipment in safe operational order. This includes Fire, Police, Water, Electrical, Street, Storm, Sewer, Public Works, Parks and Cemtery Departments. All petroleum driven and pnuematic hand tools are also maintained in safe operating condition. The Director has the authority to "red tag" any piece of equipment or hand tool for safety reasons and cause the repair or surpuls/disposal thereof through City procedures of surplussing by the City Council.

Mission:

To continue to provide the service that has been performed in the past, while extending the life of the current equipment through a good maintenance program.

CITY OF HOQUIAM
2009-2010 BIENNIAL OPERATING BUDGET
Department Accomplishments and Goals

Department:	Equipment Rental	Department Director:	Shay
Department Number:	30	Fund:	501

2007-2008 Accomplishments:

1. Maintained all city owned equipment.
2. Helped other crews and departments on projects and repairs
3. Made sure the City is getting the best prices and quality on all items purchased.
4. Enforced the preventative maintenance program and safety of all equipment.

Goals for the 2009-2010 Biennium:

1. Continue to service and maintain all City owned rolling stock, equipment and hand tools.
2. Maintain a routine inspection of all hand tools, rolling stock, and equipment for preventative maintenance.
3. Continue to have 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 Publice 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.

CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
SUMMARY SHEET

DEPT Name: **Equipment Rental**
DEPT Number: **30**
Fund Number: **501**
RESP: **Shay**

2005-2010 EQUIPMENT RENTAL APPROPRIATIONS SUMMARY

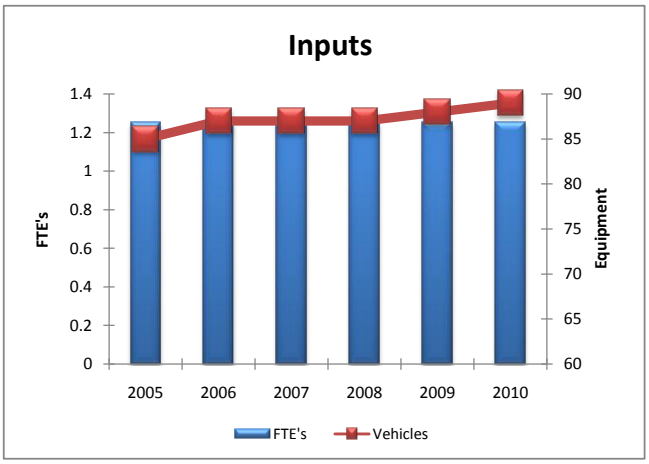
Category	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2009 Budget	2010 Budget	09-10 Total
Permanent Salaries	52,963	52,963	53,106	55,995	57,735	59,535	117,270
Overtime	392	8	127	1,040	500	500	1,000
Working Out of Class	0	0	0	0	0	0	0
Total Salaries and Wages	53,355	52,971	53,233	57,035	58,235	60,035	118,270
Medical & Dental	9,536	9,392	8,688	7,580	8,185	8,910	17,095
Social Security	4,101	4,073	4,083	4,365	4,455	4,595	9,050
Pension	1,007	1,624	3,080	4,120	4,750	4,805	9,555
L&I	1,974	1,859	1,463	1,375	1,415	1,415	2,830
Life Insurance	80	72	84	215	215	215	430
Clothing Allowance	250	250	250	250	250	250	500
Total Personnel Benefits	16,948	17,269	17,648	17,905	19,270	20,190	39,460
Office Supplies	28,872	24,327	25,378	35,000	38,500	42,350	80,850
Small Tools	2,339	1,282	3,431	1,000	500	500	1,000
Undistributed Carryover	0	0	0	20,800	0	0	0
Fuel	96,002	115,607	126,606	120,000	180,000	180,000	360,000
Total Supplies, Tools & Minor Equip	127,213	141,216	155,414	176,800	219,000	222,850	441,850
Professional Services	1,065	1,157	0	200	200	200	400
Communications	186	177	174	200	200	200	400
Travel & Training	0	0	0	100	100	100	200
Advertising	46	313	0	200	200	200	400
Current Year Auto Insurance	4,907	4,770	5,372	5,655	7,480	7,875	15,355
Other Insurance	3,143	2,731	2,205	2,315	2,185	2,400	4,585
Utilities	60	30	0	400	0	0	0
Repair & Maintenance	14,432	11,945	30,358	24,000	26,400	29,000	55,400
Miscellaneous	1,186	2,378	1,932	1,550	1,550	1,550	3,100
Dues, Subscriptions & Memberships	0	20	0	1,300	1,300	1,300	2,600
Total Professional Services & Charges	25,025	23,521	40,040	35,920	39,615	42,825	82,440
Replace Animal Control Truck #14	0	14,395	0	0	0	0	0
Building Official Vehicle	0		15,930	0	0	0	0
Replace Ambulance	0	0	136,735	93,000	0	0	0
Replace Water Mower #47	0	0	0	9,220	0	0	0
Replace Water Pickup #42	0	0	0	22,000	0	0	0
Replace #63	0	0	0	5,975	0	0	0
Replace Water Backhoe #53	0	0	0	0	95,000	0	95,000
Replace St/Sew Service Trk #62	0	0	0	0	32,000	0	32,000
Replace St/Sew Flatbed #68	0	0	0	0	35,000	0	35,000
Replace Elect Bucket Trk #91	0	0	0	0	70,000	0	70,000
Replace Wtr/St/Sew Forklift	0	0	0	0	16,000	0	16,000
Replace Water Service Trk #41	0	0	0	0	0	35,000	35,000
Replace Water Pickup #48	0	0	0	0	0	24,000	24,000
Replace Police Car	0	0	0	0	30,000	30,000	60,000
Replace Water Truck #51	15,400	0	0	0	0	0	0
Replace Water Dump Truck #55	225	98,046	0	0	0	0	0
Replace Sewer Truck #64	0	31,246	0	0	0	0	0
Street Sweeper #70	127,972	0	0	0	0	0	0
Parks/Cemetery Backhoe	36,809	0	0	0	0	0	0
Replace Water Truck #48	0	23,245	0	0	0	0	0
Replace Water Truck #44	0	0	34,462	2,040	0	0	0
Replace Water/Sewer Mower #46	0	0	0	112,000	0	0	0
Replace Fire Chief Vehicle #7333	0	0	25,963	0	0	0	0
Replace Parks Truck #96	0	0	0	18,180	0	0	0
Replace Sewer Truck #60	0	0	15,533	0	0	0	0
Total Capital	180,406	166,932	228,622	262,415	278,000	89,000	367,000
Total Appropriations:	**$402,947**	**$401,909**	**$494,958**	**$550,075**	**$614,120**	**$434,900**	**$1,049,020**
Full Time Equivalent Employees:	1.3	1.3	1.3	1.3	1.3	1.3	

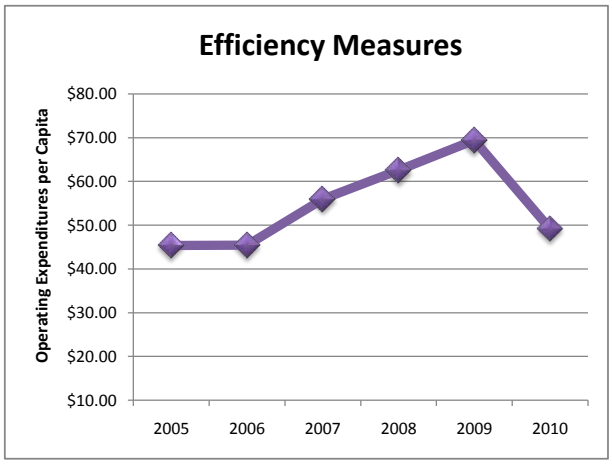
CITY OF HOQUIAM
2009-2010 BIENNIAL BUDGET DEVELOPMENT
PERFORMANCE MEASURES

DEPT Name: **Equipment Rental**
DEPT Number: **30**
Fund Number: **501**
RESP: **Shay**

2005-2010 EQUIPMENT RENTAL PERFORMANCE MEASURES

Category/Measure	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
Input:						
No. of Personnel	1.25	1.25	1.25	1.25	1.25	1.25
No. of Vehicles and Equipment	85	87	87	87	88	89
Output:						
No. of "Red Tags" issued	N/A	N/A	N/A	N/A	N/A	N/A
No. of Preventive Maintenance Inspections	N/A	N/A	N/A	N/A	N/A	N/A
No. of Total Miles Driven	N/A	N/A	N/A	N/A	N/A	N/A
No. of Gallons of Fuel Consumed	N/A	N/A	N/A	N/A	N/A	N/A
Efficiency:						
Operating Expenditures per Capita	$45.40	$45.44	$55.96	$62.54	$69.43	$49.17
Operating Expenditures per Vehicle	$4,741	$4,620	$5,689	$6,323	$6,979	$4,887
Average Cost per Mile	N/A	N/A	$0.29	$0.29	$1.29	$2.29
City Wide Miles per Gallon	N/A	N/A	20	20	21	22
Effectiveness:						
% General Fleet is Available	N/A	N/A	95%	95%	95%	95%
% of Customers Rating Serviceas "good" or "excellent"	N/A	N/A	90%	90%	90%	90%





VII. CAPITAL IMPROVEMENT BUDGET

The following section provides a description of the 2009-2010 General and Utility Capital Improvement budget.

In total, this budget includes $3,011,443 in requested capital projects for 2009 and 2010. This section does not currently include recommended funding for carry-forward capital projects from 2008.

Summary of all Capital Projects: The first page of this section provides a summary of all general government and utility funded capital projects. This budget is comprised of capital improvement projects funded with resources from various City operating funds, including the General Fund, the utility funds, and others.

Remaining pages of this section provide a project by project description of adopted capital improvements.

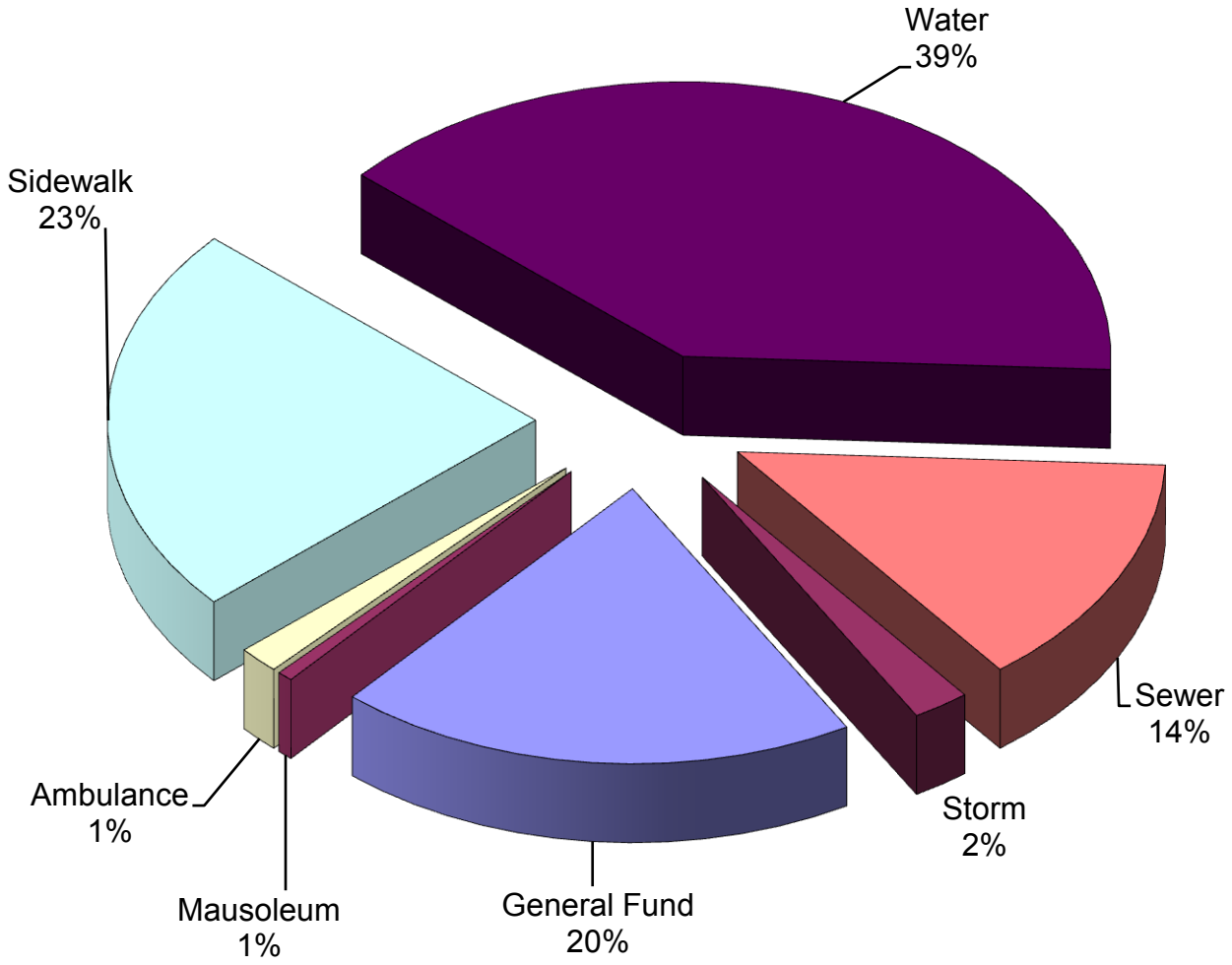
CITY OF HOQUIAM

2009-2010 CAPITAL IMPROVEMENT BUDGET

Summary of Approved Projects by Funding Source and Appropriation Fund

CAPITAL PROJECTS Funding Source/Project Description	Appropriation Fund	2009 Amount	2010 Amount	Total Biennium
#001 - General Fund (Unrestricted Revenues)				
Upgrade Finance Software	001	$10,000	$0	$10,000
City Hall Improvements	001/114	$25,000	$25,000	$50,000
Polson Museum Painting	001	$10,000	$0	$10,000
Fire Department Heat Pump	001	$9,500	$0	$9,500
Fire Dorm Room Upgrade	001	$7,500	$0	$7,500
Library Painting	001	$20,000	$1	$20,001
Library Heat Pump	001	$7,000	$2	$7,002
Street Tree Planting	001	$20,000	$20,000	$40,000
Playground Equipment	001	$25,000	$28,440	$53,440
Gable Park Improvements	001	$300,000	$0	$300,000
Pocklington Park Restroom	001	$75,000	$0	$75,000
Council/Court Recording Equipment	001	$10,000	$0	$10,000
Subtotal, General Fund Projects		**$519,000**	**$73,443**	**$592,443**
#102 - Mausoleum				
Handicap Ramp and Railing	102	$5,000	$3,000	$8,000
Replace Water System	102	$10,000	$0	$10,000
Subtotal, Mausoleum Fund Projects		**$15,000**	**$3,000**	**$18,000**
#109 - Ambulance				
Headquarters Generator	109	$40,000	$0	$40,000
Fire Dorm Room Upgrade	109	$7,500	$0	$7,500
Subtotal, Ambulance Fund Projects		**$47,500**	**$0**	**$47,500**
#302 - Sidewalk Construction				
Construction Projects	302	**$636,000**	**$55,500**	**$691,500**
#401-25 Water Department Projects				
Little Hoquiam Dam Consent Decree	401-25/402	$400,000	$0	$400,000
West Fork Dam Improvements	401-25/402	$0	$468,000	$468,000
Flow Testing	401-25/402	$0	$50,000	$50,000
Drill Test Well Near WTP	401-25/402	$125,000	$0	$125,000
Arnold Court Booster Pump	401-25/402	$0	$55,000	$55,000
College Hill Booster Pump/Generator	401-25/402	$0	$48,000	$48,000
WTP Roof	401-25	$12,000	$0	$12,000
WTP Turbidimeters/FAP Machine	401-25/402	$25,000	$0	$25,000
Subtotal, Water Projects		**$562,000**	**$621,000**	**$1,183,000**
#401-26 Sewer Department Projects				
Variable Drives	401-26/402	$190,000	$190,000	$380,000
Diesel Generator	401-26/402	$0	$34,000	$34,000
Subtotal, Sewer Utility Projects		**$190,000**	**$224,000**	**$414,000**
#401-27 - Storm Department Projects				
Pump Replacements	401-27/402	$0	$65,000	$65,000
Subtotal, Sewer Utility Projects		**$0**	**$65,000**	**$65,000**
TOTAL CAPITAL PROJECTS		**$1,969,500**	**$1,041,943**	**$3,011,443**

CITY OF HOQUIAM
2009-2010 Capital Appropriations
Total Budget $3,011,443



CITY OF HOQUIAM

2009-2010 CAPITAL BUDGET

Project Budget Narrative

Department:	General Government	Department Director:	Shay
Project Name:	Capital Projects	Fund Number:	001

Project Descriptions and Objectives:

This project group provides funding for the following General Government items listed.

Upgrade Finance Software ($10,000):
The City's current business license software is out of date. We are unable to easily retrieve data and support from the current vendor has been less than stellar.

City Hall improvements ($25,000 in 2009 and $25,000 in 2010):
Pruojects for the biennium include upgrades to the City's email system and an additional server. Also, the need for increased security will be a priority for the 2009-2010 biennium.

Library and Polson Museum Painting ($30,000):
These historic building are in need of painting.

Library and Fire Dept Heat Pumps ($16,500):
The current heat pumps in these buildings are not energy efficient and are due for replacement.

Street Tree Planting ($20,000):
The City will undertake an aggressive project to beautify streets with trees as a part of our Street Tree USA designation.

Park Improvements ($400,000):
The City will be aggressively improving our parks in the 2009-2010 biennium. A skate park and restrooms will be added to Gable Park, the restroom at Pocklington Park will be replaced and the small parks will get new play equipment.

Current Status:

These projects are new for 2009-2010.

Impact on Annual Operating Budget:

Under normal operating conditions, these projects will not have a significant impact on operating costs. However, other operating costs may be reduced as the heat pumps at the Fire Department and the Library will use less electricity.

CITY OF HOQUIAM

2009-2010 CAPITAL BUDGET

Project Budget Narrative

Department:	Mausoleum	Department Director:	Shay
Project Name:	Capital Projects	Fund Number:	102

Project Descriptions and Objectives:

This project group provides funding for the Mausoleum.

Handicap Ramp and Railing ($8,000):
Currently it is difficult for handicapped and limited mobility individuals to acess the Mausoleum and associated open areas. This improvement will ensure that all areas of the Mausoleum are available and open to the public

Replace Water System ($10,000):
The current water system at the Cemetery and Mausoleum is aged, undersized and there are leaks in certain areas. Some sections have been patched, but the entire system is in need of replacement.

Current Status:

These projects are carryovers from the 2007-2008 budget.

Impact on Annual Operating Budget:

Under normal operating conditions, these project will not have a significant impact on operating costs.

CITY OF HOQUIAM

2009-2010 CAPITAL BUDGET

Project Budget Narrative

Department:	Ambulance	Department Director:	Pumphrey
Project Name:	Capital Projects	Fund Number:	109

Project Descriptions and Objectives:

This project group provides funding for the following Emergency Care items listed.

Headquarters Generator ($40,000):
The current generator at the Fire Department is not reliable. The costs to repair the generator would be comparable to a new one. Reliable, consistent electricity is critical for Fire operations especially during poor weather conditions that may cause outages.

Dorm Room Remodel ($7,500):
The Fire share of an upgrade to the dorm room.

Current Status:

These projects are new for 2009-2010.

Impact on Annual Operating Budget:

Under normal operating conditions, these projects will not have a significant impact on operating costs.

CITY OF HOQUIAM

2009-2010 CAPITAL BUDGET

Project Budget Narrative

Department:	Sidewalk Construction	Department Director:	Shay
Project Name:	Capital Projects	Fund Number:	302

Project Descriptions and Objectives:

This project group provides funding for Sidewalk Construction.

Construction Projects ($636,000 in 2009 and $55,500 in 2010):
The City will be undertaking sidewalk improvments as part of a grant from the Department of Transportation. Staff will also identify additional needs for the 2009-2010 biennium and begin replacing other sidewalks.

Current Status:

These projects are new for 2009-2010.

Impact on Annual Operating Budget:

Under normal operating conditions, these projects will not have a significant impact on operating costs.

CITY OF HOQUIAM

2009-2010 CAPITAL BUDGET

Project Budget Narrative

Department:	Water Department	Department Director:	Telecky
Project Name:	Capital Projects	Fund Number:	401/402

Project Descriptions and Objectives:

This project group provides funding for the following Water Department items listed.

West Fork Dam Improvements ($468,000 in 2010):
These improvements are critical to stabilizing the City's water source and are identified as a priority in the Comprehensive Water System Plan.

Treatment Plant Turbidimeters/FAP Machine ($25,000 in 2009):
Will give the City increased ability to measure water "cloudiness" and aid in filtering contaminents from the water system.

Drill Test Well Near WTP ($125,000 in 2009):
The City is searching for other sources in lieu of the high maintenance that will be needed for the current surface water system.

Dam Consent Decree ($400,000 in 2009):
Staff will need to put in a fish ladder as part of a consent decree.

Flow Testing ($50,000 in 2010):
Will provide information to isolate leaks in the system.

Arnold Court /College Hill Booster Pump ($103,000 in 2010):
Will ensure a constant supply of pressure to water customers.

WTP Roof ($12,000 in 2009):
Will pay for a roof over the old Water Treatment Plant that can now be used for storage.

Current Status:

These projects are new for 2009-2010.

Impact on Annual Operating Budget:

These projects are not anticipated to impact operational costs with the exception of the consent decree. The installation of a fish ladder will cause increased maintenance, however any additional expenses will be absorbed in future budgets.

CITY OF HOQUIAM

2009-2010 CAPITAL BUDGET

Project Budget Narrative

Department:	Sewer Department	Department Director:	Watters
Project Name:	Capital Projects	Fund Number:	401/402

Project Descriptions and Objectives:

This project group provides funding for the following Sewer Department items listed.

Variable Drives ($190,000 in 2009 and $190,000 in 2010):
Replace old drives at K Street and Bayview with energy efficient models.

Portable Generator ($34,000 in 2008):
A portable generator will assist with operational procedures for replacing inline equipment as well as diverting storm water away from sewer lines during emergencies.

Current Status:

These projects are all new for 2009-2010.

Impact on Annual Operating Budget:

Under normal operating conditions, these projects will not have a significant impact on operating costs. Additionally, the variable drive replacements should result in decreased electrical costs.

CITY OF HOQUIAM

2009-2010 CAPITAL BUDGET

Project Budget Narrative

Department:	Storm Department	Department Director:	Watters
Project Name:	Capital Projects	Fund Number:	401/402

Project Descriptions and Objectives:

This project group provides funding for the following Sewer Department items listed.

Pump Replacement ($65,000 in 2010):
This pump would be purchased and used as spare until it can be repl.

Current Status:

These projects are all new for 2009-2010.

Impact on Annual Operating Budget:

Under normal operating conditions, these projects will not have a significant impact on operating costs. Additionally, the variable drive replacements should result in decreased electrical costs.

VIII. DEBT SERVICE BUDGET

The following pages provide a comprehensive overview of the City's debt service budget.

Hoquiam's debt service appropriations can be divided into four categories:

- Limited general obligation debt, approved without a vote of the people,
- Unlimited general obligation debt, approved with a vote of the people,
- Revenue supported debt, usually debt issued without a vote of the people, and supported by the revenue stream generated by the utility, and
- Assessment debt, including local improvement district (LID) debt, which constitutes a special limited obligation of the City of Hoquiam.

The following debt summary page summarizes all debt service appropriations for 2009 and 2010, and indicates ending balances for each debt issue and type. In all, debt service appropriations total $171,242 for the 2009-2010 Biennium. Remaining indebtedness at the end of 2010 totals $404,970.

The subsequent graphs illustrate the makeup of the City's indebtedness and compares total general obligation indebtedness to statutory limits.

The second graph entitled "2010 Remaining Debt by Type" illustrates the large percentage of the City's debt that takes the form limited tax general obligation debt at 79% of the total debt. Revenue debt constitutes the remaining debt and is due in large part to the 1988 CERB loan that financed the 5th Street Extension sewer project.

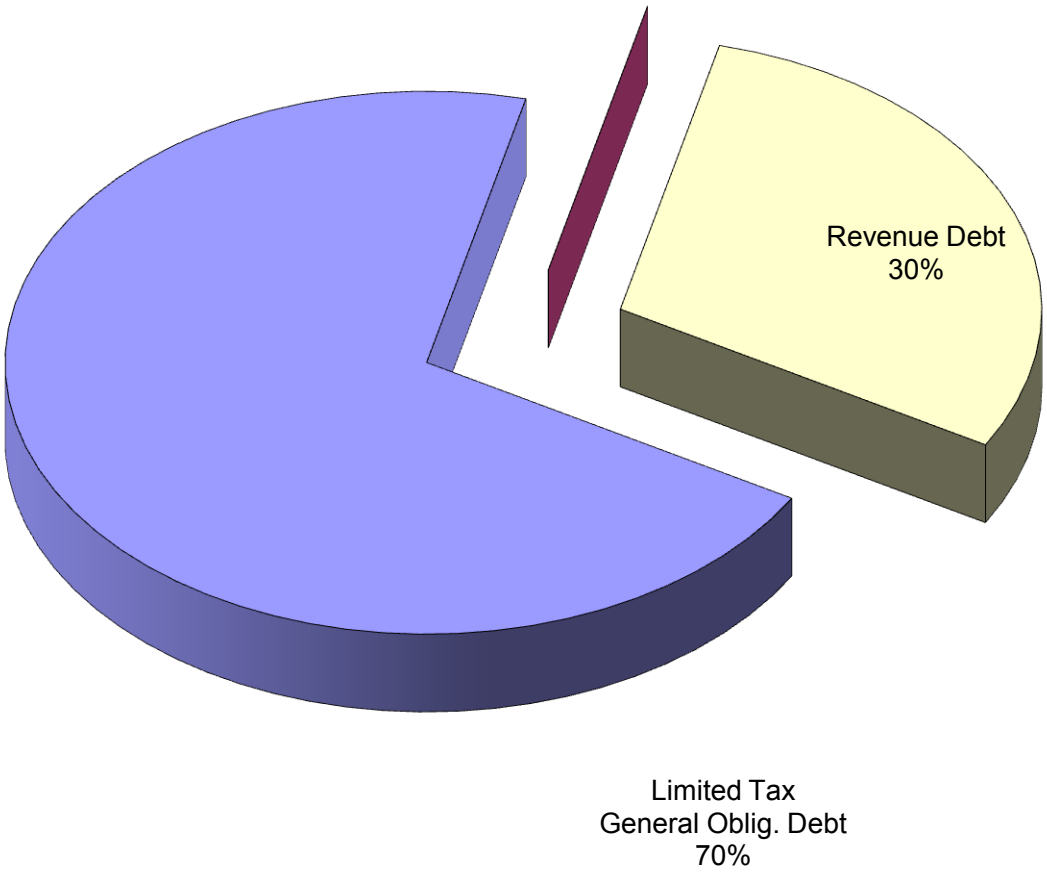
The third graph compares actual general obligation indebtedness, both non-voted or "councilmatic" debt and total indebtedness, to the statutory limits on indebtedness of 1.5% for councilmatic and 2.5% for all general obligation debt respectively. The chart illustrates that the City is well within its statutory limits in both cases.

Following these graphs, the remaining pages provide detailed descriptions of each debt service fund of the city, with project and activity explanations and descriptions, comprehensive debt service schedules and appropriation histories, and projected budgets through 2010 at current indebtedness levels.

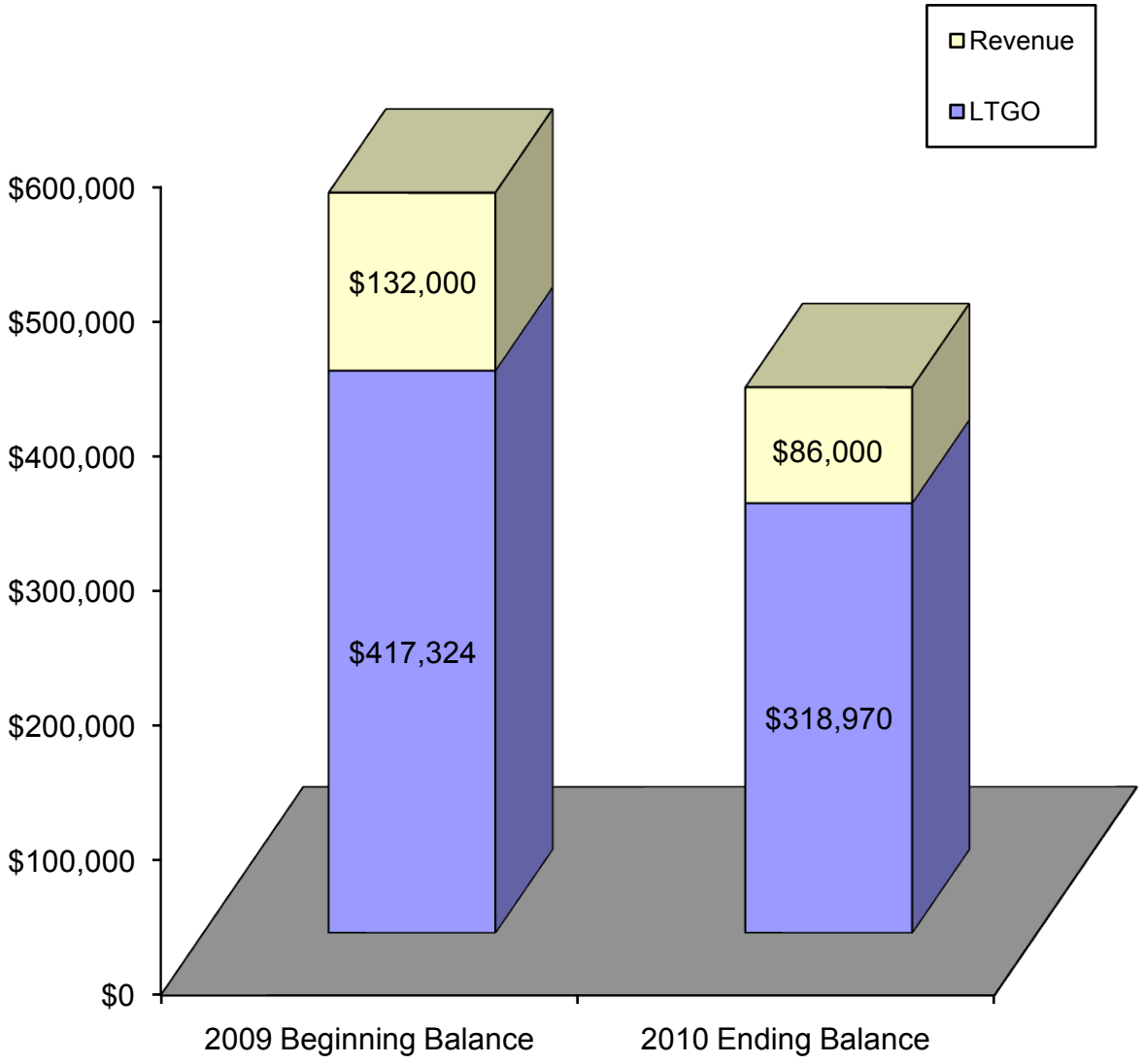
CITY OF HOQUIAM
2009-2010 Adopted Budget
Debt Service Summary

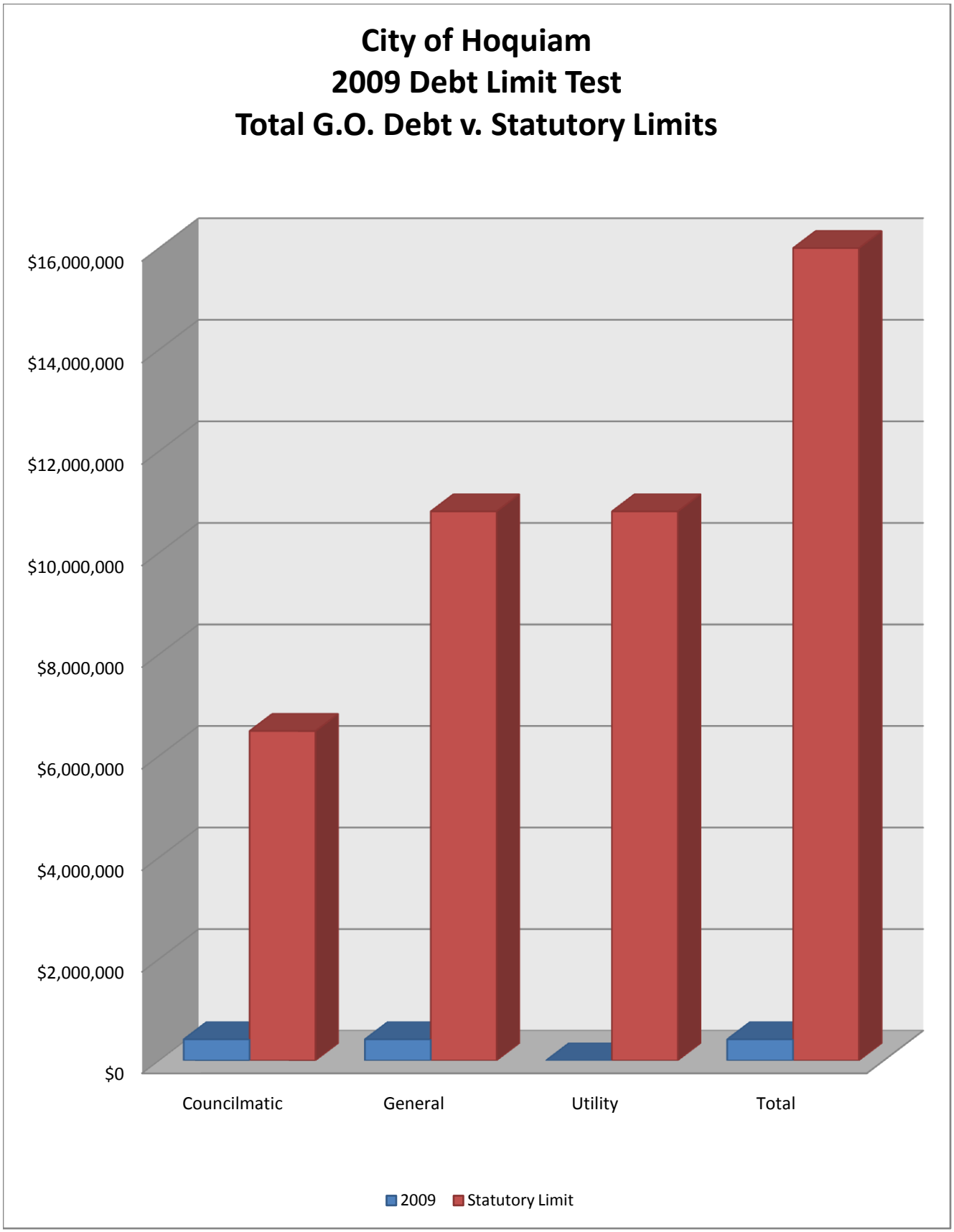
ISSUE	2009 Beginning Balance	2009-2010 Principal	2009-2010 Interest	2010 Ending Balance	Final Maturity	Description
Limited Tax General Oblig. Debt						
1994 PWTF Loan	$198,142	$66,047	$3,633	$132,095	2014	Aberdeen Ave. Improvements
2006 Refunding Bonds	$219,181	$32,306	$18,656	$186,875	2019	City Hall Improvements
Subtotal, Limited Tax G. O.:	$417,324	$98,354	$22,289	$318,970		
Unlimited Tax General Oblig. Debt						
1995 Refunding Bonds	$0	$0	$0	$0	2008	Refund three other bond issues
2001 Fire Truck Bond	$0	$0	$0	$0	2006	New Fire Truck Purchase
Subtotal, Unlimited Tax G. O.:	$0	$0	$0	$0		
Subtotal, General Obligation Debt:	**$417,324**	**$98,354**	**$22,289**	**$318,970**		
Revenue Debt						
2007 PWTF Loan - Sewer	$72,000	$36,000	$0	$36,000	2012	Wastewater Facility Plan
1986 PWTF Loan - Water	$0	$0	$0	$0	2006	Water Treatment Plant
1988 CERB Loan - Sewer	$60,000	$10,000	$4,600	$50,000	2020	5th Street Sewer Extension
Subtotal, Revenue Debt:	**$132,000**	**$46,000**	**$4,600**	**$86,000**		
Assessment Debt						
N/A	$0	$0	$0	$0		
Subtotal, Assessment Debt:	**$0**	**$0**	**$0**	**$0**		
Total Debt, all Sources and Uses:	**$549,324**	**$144,354**	**$26,889**	**$404,970**		

CITY OF HOQUIAM
2009-2010 Debt Service Appropriations
Summarized by Debt Type
$171,242



CITY OF HOQUIAM
2010 Remaining Debt by Type
$404,970




City of Hoquiam
2009 Debt Limit Test
Total G.O. Debt v. Statutory Limits
$16,000,000
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$0
Councilmatic
General
Utility
Total
2009
Statutory Limit

CITY OF HOQUIAM
2009-2010 Budget
DEBT SERVICE FUNDS

FUND NUMBER: **107**
DESCRIPTION: **Limited Tax General Obligation - Arterial Street Fund**

Program Description:

This program provides for the repayment of a $627,450 Public Works Trust Fund loan that financed a widening of Aberdeen Avenue and Pacific Avenue in 1994.

This loan constitutes a limited general obligation of the City, and is backed by the full faith and credit of the City of Hoquiam. Payments are made in June of each year and paid from a portion of the state-collected gasoline tax that is distributed to each the cities of Washington.

This loan is for twenty years at a 1% interest rate. Debt repayment continues through 2014.

	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Forecast	2009 Budget	2010 Budget	2011 Projected
REVENUES:									
Beginning Balance:	$0	$0	$0	$0	$0	$0	$0	$0	$0
Gas Taxes	$36,987	$36,656	$36,326	$35,996	$35,666	$35,335	$35,005	$34,675	$34,345
EXPENDITURES:									
Principal	$33,024	$33,024	$33,024	$33,024	$33,024	$33,024	$33,024	$33,024	$33,024
Interest	$3,963	$3,633	$3,302	$2,972	$2,642	$2,312	$1,981	$1,651	$1,321
Total Expenditures	$36,987	$36,656	$36,326	$35,996	$35,666	$35,335	$35,005	$34,675	$34,345
ENDING BALANCE:	$0	$0	$0	$0	$0	$0	$0	$0	$0

Remaining Debt Service Schedule

	Principal	Interest	Total	Remaining Balance
Previous Years:	$363,260	$65,684	$428,944	$264,190
2007	$33,024	$2,642	$35,666	$231,166
2008	$33,024	$2,312	$35,335	$198,142
2009	$33,024	$1,981	$35,005	$165,118
2010	$33,024	$1,651	$34,675	$132,095
2011	$33,024	$1,321	$34,345	$99,071
2012	$33,024	$991	$34,014	$66,047
2013	$33,024	$660	$33,684	$33,024
2014	$33,024	$330	$33,354	$0
Total	$627,450	$68,325.82	$705,022	

CITY OF HOQUIAM
2009-2010 Budget
DEBT SERVICE FUNDS

FUND NUMBER: **213**
DESCRIPTION: **1989 Limited General Obligation Bond Fund**

Program Description:

Fund 213 provides for principal and interest payments on the $400,000 1989 limited tax general obligation (LTGO) bonds. This issue financed a renovation of City Hall. Issuance terms include a 30 year level debt service maturity for the bonds. This bond issue, approved per Ordinance 89-7, carries interest at 6% over the life of the bonds and constitutes a ful faith and credit indenture of the City.

Ongoing Objectives/Major Issues:

This bond was refunded with a bank loan in April of 2006. The new bank loan has an interest rate of 4.5% and continues for the rest of the life of the bond, which matures in 2020. The new bank loan constitutes a full faith and credit indenture of the City and payments are through an allocation of the City's general fund each year.

REVENUES:	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Forecast	2009 Budget	2010 Budget	2011 Projected
Beginning Balance:	$0	$0	$0	$0	$0	$4	$7	$7	$7
Property Taxes (non-voted)	$28,912	$28,912	$28,912	$28,912	$25,485	$25,485	$25,481	$25,481	$25,571
Total Revenues:	$28,912	$28,912	$28,912	$28,912	$25,485	$25,485	$25,481	$25,481	$25,571
Total Resources:	$28,912	$28,912	$28,912	$28,912	$25,485	$25,489	$25,489	$25,489	$25,579
EXPENDITURES:									
Principal	$11,457	$12,144	$12,873	$13,645	$11,712	$15,106	$15,794	$16,513	$17,264
Interest	$17,455	$16,768	$16,039	$15,267	$13,769	$10,375	$9,687	$8,969	$8,307
Total Expenditures	$28,912	$28,912	$28,912	$28,912	$25,481	$25,481	$25,481	$25,481	$25,571
ENDING BALANCE:	$0	$0	$0	$0	$4	$7	$7	$7	$7

Remaining Debt Schedule

Year	Principal	Interest	Total	Balance
Previous:	$0	$0	$0	$246,000
2007	$11,712	$13,769	$25,481	$234,288
2008	$15,106	$10,375	$25,481	$219,181
2009	$15,794	$9,687	$25,481	$203,388
2010	$16,513	$8,969	$25,481	$186,875
2011	$17,264	$8,307	$25,571	$169,611
2012	$18,050	$7,432	$25,481	$151,562
2013	$18,871	$6,610	$25,481	$132,691
2014	$19,730	$5,752	$25,481	$112,961
2015	$20,627	$4,854	$25,481	$92,334
2016	$21,566	$3,915	$25,481	$70,767
2017	$22,548	$2,934	$25,481	$48,220
2018	$23,574	$1,908	$25,481	$24,646
2019	$24,646	$835	$25,481	$0
Total:	$246,000	$75,755	$229,421	

CITY OF HOQUIAM
2007-2008 Budget
DEBT SERVICE FUNDS

FUND NUMBER: **401-25**
DESCRIPTION: **Water Utility Debt Service**

Program Description:

This program provides for the repayment of a $1,000,000 1986 Public Works Trust Fund loan that financed a new water treatment plant.

This loan constitutes a limited revenue obligation of the City, and is financed solely from water utility revenues.

Debt repayment ended in 2006 when this loan was paid in full.

	2001 Actual	2002 Actual	2003 Acutal	2004 Actual	2005 Actual	2006 Budgeted	2007 Budget	2008 Budget	2009 Projected
REVENUES:									
Beginning Balance:	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Utility Revenue	$62,105	$60,526	$58,947	$57,368	$55,789	$54,211	$0	$0	$0
Total Revenues:	$62,105	$60,526	$58,947	$57,368	$55,789	$54,211	$0	$0	$0
Total Resources:	$62,105	$60,526	$58,947	$57,368	$55,789	$54,211	$0	$0	$0
EXPENDITURES:									
Principal	$52,632	$52,632	$52,632	$52,632	$52,632	$52,632	$0	$0	$0
Interest	$9,474	$7,895	$6,316	$4,737	$3,158	$1,579	$0	$0	$0
Total Expenditures	$62,105	$60,526	$58,947	$57,368	$55,789	$54,211	$0	$0	$0
ENDING BALANCE:	$0	$0	$0	$0	$0	$0	$0	$0	$0

Remaining Debt Service Schedule
1988 Public Works Trust Fund Loan

Previous	Principal	Interest	Total	Balance
Years:	$1,000,000	$324,354	$1,324,354	$0
Total:	$1,000,000	$324,354	$1,324,354	

CITY OF HOQUIAM
2009-2010 Budget
DEBT SERVICE FUNDS

FUND NUMBER: **401-26**
DESCRIPTION: **Sewer Utility Debt Service**

Program Description:

This program provides for the repayment of a $70,000 1998 Community Economic Revitalization Board loan that financed an extension of the sewer system along 5th Street.

This loan constitutes a limited revenue obligation of the City, and is financed solely from sewer utility revenues.

Debt repayment continues at 4% through 2020.

	2003 Acutal	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Forecast	2009 Budget	2010 Budget	2011 Projected
REVENUES:									
Beginning Balance:	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Utility Revenue	$0	$0	$0	$16,800	$7,800	$7,600	$7,400	$7,200	$7,000
Total Revenues:	$0	$0	$0	$16,800	$7,800	$7,600	$7,400	$7,200	$7,000
Total Resources:	$0	$0	$0	$16,800	$7,800	$7,600	$7,400	$7,200	$7,000
EXPENDITURES:									
Principal	$0	$0	$0	$0	$5,000	$5,000	$5,000	$5,000	$5,000
Interest	$0	$0	$0	$16,800	$2,800	$2,600	$2,400	$2,200	$2,000
Total Expenditures	$0	$0	$0	$16,800	$7,800	$7,600	$7,400	$7,200	$7,000
ENDING BALANCE:	$0	$0	$0	$0	$0	$0	$0	$0	$0

Remaining Debt Service Schedule
1988 Public Works Trust Fund Loan

Previous Years:	Principal	Interest	Total	Balance
	$0	$16,800	$16,800	$70,000
2007	$5,000	$2,800	$7,800	$65,000
2008	$5,000	$2,600	$7,600	$60,000
2009	$5,000	$2,400	$7,400	$55,000
2010	$5,000	$2,200	$7,200	$50,000
2011	$5,000	$2,000	$7,000	$45,000
2012	$5,000	$1,800	$6,800	$40,000
2013	$5,000	$1,600	$6,600	$35,000
2014	$5,000	$1,400	$6,400	$30,000
2015	$5,000	$1,200	$6,200	$25,000
2016	$5,000	$1,000	$6,000	$20,000
2017	$5,000	$800	$5,800	$15,000
2018	$5,000	$600	$5,600	$10,000
2019	$5,000	$400	$5,400	$5,000
2020	$5,000	$200	$5,200	$0
Total:	$70,000	$37,800	$107,800	

CITY OF HOQUIAM
2009-2010 Budget
DEBT SERVICE FUNDS

FUND NUMBER: **401-26**
DESCRIPTION: **Sewer Utility Debt Service**

Program Description:

This program provides for the repayment of a $90,000 Public Works Trust Fund Loan that financed an an update to the Wastewater Comprensive Plan.

This loan constitutes a limited revenue obligation of the City, and is financed solely from sewer utility revenues.

Debt repayment continues at 0% through 2012.

	2003 Acutal	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Forecast	2009 Budget	2010 Budget	2011 Projected
REVENUES:									
Beginning Balance:	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Utility Revenue	$0	$0	$0	$0	$0	$18,000	$18,000	$18,000	$18,000
Total Revenues:	$0	$0	$0	$0	$0	$18,000	$18,000	$18,000	$18,000
Total Resources:	$0	$0	$0	$0	$0	$18,000	$18,000	$18,000	$18,000
EXPENDITURES:									
Principal	$0	$0	$0	$0	$0	$18,000	$18,000	$18,000	$18,000
Interest	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Expenditures	$0	$0	$0	$0	$0	$18,000	$18,000	$18,000	$18,000
ENDING BALANCE:	$0	$0	$0	$0	$0	$0	$0	$0	$0

Remaining Debt Service Schedule
1988 Public Works Trust Fund Loan

Previous	Principal	Interest	Total	Balance
Years:	$0	$0	$0	$90,000
2007	$0	$0	$0	$90,000
2008	$18,000	$0	$18,000	$72,000
2009	$18,000	$0	$18,000	$54,000
2010	$18,000	$0	$18,000	$36,000
2011	$18,000	$0	$18,000	$18,000
2012	$18,000	$0	$18,000	$0
Total:	$90,000	$0	$90,000	

IX. APPENDICES

The following appendices are included in the 2009-2010 adopted budget document.

A. A summary of adopted utility rates and charges
B. A glossary of terms
C. Hoquiam at a Glance
D. Hoquiam Demographics
E. Preliminary Budget Requests

A. Adopted Utility Rates

Appendix A

City of Hoquiam
2009-2010 Adopted Utility Rates

Water

Classification	2009* Single Family					2009* Non-Single Family				
	Base	Commodity Charge ($/Cu. Ft.)			Monthly Cost	Base	Commodity Charge ($/Cu. Ft.)			Monthly Cost
Meter Size	Charge	0 to 1200	1200 to 2600	Over 2600	500 Cu. Ft	Charge	0 to 1200	1200 to 2600	Over 2600	1000 Cu. Ft
5/8"	$8.72	$0.01410	$0.02810	$0.04450	$15.77	$12.28	$0.01910	$0.01910	$0.01910	$31.38
3/4"	$12.23	$0.01410	$0.02810	$0.04450	$19.28	$17.57	$0.01910	$0.01910	$0.01910	$36.67
1"	$19.24	$0.01410	$0.02810	$0.04450	$26.29	$28.14	$0.01910	$0.01910	$0.01910	$47.24
1 1/2"	$36.75	$0.01410	$0.02810	$0.04450	$43.80	$54.58	$0.01910	$0.01910	$0.01910	$73.68
2"	$57.77	$0.01410	$0.02810	$0.04450	$64.82	$86.30	$0.01910	$0.01910	$0.01910	$105.40
3"	$113.84	$0.01410	$0.02810	$0.04450	$120.89	$170.89	$0.01910	$0.01910	$0.01910	$189.99
4"	$176.91	$0.01410	$0.02810	$0.04450	$183.96	$266.05	$0.01910	$0.01910	$0.01910	$285.15
6"	$352.10	$0.01410	$0.02810	$0.04450	$359.15	$530.40	$0.01910	$0.01910	$0.01910	$549.50
8"	$562.34	$0.01410	$0.02810	$0.04450	$569.39	$847.61	$0.01910	$0.01910	$0.01910	$866.71
10"	$877.70	$0.01410	$0.02810	$0.04450	$884.75	$1,323.42	$0.01910	$0.01910	$0.01910	$1,342.52

Sewer

Classification	Base Charge	Commodity Charge ($/Cu. Ft.) 0 to 1200	1200 to 2600	Over 2600	Monthly Cost 500 Cu. Ft	Base Charge	Commodity Charge ($/Cu. Ft.) 0 to 700	Over 700	Monthly Cost 1,000 Cu. Ft
Residential	$25.29	N/A	N/A	N/A	$25.29				
NSF-Low						$24.82	N/A	$0.03550	$35.47
NSF-High						$33.21	N/A	$0.04740	$47.43
Industrial						$36.17	N/A	$0.05170	$51.68

Storm

Classification	Commodity Charge ($/ESU)	Monthly Cost One (1) ESU	Commodity Charge ($/ESU)	Monthly Cost One (1) ESU
All properties	$3.57	$3.57	$3.57	$3.57

* 2009 Rates effective until October 1, 2009, then 2010 rates go into effect

Water

Classification	2010** Single Family					2010** Non-Single Family				
	Base	Commodity Charge ($/Cu. Ft.)			Monthly Cost	Base	Commodity Charge ($/Cu. Ft.)			Monthly Cost
Meter Size	Charge	0 to 1200	1200 to 2600	Over 2600	500 Cu. Ft	Charge	0 to 1200	1200 to 2600	Over 2600	1000 Cu. Ft
5/8"	$8.98	$0.0145	$0.0289	$0.0458	$16.24	$12.65	$0.01967	$0.01967	$0.01967	$32.32
3/4"	$12.60	$0.0145	$0.0289	$0.0458	$19.86	$18.10	$0.01967	$0.01967	$0.01967	$37.77
1"	$19.82	$0.0145	$0.0289	$0.0458	$27.08	$28.98	$0.01967	$0.01967	$0.01967	$48.66
1 1/2"	$37.85	$0.0145	$0.0289	$0.0458	$45.11	$56.22	$0.01967	$0.01967	$0.01967	$75.89
2"	$59.50	$0.0145	$0.0289	$0.0458	$66.76	$88.89	$0.01967	$0.01967	$0.01967	$108.56
3"	$117.26	$0.0145	$0.0289	$0.0458	$124.52	$176.02	$0.01967	$0.01967	$0.01967	$195.69
4"	$182.22	$0.0145	$0.0289	$0.0458	$189.48	$274.03	$0.01967	$0.01967	$0.01967	$293.70
6"	$362.66	$0.0145	$0.0289	$0.0458	$369.92	$546.31	$0.01967	$0.01967	$0.01967	$565.99
8"	$579.21	$0.0145	$0.0289	$0.0458	$586.47	$873.04	$0.01967	$0.01967	$0.01967	$892.71
10"	$904.03	$0.0145	$0.0289	$0.0458	$911.29	$1,363.12	$0.01967	$0.01967	$0.01967	$1,382.80

Sewer

Classification	Base Charge	Commodity Charge ($/Cu. Ft.) 0 to 1200	1200 to 2600	Over 2600	Monthly Cost 500 Cu. Ft	Base Charge	Commodity Charge ($/Cu. Ft.) 0 to 700	Over 700	Monthly Cost 1,000 Cu. Ft
Residential	$26.05	N/A	N/A	N/A	$26.05				
NSF-Low						$25.56	N/A	$0.03360	$35.64
NSF-High						$34.21	N/A	$0.04500	$47.71
Industrial						$37.26	N/A	$0.04900	$51.96

Storm

Classification	Commodity Charge ($/ESU)	Monthly Cost One (1) ESU	Commodity Charge ($/ESU)	Monthly Cost One (1) ESU
All properties	$3.68	$3.37	$3.68	$3.68

** 2010 Rates effective until October 1, 2010

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B. Glossary of Terms

APPENDIX B
2009-2010 Operating and Capital Budget
Glossary of Terms

ACCOUNT GROUPS: Accounting entities used to establish control over accountability for the government's general fixed assets and the unmatured principal of its general long-term debt, including special assessment debt for which the government is obligated in some manner. The most common groups are called, General Long Term Debt Accounting Group (GLTDAG) and, General Fixed Assets Account Group (GFAAF).

ACCOUNTING SYSTEM: The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

ACCOUNTS PAYABLE: A short-term liability account reflecting amounts owed to private persons or organizations for goods and services received by a government.

ACCOUNTS RECEIVABLE: An asset account reflecting amounts due from private persons or organizations for goods and services furnished by a government (but not including amounts due from other funds or other governments).

ACCRUAL BASIS OF ACCOUNTING: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

ACCUMULATED DEPRECIATION: A contra-asset account used to report the accumulation of periodic credits to reflect the expiration of the estimated service life of fixed accounts.

AD VALOREM TAX: A tax levied on the assessed value of real property.

AGENCY FUND: A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments and/or other funds.

ALLOCATION: To set aside or designate funds for specific purposes. An allocation does not authorize the expenditure of funds.

AMORTIZATION: (1) The portion of the cost of a limited life or intangible asset charged as an expense during a particular period. (2) The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

ANNUAL DEBT SERVICE: The amount required to be paid in any calendar year for (1) interest on all parity bonds then outstanding; (2) principal of all Parity Bonds then outstanding, but excluding any outstanding term bonds, and (3) payments into any Sinking Fund Account for the amortization of outstanding parity bonds divided by the number of calendar years to the last maturity or mandatory redemption date thereof.

ANNUAL FINANCIAL REPORT: (AFR) The official annual report of a government. It includes (a) the five combined financial statements in the combined statements - overview and their related noted and (b) combined statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting

schedules necessary to demonstrate compliance with finance-regulated legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section.

APPROPRIATION: An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period.

APPROPRIATIONS ORDINANCE: The official enactment by the City Council establishing the legal authority for City officials to obligate and expend resources.

ASSESSED VALUATION: The estimated value placed upon real and personal property by the Snohomish County Assessor as the basis for levying property taxes.

ASSETS: Property owned by a government which has monetary value.

AUDIT: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position and results of operations;
- Test whether transactions have been legally performed;
- Identify areas for possible improvements in accounting practices and procedures;
- Ascertain whether transactions have been recorded accurately and consistently; and
- Ascertain the stewardship of officials responsible for governmental resources.

AUDITOR'S REPORT: In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with generally accepted accounting practices or some other comprehensive basis system of accounting.

AV: Assessed Valuation is the fair market value of both real property (land and buildings) and personal property in the City as determined by the Grays Harbor County Assessor for the purpose of computing property taxes.

B&O TAX: Business and Occupation Tax. The B&O Tax is a gross receipts tax. This means a tax imposed on or measured by the value of products, the gross income of the business, or the gross proceeds of sales, as the case may be, and that is the legal liability of the business.

BALANCE SHEET: A statement presenting the financial position of an entity by disclosing the value of its assets, liabilities, and equities as of a specified date.

BARS: The Budgeting Accounting and Reporting System which must be followed each City in Washington.

APPENDIX B
2009-2010 Operating and Capital Budget
Glossary of Terms

BASE BUDGET: Ongoing expense for personnel, contractual services, and the replacement of supplies and equipment required to maintain service levels previously authorized by the City Council.

BASIC FINANCIAL STATEMENTS: Those financial statements, including notes thereto, necessary for the fair presentation of the financial position and results of operations of an entity in conformity with GAAP. The basic financial statements include a balance sheet, an "all-inclusive" operating statement, a budget comparison statement (for all government funds for which annual appropriated budgets are adopted), and a statement of changes in financial position (for proprietary funds, pension trust funds and nonexpendable trust funds).

BASIS OF ACCOUNTING: A term used to refer to when revenues, expenditures, expenses and transfers - and the related assets and liabilities - are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

BOND (Debt Instrument): A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

BOND ANTICIPATION NOTES: (BANS) Short-term interest bearing notes issued in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

BOND REGISTRAR: The fiscal agency of the State of Washington in either Seattle, Washington, or New York, New York, for the purposes of registering and authenticating the bonds, maintaining the bonds, maintaining the bond register, effecting transfer of ownership of the bonds and paying interest on and principal of (and any premium pursuant to call on) the bonds.

BUDGET (Operating): A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.

BUDGET CALENDAR: The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

BUDGET DOCUMENT: The official written statement prepared by the Finance Department and supporting staff for the mayor which presents the proposed budget to the City Council.

CAPITAL BUDGET: A plan of proposed capital expenditures and the means of financing them. The capital budget may be enacted as part of the complete annual budget including both operating and capital outlays. The capital budget is based on the Capital Facilities Plan (CFP).

APPENDIX B
2009-2010 Operating and Capital Budget
Glossary of Terms

CAPITAL DEVELOPMENT FUND: A fund specifically budgeted for the construction, alteration, or repair of any public building, or for the making of any public improvements (including acquisition of real property, services, construction costs) as well as providing a source for grants and interlocal agreements.

CAPITAL FACILITIES PLAN: A plan of proposed capital expenditures to be incurred each year over a period of six future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures. Such a plan is required by GMA.

CAPITAL PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected public facilities.

CAPITAL OUTLAY: Expenditures which result in the acquisition of or additions to fixed assets. Examples include land, buildings, machinery and equipment, and construction projects.

CAPITAL PROJECTS: Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land or construction of a building or facility, with a life expectancy of more than 10 years.

CARRY-OVER: Expenditures budgeted in one year but spent in the following year. See reappropriation.

CASH BASIS: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CASH FLOW BUDGET: (CASH BUDGET) A projection of the cash receipts and disbursements anticipated during a given time period.

CASH RESERVES: The cash balance that is not appropriated for expenditures or that is segregated by policy for a specific future use.

COMMUNITY ECONOMIC REVITALIZATION BOARD, (CERB): A state appointed board responsible for authorizing low interest economic revitalization loans to small communities that meet certain pre-defined qualification criteria.

CENTENNIAL CLEAN WATER PROGRAM: (CCWP) In 1986, legislation was passed which provides grants to public entities for financing water pollution control activities and facilities to protect surface and underground water from pollution. In addition, a state revolving loan program was established to provide loans or combinations of grants/loans to finance public facilities.

CERTIFICATE OF DEPOSIT: A negotiable or non-negotiable receipt for monies deposited in a bank or other financial institution for a specified period for a specified rate of interest.

APPENDIX B
2009-2010 Operating and Capital Budget
Glossary of Terms

COMMUNITY PARK: Those parks so designated in the City of Lynnwood Parks and Recreation Plan.

COMPREHENSIVE ANNUAL FINANCIAL REPORT: (CAFR) The official annual report of a government. It includes (a) the five combined financial statements in the combined statements - overview and their related noted and (b) combined statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-regulated legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section.

CONCURRENT OR CONCURRENCY: The improvements that are in place at the time the impacts of development occur, or that the necessary financial commitments are in place. Public facilities and services shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.

CONTINGENCY: A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted for.

COST ACCOUNTING: Accounting which assembles and records all costs incurred to carry out a particular activity or to deliver a particular service.

COUNCILMATIC or LIMITED TAX GENERAL OBLIGATION BONDS: "Councilmatic" bonds refer to general obligation bonds issued with the approval of the Council, as opposed to voted bonds which must be approved by vote of the public. Total outstanding "Councilmatic" general obligation debt may not exceed 1.5 percent of the City's assessed valuation for general government purposes. Combines "Councilmatic and voted general obligation debt for general government purposes may not exceed 2.5 percent of the City's assessed valuation at any given time.

DEBT: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds and notes.

DEBT LIMITS: The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE: Payment of interest and repayment of principal to holders of the City's debt instruments.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

DEFICIT: (1) The excess of an entity's liabilities over its assets (See Fund Balances). (2) The excess of expenditures or expenses over revenues during a single accounting period.

DELINQUENT TAXES: Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

DEMAND DEPOSIT: A deposit of monies where the monies are payable by the bank upon demand.

DEPRECIATION: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

DEVELOPMENT ACTIVITY: Any construction or expansion of a building, structure, or use, any change in use of a building or structure, or any change in the use of land, that creates additional demand and need for public facilities.

DOUBLE BUDGETING: The result of having funds or departments within a government purchase services from one another rather than from outside vendors. When internal purchasing occurs, both funds must budget the expenditure (one to buy the service and the other to add the resources to its budget so they have something to sell). This type of transaction results in inflated budget values because the same expenditure dollar is budgeted twice: one in each fund's budget. The revenue side of both funds is similarly inflated.

DUE FROM OTHER FUNDS: An asset account used to indicate amounts owed to a particular fund by another fund for goods or services rendered. This account includes only short-term obligations on open account, not interfund loans.

ENCUMBRANCES: Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

ENDING FUND BALANCE: The cash balance remaining at the end of the fiscal year available for appropriation in future years.

ENTERPRISE FUND: A type of proprietary fund containing the activities of funds where the intent is for the direct beneficiaries to pay for all costs of the fund through fees, or where periodic determination of revenues and expenses is desired by management.

EQUIPMENT RENTAL: The Equipment Rental Fund operates as a self sufficient motor and equipment pool. Customer departments pay for the equipment used through charges billed monthly. These charges include a form of depreciation which is accumulated as a sinking fund for future asset replacement, a factor for maintenance of the equipment, and charges for fuel (if applicable).

EXPENDITURES: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

FISCAL YEAR: A twelve (12) month period designated as the operating year by an entity. For Ocean Shores, the fiscal year is the same as the calendar year (also called budget year).

FIXED ASSETS: Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include building, equipment, improvements other than buildings, and land.

FLOAT: The amount of money represented by checks outstanding and in the process of collection.

FULL FAITH AND CREDIT: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

FULL TIME EQUIVALENT (FTE): A numerical expression which indicates the amount of time a position has been budgeted for. A position budgeted at 40 hours per week for 12 months equals 1.0 FTE. Other frequently budgeted levels are 20 hours per week (.5 FTE) to show a position that has been split between two funds because the employee's responsibilities directly affect two funds.

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

GENERAL FIXED ASSETS: Capital assets that are not part of any fund, but of the government unit as a whole. Most often these assets arise from the expenditure of the financial resources of governmental funds.

GENERAL FUND: The fund supported by taxes, fees and other revenues that may be used for any lawful purpose.

GENERAL OBLIGATION BONDS: Bonds for which the full faith and credit of the insuring government are pledged for payment.

GOALS: The objective of specific tasks and endeavors.

GRANT: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

GROWTH MANAGEMENT ACT: Passed in 1990 by the Washington State Legislature and later amended in 1991, 1993, and 1995. The Act gives local cities and counties experiencing rapid population growth the tools to better manage the development that accompanies it. Ocean Shores is not required to plan under the terms of the Growth Management Act.

GUARANTY FUND: A fund established by a bond issuer which is pledged as security for the payment of one or more bond issues. Normally used for local improvement districts (LID).

IMPACT FEES: A fee assessed on new development that creates additional demand and need for public facilities.

INFRASTRUCTURE: The underlying foundation, especially the basic installations and facilities, on which the continuance and growth of a jurisdiction depends, i.e., streets, roads, sewer, and water systems.

INITIATIVE 747: Initiative of the people approved in November 2001, which restricts the growth of state and local property taxes from currently assessed property to 1% per year, or the percentage increased in the implicit price deflator (IPD), whichever is less. The assessed value for new construction and renovations is added to current assessments and taxed at the resulting property tax rate.

INTERFUND PAYMENTS (TRANSFERS): Expenditures made to other funds for services rendered. This category includes interfund repairs and maintenance, and the City's Cost Allocation Program (See Appendix A).

INTERGOVERNMENTAL SERVICES: Intergovernmental purchases of those specialized services typically performed by local governments.

INTERNAL CONTROL: A plan of organization for purchasing, accounting, and other financial activities which, among other things, provides that:

- The duties of employees are subdivided so that no single employee handles financial action from beginning to end,
- Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed,
- Records and procedures are arranged appropriately to facilitate effective control.

INTERNAL SERVICE FUND: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

INVESTMENT: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals and base payments.

LATECOMER FEES: Fees paid by developers or future service users for their share of past improvements financed by others.

LEASING: A financial technique whereby ownership of the project or equipment remains with the financing entity, and where title may or may not transfer to the City at the end of the lease.

LEVY: (1) To impose taxes, special assessments or service charges for the support of government activities. (2) The total amount of taxes, special assessments or service charges imposed by a government.

LEVY LID: A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies, without approval by popular vote.

LGIP: The local government investment pool is a repository run by the Washington State Treasurer's Office.

LIABILITY: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

LOCAL IMPROVEMENT DISTRICT (LID): A defined set of properties established by City Council action within which the City provides for specified infrastructure improvements in return for the ability to assess the individual properties a sufficient annual amount to finance the costs of such improvements. Such improvements are usually financed through the issuance of LID Bonds. Local Improvement District 95-1 and 98-01 of the City constitute such LID's (see the Debt Service section of this budget document).

MATURITIES: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

MILLIAGE RATE: The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each $1,000 of property valuation. Washington state law limits the milliage rate on any property to 1% of assessed value, or 10 mills, for all purposes without popular approval through a vote of the people.

MITIGATION FEES: Contributions made by developers toward future improvements of city facilities resulting from the additional demand on the City's facilities generated from the development.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures, other than accrued interest on general long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

NET REVENUE: The revenue of a system, business or fund less the cost of maintenance and operation of that system, business of fund.

NOTES TO THE FINANCIAL STATEMENTS: The Summary of Significant Accounting Policies (SSAP) and other disclosures required for a fair presentation of the financial statements of government in conformity with Generally Accepted Accounting Principles (GAAP) and not included on the face of the financial statements themselves. The notes to the financial statements are an integral part of the General Purpose Financial Statement (GPFS).

OBJECT (Sub-object): As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures).

OPERATING FUNDS: Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

ORDINANCE: A local law enacted by City Council.

OTHER SERVICES AND CHARGES: A basic classification for services, other than personnel services, which are needed by the City. This item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and miscellaneous.

PARITY BOND: Any and all water and sewer revenue bonds of the City the payment of which, both principal and interest, constitutes a lien and charge upon the revenue of the system and upon assessments equal in rank with the lien and charge on such revenue of the system and assessments for payments required to pay and secure the payment of the bonds.

PERSONNEL BENEFITS: Those benefits paid by the City to its employees as part of the conditions of employment. Examples include insurance and retirement benefits.

POTABLE WATER: Drinkable water.

PROCLAMATION: An official act by the Mayor or Executive Officer made through a public forum.

PROGRAM: A specific and distinguishable unit of work or service performed.

PROGRAM ENHANCEMENT: Programs, activities or personnel requested to improve or add to the current baseline services.

PROGRAM MEASURES: A unit of standard used for the quantitative comparison in the manner of functioning to capacity or quantity as determined.

PROGRAM REVENUE: Revenues produced as a result of an activity of a program and subject to quantity of services provided to the public or governmental units (i.e. permits, recreational activities), or revenues dedicated to a specific use (i.e. grant taxes or debt funds).

PROPRIETARY FUND TYPES: Sometimes referred to as “Enterprise” funds. This classification is often used to account for a government’s ongoing proprietary or business activities, similar to those found in the private sector. In such funds, the measurement focus is on determination of net income, financial position and changes in financial position.

PUBLIC FACILITIES: The capital owned or operated by the City or other governmental entities.

PUBLIC WORKS TRUST FUND: (PWTF) A state-managed low-interest revolving loan fund which helps local governments finance critical public improvements. To be eligible for trust fund financing, the applicant must be a local government entity with a long-term plan for financing public works infrastructure improvements. If the applicant is a city or county, it must be imposing the optional one-quarter percent real estate excise tax for capital purposes. Eligible projects include streets and roads, bridges, storm sewers,

sanitary sewers, and water systems. Loans will only be made for the purpose of repair, replacement, reconstruction, or improvement of existing eligible public works systems to meet current standards and to adequately serve the needs of the existing populations. New capital improvement projects are not eligible. The maximum loan amount is typically $1 million with a minimum local match of ten percent. Interest rates vary from one to three percent, depending on the level of match provided by the local government.

RCW: The Revised Code of Washington is the compilation of all permanent laws now in force in the State of Washington.

REAPPROPRIATION: Expenditures budgeted in one year but spent in the following year.

RESERVE: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

RESOLUTION: A formal statement of a decision or expression of an opinion or policy of the City Council.

RESOURCES: Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of the City.

REVENUE: Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.

REVENUE BONDS: Bond issued, the repayment of which is pledged against future revenues of the system. Typically, enterprise or proprietary operations of the City will issue revenue bonds for capital, or infrastructure improvements. The City's waterworks utility (water, sewer or storm drainage operations) have benefitted from the issuance of several revenue bond issues, which are repaid from service fee revenues paid by customers of each system.

REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically a future fiscal year.

SALARIES AND WAGES: Amounts paid for personal services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and temporary help.

SERVICE MEASURES (Level of Service Measures): Specific quantitative measures of work performed within an activity or program (e.g., total miles of street cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

SINGLE AUDIT: An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the

amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SINKING FUND ACCOUNT: An account created in the bond fund to amortize the principal of term bonds.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties in return for improvements to a service delivery system, such as a sewer or water utility system.

SPECIAL REVENUE FUND: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures or specified purposes.

SUPPLEMENTAL APPROPRIATION: An appropriation approved by the Council after the initial budget appropriation.

SUPPLIES: A basic classification of expenditures for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, inventory or resale items, and small tools and equipment.

SURETY BOND: Any letter of credit, insurance policy, surety bond or other equivalent credit facility or any combination thereof issued to the City to satisfy all or part of the amount required to be maintained in the Reserve Account to make such payments of principal and interest as the same become due at maturity or at any mandatory redemption date.

SURPLUS: Excess of revenues over expenditures.

TAX: Charge levied by a government to finance services performed for the common benefit.

TAX LEVY ORDINANCE: An ordinance, or local law approved by the City Council through which taxes are levied.

TAX RATE LIMIT: The maximum legal rate at which a municipality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

TERM BONDS: Any parity bonds designated by the Council as “term bonds” pursuant to an ordinance which authorizes the issuance of parity bonds and provides for mandatory payments into a sinking fund account established for the term bonds so designated and provides for mandatory redemption of such term bonds from such sinking fund account.

TRANSPORTATION IMPROVEMENT ACCOUNT: (TIA) Provides funding for transportation projects through two programs: The urban programs and the small cities program. Urban projects must be attributable to congestion caused by economic development or growth. They must be consistent with the state, regional and local selection processes. The TIB requires multi-agency planning and coordination and public/private cooperation to further the goal of achieving a balanced transportation system in Washington State.

TRANSPORTATION IMPROVEMENT BOARD: (TIB) The purpose of the TIB is to administer funding for local governments for transportation projects. This is

accomplished through the Transportation Improvement Account Program and the Urban Arterial Trust Account Program. Revenues are from the state fuel tax, local matching funds, and private sector contributions.

TRUST FUND: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, and/or other funds.

UTILITY LOCAL IMPROVEMENT DISTRICTS: (ULID) Created only for improvement to sewer, water, and other utilities and differs from a LID in that all assessment revenues must be pledged for payment of debt service of bonds issued to finance the improvements. The City of Ocean Shores does not currently have any ULID's.

YIELD: The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

C. Hoquiam at a Glance

Hoquiam is ideally located between Seattle and Portland. Hoquiam offers residents a relaxed rural lifestyle with multiple opportunities for recreation. Residents are removed from urban congestion and problems, yet are within an easy drive of urban amenities. There is a four-lane highway from I-5 all the way to Aberdeen.

Hoquiam is a traditional working class community and is rich in history and tradition. Situated on the Chehalis River, Hoquiam has excellent recreation activities. Less than one hour separates Hoquiam from the Olympic National Park and some of the most spectacular outdoor opportunities in the world. Hoquiam also boasts a bird sanctuary that is easily accessible for viewing migrating birds. The Pacific Ocean and additional activities including miles of sandy beaches are only a half-hour away.

Economics

Major Area Employers (in alphabetical order)

Actionaire
Anderson Middleton
Behavioral Health Resources
City of Hoquiam
Dahlstrom Lumber Company
GH Public Utility District
Grays Harbor Paper
Harbor Saw and Supply
Hoquiam Plywood
Hoquiam School District
Imperium Renewables
ITT Rayonier
Ocean Protein
Ovalstrapping
Pettit Oil
Swanson Foods
Timberland Bank
Westport Shipyard
Willis Enterprises

Government

Incorporated	1890
Form of Government	Mayor-Council
Legal Status	Non-charter Code City
Congressional District	6th
State Legislative Districts	24th
Voter Precincts	6
Number of Registered Voters	3,767

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D. Hoquiam Demographics

Land Area (Sq. Mi.)	13.27
Rank in Size (State of WA)	27/281
Population Density (Pop. per Sq. Mi.)	668.71
Rank in Size (State of WA)	231/281

Land Use (by area)

Residential	
Single Family	13.8%
Multifamily	0.7%
Industrial	12.5%
Commercial	1.9%
Recreational	16.3%
Transportation/Utilities	19.4%
Undeveloped	35.5%

Assessed Valuation

2008 AV	$432,230,842

Property Tax per $1,000 of AV

City of Hoquiam	$3.71
Grays Harbor County	$1.48
Port of Grays Harbor	$0.37
Hoquiam School District	$4.85
State School Levy	$2.27

Climate

Average Annual Precipitation	68.3 inches
Average Temperature	50.4 °F

Population

1970	10,466
1980	9,719
1990	8,972
2000 (Census)	9,097
2008	8,795

Age Distribution

Under 5	6.9%
5-9	7.8%
10-19	15.5%
20-34	18.1%
35-44	14.3%
45-54	13.3%
55-64	8.7%
65-84	12.5%
85+	2.8%

Racial Composition

White	86.4%
American Indian	5.8%
Hispanic	5.7%
All other	2.1%

Ancestry

German	15.5%
Irish	11.1%
United States	10.9%
English	7.6%
Norwegian	5.4%
All Others	49.5%

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E. Preliminary Budget Requests

This appendix provides a listing of all requests made during the 2009-2010 budget process.

City of Hoquiam
2009-2010 Budget Development
Summary of New Program or Expanded Service Requests

Fund	Department	Request	2009 Amount	2010 Amount
001	Municipal Court	1/2 FTE Clerk	$37,340	$40,400
001	Municipal Court	Reclassify Court Clerk to Administrator	$13,860	$14,410
001	Electrical	New Electrician (55%)	$38,085	$39,795
001	Fire	Additional Firefighter	$66,195	$76,135
001	Economic Development	Downtown Development Programs	$20,000	$10,000
001	911 Services	Miscellaneous Emergency Preparedness	$50,000	$10,000
		Total	$225,480	$190,740
109	Ambulance	New Paramedic #1	$69,970	$80,485
109	Ambulance	New Paramedic #2	$0	$74,915
		Total	$69,970	$155,400
401-25	Water	Water Share of New Electrician (5%)	$3,460	$3,620
401-26	Sewer	Sewer Share of New Electrician (35%)	$24,235	$25,325
401-27	Storm	Storm Share of New Electrician (5%)	$3,460	$3,620
		Grand Total New Programs	$326,605	$378,705

City of Hoquiam
2009-2010 Budget Development
Summary of Capital Requests

Fund	Department	Request	2009 Amount	2010 Amount
001	Legislative	Council Recording Equipment (1/2 share)	$5,000	$0
001	Municipal Court	Council Recording Equipment (1/2 share)	$5,000	$0
001	Municipal Court	Laser Printer	$750	$0
001	Finance	New Business License Software	$10,000	$0
001	Legal	Miscellaneous Office Equipment	$2,000	$0
001	City Hall & Bldgs	Miscellaneous Office Improvements	$25,000	$25,000
001	Electrical	Replace Bucket Truck	$146,000	$0
001	Police	Replace Jail Van	$22,000	$0
001	Fire	SCBA Equipment	$1,600	$1,800
001	Fire	Headquarters Intercom System	$4,500	$0
001	Fire	Headquarters Heat Pump	$9,500	$0
001	Fire	Headquarters Dorm Room Remodel	$15,000	$0
001	Fire	Insulate East Side Station	$4,500	$0
001	Public Works	Code & Contact Software	$5,000	$0
001	Library	Replace Heat Pump	$6,700	$6,900
001	Library	Exterior Painting	$20,000	$0
001	Library	Replace Carpeting	$2,000	$0
001	Library	Emergency Exit Repair	$10,000	$0
001	Library	Grand Total New Programs	$0	$14,000
001	Library	Exterior Masonry Repair	$0	$10,000
001	Community Services	Miscellaneous Improvements	$45,000	$10,000
001	Community Services	Playground Equipment	$25,000	$28,440
001	Community Services	Computer Equipment	$1,200	$500
		Total General Fund	$365,750	$96,640
101	Cemetery	Signs & Miscellaneous Improvements	$1,500	$1,000
102	Mausoleum	Handicap Ramp & Railing	$5,000	$3,000
106	Street	Overlays & Curb Replacement	$50,000	$50,000
106	Street	Used Grader (1/2)	$25,000	$0
106	Street	Snow Blade	$16,500	$0
		Total Street Fund	$91,500	$50,000
108	Paths & Trails	Construction Project	$9,000	$0
109	Ambulance	Alarm Room Improvements	$800	$0
109	Ambulance	Lifepack Monitor Equipment	$11,500	$0
109	Ambulance	Computer	$1,500	$1,500
109	Ambulance	Gurney	$12,000	$0
109	Ambulance	Air Bottles & Masks	$0	$2,100
109	Ambulance	Replace HQ Generator	$40,000	$0
		Total Ambulance Fund	$65,800	$3,600

302	Sidewalk Construction	Miscellaneous Sidwalk Upgrades	$60,000	$55,500
401	Water Department	Replace College Hill Generator	$48,000	$0
401	Water Department	Remove Trees on Trans Main	$13,000	$0
401	Water Department	Demolish Endresen Pump Bldg	$12,000	$0
401	Water Department	Upgrade WTP Chlorination Sys	$11,000	$0
401	Water Department	Replace WTP FAP Machine	$25,000	$0
401	Water Department	Inst Filter Access Hatch at WTP	$3,500	$0
401	Water Department	Paint Non Skid Surface at WTP	$2,500	$0
401	Water Department	Repair Old WTP Roof	$12,000	$0
401	Water Department	Waterline Corrosion Control	$4,000	$0
401	Water Department	Pump Station Entry Alarms	$4,000	$0
401	Water Department	Transmission Main Design	$900,000	$900,000
401	Water Department	W Fork Dam Stabilization	$0	$250,000
401	Water Department	W Fork Dam Sluice Gate Repair	$0	$200,000
401	Water Department	W Fork Dam Intake Screen	$0	$18,000
401	Water Department	Flow Test W.F./D.C. Raw Wtr	$0	$50,000
401	Water Department	Trf to ER to Repl Serv Trk #41	$0	$7,000
401	Water Department	L HoqDam Impr-ConsentDecree	$400,000	$0
401	Water Department	Water Supply Study Test Well	$125,000	$0
401	Water Department	Arnold Court Booster Pump	$55,000	$0
401	Water Department	Replace WTP Chart Recorders	$2,600	$0
401	Water Department	Upgrade Utility Bill Program	$5,265	$0
401	Water Department	Meters	$24,200	$26,620
		Total Water Department	$1,647,065	$1,451,620
401	Sewer Department	Biosolids Removal	$5,200,000	$0
401	Sewer Department	Variable Drives	$190,000	$510,000
401	Sewer Department	Diesel Generator	$34,000	$34,000
401	Sewer Department	Upgrade Utility Bill Program	$4,185	$0
401	Sewer Department	Grease Control Feeder	$6,000	$0
401	Sewer Department	Repl Force Main-Adams to Lagoon	$0	$2,000,000
		Total Sewer Department	$5,434,185	$2,544,000
401	Storm Department	Pump Replacements	$365,000	$90,000
401	Storm Department	Upgrade Utility BillingProgram	$945	$0
401	Storm Department	Used Grader	$25,000	$0
		Total Storm Department	$390,945	$90,000
501	Equipment Rental	Replace Water Backhoe #53	$95,000	$0
501	Equipment Rental	Replace St/Sew Service Trk #62	$32,000	$0
501	Equipment Rental	Replace St/Sew Flatbed #68	$45,000	$0
501	Equipment Rental	Replace Elect Bucket Trk #91	$216,000	$0
501	Equipment Rental	Replace Wtr/St/Sew Forklift	$16,000	$0
501	Equipment Rental	Replace Water Service Trk #41	$0	$62,000
501	Equipment Rental	Replace Water Pickup #48	$0	$24,000
501	Equipment Rental	Replace Police Car & Jail Van	$52,000	$0
		Total Equipment Rental	$456,000	$86,000
		Grand Total Capital	$8,526,745	$4,381,360