



# **City of Tenino**

## **2009**

### **Budget**



# **City of Tenino**

## **2009 Budget**

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# City of Tenino

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November 2008

To: The Tenino City Council and the Citizens of Tenino,

I am pleased to submit this 2008 Annual Budget for the City of Tenino.

Proposed expenditures for 2008 (not including any estimated ending balances or non-expenditure amounts) are as follows:

General Fund		\$ 1,158,834
Legislative	\$ 9,821	
Municipal Court	66,350	
Admin & Finance	74,026	
Legal	49,000	
Central Services	60,914	
Law Enforcement	569,411	
Fire Services	91,500	
Physical Environment	14,266	
Building & Planning	74,969	
Mental & Physical Health	300	
Library	11,535	
Museum	12,200	
Quarry House	14,860	
Quarry Pool	34,173	
Concession Stand	3,160	
Parks	72,349	
Street Fund		309,705
Community Development		129,704
General Obligation		31,625
Capital Improvements		138,983
Water & Sewer Operations & Maintenance		462,350
Storm Water		16,000
Water Revenue Bond		12,800
Water Capital Improvements		175,749
Sewer Capital Improvements		14,015,394
Equipment Replacement & Repairs		103,610

Proposed revenues for 2008 (not including any estimated beginning balances or non-revenue amounts) are as follows:

General Fund		\$1,016,214
Taxes	\$606,766	
Licenses & Permits	21,900	
State Shared Revenue	19,832	
Contracts for Services	288,166	
Charges for Services	35,000	
Fines & Forfeits	26,700	
Misc. Revenues	17,850	
Street Fund		285,627
Contingency		5,750
Community Development		96,000
General Obligation Bond		26,900
Capital Improvement Fund		27,500
Water & Sewer Operations & Maintenance		354,300
Storm Water		2,000
Water Revenue Bond		15,600
Water Capital Improvements		77,600
Sewer Construction		14,695,925
Equipment Replacement & Repairs		156,600

Over the past several years the City of Tenino has banked funds that were in remaining at the end of the year and has budgeted on a "hold the line" approach. This year the budget presented appropriates those funds for equipment and projects that have been put on hold in the past. The result is the utilization of some of the City's reserves.

The Sewer Project has progressed in 2008 with the award of the contracts for all three construction phases. The City is anticipating the completion of this project in the final quarter of 2009 or the first quarter of 2010 at the latest.

The City continues to provide the same levels of service to the Citizens of Tenino. The Police Department and Municipal Court also provide service to the City of Rainier and the Town of Bucoda.

The Budget for 2009 reflects the addition of a new Internal Service Fund to handle the expenses associated with the City of Tenino's vehicles and heavy equipment. This fund is designed to allocated funds monthly for the repair, maintenance and future replacement of City equipment.

The City of Tenino has established funding appropriations for nearly twenty (19.8) full time equivalent positions during 2009. In addition to the full and part time personnel, the city also obtains services for the City Attorney, and Prosecuting Attorney through contract services. The following is a brief summary of each position and their functions within the City.

## **City Attorney**

The City of Tenino is represented in all civil and criminal matters. The attorney is available to all City department heads for advice and assistance in legal matters. These services are obtained through a contract for services.

The City Attorney reviews all legal documents and renders legal advice on a wide range of legal issues. All City Ordinances are researched and prepared by the attorney upon request of the City.

*Note:* All legal services required for civil litigation against the City are handled through the City's insurance provider, the Association of Washington Cities, as provided for through adoption of resolution, whereby the City joined the Association.

## **Administration**

All City business is administered through the Clerk's Office.

The Clerk's Office ensures that all directives by the Mayor are carried out in a timely manner. The Clerk's Office coordinates the financial functions, including accounting, financial planning, and the annual budget, accounts payable, accounts receivable, payroll, and cash management. In addition, all financial and budgetary reports are prepared for Council and interested individual use. The Clerk's Office deals with all personnel issues, including, but not limited to labor relations and personnel matters.

The Clerk's Office is responsible for all financial transactions for the City, including debt management, cash and investment management, accounting and preparation of monthly budget reports and the Annual Report, compilation of tax returns, and providing of information for grant applications. The Clerk's Office is responsible for Grant and Project Accounting, management and reporting. The Clerk's Office is also responsible for redemption of bonds and coupons on outstanding debt and answering walk-in requests for information and assistance to the public.

The Clerk's Office is responsible for providing data processing information to all City Departments. These services include programming, maintenance and development, hardware and software acquisition, central computer operations and security, computer support, training, and supplies. All data processing services for City functions are performed by the Clerk's Office.

The Clerk's Office oversees the City's insurance program, including health, liability, property, insurance bonds, performance bonds, worker's compensation programs and risk management.

The Clerk's Office is responsible for all Council agendas and materials needed for council meetings, processing all citizen inquiries, complaints and service requests, and representation of the City at meetings and conferences. The Clerk's Office provides secretarial support for the Planning Commission and a Secretary/Chief Examiner for the Civil Service Commission.

The Clerk's Office is responsible for the receipting, depositing, disbursement, and reimbursement of monies in connection with the Municipal Court.

In addition to the Clerk-Treasurer, there are three Clerks who serve in the administrative pool. One Clerk is responsible for Utility Billing and Payroll, one serves as the Court Clerk and one is responsible for Accounts Payable, Clerk for the Planning

Commission and serves as Receptionist. In addition, the clerks assist the Clerk-Treasurer in accomplishing the following duties:

- ◆ Issuance of dog tags and business licenses, receipting of monies received for building permits, business licenses, fees for zoning variances, subdivisions, plats, and annexations for the Planning Commission..
- ◆ Answering phones, assisting walk-in customers, sorting and delivery of department mail, and scheduling of rental of city facilities.
- ◆ Preparation of payroll and payroll reporting.
- ◆ Grant Management.
- ◆ Other duties as assigned by the Clerk-Treasurer.

All functions of the Clerk's Office are performed under the supervision of the Clerk-Treasurer.

### **Police Department**

The Police Department is staffed by four full-time Patrol Officers, a Sergeant, and one Police Chief. Additional coverage is provided through the use of reserve officers. Secretarial and records services are provided by a nearly full-time Administrative Clerk. Part-time service is provided by an Evidence Technician and a Mechanical Worker.

All uniformed law enforcement personnel are responsible for patrol work, and responding to all calls during their assigned shift. Personnel are responsible to provide security through patrol and enforcement of the laws of the State of Washington, as well as ordinances adopted by the Council. Personnel are responsible for all investigative and research work that may be required for enforcement of these laws. The Tenino Police Department continues to provide law enforcement services to the City of Rainier and the Town of Bucoda on a contractual basis.

The Police Chief is responsible for the property and evidence processing, as well as the planning, organizing and direction of all police related activities. The Police Chief may assign these duties to other personnel. The Police Sergeant is responsible for the direct supervision of the Patrol Officers.

The Tenino Police Department is community oriented based on a policy of strengthening the partnership among citizens, police, public, and private agencies.

### **Public Works Department**

This department, under the direction of the Public Works Director, is responsible for multiple functions within the City. These areas are Central Services, Parks and Recreation, Animal Control, Streets, and Water Department. Maintenance and repair of all equipment for the Street and Water Departments is the responsibility of Public Works. Maintenance and Repair of all City owned property is the responsibility of the Public Works Department. The addition of the Sewer System and the work with construction within the City of Tenino falls under the Public Works Department. The current staffing level for this department is five (5) full-time employees, including the Director.

Central Services: The Public Works Department is responsible for the maintenance and improvement of all City owned buildings. These buildings include City

Hall, Police Department, Library, Museum, Quarry House, Concession Stand and Maintenance Shop. This department is responsible for all carpentry services for the City.

Parks and Recreation: There are approximately 35 acres of land within the City's parks. Within this property are the Quarry Swimming Pool, Depot Museum, Quarry House community center, four ball fields, one concession stand, picnic/play areas, and overnight primitive camping facilities. The Public Works Department is responsible for the maintenance and repair of all City facilities.

Animal Control: Animal control services are performed by employees of the Public Works Department. These services include the capture, transportation, housing, and disposal of all abandoned, lost dogs within the City limits. Enforcement of all ordinances relating to animal control are provided through these functions also.

Street Department: The Street Department is responsible for the maintenance and servicing of approximately 12.4 miles of streets within the City. These services include seal coating, street sweeping, pothole patching, snow and ice control, storm drain maintenance, and the maintenance/repair of all traffic control signs.

Water Department: The Water Department for the City of Tenino currently serves approximately 700 customers. Functions for which the Water Department are responsible include the installation and maintenance of all water facilities and services within the City. These services include the operation of the City's reservoir, pumps, service lines, hydrant, and purification equipment. The Water Department also reads meters and provides for services to be turned on and off.

Sewer Department: The installation of a Sewer/Waste Water Treatment System is currently underway. The Public Works Department provides assistance for the citizens, engineers and contractors throughout this process.

### **Development Services**

The Development Services Department covers the Building, Planning and Contract Management duties for the City. The staffing level for 2009 consists of the Director and the On-Site Representative. The City contracts with Thurston Regional Planning Council for Planning services. This department is responsible for contract compliance with the Sewer Project and construction inspection and monitoring.

### **2008 Personnel**

#### **Legal:**

City Attorney

William Hillier

#### **Administration:**

Clerk-Treasurer

Betty J. Garrison

Utilities/Admn Clerk

Denise Nelson

Court/Admn Clerk

Veronica Barnes

Payables/Admn Clerk

Joy Katryniuk



Law Enforcement:

Chief of Police  
Sergeant  
Patrol Officer  
Patrol Officer  
Patrol Officer  
Patrol Officer  
Records Clerk  
Evidence Technician  
Maintenance Worker

Joe Vukich  
Ron Evans  
Adam Haggerty  
Barry Hagmann  
James Samuelson  
Vacancy  
Wendy Jones  
Dana Libby  
Ralph Price

Public Works:

Director  
Maintenance Worker  
Maintenance Worker  
Maintenance Worker  
PW Representative/Inspector  
Sewer Advisor

David Dafoe  
Patrick Maguire  
Jeffrey E. Gross  
Jason Hull  
Terry Keithahn  
Patrick Wiltzius

Municipal Court:

Judge

John V. Lyman

Development Services:

Director/Building Inspector  
On-Site Representative  
Owners Representative

Ron Kemp  
Michael Boss  
Paul Donohue

Thank you for the opportunity to serve the Citizens of Tenino. We look forward to a year of growth and promise in 2009.

Sincerely,



Kenneth A. Jones  
Mayor

# City of Tenino 2009 Proposed Budget

<b>General Fund 001</b>
-------------------------

## Revenue

Estimated Beginning Fund Balance	\$	190,000.00
Taxes	\$	616,935.14
Licenses & Permits	\$	21,900.00
State Entitlements	\$	19,832.20
Contracts for Service	\$	288,166.00
Charges for Services	\$	35,000.00
Fines & Forfeitures	\$	26,700.00
Miscellaneous Income	\$	17,850.00
<b>Total Revenue</b>	<b>\$</b>	<b>1,026,383.34</b>
Non-Revenue & Other Financing Sources	\$	27,000.00
<b>Total General Fund Resources</b>	<b>\$</b>	<b>1,243,383.34</b>

## Expenditures

Legislative	\$	9,821.00
Municipal Court	\$	66,350.00
Administration & Finance	\$	74,026.00
Legal Services	\$	49,000.00
Central Services	\$	60,914.00
Law Enforcement	\$	569,411.00
Fire Services	\$	91,500.00
Natural Resources	\$	700.00
Animal Control	\$	13,566.00
Building Department	\$	22,433.00
Planning & Community Development	\$	52,536.00
Mental & Physical Health	\$	300.00
Library	\$	11,535.00
Museum	\$	12,200.00
Quarry House	\$	14,860.00
Quarry Pool	\$	34,173.00
Concession Stand	\$	3,160.00
Parks	\$	72,349.00
<b>Total Expenditures</b>	<b>\$</b>	<b>1,158,834.00</b>
Non-Expenditures & Other Financing Uses	\$	32,000.00
Estimated Ending General Fund Balance	\$	52,549.34
<b>Total General Fund</b>	<b>\$</b>	<b>1,243,383.34</b>

## Street Fund 101

### Revenue

Estimated Beginning Fund Balance	\$	25,000.00
Taxes	\$	19,000.00
Grants	\$	200,000.00
State Entitlements	\$	35,627.35
<b>Total Revenue</b>	<b>\$</b>	<b>254,627.35</b>
Non-Revenue & Other Financing Sources	\$	31,000.00
<b>Total Street Fund Resources</b>	<b>\$</b>	<b>310,627.35</b>

### Expenditures

Expenditures	\$	85,205.00
<b>Total Expenditures</b>	<b>\$</b>	<b>85,205.00</b>
Capital Improvements	\$	224,500.00
Estimated Ending Street Fund Balance	\$	922.35
<b>Total Street Fund</b>	<b>\$</b>	<b>310,627.35</b>

## Contingency Fund 109

### Revenue

Estimated Beginning Fund Balance	\$	20,000.00
Miscellaneous Income	\$	750.00
<b>Total Revenue</b>	<b>\$</b>	<b>750.00</b>
Non-Revenue & Other Financing Sources	\$	5,000.00
<b>Total Contingency Fund Resources</b>	<b>\$</b>	<b>25,750.00</b>

### Expenditures

Expenditures	\$	-
<b>Total Expenditures</b>	<b>\$</b>	<b>-</b>
Non-Expenditures & Other Financing Uses	\$	-
Estimated Ending Contingency Fund Balance	\$	25,750.00
<b>Total Contingency Fund</b>	<b>\$</b>	<b>25,750.00</b>

<b>Community Development Fund 110</b>
---------------------------------------

**Revenue**

Estimated Beginning Fund Balance	\$	80,000.00
Intergovernmental Income	\$	81,000.00
Miscellaneous Income	\$	15,000.00
Total Revenue	\$	96,000.00
Non-Revenue & Other Financing Sources	\$	-
Total Community Development Fund Resources	\$	176,000.00

**Expenditures**

Expenditures	\$	101,704.00
Total Expenditures	\$	101,704.00
Capital Improvements	\$	28,000.00
Estimated Ending Community Development Fund Balance	\$	46,296.00
Total Community Development Fund	\$	176,000.00

<b>General Obligation Bond Fund 201</b>
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**Revenue**

Estimated Beginning Fund Balance	\$	30,000.00
Taxes	\$	29,850.00
Miscellaneous Income	\$	900.00
Total Revenue	\$	30,750.00
Non-Revenue & Other Financing Sources	\$	-
Total General Obligation Bond Fund Resources	\$	60,750.00

**Expenditures**

Expenditures	\$	-
Total Expenditures	\$	-
Non-Expenditures & Other Financing Uses	\$	31,625.00
Estimated Ending General Obligation Bond Fund Balance	\$	29,125.00
Total General Obligation Bond Fund	\$	60,750.00

## Capital Improvements Fund 310

### Revenue

Estimated Beginning Fund Balance	\$	300,000.00
Taxes	\$	20,000.00
Miscellaneous Income	\$	7,500.00
Total Revenue	\$	27,500.00
Non-Revenue & Other Financing Sources	\$	-
Total Capital Improvements Fund Resources	\$	327,500.00

### Expenditures

Expenditures	\$	-
Total Expenditures	\$	-
Capital Improvements & Other Financing Uses	\$	138,983.00
Estimated Ending Capital Improvements Fund Balance	\$	188,517.00
Total Capital Improvements Fund	\$	327,500.00

## Water Fund 401

### Revenue

Estimated Beginning Fund Balance	\$	275,000.00
Charges for Services - Water	\$	313,800.00
Charges for Services - Sewer	\$	32,500.00
Miscellaneous Income	\$	8,000.00
Total Revenue	\$	354,300.00
Non-Revenue & Other Financing Sources	\$	-
Total Water Fund Resources	\$	629,300.00

### Expenditures

Operating Expenditures - Water	\$	297,913.00
Operating Expenditures - Sewer	\$	133,736.50
Total Expenditures	\$	431,649.50
Non-Expenditures & Other Financing Uses	\$	50,700.00
Estimated Ending Water Fund Balance	\$	146,950.50
Total Water Fund	\$	629,300.00

## Stormwater Fund 402

### Revenue

Estimated Beginning Fund Balance	\$	62,000.00
Miscellaneous Income	\$	2,000.00
Total Revenue	\$	2,000.00
Non-Revenue & Other Financing Sources	\$	-
Total Stormwater Fund Resources	\$	64,000.00

### Expenditures

Expenditures	\$	6,000.00
Total Expenditures	\$	6,000.00
Capital Improvements	\$	10,000.00
Estimated Ending Stormwater Fund Balance	\$	48,000.00
Total Stormwater Fund	\$	64,000.00

## Water Revenue Bond Fund 403

### Revenue

Estimated Beginning Fund Balance	\$	20,000.00
Miscellaneous Income	\$	600.00
Total Revenue	\$	600.00
Non-Revenue & Other Financing Sources	\$	15,000.00
Total Water Revenue Fund Resources	\$	35,600.00

### Expenditures

Expenditures	\$	-
Total Expenditures	\$	-
Non-Expenditures & Other Financing Uses	\$	12,800.00
Estimated Ending Water Revenue Fund Balance	\$	22,800.00
Total Water Revenue Fund	\$	35,600.00

## Water Capital Improvement Fund 420

### Revenue

Estimated Beginning Fund Balance	\$	175,000.00
Charges for Service	\$	10,000.00
Miscellaneous Income	\$	17,600.00
<b>Total Revenue</b>	<b>\$</b>	<b>27,600.00</b>
Non-Revenue & Other Financing Sources	\$	50,000.00
<b>Total Water Cap. Improvement Fund Resources</b>	<b>\$</b>	<b>252,600.00</b>

### Expenditures

Expenditures	\$	10,000.00
<b>Total Expenditures</b>	<b>\$</b>	<b>10,000.00</b>
Capital Improvements & Other Financing Uses	\$	165,749.00
Estimated Ending Water Capital Improvement Fund Balance	\$	76,851.00
<b>Total Water Capital Improvement Fund</b>	<b>\$</b>	<b>252,600.00</b>

## Sewer Construction Fund 421

### Revenue

Estimated Beginning Fund Balance	\$	1,500,000.00
State Entitlements	\$	4,400,000.00
Charges for Service	\$	2,584,000.00
Miscellaneous Income	\$	50,000.00
<b>Total Revenue</b>	<b>\$</b>	<b>7,034,000.00</b>
Non-Revenue & Other Financing Sources	\$	7,661,925.00
<b>Total Sewer Construction Fund Resources</b>	<b>\$</b>	<b>16,195,925.00</b>

### Expenditures

Expenditures	\$	-
<b>Total Expenditures</b>	<b>\$</b>	<b>-</b>
Capital Improvements & Other Financing Uses	\$	14,015,393.77
Estimated Ending Sewer Construction Fund Balance	\$	2,180,531.23
<b>Total Sewer Construction Fund</b>	<b>\$</b>	<b>16,195,925.00</b>

<b>Equipment Replacement &amp; Repair Fund 501</b>
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**Revenue**

Estimated Beginning Fund Balance	\$	-
Charges for Service	\$	156,600.00
Miscellaneous Income	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>156,600.00</b>
Non-Revenue & Other Financing Sources	\$	-
<b>Total Equip Repair &amp; Replace Fund Resources</b>	<b>\$</b>	<b>156,600.00</b>

**Expenditures**

Expenditures	\$	103,610.00
<b>Total Expenditures</b>	<b>\$</b>	<b>103,610.00</b>
Capital Improvements & Other Financing Uses	\$	-
Estimated Ending Equipment Repair & Replacement Fund Balance	\$	52,990.00
<b>Total Equipment Repair &amp; Replacement Fund</b>	<b>\$</b>	<b>156,600.00</b>



# **CITY OF TENINO**

## **2009 BUDGET**

This budget has been adopted as required by the Revised Code of Washington (RCW) for the operation of the City during the Fiscal Year, January 1, 2009 through December 31, 2009. This budget will assist you in understanding the budget process as required for a municipal city, as well as the goals and priorities for the City of Tenino.

This document contains basic information outlining the operating plan for the upcoming year and is designed as a working document for City staff as well as an informational tool for the citizens of Tenino. Included are fund explanations and spending parameters, which will hopefully assist the readers in understanding the budgeting philosophy and city management policies for this fiscal year.

Please feel free to contact Tenino City Hall at (360) 264-2368 if you have any questions. Your comments and suggestions for improvement are welcome.

### **The Budgeting Process**

The operating budget of a city is the foundation for its operation. It is the primary tool for planning and implementing the goals and directives of the citizens of the community.

The City of Tenino is an optional code city, and is required to format, adopt and implement an operating budget under Chapter 35A, RCW (Revised Code of Washington). The City operates under cash basis accounting principals, with the Council and Mayor establishing the financial planning for the ensuing fiscal year. What this means is that revenue is recognized when received, and expenditures are recognized when paid. Revenues and expenditures appropriated will determine the level of service provided by each department within the City.

Annual appropriated budgets for the City of Tenino are adopted by fund, and expenditures may not exceed the appropriations. The budget constitutes the legal authority for the expenditure of funds. These appropriations lapse at the end of each fiscal year and cannot be carried forward. This necessitates the adoption of a new budget for each year.

## **Legal Requirements**

The official legal calendar for the development and adoption of a budget is specified through RCW. The process must begin by the second Monday in September, and must be completed by the last day of the current year.

## **Budgeting Policies**

During the preparation of the 2009 Budget, budgetary policies were followed for the City in order to ensure that the resources of the community will be handled in the most efficient manner possible. The following budgetary policies will allow the city to manage its fiscal resources in such a manner as to ensure the continued support of essential services, as well as allowing specialized services to be provided in response to community request.

- A. The base operation budget is the City's comprehensive financial plan which provides for an acceptable level of service as defined by the city's goals and objectives. The base budget will be redefined every year by incorporating newly-approved programs, inflationary increases, and other uncontrollable expenses, and will be void of non-recurring expenses of the preceding year. Additional review and budget modifications may be necessary during the year for substantial changes in forecasted revenues or unexpected expenditures. Analysis and review of any 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 year.
- C. Operating budgets should provide for acceptable design, construction, maintenance and replacement of the City's capital equipment.
- D. The City will maintain its assets at an acceptable level to protect the City's capital investment and to minimize future maintenance and replacement costs to the best of its ability as both manpower and monetary resources allow.
- E. All general government current operating expenditures will be paid from current revenues and cash carried over from the prior year. Current revenues and operating expenditures will be reviewed quarterly during the year. The City will 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.
- F. At the end of every year, year-end surpluses in the General Fund shall be used for one-time capital emergency expenditures or dedicated to the Capital Improvement Program only if:
  - a. There are surplus balances remaining after all reserve and fund allocations are made. A surplus is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance. It consists of under-expenditures and excess revenues over and above the amounts included in the following annual budget.

- b. The City has made a determination that revenues for the ensuing year are sufficient to support budgeted General Fund operations.
- G. If year-end surpluses are used to support one-time capital expenditures or the Capital Improvement Program, the funds must be specifically appropriated by the City Council.
- H. All supplemental appropriations for programs (appropriations requested after the original budget is adopted) will only be approved after consideration of the availability of revenues.

## **Actual Budget Development**

The budget is developed through the cooperation of all department heads within the City, in conjunction with the budgetary policies adopted by the Council. Although state law dictates the minimum criteria which must be met in order to comply with law, the criteria mandated deals primarily with deadlines for submission of information, notices, holding of public meeting, and adoption of the completed budget by ordinance.

The process for the Creation of this Budget:

Beginning in September -

### **Clerk-Treasurer**

1. Review of year-to-date revenues and expenditures FY 2008 projected to represent a 12-month total.
2. Comparison of the previous four years expenditures and revenues on a line item basis.
3. Evaluating any trends revealed through historical data.
4. Projection of adjustments to on-going/predictable expenditures such as salary, benefits, insurance, utilities, communications, leases and long-term debt.
5. Evaluation of whether expenditures are on-going or one-time events.
6. Request information from Department Heads for their projected needs in the coming year.

### **Department Heads**

1. Review of historical data to project expenditures variances anticipated for upcoming budget year.
2. Analyze departmental needs for upgrade of equipment or facilities, maintenance or replacement of equipment, capital expenditures.
3. Identify any projects or unmet needs/goals from prior year.
4. Present requests to Clerk/Treasurer.

In October -

### **Clerk-Treasurer**

1. Present to the Mayor for review a proposed preliminary budget for 2009 on October 1<sup>st</sup>.
2. Budget discussions, negotiations and changes are made working with the Mayor and Department Heads.

3. Schedule and advertise work shops and Public Hearings to review budget requests, discuss financial options available, and to determine if the budget requests from each department will allow the adoption of a balanced budget which will continue to provide an acceptable level of basic services.
4. Re-work the Proposed Preliminary Budget and create a Preliminary Budget.
5. Work on the narrative to include with the Final Budget outlining goals, objectives and processes.

#### Mayor

1. Present to the Council the Clerk's Proposed Preliminary Budget along with the requests from the Department Heads:
2. Meet with the City Clerk-Treasurer and Department Heads to discuss, review and negotiate funding, projects and service parameters for the upcoming year.
3. Prepare a budget message to be included with the Preliminary Budget.

#### Department Heads

1. Meet with the Mayor and Clerk-Treasurer to review requests and discuss needs for the upcoming fiscal year; negotiate changes to the Proposed Preliminary Budget.

#### In November

1. Present the Preliminary Budget and Budget Message to Council.
2. A Council Work shop was held on November 6<sup>th</sup> to discuss the Preliminary Budget, request necessary clarification from Department Heads and propose changes.
3. November 10<sup>th</sup> a Public Hearing was held on Revenue Sources for the coming year's budget, including consideration of possible increases in property tax revenues.
4. November 19<sup>th</sup> the completed preliminary budget is available to the public.
5. November 25<sup>th</sup> a Public Hearing was scheduled for the Final Budget.
6. The 2009 Budget was adopted on December 9, 2008.

### **Amending the City Budget**

There are times when events occur, or policy decisions are made by the Council which impact the current operating budget in such a manner that the financial position of the City must be amended. This impact can be the result of numerous things; however, the most common occurrence is either an increase in anticipated revenues, or encountering unanticipated expenditures. Any revisions that alter a fund within the budget must be approved by the City Council, and enacted by the adoption of an ordinance amending the budget, which must be read at an open public meeting. This ordinance must identify the cause and amount of the changes, as well as the total amended budget amount.

# ELECTED OFFICIALS

Incorporated on July 19, 1906, Tenino operated under the laws applicable to a Fourth Class City until July 29, 1990. At that time, the Town of Tenino became a Non-Charter Code City. This was accomplished by adopting Ordinance #479 following the proper referendum measures. As such, the City of Tenino functions under Chapter 35A, Revised Code of Washington (RCW).

The City of Tenino has a Mayor/Council form of municipal government. This means the Mayor is the Chief Executive of the City, and the Council, comprised of five positions at large, is the legislative arm of the City Government. In this form of government, policy and administration is separated. All legislative and policy-making powers are vested in the Council. The administrative authority, including a veto power, is vested in the Mayor. Council elects a Council member to serve as Mayor Pro-Tempore in the event the Mayor is unavailable. The following is a short description of the responsibilities of these elected officials.

**Mayor:** In the City of Tenino, the Mayor does not have regular working hours. To keep abreast of City business, the Mayor makes regular contact with the department heads: Clerk-Treasurer; Public Works Director, Police Chief and Development Services Director.

The Mayor is the authorized signatory for the City, which includes checks, ordinances, minutes, resolutions, proclamations, and contractual agreements. The Mayor is responsible for the conduct of all regular and special meetings, executive sessions, and administering of oaths of office. With proper written notice, the Mayor may call a special council meeting.

The Mayor is also responsible for ensuring departmental compliance with adopted personnel regulations regarding the interviewing, hiring, disciplinary actions, and discharge of employees. At the discretion of the Mayor, all or some of these duties can be delegated to the appropriate department head. All city employees which are not protected by civil service are considered "at will", and work at the pleasure of the Chief Executive, the Mayor.

The Mayor is the official representative of the City for various groups, committees and associations. A representative from the Council may be appointed by the Mayor to serve in his/her place in these various organizations.

**Mayor Pro-Tempore:** Each January, the Council elects one member from their numbers to serve as Mayor Pro-Tempore in the event the Mayor is not available. The Mayor Pro-Tempore presides at meetings of the council, administers oaths, and signs instruments in the absence of the Mayor. A council member acting as Mayor Pro-Tempore generally retains his/her council manic vote. The Mayor Pro-Tempore generally serves only when the Mayor's absence is temporary. When a vacancy in the office of the Mayor occurs, a new mayor is appointed by the council.

**Council:** The Council is comprised of five members at large, who are elected by the constituents of the City of Tenino. As such, they are the legislative body of the City. It is the duty of the Council to gather information, discuss and make decisions regarding official city policy and law. Regular meetings are held twice a month on the second and fourth Tuesdays. This schedule exceeds the state RCW requirements of a minimum of one meeting per month. Public hearings required by RCW 35A.33.070 are conducted by the Council, and officiated by the Mayor. Council also adopts ordinances, passes resolutions, sets utility rates, user fees, ad valorem taxes, sets staffing levels, employee salaries, license and permit fees, and authorizes the Mayor to enter into contractual agreements. Council adopts the annual budget and reviews the annual report. All final decisions regarding annexations, zoning amendments, subdivisions, comprehensive plan amendments, and street vacations are made by Council. Payment of all vouchers is approved by Council. A majority vote of the Council, along with proper public notice, may call a special meeting or an executive session.

### **2009 Elected Officials and Terms of Office**

<b>Name</b>	<b>Position</b>	<b>Term</b>
Kenneth A. Jones	MAYOR	1/01/08 – 12/31/11
John J. O'Callahan	Council No. 1	1/01/06 – 12/31/09
Dawna S. Kelley-Donohue	Council No. 2	1/01/08 – 12/31/11
Frank A. Anderson	Council No. 3	1/01/08 – 12/31/11
Robert A. Scribner	Council No. 4	1/01/06 – 12/31/09
Phil Simmons	Council No. 5	1/01/08 – 12/31/11

### **Definition of Fund Accounts**

The City of Tenino is a general purpose government, and provides public safety, fire prevention, street improvements, parks and recreation, health and social services, and general administrative services. The City owns and operates a water system and is in the process of constructing a sewer system.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity that identify the City's assets, liabilities, fund equity, revenues (income) and expenditures (expenses), as appropriate. The City resources are allocated to, and accounted for, in individual funds, depending on their intended purpose. Governmental fund operating statements focus on measuring changes in financial position, rather than net income. They present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets (cash).

**Governmental Type Fund (000 to 100 series):**

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

**Fund 001 – General Fund**

**REVENUES**

The general government fund is comprised of revenues received from a combination of taxes, state-shared revenues, and miscellaneous fees derived from charges for services. The following is a summary of these types of revenues:

**TAXES**

**Property Taxes**

The Thurston County Treasurer acts as the official agent to collect all property taxes levied within Thurston County for all taxing authorities. Collections are distributed by the 10th day of the month following the receipt of the collections. Property tax revenues are recognized when cash is collected. Delinquent taxes are considered fully collectible because a lien affixes to the property when taxes are levied.

**Retail Sales Taxes**

The City of Tenino licenses approximately 120 businesses per year. The construction and implementation of sewer will have a very dramatic impact on the viability of business within the City in years to come.

**Gambling/Local Criminal Justice Taxes**

There are three establishments in the City that currently offer pull-tab gaming. Predicting revenues from these have been difficult because of the uncertainty of the economy and the citizen participation in gambling.

**Business Taxes**

Utility taxes vary on a year-to-year basis.

**LICENSES/PERMITS**

**Business Licenses and Permits**

Charges for business licenses are \$50 for a new license and \$40/yr for renewals. The City typically has very little new license activity except for the building/repair trades. With the Sewer system anticipated to be operational at the end of 2009 or the beginning of 2010 there is little new construction expected in 2009.

**Franchises**

The City of Tenino currently has two telecommunication contracts; AT&T and Sprint for right-of-way and cell tower land lease. A new contract period has begun for AT&T. The payments will be made annually instead of in advance for cash-flow management purposes.

**STATE SHARED REVENUES**

Following is a brief description of the revenues received by the State to assist in funding City services.

**Liquor Revenue**

These revenues are derived from the state tax imposed upon the sale of all alcohol within the state. This revenue is received in two portions, profits of liquor board

and liquor tax. The per capita distribution for 2009 is \$11.92, an increase from \$11.88 in 2008.

#### **Criminal Justice Revenue**

The per capita distribution for 2009 is \$1.00, a decrease from \$1.01 in 2008.

### **CHARGES FOR SERVICES**

#### **Contract Services**

The City of Tenino has Inter-local Agreements with the Town of Bucoda and the City of Rainier to provide police and municipal court services. Annual CPI increases are provided for with the contracts.

#### **General Services**

The City of Tenino charges for services, such as providing Police Reports, Traffic School, fees for planning services, and revenue from the swimming pool.

### **FINES & FORFEITURES**

#### **Fines & Forfeitures**

The City of Tenino collects some fees through the Municipal Court for individuals who have been found to have broken the law.

### **MISCELLANEOUS REVENUES**

#### **Miscellaneous Revenue**

The City of Tenino receives some miscellaneous income for things such as interest for investing resources, camping fees, use of the Quarry House, and miscellaneous donations.

## **EXPENDITURES**

#### **Legislative**

Expenditures for the legislative branch of the City includes a small salary for the Mayor, as well as funding for Council supplies, training, travel, City advertising and Election expenses.

#### **Municipal Court**

The Municipal Court is responsible for the processing of all infractions and citations issued by the Tenino Police Department. This processing includes the scheduling of all court hearings for defendants, maintenance of all related case files including input into the DISCIS automated information system, preparation of all fine payment notices, receipt of payments made for court imposed fines and forfeitures, reporting for the transmittal of fees to county and state agencies, maintenance of separate banking/checkbook functions, all resulting correspondence, as well as research and documentation of each case status.

Expenditures for this department are comprised of a full-time court clerk, plus 10% of the Administrative Clerks time to help with court and 5% the Clerk-Treasurer's time for administrative services. Also included are the costs of the court for the municipal judge, supplies, small equipment, training, travel, printing and communication expenses. The City of Tenino continues to provide law enforcement services through a contractual agreement to the Town of Bucoda, which also includes court services for those cases generated through local police work. The City of Tenino continues to provide municipal court service to the City of Rainier through a contractual agreement.



### **Administration**

The Administration Department for the City of Tenino is responsible for the day-to-day operation of City Hall. The current staffing level for City Hall is comprised of a .7 FTE position staffed by the Clerk/Treasurer and three clerks all sharing responsibilities for other departments.

The Administrative Department is responsible for customer service and assistance, receipting, depositing, investing, accounting for all funds received, budget preparation, monitoring and modifications, preparation of the annual report and assistance with biannual audits. They also are responsible for all Records Management and Secretarial duties. Additionally, processing of payroll, accounts payable, council support, and reservation of City facilities are provided by administrative staff.

### **Central Services**

Central Services has been divided into two sections; 1) Central Services – General and 2) Central Services – Maintenance. The General section is under the direction of the Clerk-Treasurer and the Maintenance section is under the Public Works Director. Within this department, the Public Works Director is responsible for the maintenance, repair and improvement of all City owned buildings. These buildings include City Hall, Tenino Timberland Library, Police Department, Tenino Depot Museum, Quarry House, Maintenance Shop and all other miscellaneous facilities. Additionally, central services tracks word processing, data processing and printing and copying costs for the City.

### **Law Enforcement**

The 2009 law enforcement department consists of four full-time Police Officers, a Sergeant and a Police Chief. This staffing level within the uniformed officers reflects an increase of one officer over the staffing level in 2008. In addition, this budget reflects a thirty-five hour per week position for an Administrative Assistant, a thirty-three hour per month Evidence Technician and a thirty-three hour per month Maintenance Technician.

The police department also fosters and encourages a small contingent of volunteer reserve officers. The reserve officer assists a second officer in the patrol car and for special events. Reserve officers must maintain a degree of performance and twenty volunteer hours each month in order to remain certified.

### **Fire Services**

Fire services for the City of Tenino are provided through contract with Thurston County Fire District #12 (TCFD #12). The current contract is a three-year renewable agreement that expires at the end of 2010.

This contract continues to require that the City provide the use of the existing fire department building at a cost to TCFD #12 of \$1.00/year.

All fire inspections for businesses located within the City limits of Tenino are provided through this contract.

### **Physical Environment**

Services for the physical environment of the City of Tenino include a contract with the Olympic Air Pollution Control Authority.

Also included in physical environment services are animal control for the community. The City of Tenino has a small local kennel that holds dogs for a short period of time. The City does not include services for stray cats. If animals are not

retrieved during this short period, they are transported to the County Animal Control Agency.

Animal control services are provided by the Public Works Department.

### **Economic Environment**

The Tenino Building Department issues permits for construction and remodel projects and works with other City departments and the Planning Commission to ensure consistent and comprehensive compliance to the Tenino Municipal Code.

The Tenino Planning Department consists of the Planning Commission, Thurston Regional Planning Council, Tenino Chamber of Commerce and the Tenino Housing and Community Development Department.

The Planning Commission is comprised of five members and is responsible for the review of all applications received for zoning and land use issues. These issues including zoning variances, conditional use permits, short plats, large lot subdivisions and boundary line adjustments. The Planning Commission presents recommendations to the Tenino City Council for final approval on all issues except street vacations.

The Tenino Chamber of Commerce works collaboratively with the City to encourage businesses to prosper and grow within the community.

### **Mental & Physical Health**

Mental and Physical Health services are available to the citizens of Tenino through an intergovernmental agreement with the Thurston County Department of Social and Health Services. This agreement allows for the use of the monthly Health Mobile, as well as social services to assist in the treatment of alcoholism and drug dependency.

Fees for public health services are calculated on a per capita basis. Social services are calculated based upon a percentage formula of the liquor excise taxes received by the City.

### **Culture and Recreation**

There are three departments that provide culture and recreational facilities for the City of Tenino, not including the Parks Department, which follows this section. The three departments included in this section are:

#### **Library**

Library services for the City are obtained through an agreement with the Timberland Regional Library services. In exchange for building operation and maintenance by the City, materials and staffing are provided by the Timberland Regional Library.

#### **Tenino Depot Museum**

Staffed and operated through volunteer members of the South Thurston County Historical Society (S.T.C.H.S), the Tenino Depot Museum is housed in the former Burlington Northern Train Depot, which was donated to the City and relocated to its present location within the Tenino City Park. The Museum is constructed of Tenino Sandstone, and has been placed adjacent to the old abandoned Burlington Northern Tenino to Yelm Prairie Line. This abandoned rail spur was purchased by the Thurston County Parks and Recreation Department during 1994 to be used as part of the Rails-to-Trails program.

In 2002, the STCHS organization received a donation of a building that served as what is known as the Ticknor School from Thurston County Fire District #12. In 2003,

the building was moved from its site in the Skookumchuck Valley to the Tenino City Park adjacent to the Depot Museum and will become part of that historic display. In FY 2004, volunteers began repairs to the building and are still underway.

#### **Tenino Quarry House**

The Tenino Quarry House is the community building for Tenino and is the meeting center for a variety of clubs and organizations. This building is located within the scenic City Park, adjacent to the Quarry Swimming Pool. The Quarry House was the original family home of the owners of the Tenino Sandstone Company, and remains in its original location. The building was constructed with rough sandstone pillars at the entrance. A few paces from the steps are the remnants of a once elaborate sandstone porch.

#### **General Parks**

The City of Tenino has approximately 35 acres of land designated as parks. The majority of this property is located along the southern boundary of the City, and is bisected by the abandoned Tenino to Yelm Prairie Line, formerly owned by the Burlington Northern Railroad. Tenino's park facilities meet the recommendations for park sizes as established by the National Recreation and Parks Association.

The City Park is the site of the former Tenino Stone Company quarry and office. In addition to park and recreation uses, with the former quarry office (Quarry House) being utilized as a community center, the city park is the site of the Quarry Swimming Pool. This pool is the actual site of the sandstone quarry for the Tenino Stone Company. Abandoned when quarrying activities struck the aquifer, the old quarry has been developed as a swimming pool. The eastern end of the quarry has been filled and developed into a graduated depth wading pool, which qualifies as a swimming pool by the health department standards, including chlorinated water. The middle portion of the quarry remains in its natural state, with a depth of 25', and is available for swimming during the operating hours of the pool. The remaining western end of the quarry is off limits, as portions of it are approximately 85' deep, and still contain the quarrying equipment that was abandoned when the aquifer was struck. Since the pool is fed by springs into the aquifer, it is classified as an inland lake.

There are also four ball fields, picnic/play areas, primitive overnight camping facilities, and the multi-user concession/bathroom facilities that were completed during 1994.

The park facilities are maintained and under the supervision of the Public Works Department.

# CITY OF TENINO 2009 BUDGET

## GENERAL GOVERNMENT FUND #001

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	165,476.00	105,221.00	94,385.54	92,433.99	92,433.99	92,433.99	190,000.00
<b>TAXES</b>								
311.10.00.00	Property Taxes	197,905.85	211,684.57	220,444.91	226,600.00	121,965.90	215,000.00	239,035.14
<b>Retail Sales &amp; Use Tax</b>								
313.10.00.00	Local Retail Sales	145,350.83	151,090.67	164,412.29	133,000.00	106,383.38	159,575.07	160,000.00
313.71.00.00	Local Criminal Justice	22,860.25	24,584.49	25,854.33	25,000.00	16,187.14	24,280.71	24,000.00
<b>Business Taxes</b>								
316.41.00.00	Utility - Electric	44,351.94	63,600.64	82,195.90	120,000.00	73,801.16	110,701.74	111,000.00
316.45.00.00	Utility - Garbage	7,204.87	10,720.46	12,508.96	12,500.00	8,589.50	12,884.25	13,000.00
316.46.00.00	Utility - TV/Cable	13,351.47	15,496.81	19,670.41	20,000.00	14,455.51	21,683.27	22,000.00
316.47.00.00	Utility - Telephone	17,615.48	30,021.10	28,926.81	30,000.00	17,450.01	26,175.02	27,000.00
316.48.00.00	Utility - Water	10,889.54	11,777.32	10,339.25	12,000.00	7,533.67	11,300.51	11,500.00
	Total Business Taxes	93,413.30	131,616.33	153,641.33	194,500.00	121,829.85	182,744.78	184,500.00
<b>Other Taxes</b>								
318.50.00.00	Gambling Taxes	20,949.09	15,722.39	11,727.79	13,000.00	6,191.10	9,286.65	9,400.00
	Total Taxes	480,479.32	534,698.45	576,080.65	592,100.00	372,557.37	590,887.21	616,935.14
<b>LICENSES/PERMITS</b>								
<b>Business</b>								
321.90.00.00	Business - New	1,612.50	1,350.00	1,500.00	1,500.00	1,401.00	1,401.00	1,500.00
321.90.01.00	Business - Renewals	1,650.00	3,890.00	4,060.00	4,000.00	4,131.52	4,131.52	4,200.00
321.91.00.00	Franchises-AT&T/Verizon	7,149.89	702.82	-	9,900.00	6,912.00	6,912.00	7,000.00
321.91.01.00	Right of Way - Sprint	2,630.00	5,810.00	9,192.00	2,100.00	2,100.00	2,100.00	2,100.00
<b>Non-Business</b>								
322.10.00.00	Building Permits	26,126.41	22,502.24	14,743.81	17,500.00	5,832.71	6,000.00	6,000.00
322.30.00.00	Animal Licenses	558.00	791.00	848.00	700.00	390.00	400.00	500.00
322.90.00.00	Parades/Special Events	3,320.00	500.00	2,761.49	2,500.00	600.00	600.00	600.00
	Total Licenses/Permits	43,046.80	35,546.06	33,105.30	38,200.00	21,367.23	21,544.52	21,900.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
331.10.70	USDA Police Car Grant				-	3,400.00	3,400.00	
333.01.80.00	FEMA Disaster Assistance			4,584.26	-	157.17	157.17	
333.20.61.00	Traffic Safety Grant				2,660.38	2,660.38	2,660.38	
	Total Federal Grants		4,584.26		2,660.38	6,217.55	6,217.55	-
<b>State Grants</b>								
334.01.10.00	Training Grant-Academy	-	-	-		5,124.32	5,124.32	
334.01.12.00	School Zone Enf. Grant	-	-	-		-	-	
334.01.13.00	CTED - Travel Reimb	-	-	-		-	-	
334.01.15.00	CTED - Critical Areas Ordinance	6,945.00	-	-		-	-	
334.01.14.00	AWC Technology Grant	-	-	-		-	-	
334.01.16.00	Wa Traffic Safety Com Grant	-	1,000.00	-		-	-	
334.01.18.00	Cities Ins - Security Camera Grant	-	2,500.00	-		-	-	
334.01.17.00	WASPC - Traffic Safety Grant	-	8,395.48	-		-	-	
334.04.21.00	CTED Emerging Issues Grant	2,500.00	5,000.00	-		-	-	
334.10.20.00	WASPC - Bat Grant	-	-	-		-	-	
367.21.00.01	WASPC - Equipment Grant	-	-	-		-	-	
367.21.00.00	WASPC - Equipment Grant	-	-	-		-	-	
	Total State Grants	9,445.00	16,895.48	-	-	5,124.32	5,124.32	-
<b>INTERGOVERNMENTAL REVENUES</b>								
<b>State Entitlements</b>								
336.04.22.00	SB6153 Redistribution	-	-	-		-	-	
336.04.22.00	I-695 Backfill	-	-	-		-	-	
336.00.98	City Assistance				6,200.00	5233.86	7,850.79	
336.04.22.00	Local Govt Asst			14,812.40	14,000.00	-	-	
336.04.22.01	I-695 Backfill 2001	3,352.18	12,742.66	-		-	-	
336.04.22.02	I-695 Backfill 2002	-	-	-		-	-	
336.06.10.00	Criminal Justice-Hi Crime	269.54	286.84	-	350.00			353.05
336.06.21.00	Criminal Justice - Pop.	1,822.87	1,841.62	1,284.28	1,170.00	750.00	1,125.00	1,181.95
336.06.26.00	Criminal Justice - Special Programs			583.65	-	900.76	1,351.14	
336.06.51.00	DUI - Cities	248.81	249.28	649.38	500.00	206.71	310.07	
336.06.94.00	Liquor Excise Tax	6,055.60	6,432.72	6,902.17	7,280.00	5,419.76	8,129.64	7,506.15
336.06.95.00	Liquor Board Profits	10,497.07	9,732.14	11,082.64	10,959.00	5,172.76	7,759.14	10,791.05
	Total Intergovern. Revenues	22,246.07	31,285.26	35,314.52	40,459.00	17,683.85	26,525.78	19,832.20
<b>CONTRACT SERVICES</b>								
338.21.00.00	Bucoda Police Services	45,000.00	36,666.64	56,567.19	58,435.00	42,487.47	58,435.00	75,758.00
338.21.01.00	Rainier Police Services	93,866.63	125,081.73	142,079.62	175,153.00	113,058.55	169,587.83	180,408.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
338.21.03.00	Thurston Co. 911-Bucoda	-	-	-	-	-	-	-
338.21.05.00	Rainier Court Services	26,974.09	20,993.70	36,375.54	32,000.00	31,747.80	32,000.00	32,000.00
338.21.06.00	Rainier School District Security	420.00	-	-	500.00	374.27	400.00	-
338.21.07.00	Planning Services - Rainier	-	3,883.41	10,225.74	-	-	-	-
338.21.08.00	Planning Services - Roy	-	-	277.62	-	-	-	-
	Total Contract Services	166,260.72	186,625.48	245,525.71	266,088.00	187,668.09	260,422.83	288,166.00
<b>CHARGES FOR SERVICES</b>								
341.32.00.00	Clerk's Record Service	322.90	205.00	222.00	250.00	15.00	22.50	-
341.32.01.00	Civil Service Filing	100.00	60.00	-	-	-	-	-
341.33.02.00	Warrant Costs	354.79	244.36	325.01	300.00	631.20	946.80	800.00
341.60.00.00	Photocopies	13.00	12.45	9.90	25.00	11.20	16.80	-
341.60.01.00	Police Reports	10.00	10.00	-	25.00	153.35	230.03	200.00
341.92.76.00	Park Timber Sales	-	1,188.00	-	-	-	-	-
342.10.01.00	Traffic Safety School	10,650.00	7,250.00	5,021.00	10,000.00	6,050.00	9,075.00	10,000.00
342.33.00.00	Probation Fees	-	950.00	1,251.73	1,200.00	1,830.00	2,745.00	2,500.00
342.90.00.00	Crime Conv Fee	-	-	-	-	264.54	396.81	-
345.81.00.00	Zoning/Subdivision	10,710.00	13,270.00	4,605.00	15,000.00	1,323.00	1,500.00	15,000.00
345.83.00.00	Plan Check Fees	11,833.16	11,175.08	8,331.41	12,000.00	2,006.95	2,500.00	2,500.00
345.83.01.00	Septic Permit Reviews	200.00	280.00	200.00	200.00	40.00	60.00	-
347.30.00.00	Swimming Pool Revenues	5,397.80	5,152.10	5,387.14	6,000.00	3,732.79	3,732.79	4,000.00
	Total Charges	39,591.65	39,796.99	25,353.19	45,000.00	16,058.03	21,225.73	35,000.00
<b>FINES &amp; FORFEITURES</b>								
352.30.00.00	Mandatory Insurance	147.34	49.12	24.56	100.00	99.88	149.82	500.00
353.10.00.00	Traffic Infractions	3,881.29	5,603.23	6,431.62	6,000.00	6,259.68	9,389.52	12,500.00
353.70.00.00	Non-Traffic Infractions	-	-	55.25	50.00	-	-	-
355.20.00.00	DUI	3,463.22	2,488.39	1,279.81	2,000.00	1,579.79	2,369.69	4,000.00
355.80.00.00	Criminal Traffic	3,884.05	2,595.56	2,195.50	3,000.00	1,571.78	2,357.67	4,000.00
356.90.00.00	Criminal Non-Traffic	4,446.73	2,932.90	1,683.93	3,500.00	1,953.35	2,930.03	4,500.00
356.90.01.00	Animal Penalty Fees	134.00	155.00	210.00	100.00	112.00	168.00	200.00
356.90.02.00	Bus. License Penalties	100.00	40.00	238.21	200.00	20.00	20.00	-
356.90.03.00	Gambling Tax Penalties	-	-	-	50.00	-	-	-
356.90.04.00	Utility Tax Penalties	-	-	-	50.00	-	-	-
357.30.00.00	Court Costs Recoup	-	47.74	160.67	-	49.12	73.68	500.00
357.33.00.00	Public Defense Costs	-	147.35	-	-	-	-	500.00
357.36.00.00	Collections Costs	-	-	-	-	-	-	-
	Total Fines/Forfeitures	16,056.63	14,059.29	12,279.55	15,050.00	11,645.60	17,458.40	26,700.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>MISCELLANEOUS</b>								
361.11.00.00	Investment Interest	15,089.28	15,711.74	4,189.78	10,000.00	1,503.99	2,255.99	2,500.00
361.11.02.00	Investment Int. - Courts	-	-	747.61	500.00	439.41	659.12	-
361.40.00.00	Sales Interest	359.30	642.52	-	-	-	-	-
361.40.00.01	Interest-Property Tax	-	103.98	-	-	-	-	-
361.40.01.00	D/M Int. Income	79.44	-	220.72	100.00	9.44	14.16	-
361.90.00.00	L & I Dividend	-	-	-	-	555.02	555.02	-
362.40.01.00	Camping Fees	599.21	742.00	1,064.45	650.00	788.25	800.00	800.00
362.40.02.00	Quarry House Rent	3,817.50	5,885.00	5,665.00	5,000.00	3,140.00	4,710.00	4,500.00
362.40.03.00	Park Rent	50.00	-	-	100.00	50.00	50.00	50.00
362.40.04.00	Chamber Rental	30.00	120.00	-	-	-	-	-
363.00.00.00	Insurance Recoveries	10,934.19	-	-	-	-	-	-
	Playground Equip Donations	-	-	-	-	-	-	-
367.00.03	Concession Stand Donations	-	-	50.00	50.00	150.00	150.00	-
367.00.04.00	Park/Ballfield Donations	400.00	-	900.00	-	-	-	-
367.00.05.00	Quarry Pool Donation	10,000.00	12,500.00	10,000.00	10,000.00	-	10,000.00	10,000.00
	Police Badge Donations	-	-	-	-	-	-	-
367.00.09.00	Reserve Uniforms Donations	-	-	-	-	-	-	-
367.00.10.00	Animal Shelter Donations	-	-	-	-	363.75	363.75	-
369.00.10.00	Library AC Replacement Donations:	-	-	-	-	-	-	-
369.10.01.00	Surplus Sales	2,662.50	332.91	6,682.43	2,100.00	7,162.52	8,000.00	-
369.40.00.00	Judgement Proceeds	100.00	-	-	-	-	-	-
369.40.12.00	Court Restitution	200.00	273.09	-	-	-	-	-
369.81.00.00	Cashier's Over/Short	(11.78)	(2.79)	5.22	-	(10.00)	(10.00)	-
369.90.00.00	Other Misc. Revenue	955.45	3,036.96	2,543.34	2,500.00	1,867.12	2,000.00	-
369.90.01.00	Fire Insp Fees - City Share	-	-	-	-	-	-	-
369.90.02.00	Industrial Ins. Refund	-	-	-	-	-	-	-
	Total Miscellaneous	45,265.09	39,345.41	32,068.55	31,000.00	16,019.50	29,548.03	17,850.00
<b>Total Revenues</b>		<b>822,391.28</b>	<b>898,252.42</b>	<b>964,311.73</b>	<b>1,030,557.38</b>	<b>654,341.54</b>	<b>978,954.35</b>	<b>1,026,383.34</b>
<b>NON-REVENUES/OTHER FIN SOURCES</b>								
386.12.00.00	Crime Victims Comp Fund	-	-	-	228.55	228.55	342.83	300.00
386.83.00.00	Emergency Medical Services	-	-	-	1,069.97	1,069.97	1,604.96	1,500.00
386.83.05.00	Trauma	-	-	-	1,986.27	1,986.27	2,979.41	-
386.83.07.00	Auto Theft	-	-	-	1,014.45	1,014.45	1,521.68	1,500.00
386.83.32.00	Brain Trauma	-	-	-	395.28	395.28	592.92	600.00
386.90.86.00	School Zone	-	-	-	94.84	94.84	142.26	200.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
386.91.00.00	PSEA 1					7,373.80	11,060.70	11,000.00
386.92.00.00	PSEA 2					3,850.01	5,775.02	6,000.00
386.93.00.01	PSEA 3					117.28	175.92	200.00
386.96.00.00	Crime Lab Analysis					43.90	65.85	100.00
386.97.00.00	JIS					968.93	1,453.40	1,500.00
386.99.01.00	School Zone Safety	124.68	3.98	-		62.94	94.41	-
386.00.00.00	Building Code Fees	1,660.00	4,740.00	5,350.00		2,955.00	4,432.50	600.00
389.00.00.00	Deposit / Facility			1,243.00		-	-	3,500.00
389.00.00.01	Deposit / Land Use					75.00	112.50	
389.00.00.02	Deposti / Special Events							
389.00.08.00	Code Enforcement Payback	-	-	-			-	
391.80.00.00	USDA Police Car Loan	600.39			6,400.00	6,400.00	6,400.00	
395.30.00.00	Insurance Settlements		13,733.00	22,336.93			-	
	Interfund Transfer	-	-	-	13,758.00		13,758.00	
397.95.00.00	Interfund Transfer - #109							
<b>Total Non-Revenues</b>		<b>3,617.02</b>	<b>19,562.51</b>	<b>30,168.66</b>	<b>20,158.00</b>	<b>26,636.22</b>	<b>50,512.33</b>	<b>27,000.00</b>
<b>Total General Fund Resources</b>		<b>991,484.30</b>	<b>1,023,035.93</b>	<b>1,088,865.93</b>	<b>1,143,149.37</b>	<b>773,411.75</b>	<b>1,121,900.67</b>	<b>1,243,383.34</b>
<b>EXPENDITURES</b>								
508.00.00.00	Est Ending Fund Balance	105,221.00	94,385.54	92,433.99	98,160.37	197,970.40	208,772.85	52,549.34
<b>LEGISLATIVE &amp; EXECUTIVE</b>								
511.10.10.00	Salaries & Wages (Mayor & Counc	3,600.00	3,300.00	870.95	3,600.00	2,150.00	3,225.00	3,744.00
511.10.20.00	Benefits	324.80	298.74	45.90	354.00	241.54	362.31	427.00
511.10.31.00	Supplies	79.60	325.20	671.59	500.00	49.18	73.77	100.00
511.10.43.00	Travel/Lodging/Meals	13.32	109.39	65.68	-	123.22	184.83	500.00
511.30.44.00	Advertising/Publications	1,845.93	1,165.86	1,498.37	1,300.00	220.64	330.96	800.00
511.40.49.00	Education/Training	100.00	635.27	427.71	1,450.00	270.00	405.00	750.00
511.80.51.00	Election Services	1,061.98	1,969.00	-	3,000.00	2,076.00	3,114.00	3,500.00
<b>Total Legislative &amp; Executive</b>		<b>7,025.63</b>	<b>7,803.46</b>	<b>3,580.20</b>	<b>10,204.00</b>	<b>5,130.58</b>	<b>7,695.87</b>	<b>9,821.00</b>
<b>MUNICIPAL COURT</b>								
512.50.10.00	Salaries & Wages	37,664.61	34,404.56	39,227.77	28,771.00	18,623.66	27,935.49	46,177.00
512.50.20.00	Benefits	9,762.35	8,514.21	9,270.57	8,992.00	5,503.02	8,254.53	15,623.00
512.50.31.00	Supplies	849.25	388.38	371.66	1,000.00	249.39	374.09	500.00
512.50.35.00	Small Equipment	-	-	65.00	250.00	-	-	250.00



# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
512.50.42.00	Telephone & Communications	1,296.67	1,227.01	1,177.99	2,000.00	1,676.68	2,515.02	2,700.00
512.50.43.00	Travel/Lodging/Meals	167.81	466.19	597.87	500.00	196.30	294.45	300.00
512.50.48.00	Repair & Maintenance	-	-	-	100.00	-	-	-
512.50.49.00	Dues/Memberships/Misc.	620.00	181.00	181.00	300.00	25.00	37.50	100.00
512.50.49.01	Printing	-	-	-	100.00	254.10	381.15	400.00
512.50.49.02	Education/Training	-	203.97	277.00	300.00	150.00	225.00	300.00
	<b>Total Municipal Court</b>	<b>50,360.69</b>	<b>45,385.32</b>	<b>51,168.86</b>	<b>42,313.00</b>	<b>26,678.15</b>	<b>40,017.23</b>	<b>66,350.00</b>
	<b>ADMN &amp; FINANCE</b>							
514.10.10.00	Salaries & Wages	50,085.76	33,909.40	35,124.64	31,946.00	19,643.72	29,465.58	28,047.00
514.10.20.00	Benefits	13,913.29	10,934.36	9,795.39	11,285.00	6,338.86	9,508.29	10,424.00
514.10.31.00	Supplies	4,717.27	2,294.58	1,795.91	2,500.00	969.01	1,453.52	2,500.00
514.10.35.00	Small Equipment	215.58	-	300.00	5,400.00	5,334.52	8,001.78	1,000.00
514.10.41.00	Professional Services	343.64	-	158.00	400.00	-	-	-
514.10.41.01	Bank Charges	1,488.32	567.12	833.72	750.00	99.40	149.10	150.00
514.10.42.00	Telephone & Communications	3,905.85	4,134.51	5,755.62	5,100.00	4,159.99	6,239.99	6,600.00
514.10.43.00	Travel/Lodging/Meals	72.67	538.96	449.65	2,000.00	1,048.96	1,573.44	2,500.00
514.10.49.00	Dues/Memberships/Misc.	265.00	249.00	294.00	400.00	-	-	500.00
514.10.49.01	L & I Retro Program Fees	606.88	-	-	1,000.00	544.00	544.00	-
514.23.41.00	Audit Services	11,771.50	-	152.33	12,000.00	11,452.09	11,452.09	15,000.00
514.40.49.00	Education/Training	150.00	955.00	441.82	1,800.00	1,380.00	2,070.00	2,500.00
514.50.48.00	Equipment Repair/Maintenance	-	-	-	-	-	-	-
514.70.46.00	Insurance	5,468.00	5,686.00	7,495.26	7,500.00	-	4,200.00	4,805.00
514.10.46.01	Insurance Deductible Claims	-	-	-	100.00	16.13	24.20	-
	<b>Total Admn &amp; Finance</b>	<b>93,003.76</b>	<b>59,268.93</b>	<b>62,596.34</b>	<b>82,181.00</b>	<b>50,986.68</b>	<b>74,681.98</b>	<b>74,026.00</b>
	<b>LEGAL</b>							
515.10.50.00	Repayment/Collected Fines	11,155.02	-	-	-	-	-	-
515.50.41.01	City Attorney	420.00	550.00	9,129.20	5,000.00	4,895.00	4,895.00	14,000.00
515.50.41.02	Prosecuting Attorney	5,800.00	5,700.00	5,700.00	5,800.00	3,800.00	9,000.00	12,000.00
515.50.41.03	Public Defender	1,500.00	2,700.00	3,200.00	3,600.00	2,100.00	3,150.00	5,000.00
515.50.41.04	Arraignment Services	800.00	680.00	800.00	1,000.00	410.00	615.00	1,000.00
515.50.41.05	Judge Fees - Pro Tem	225.00	-	-	300.00	-	-	-
515.50.41.06	Interpreter Services	210.94	175.80	475.55	500.00	522.69	784.04	1,000.00
515.50.49.00	Jury/Witness Fees	-	-	-	-	-	-	-
523.60.51.00	Detention & Correction - Chehalis	2,300.00	7,412.00	790.00	7,000.00	1,820.00	2,730.00	10,000.00
523.60.51.01	Detention & Correction - Nisqually	3,615.00	3,750.00	5,870.00	5,000.00	-	-	-
523.60.51.02	Detention & Correction - Thurston	45.37	-	27.22	500.00	-	-	1,000.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
523.60.51.03	Prisoner Medical Expenses	-	-	-	3,000.00	-	-	5,000.00
	Total Legal	26,071.33	20,967.80	25,991.97	31,700.00	13,547.69	21,174.04	49,000.00
<b>CIVIL SERVICE</b>								
516.20.31.00	Supplies	25.00	16.00	-	-	-	-	-
516.20.41.00	Legal	81.30	-	-	-	-	-	-
516.20.49.00	Training	96.32	-	-	-	-	-	-
	Total Civil Service	202.62	16.00	-	-	-	-	-
<b>CENTRAL SERVICES</b>								
Central Services - General								
518.10.10.00	Salaries & Wages / Facilities Maint	2,980.36	3,787.86	18,670.35	2,870.00	1,823.77	2,735.66	7,818.00
518.10.20.00	Benefits	1,092.97	1,573.53	1,855.55	1,195.00	916.44	1,374.66	3,296.00
518.10.31.00	Office Supplies	794.05	1,109.98	3,827.48	1,000.00	1,120.50	1,680.75	1,750.00
518.10.35.00	Small Equipment	118.52	281.84	711.07	300.00	-	-	300.00
518.10.41.00	Professional Services	264.11	-	2,466.59	1,000.00	630.89	946.34	1,000.00
518.10.42.02	Alarm Services	672.81	332.19	332.16	350.00	475.50	713.25	800.00
518.10.42.03	Internet Access Fee	935.88	701.91	361.96	975.00	130.76	196.14	1,000.00
518.10.47.00	Utilities	3,712.91	3,408.79	4,324.22	4,100.00	3,399.62	5,099.43	5,500.00
518.10.48.01	Copier Maint Agreement	754.60	797.72	-	800.00	-	-	-
518.10.48.02	Computer Hardware Maintenance	1,715.96	2,334.00	-	2,500.00	-	-	2,500.00
518.10.48.03	ASP Software Maint Agreement	2,675.00	-	-	-	-	-	-
518.10.49.00	Dues/Memberships/Misc.	683.85	735.90	790.38	720.00	717.77	717.77	800.00
518.10.49.00	Code Book Publications	1,033.60	-	-	3,000.00	-	-	6,500.00
518.10.65.00	Phone System/Recording System	-	-	-	-	-	-	10,000.00
518.10.66.00	Copier Lease/Purchase	381.51	126.10	-	-	-	-	-
518.10.66.01	Heat Pump Lease/Purchase	283.98	-	-	-	-	-	-
518.20.49.00	Misc.	-	(210.00)	-	-	-	-	-
518.65.48.00	Computer Software Contract	-	4,625.40	900.00	5,000.00	2,465.92	2,465.92	2,500.00
518.20.64.00	Utility Trailer Purchase	-	-	-	-	-	-	-
594.18.62.00	Vacuum cleaner	-	-	-	-	-	-	-
	Total General	18,100.11	19,605.22	34,239.76	23,810.00	11,681.17	15,929.91	43,764.00
<b>Central Services - Maintenance</b>								
518.30.31.00	Maintenance Supplies	1,145.16	1,007.78	1,035.84	1,500.00	579.95	869.93	1,000.00
518.30.41.00	Custodial Services	1,245.00	1,485.00	1,482.44	1,700.00	942.87	1,414.31	2,900.00
518.30.41.01	Custodial Supplies	995.63	361.19	1,100.30	850.00	415.14	622.71	850.00
518.30.48.00	Maintenance - Facility	2,864.76	1,012.55	2,732.65	3,500.00	3,454.83	5,182.25	9,000.00

# CITY OF TENINO

## 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
518.30.48.01	Maintenance - Equipment	318.89	949.42	583.60	1,800.00	306.78	460.17	1,000.00
518.30.31.00	Security Maintenance	-	-	-	-	-	-	2,400.00
518.30.95.00	Interfund Equipment lease	-	-	-	-	-	-	17,150.00
	<b>Total Maintenance</b>	<b>6,569.44</b>	<b>4,815.94</b>	<b>6,934.83</b>	<b>9,350.00</b>	<b>5,699.57</b>	<b>8,549.36</b>	<b>17,150.00</b>
	<b>Total Central Services</b>	<b>24,669.55</b>	<b>24,421.16</b>	<b>41,174.59</b>	<b>33,160.00</b>	<b>17,380.74</b>	<b>24,479.27</b>	<b>60,914.00</b>
	<b>Total General Government</b>	<b>201,333.58</b>	<b>157,862.67</b>	<b>184,511.96</b>	<b>199,558.00</b>	<b>113,723.84</b>	<b>168,048.37</b>	<b>260,111.00</b>
	<b>SECURITY OF PERSONS &amp; PROPERTY</b>							
	<b>LAW ENFORCEMENT</b>							
521.10.10.00	Salaries & Wages	240,048.24	255,750.85	321,621.16	278,266.00	162,018.76	243,028.14	327,475.00
521.10.10.00	Benefits	65,845.79	76,491.84	86,308.18	100,276.00	45,166.18	67,749.27	126,821.00
521.10.10.01	Overtime	24,889.73	20,786.70	-	18,000.00	-	20,000.00	-
521.10.10.02	Standby	2,421.14	2,380.89	-	3,200.00	-	3,200.00	-
521.10.10.04	Academy Replacement Wages	-	-	-	-	-	-	-
521.10.10.05	Leave Replacement	-	-	-	-	-	-	-
521.10.20.01	Uniforms	8,126.32	7,969.92	11,946.86	9,000.00	2,315.34	3,473.01	6,000.00
521.10.20.02	Reserve Uniforms	-	-	-	-	-	-	-
521.10.20.02	Retiree Medical/Deductible	12,734.80	11,934.30	14,703.60	14,375.00	9,082.21	13,623.32	14,750.00
521.10.20.03	Unemployment	-	-	-	-	-	-	-
521.10.31.00	Supplies	6,576.29	5,324.45	4,554.28	6,600.00	3,942.86	5,914.29	6,600.00
521.10.32.00	Fuel	15,272.38	16,970.84	17,609.47	19,000.00	12,148.55	18,222.83	-
521.10.35.00	Small Equipment	11,097.90	8,985.44	6,158.04	11,700.00	3,470.09	5,205.14	5,000.00
521.10.35.01	WASPC Grant	-	6,700.00	-	-	-	-	-
521.10.41.01	Professional Services	5,884.85	4,648.82	8,501.95	5,000.00	1,746.17	2,619.26	3,000.00
521.10.41.02	Custodial Services/Supplies	1,690.38	2,352.93	2,339.96	3,000.00	1,731.03	2,596.55	2,860.00
521.10.41.02	Contract - Chief	-	-	-	-	-	-	-
521.10.41.03	Recruitment Expenses	-	-	-	-	-	-	-
521.10.42.00	Telephone & Communications	11,282.58	10,317.98	12,179.33	12,000.00	8,106.51	12,159.77	14,000.00
521.10.42.01	Cellular Communications	-	-	-	-	-	-	-
521.10.42.02	CAD Communications	2,178.90	2,467.57	1,220.00	1,500.00	459.26	688.89	800.00
521.10.42.03	Alarm System	239.40	299.40	350.00	350.00	299.40	449.10	500.00
521.10.42.04	AWC Tech Grant	-	-	-	-	-	-	-
521.10.46.00	Insurance	13,662.00	16,436.00	11,946.00	13,000.00	-	7,200.00	11,500.00
521.10.47.00	Utilities	3,405.88	3,541.49	4,426.33	4,500.00	3,171.06	4,756.59	5,280.00
521.50.48.00	Repair & Maintenance	1,420.00	1,775.09	2,583.73	2,500.00	4,225.85	14,000.00	2,500.00
521.50.48.01	Repair & Maintenance - Vehicles	8,477.50	11,639.67	19,003.49	8,000.00	5,259.77	7,889.66	-
521.50.95.00	Interfund Equipment lease	-	-	-	-	-	-	38,400.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
521.10.49.01	Education/Training	1,910.09	2,782.81	256.54	5,500.00	660.82	991.23	2,000.00
521.10.49.02	Dues/Memberships/Misc	419.71	210.48	2,496.00	250.00	14.80	22.20	300.00
521.21.64.00	Computer Hardware/Software	749.98	-	4,897.39	1,000.00	584.80	877.20	1,000.00
594.21.64.01	Patrol Car Purchase	8,209.82	-	-	-	-	-	-
521.90.49.00	Traffic Safety School	1,533.85	1,050.00	-	500.00	350.00	525.00	600.00
525.60.51.00	Emergency Mngmt Council Fee	25.00	-	-	25.00	25.00	25.00	25.00
528.60.51.00	Thurston Co 911	-	-	-	-	-	-	-
528.60.51.01	TC 911 - Bucoda	-	-	-	-	-	-	-
Total Law Enforcement		448,102.53	470,817.47	533,102.31	517,542.00	264,778.46	435,216.42	569,411.00
FIRE SERVICES								
522.20.41.00	Contracted Services	66,307.00	36,673.00	87,300.92	115,727.00	45,215.00	90,500.00	91,500.00
522.60.49.00	Misc Fire Svcs			25.00			-	
524.20.42.00	Building Communications		76.70				-	
Total Fire Services		66,307.00	36,749.70	87,325.92	115,727.00	45,215.00	90,500.00	91,500.00
TOTAL SECURITY OF PERSONS/PROPERTY								
PHYSICAL ENVIRONMENT								
NATURAL RESOURCES								
531.70.51.00	Air Pollution Control	561.00	555.00	675.00	682.00	682.00	682.00	700.00
Total Natural Resources		561.00	555.00	675.00	682.00	682.00	682.00	700.00
ANIMAL CONTROL								
539.30.10.00	Salaries & Wages	8,941.08	11,363.68	6,301.97	4,783.00	2,992.59	4,488.89	8,411.00
539.30.20.00	Benefits	3,279.42	4,644.44	2,465.87	1,992.00	1,478.08	2,217.12	3,805.00
539.30.31.00	Supplies	98.30	143.18	173.79	200.00	7.75	11.63	200.00
539.30.41.00	County Service Fees	-	90.00	15.00	150.00	135.00	202.50	150.00
539.30.46.00	Insurance	512.00	649.00	534.00	680.00	400.00	400.00	200.00
539.30.47.00	Utilities	388.75	550.98	501.87	750.00	348.88	523.32	650.00
539.30.48.00	Kennel Maintenance	-	29.51	5.98	150.00	150.00	150.00	150.00
Total Animal Control		13,219.55	17,470.79	9,998.48	8,705.00	4,962.30	7,993.45	13,566.00
TOTAL PHYSICAL ENVIRONMENT								
ECONOMIC ENVIRONMENT		13,780.55	18,025.79	10,673.48	9,387.00	5,644.30	8,675.45	14,266.00
BUILDING DEPARTMENT								
559.20.10.00	Salaries & Wages	9,024.50	5,775.25	6,438.56	16,000.00	10,010.23	15,015.35	14,276.00

# CITY OF TENINO

## 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
559.20.20.00	Benefits	867.60	470.50	551.85	8,000.00	4,007.35	6,011.03	5,357.00
559.20.31.00	Supplies	55.29	106.42	168.51	800.00	565.80	848.70	600.00
559.20.42.00	Communications	379.92	116.52	635.33	800.00	510.19	765.29	800.00
559.20.43.00	Travel/Lodging/Meals	651.94	-	-	100.00	-	800.00	500.00
559.20.49.00	Dues/Memberships/Misc.	-	-	-	100.00	89.07	133.61	200.00
559.20.49.01	Printing	-	-	-	100.00	-	-	200.00
559.40.49.00	Education/Training	-	-	-	100.00	-	500.00	500.00
<b>Total Building</b>		<b>10,979.25</b>	<b>6,468.69</b>	<b>7,794.25</b>	<b>26,000.00</b>	<b>15,182.64</b>	<b>24,073.96</b>	<b>22,433.00</b>
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>								
557.30.00.00	Tourism					89.90	134.85	200.00
558.10.44.00	Chamber of Commerce Dues	25.00	25.00	25.00	25.00	25.00	25.00	25.00
558.60.10.00	Salaries & Wages	18,979.19	29,931.00	28,265.07	1,500.00	915.36	1,373.04	8,065.00
558.60.20.00	Benefits	1,935.15	3,334.55	3,758.33	800.00	443.04	664.56	3,096.00
558.60.31.00	Supplies	889.57	934.14	1,284.58	1,200.00	965.51	1,448.27	1,500.00
558.60.35.00	Small Tools/Equipment	125.22	-	2,219.92	3,700.00	11.17	16.76	-
558.60.41.00	Prof Services	5.00	5,025.89	8,906.68	31,000.00	18,793.47	28,190.21	36,000.00
558.60.43.00	Travel/Lodging/Meals	125.00	-	-	100.00	-	-	300.00
558.60.44.00	Advertising	-	1,112.17	306.50	300.00	179.97	269.96	750.00
558.60.46.00	Insurance							1,600.00
558.60.49.00	TRPC Dues	1,632.00	2,039.00	2,054.00	2,039.00	1,560.00	1,560.00	-
558.60.49.01	CTED Critical Areas Ord Grant	854.75	-	-	-	-	-	500.00
558.60.49.02	Dues/Membership/Misc.	257.00	2.00	143.00	200.00	500.00	500.00	-
558.60.49.03	Education/Training	175.00	95.00	-	200.00	378.30	567.45	-
558.60.49.04	CTED Emerging Issues Grant	3,258.56	-	1,077.72	1,000.00	-	-	500.00
558.20.49.05	Printing	-	300.69	-	-	-	-	-
558.20.49.06	CTED-Park Plan Grant	-	110.85	-	-	-	-	-
596.60.64.00	Computer Hardware/Software	-	-	-	-	-	-	-
<b>Total Planning &amp; Comm Dev.</b>		<b>28,261.44</b>	<b>42,910.29</b>	<b>48,040.80</b>	<b>42,064.00</b>	<b>23,861.72</b>	<b>34,750.08</b>	<b>52,536.00</b>
<b>TOTAL ECONOMIC ENVIRONMENT</b>								
		<b>39,240.69</b>	<b>49,378.98</b>	<b>55,835.05</b>	<b>68,064.00</b>	<b>39,044.36</b>	<b>58,824.04</b>	<b>74,969.00</b>
<b>MENTAL &amp; PHYSICAL HEALTH</b>								
566.66.00.00	Alcoholism	339.88	236.92	357.01	300.00	173.03	259.55	300.00
<b>Total Mental &amp; Physical Health</b>		<b>339.88</b>	<b>236.92</b>	<b>357.01</b>	<b>300.00</b>	<b>173.03</b>	<b>259.55</b>	<b>300.00</b>
<b>CULTURE &amp; RECREATION</b>								
572.50.31.00	LIBRARY							
	Supplies	107.60	450.43	287.92	300.00	214.26	321.39	350.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
572.50.31.01	Janitorial Supplies	47.80	365.53	69.04	200.00	161.21	241.82	250.00
572.50.35.00	Small Tools/Minor Equipment	-	-	-	950.00	-	-	-
572.50.41.00	Professional Services	-	-	54.68	605.00	-	-	375.00
572.50.46.00	Insurance	533.00	575.00	475.00	3,900.00	3,517.23	5,275.85	5,700.00
572.50.47.00	Utilities	3,458.53	3,296.80	4,486.72	2,000.00	136.11	2,000.00	2,000.00
572.50.48.00	Repair & Maintenance	606.07	223.45	1,421.87	5,720.00	2,090.00	3,135.00	2,860.00
572.50.48.01	Janitorial Services	-	2,145.00	5,366.99	13,675.00	6,118.81	11,374.05	11,535.00
	<b>Total Library</b>	<b>4,753.00</b>	<b>7,056.21</b>	<b>12,162.22</b>				
	<b>MUSEUM</b>							
575.30.31.00	Supplies	36.72	18.42	-	100.00	2.15	100.00	50.00
575.30.42.00	Communications	369.95	483.37	414.72	600.00	254.84	382.26	400.00
575.30.46.00	Insurance	1,060.00	1,141.00	-	1,100.00	-	605.00	750.00
575.30.47.00	Utilities	3,814.67	4,167.13	6,570.16	12,000.00	6,771.07	10,156.61	10,000.00
575.30.48.00	Repair & Maintenance	2,768.23	421.25	633.88	1,800.00	559.66	839.49	1,000.00
	<b>Total Museum</b>	<b>8,049.57</b>	<b>6,231.17</b>	<b>7,618.76</b>	<b>15,600.00</b>	<b>7,587.72</b>	<b>12,083.36</b>	<b>12,200.00</b>
	<b>QUARRY HOUSE</b>							
575.50.31.00	Supplies	79.96	62.12	817.68	1,000.00	51.02	76.53	250.00
575.50.31.01	Janitorial Supplies	241.59	121.81	317.04	200.00	148.43	222.65	250.00
575.50.41.01	Operating Permit	-	-	-	25.00	-	-	500.00
575.50.42.00	Communications	230.12	124.03	334.76	500.00	279.56	419.34	560.00
575.50.46.00	Insurance	768.00	835.00	644.00	850.00	4,470.67	500.00	6,800.00
575.50.47.00	Utilities	5,916.27	4,787.46	5,927.20	5,300.00	285.68	6,706.01	6,500.00
575.50.48.00	Repair & Maintenance	220.20	521.18	7,823.71	2,200.00	5,235.36	2,000.00	6,500.00
	<b>Total Quarry House</b>	<b>7,456.14</b>	<b>6,451.60</b>	<b>15,864.39</b>	<b>10,075.00</b>	<b>5,235.36</b>	<b>9,924.52</b>	<b>14,860.00</b>
	<b>QUARRY POOL</b>							
576.20.10.00	Salaries & Wages (Lifeguards)	11,098.36	10,825.75	9,976.84	12,083.00	5,281.00	5,281.00	22,406.00
576.20.20.00	Benefits	6,403.16	1,407.98	1,170.48	1,919.00	850.66	851.00	5,217.00
576.20.31.00	Supplies	1,332.38	1,372.79	2,025.99	1,600.00	421.44	632.16	900.00
576.20.42.00	Communications	133.36	333.29	192.96	500.00	446.34	450.00	500.00
576.20.46.00	Insurance	253.00	278.00	251.00	320.00	434.57	200.00	750.00
576.20.47.00	Utilities	6,215.32	1,092.24	898.96	2,500.00	3,361.56	651.86	750.00
576.20.48.00	Repair & Maintenance	656.62	1,892.73	242.27	1,500.00	135.00	5,042.34	2,000.00
576.20.49.00	Operating Permit	120.00	125.00	450.00	140.00	135.00	135.00	150.00
576.10.49.01	Lifeguard Training	-	-	-	-	1,225.00	1,225.00	1,500.00
	<b>Total Quarry Pool</b>	<b>26,212.20</b>	<b>17,327.78</b>	<b>15,208.50</b>	<b>20,562.00</b>	<b>12,155.57</b>	<b>14,468.36</b>	<b>34,173.00</b>

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>CONCESSION STAND</b>								
576.40.31.00	Supplies	142.06	235.43	265.06	200.00	197.51	296.27	350.00
576.40.42.00	Communications	-	-	-	-	-	-	-
576.40.46.00	Insurance	159.00	171.00	141.00	180.00	-	100.00	150.00
576.40.47.00	Utilities	513.29	676.65	923.89	750.00	750.25	1,125.38	1,200.00
576.40.48.00	Repair & Maintenance	303.82	912.57	755.40	1,200.00	640.21	1,200.00	1,200.00
576.40.49.00	Operating Permit	-	235.00	402.50	235.00	522.50	522.50	260.00
	<b>Total Concession Stand</b>	<b>1,118.17</b>	<b>2,230.65</b>	<b>2,487.85</b>	<b>2,565.00</b>	<b>2,110.47</b>	<b>3,244.14</b>	<b>3,160.00</b>
<b>PARKS</b>								
576.80.10.00	Salaries & Wages	19,035.70	20,488.18	19,585.96	17,185.00	10,846.35	16,269.53	30,936.00
576.80.20.00	Benefits	316.47	7,097.11	7,129.16	6,702.00	4,792.01	7,188.02	12,068.00
576.80.31.00	Supplies	669.15	1,137.26	2,820.42	1,500.00	710.59	1,065.89	1,500.00
576.80.32.00	Fuel	651.88	893.39	2,042.16	1,350.00	1,261.51	1,892.27	-
576.80.35.00	Small Equipment	223.66	588.54	615.72	1,000.00	404.95	607.43	1,000.00
576.80.42.00	Communications	150.76	-	-	-	-	-	-
576.80.45.00	Shop Rent	2,900.00	-	2,900.00	2,900.00	2,919.68	2,919.68	2,920.00
576.80.46.00	Insurance	1,656.00	3,271.00	2,374.00	3,022.00	3,022.00	1,700.00	2,200.00
576.80.47.00	Utilities	3,831.97	2,837.00	9,586.58	4,200.00	2,548.38	3,822.57	4,250.00
576.80.48.00	Repair & Maintenance	3,273.65	2,329.30	7,216.34	3,500.00	5,266.57	6,000.00	6,500.00
576.80.48.01	Vandalism Repairs	-	3,031.69	884.33	1,000.00	16.44	24.66	800.00
576.80.49.00	Misc	-	-	450.00	-	425.00	425.00	-
576.80.53.00	Property Taxes	165.13	134.97	135.05	175.00	148.04	148.04	175.00
576.80.61.00	Land	-	-	-	-	-	-	-
576.80.95.00	Interfund Equipment lease	-	-	-	-	-	-	9,600.00
596.80.63.01	Equipment - Ballfield Drag	-	-	-	400.00	-	-	400.00
	<b>Total Parks</b>	<b>32,874.37</b>	<b>41,808.44</b>	<b>55,739.72</b>	<b>42,934.00</b>	<b>29,339.52</b>	<b>42,063.07</b>	<b>72,349.00</b>
<b>TOTAL CULTURE &amp; RECREATION</b>								
		<b>80,463.45</b>	<b>81,105.85</b>	<b>109,081.44</b>	<b>105,411.00</b>	<b>62,547.45</b>	<b>93,157.49</b>	<b>148,277.00</b>
<b>TOTAL EXPENDITURES</b>								
					<b>1,015,989.00</b>	<b>531,126.44</b>	<b>854,681.31</b>	<b>1,158,834.00</b>
<b>NON-EXPENDITURES/OTHER FINANCING USES</b>								
<b>NON-EXPENDITURES</b>								
586.00.00.00	Quarry House Refunds	2,200.00	2,450.00	3,573.62	-	2,320.00	3,480.00	3,500.00
586.12.00.00	Crime Victims Comp Fund	-	-	1,600.00	-	228.55	342.83	300.00
589.00.00.00	Building Code Fees	-	-	-	-	385.00	577.50	600.00
589.06.94.00	Other Non-Expenditures - Interfund	-	-	-	-	90.40	135.60	-
589.83.05.00	Trauma	-	-	-	-	466.18	699.27	1,500.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
589.83.07.00	Auto Theft Prevention					1,114.97	1,672.46	1,500.00
589.83.32.00	Trauma Brain Injury					218.36	327.54	600.00
589.90.86.00	School Zone Safety					162.20	243.30	200.00
589.91.00.00	State Fees 1					6,543.47	9,815.21	11,000.00
589.92.00.00	State Fees 2					4,571.56	6,857.34	6,000.00
589.93.00.00	State Fees 3					118.74	178.11	200.00
589.96.00.00	BAC					43.90	65.85	100.00
589.97.00.00	JIS					1,999.88	2,999.82	1,500.00
589.00.00.00	Other Cost Allocations							
	<b>Total Non-Expenditures</b>	<b>2,200.00</b>	<b>2,450.00</b>	<b>5,173.62</b>	<b>-</b>	<b>18,263.21</b>	<b>27,394.82</b>	<b>27,000.00</b>
<b>CAPITAL EXPENDITURES</b>								
596.21.66.00	Heat Pump Installment Purchase	-	1,383.40				-	
594.19.30.02	Lawnmower Purchase	-	-				-	
594.19.30.03	Heat Pump Replacement	-	-				-	
594.21.64.01	Patrol Vehicle Purchase			3571.15	20,000.00	26,051.70	26,051.70	
596.60.64.00	Computer Purchase (2nd half)	9,456.95	(1,500.00)				-	
596.21.66.00	Postage Meter/Copy Machine Leas	-	-	1,800.00			-	
596.21.66.01	Copy Machine Lease	23,619.20			4,000.00		-	
596.21.66.00	Heat Pump Installments	1,419.90	-				-	
596.48.64.00	Lawn Mower Purchase	-	-				-	
	Equip - Utility Trailer	-	-				-	
	Equip-Flow Meter	-	-				-	
	Equip - Push Mowers	-	-				-	0.00
596.18.00.00	Public Works Shop	-	-				-	
	<b>Total Capital Expenditures</b>	<b>34,496.05</b>	<b>(116.60)</b>	<b>5,371.15</b>	<b>24,000.00</b>	<b>26,051.70</b>	<b>26,051.70</b>	<b>-</b>
<b>OTHER FINANCING USES</b>								
597.70.00.00	Trf to #101 - Streets	-	-				-	
597.50.00.00	Trf to #109 - Contingency	-	10,000.00	5,000.00	5,000.00		5,000.00	5,000.00
597.50.00.00	Trf to #110 - Planning & Comm De	-	-				-	
	<b>Total Other Financing Uses</b>	<b>-</b>	<b>10,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>-</b>	<b>5,000.00</b>	<b>5,000.00</b>
	<b>TOTAL NON EXP/CAPITAL/OTHER</b>	<b>34,496.05</b>	<b>9,883.40</b>	<b>10,371.15</b>	<b>29,000.00</b>	<b>44,314.91</b>	<b>58,446.52</b>	<b>32,000.00</b>
	<b>TOTAL GENERAL FUND</b>	<b>991,484.73</b>	<b>920,896.32</b>	<b>1,088,865.93</b>	<b>1,143,149.37</b>	<b>773,411.75</b>	<b>1,149,295.49</b>	<b>1,243,383.34</b>



***Special Revenue Fund Type (100 and/or 400 series):***

These funds account for revenue that is legally restricted it is derived from specific taxes, grants, or other sources and is designated to finance particular activities of the City.

**Fund 101 - Streets**

There are approximately 17 miles of roadways within the city. These roadways are comprised of three functional classification of: Minor Arterial, Major Collector, and Local Access Streets. There are 4 miles of roadways classified as Minor Arterial, for which the city is not responsible for the upkeep. The remaining 13 miles are comprised of 4 designated as Major Collector, and 9 as Local Access. The City is responsible for the maintenance of these roadways.

Most of the Local Access roadways within the city have a chip-sealed surface, and serve relatively light traffic loads, with the exception of Garfield, Howard, Lincoln and Central Streets, which are part of the local school bus route and receive heavy traffic.

The expenditures appropriated for this fund allow for the minimum upkeep of the roadways within the City. The services necessary for this upkeep includes seal coating, street sweeping, pothole patching, storm drain maintenance, snow and ice control, and the maintenance/repair of all traffic control signs.

**Fund 109 - Contingency**

The Contingency fund is a Special Revenue Type Fund. The purpose of this fund is to provide capital resources to funds, which cannot financially meet required capital expenses.

In previous years there have been modest amounts held in this fund to defray unexpected expenditures.

This is an important fiscally responsible tool. The City recognizes that it is especially important to have reserve funds in times of financial instability, and commits to contributing to this fund on an annual basis even if the contribution is minimal.

**Fund 110 - Community Development**

The Community Development Fund is a Special Revenue Fund Type. This fund is used for financing Growth Management mandates, as well as projects to improve and develop the community.

Established with revenues received from a previously closed CDBG Block Grant, all current revenues are realized from loan payoffs as well as grants for growth management, which are received from the Department of Community Development and the Thurston Regional Planning Council.

## STREETS (101)

397.00.02.00	Transfer - 001	-	-	-
397.95.00.00	Transfer - 310	-	-	-
397.95.01.00	Interfund Transfer from 110	8,400.00	-	-
	<b>Total Other</b>	<b>8,400.00</b>	<b>-</b>	<b>31,000.00</b>

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
	<b>Total Revenues</b>	75,085.64	52,337.63	48,629.85	58,388.00	35,136.39	101,704.59	285,627.35
	<b>Total Street Fund Resources</b>	87,892.34	88,688.63	71,818.16	66,642.13	43,390.52	109,958.72	310,627.35

## EXPENDITURES

508.00.00.00	Est Ending Fund Balance	-	23,188.31	8,254.13	141.13	(2,116.61)	39,225.22	922.35
542.30.10.00	Salaries & Wages	15,525.48	17,519.83	20,516.47	22,236.00	13,179.13	19,768.70	19,552.00
542.30.20.00	Benefits	5,073.05	6,566.42	7,411.89	8,455.00	5,794.07	8,691.11	7,643.00
542.30.31.00	Supplies	733.83	635.23	909.11	750.00	347.71	521.57	500.00
542.30.32.00	Fuel	1,373.55	968.22	1,147.12	4,000.00	2,466.67	3,700.01	-
542.30.35.00	Small Tools & Equipment	148.10	108.40	417.99	500.00	404.93	404.93	400.00
542.30.42.00	Telephone & Communications	698.49	970.72	1,421.79	1,500.00	1,103.89	1,655.84	1,700.00
542.30.46.00	Insurance	1,195.00	1,392.00	1,147.00	1,460.00	650.00	650.00	1,210.00
542.30.47.00	Street Lighting (also see Fund #110)	19,640.99	22,950.84	24,684.76	18,000.00	12,836.87	18,000.00	20,000.00
542.30.48.01	Auto Repair	1,295.13	1,175.36	2,249.54	1,200.00	1,075.13	1,075.13	1,200.00
542.30.48.02	Maintenance/Repair	1,004.45	1,856.73	1,603.94	3,700.00	2,477.33	2,477.33	6,000.00
542.30.48.03	Storm Control/Drain Cleaning	-	-	-	-	-	-	1,500.00
542.30.50.00	Public Works Shop Rent	1,500.00	-	1,500.00	1,500.00	1,500.00	1,500.00	24,000.00
542.30.95.00	Interfund Equipment Lease	507.89	1,675.28	554.42	1,200.00	34.30	34.30	1,500.00
542.64.48.00	Traffic Control Devices	-	-	-	-	-	-	-
542.90.49.00	Training/Education	2,845.09	-	-	-	-	-	-
595.30.63.00	Street Chip Seal	-	-	-	-	-	-	-
595.30.63.00	TIB Project	-	-	-	-	-	-	-
596.42.63.01	Equipment -	-	-	-	-	-	-	-
596.42.63.02	Equipment - Storm Drain Cleaning	-	-	-	-	-	-	-
596.42.63.03	Equipment - Utility Trailer	-	-	-	-	-	-	-
594.42.62.01	Backhoe	-	-	-	-	-	-	-
594.42.62.02	Tree Removal	-	1,509.20	-	2,000.00	754.60	754.60	2,500.00
594.10.00.00	Roads/Streets Const & Other	-	-	-	-	3,532.50	11,500.00	222,000.00
	<b>Total Expenditures</b>	51,541.05	57,328.23	63,564.03	66,501.00	45,507.13	70,733.50	309,705.00

<b>TOTAL STREETS</b>	51,541.05	80,516.54	71,818.16	66,642.13	43,390.52	109,958.72	310,627.35
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# CITY OF TENINO 2009 BUDGET

## CONTINGENCY (109)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Balance Forward	14,207.85	14,484.05	25,288.14	31,620.54	31,620.54	31,620.54	20,000.00
361.11.00.00	Investment Interest	276.20	804.09	1,332.40	900.00	620.89	931.34	750.00
397.00.01.00	Transfer - Fund 001	-	10,000.00	5,000.00	5,000.00		5,000.00	5,000.00
<b>Total Revenues</b>		276.20	10,804.09	6,332.40	5,900.00	620.89	5,931.34	5,750.00
<b>Total Contingency Fund Resources</b>		14,484.05	25,288.14	31,620.54	37,520.54	32,241.43	37,551.88	25,750.00
<b>EXPENDITURES</b>								
508.00.00.00	Est Ending Fund Balance	14,484.05	25,288.14	31,620.54	23,762.54	32,241.43	23,793.88	25,750.00
521.20.64.00	Equipment - Patrol Cars	-	-	-		-	-	
597.50.01.09	Operating Transfer				13,758.00	-	13,758.00	
<b>Total Expenditures</b>		-	-	-	13,758.00	-	13,758.00	-
<b>TOTAL CONTINGENCY</b>		14,484.05	25,288.14	31,620.54	37,520.54	32,241.43	37,551.88	25,750.00

# CITY OF TENINO 2009 BUDGET

## COMMUNITY DEVELOPMENT (110)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	207,977.92	180,845.00	184,065.03	148,048.25	148,048.25	148,048.25	80,000.00
<b>Taxes</b>								
316.40.41	Utility Taxes	-	-	-	-	-	-	-
316.41.47	Utility Tax-Growth Mgmt-Electric	-	-	-	-	-	-	-
316.45.47	Utility Tax-Growth Mgmt-Garbage	-	-	-	-	-	-	-
316.46.47	Utility Tax-Growth Mgmt-Cable	-	-	-	-	-	-	-
316.47.47	Utility Tax-Growth Mgmt-Telephone	-	-	-	-	-	-	-
316.48.00	Utility Tax-Growth Mgmt-Water	-	-	-	-	-	-	-
	Total Utility Tax	-	-	-	-	-	-	-
<b>Inter-Governmental</b>								
333.00.11.00	WSU Extension - Vol. Coord.	-	-	-	-	-	-	-
333.14.20.00	Home Rehab	-	-	-	272,939.00	2,777.26	200,000.00	73,000.00
337.00.00.00	CDBG Grant-Comm Ctr	-	-	-	-	-	-	-
337.00.01.00	Home Consortium Funds	-	-	38,135.75	22,055.00	20,439.25	30,658.88	8,000.00
333.97.00.00	Homeland Security Grant	198,281.00	-	-	-	-	-	-
337.01.00.00	CTED GMA Update Grant	2,060.00	-	-	-	-	-	-
	Total Inter-Governmental	200,341.00	-	38,135.75	294,994.00	23,216.51	230,658.88	81,000.00
<b>Miscellaneous</b>								
360.01.00.00	Special Project - Sign	-	-	-	-	-	-	-
361.11.00.00	Investment Interest	3,560.13	8,378.77	8,936.43	2,400.00	2,400.83	3,601.25	15,000.00
367.00.01.00	Revitalization Donation	-	-	-	-	-	-	-
367.01.00.00	Sale of Timber	-	-	-	-	-	-	-
369.90.01.00	ReHab Loan Repays - Principal	25,856.51	-	-	-	-	-	-
369.90.02.00	ReHab Loan Repays - Interest	-	-	-	-	-	-	-
391.70.01.00	CDBG Housing Loan Repay - Princ	-	16,750.00	-	-	-	-	-
391.80.03.00	Interfund Transfer - 401	-	-	-	-	-	-	-
	Total Miscellaneous	29,416.64	25,128.77	8,936.43	2,400.00	2,400.83	3,601.25	15,000.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
	Total Revenues	229,757.64	25,128.77	47,072.18	297,394.00	25,617.34	234,260.12	96,000.00
	Total Comm Dev Resources	437,735.56	205,973.77	231,137.21	445,442.25	173,665.59	382,308.37	176,000.00

## EXPENDITURES

508.00.00.00	Est Ending Fund Balance	-	184,065.03	148,048.25	80,751.78	81,584.97	83,138.46	46,296.00
514.60.10.00	Financial & Record Services Salaries				14,000.00	2,513.72	3,770.58	9,967.00
514.60.20.00	Financial & Record Services Benefits				5,855.00	-	-	3,987.00
514.60.31.00	Office Supplies				350.00	-	-	
514.60.41.00	Professional Services				1,000.00	-	-	
514.60.42.00	Communications				200.00	-	-	
514.60.44.00	Advertising				650.00	99.34	149.01	
551.10.42.00	Salaries & Wages	4,860.94	5,145.61	5,978.12	6,022.00	4,168.66	6,252.99	6,000.00
551.10.00.00	Benefits	1,482.67	1,813.95	2,068.90	761.00	1,680.89	2,521.34	2,300.00
551.10.42.01	Overtime	-	-	-	-	-	-	750.00
551.10.47.00	Insurance							
551.10.49.00	TC Econ Dev Council Membership	-	-	-	600.00	-	-	
557.30.00.00	Special Projects - Signs	-	-	-	-	-	-	
535.35.41.00	Professional Services - Sewers	297.75	-	-	-	-	-	
551.43.42.00	Park Support	-	-	-	-	-	-	
551.43.57.00	Street Lighting	5,000.00	18.11	-	9,000.00	5,215.97	7,823.96	10,000.00
558.20.41.00	Comp Planning	-	-	-	-	-	-	
558.20.41.01	CTED GMA Update Grant	-	-	-	-	-	-	
558.60.41.00	CDBG Comm Ctr Consultant	-	-	-	-	-	-	
558.70.40.00	CDBG Comm Ctr Exp	-	-	-	-	-	-	
558.70.45.00	HATC Administration	70.00	-	-	-	-	-	
558.00.60.00	CDBG Capital Outlay	-	-	-	-	-	-	
559.00.62.00	Forfeiture Expenditures	-	-	-	-	-	-	
559.20.00.00	Housing & Comm Dev	-	-	-	242,884.00	775.00	200,000.00	45,000.00
559.20.10.00	Housing & Comm Dev							
559.20.20.00	Housing & Comm Dev							
559.20.41.00	Housing & Comm Dev					1,375.00	2,062.50	2,500.00
559.20.41.10	Housing & Comm Dev					675.00	1,012.50	1,200.00
559.20.44.00	Housing & Comm Dev							
559.20.44.10	Housing & Comm Dev							

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
559.20.48.00	Housing & Comm Dev						-	
559.20.48.10	Housing & Comm Dev						-	
559.20.49.10	Housing & Comm Dev						-	
559.50.00.00	Downtown Revitalization	-	-	-			-	
559.51.31.00	Community LDS Project	-	-	-			-	
594.76.62.00	Playground Equip						-	
594.76.63.03	Unsafe Tree Removal				10,241.00	11,168.11	11,168.11	20,000.00
594.76.63.04	Fencing for Quarry Pool					19,959.81	19,959.81	
596.20.62.00	Food Warehouse/Remodel C.H.	14,167.52	-	-	20,000.00	1,196.65	1,196.65	24,000.00
596.20.62.01	Rehab Expenditures					1,125.00	1,125.00	
596.22.03.00	Capital Expenditure				11,000.00		-	
596.76.65.00	Park Sprinkler System	-	-	-			-	
596.76.66.00	Pool Fencing	-	-	-			-	4,000.00
596.76.66.01	Pool Diving Board Replacement	-	-	-			-	
596.76.66.02	Quarry House Wall Repair	-	-	-			-	
594.57.62.00	Building/Structures			66,045.27			-	
594.76.62.00	Park Playground Equipment	-	-	8,996.67			-	
594.76.62.03	Park Playground Softfall Replacement	-	-	-			-	
596.76.67.00	Park Improvements	-	-	-			-	
596.22.62.00	Equipment - Match for Fire Truck	222,611.49	542.82	-			-	
59700.00.00	Interfund Transfer to #001 (IF Loan)	8,400.00	13,733.00	-	42,127.47	42,127.47	42,127.47	
Total Expenditures		256,890.37	21,253.49	83,088.96	364,690.47	92,080.62	299,169.91	129,704.00
TOTAL COMMUNITY DEV.		256,890.37	205,318.52	231,137.21	445,442.25	173,665.59	382,308.37	176,000.00

***Debt Service Fund (200 series):***

These funds account for the accumulation of resources to pay principal, interest, and related costs on general long-term debt.

**Fund 201 - General Obligation Bond**

The General Obligation Bond Fund is a Debt Service Fund type. This fund is used for the accumulation of resources to enable payment of principal, interest, and related costs on general long-term (bonded) debt.

Bonds were issued in 1997 to construct the new police department and to re-issue the existing fire hall bond into one bond.

Revenues for this fund are received through a special levy, as approved by the voters. Monies from this levy are collected through property tax assessments by the Thurston County Treasurer and remitted to the City each month. All remaining revenues are received through interest earned.



**CITY OF TENINO**  
**2009 BUDGET**  
**GENERAL OBLIGATION BOND FUND (201)**

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	59,459.81	60,827.37	38,834.62	40,897.77	40,897.77	40,897.77	30,000.00
311.10.00.00	Property Taxes	28,181.49	33,184.26	32,678.26	33,184.00	16,757.22	25,135.83	29,850.00
361.11.00.00	Investment Interest	3,438.49	2,765.13	1,959.89	2,700.00	870.45	1,305.68	900.00
	<b>Total Revenues</b>	<b>31,619.98</b>	<b>35,949.39</b>	<b>34,638.15</b>	<b>35,884.00</b>	<b>17,627.67</b>	<b>26,441.51</b>	<b>30,750.00</b>
<b>Total GO Bond Fund Resources</b>		<b>91,079.79</b>	<b>96,776.76</b>	<b>73,472.77</b>	<b>76,781.77</b>	<b>58,525.44</b>	<b>67,339.28</b>	<b>60,750.00</b>
<b>EXPENDITURES</b>								
508.00.00.00	Est Ending Fund Balance	60,827.37	38,834.62	40,897.77	45,206.77	55,104.98	35,806.32	29,125.00
591.21.71.00	Principal	20,000.00	25,000.00	25,000.00	25,000.00	-	25,000.00	25,000.00
592.21.83.00	Trustee Fees	312.42	-	-	350.00	307.96	307.96	400.00
592.21.83.01	Interest	9,940.00	32,942.14	7,575.00	6,225.00	3,112.50	6,225.00	6,225.00
	<b>Total Expenditures</b>	<b>30,252.42</b>	<b>57,942.14</b>	<b>32,575.00</b>	<b>31,575.00</b>	<b>3,420.46</b>	<b>31,532.96</b>	<b>31,625.00</b>
<b>TOTAL GO BOND FUND</b>		<b>91,079.79</b>	<b>96,776.76</b>	<b>73,472.77</b>	<b>76,781.77</b>	<b>58,525.44</b>	<b>67,339.28</b>	<b>60,750.00</b>

***Capital Project Fund (300 series):***

These funds account for financial resources which are designated for the acquisition or construction of general government capital improvements.

**Fund 310 - Municipal Capital Improvement**

The Municipal Capital Improvement Fund is a Capital Project Fund type. This fund was to be used for the development and implementation of the comprehensive plan of the City of Tenino adopted in 1994.

The City receives a local real estate excise tax available to cities that are planning under the Growth Management Act. The City may collect up to a .5% tax that will help fund any capital purpose identified in a capital improvement plan.

# CITY OF TENINO 2009 BUDGET

## CAPITAL IMPROVEMENT FUND (310)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	264,943.53	288,548.00	313,215.45	332,777.18	332,777.18	332,777.18	300,000.00
316.41.00	Utility Taxes - Electric	-	-	-	-	-	-	-
316.45.00	Utility Taxes - Garbage	-	-	-	-	-	-	-
316.46.00	Utility Taxes - Cable	-	-	-	-	-	-	-
316.47.00	Utility Taxes - Telephone	-	-	-	-	-	-	-
316.74.00	Utility Taxes - Water	-	-	-	-	-	-	-
318.30.10.00	Local Real Estate Tax	48,844.12	27,255.51	18,261.43	25,000.00	6,717.27	10,075.91	20,000.00
	Total Taxes	48,844.12	27,255.51	18,261.43	25,000.00	6,717.27	10,075.91	20,000.00
334.04.20.00	CDBG Sewer Planning	1,200.00	-	-	-	-	-	-
334.04.20.01	CDBG Environmental Review	1,200.00	-	-	-	-	-	-
361.11.00.00	Investment Interest	4,400.49	13,400.89	15,965.24	8,000.00	6,887.14	10,330.71	7,500.00
	IF Trf from #001	-	-	-	-	-	-	-
	Total Other	6,800.49	13,400.89	15,965.24	8,000.00	6,887.14	10,330.71	7,500.00
	Total Revenues	55,644.61	40,656.40	34,226.67	33,000.00	13,604.41	20,406.62	27,500.00
	Total Cap Impr Fund Resources	320,588.14	329,204.40	347,442.12	365,777.18	346,381.59	353,183.80	327,500.00
<b>EXPENDITURES</b>								
508.00.00.00	Est Ending Fund Balance	288,548.00	313,215.45	332,777.18	312,444.18	330,881.59	319,933.80	188,517.00
558.60.10.00	Salaries & Wages	6,563.06	-	-	-	-	-	-
558.60.20.00	Employee Benefits	534.92	-	-	-	-	-	-
594.00.62.00	Crowder Road Crossing		5,522.14					
594.18.62.00	City Hall Remodel	5,624.35	-	-				
594.18.62.01	City Hall Roof Repair	-	-	4,682.45	5,000.00	5,000.00	7,500.00	2,000.00
594.18.62.02	City Hall Ramp Replacement				1,500.00			
594.18.62.04	Food Bank Project		1,550.00					
594.21.62.00	Police Dept. Irrigation System		115.03					
594.21.62.01	Police Dept. Flooring/Paint		1,569.53	7,442.99	10,500.00	10,500.00	15,750.00	2,500.00
594.34.41.00	Public Works Shop Demolition		3,845.22	1,867.50				
594.35.60.00	City Facility Charges/Electrical - Sewer							90,000.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
594.35.63.00	General Sewer Plan	776.00	-	-	-	-	-	-
594.35.63.01	Sewer Facility Plan	-	-	-	-	-	-	-
594.35.63.02	Sewer Environmental Review	-	-	-	-	-	-	-
594.76.63.00	Park Plan	-	750.00	672.00	20,350.00	-	-	7,500.00
594.79.61.00	Quarry Pool Fencing/rock removal	-	-	-	-	-	-	-
594.76.63.01	Furnace @ Quarry House	-	-	-	10,000.00	10,000.00	10,000.00	-
594.76.63.02	Insulation	-	-	-	5,983.00	-	-	5,983.00
594.79.62.00	Replace Museum Roof	14,272.72	-	-	-	-	-	-
594.73.62.00	Replace Quarry House Flooring	4,269.12	-	-	-	-	-	-
597.95.00.00	Transfer to Streets	-	-	-	-	-	-	31,000.00
Total Expenditures		32,040.17	13,351.92	14,664.94	53,333.00	15,500.00	33,250.00	138,983.00
TOTAL CAPITAL IMPROVEMENT		320,588.17	326,567.37	347,442.12	365,777.18	346,381.59	353,183.80	327,500.00

### ***Proprietary Fund Type (400 series):***

These funds are classified as Enterprise Funds and account for operations that are organized to be self-supporting through user charges. Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business, where the intent is that the costs of providing goods or services to the general public on a continuing basis must be financed or recovered through user charges. State law requires these funds to be totally self-supporting.

## **Fund 401 - Water & Sewer Operations & Maintenance**

The Water Fund is proprietary fund type. This fund is used for the provision of water services, maintenance, and upkeep of the City water system. With the addition of a City Waste Water Treatment System/Sewer System, this fund will track the combined Utility for the City of Tenino. The Water System and the Sewer System revenue and expenditures will be kept separate but combined within the same fund.

As a proprietary type fund, this Fund is required by state law to be totally self-supporting, through the implementation of user fees. Revenues are primarily based on fees for water and will include sewer fees when that system is operational; other revenue comes from hook-up charges, late fees, hydrant rentals, and investment interest. When necessary for capital projects, the Water Fund may legally apply for, and receive, loans and/or grants. Any such loans must be repaid from revenues received through the provision of services from the Fund.

Appropriations for expenditures include supplies, utilities, salaries, benefits, inter-fund transfers, and miscellaneous charges.

## **Fund 402 - Stormwater**

The Stormwater Fund is a Special Revenue Fund type. Created in 1995 as a result of identified needed capital facilities improvements through the Comprehensive Plan, this fund has been established for use in planning, design, and construction of a new stormwater drainage system.

Revenues received within this fund are through inter-fund transfers from Fund #401.

Storm water work is often times part of street improvements.

## **Fund 403 - Water Revenue Bond**

The Water Revenue Bond Fund is a Debt Service Fund type. This fund is used for the accumulation of resources to enable payments of principal, interest, and related costs for the city's outstanding long-term (bonded) debt for the water system.

Revenues for this fund are received through inter-fund transfers from the Fund #401. All other revenues are received from investment interest only. Appropriated

expenditures are to pay principal and interest on outstanding Water Revenue Bonds, as well as any associated costs.

## **Fund 420 - Water Capital Improvement**

The Water Capital Improvement Fund is a Capital Project Fund type. As such, this fund will be used for the development and implementation of improved water facilities for the City of Tenino.

Revenue for the Fund are received from new hook up fees for new construction as well as transfers from the Fund #401 and any interest earned from investments.

In 2000 the City began putting funds aside in this fund for a back-up water source.

## **Fund 421 - Sewer Construction**

The Sewer Construction Fund is a Capital Project Fund type. As such, this fund will be used for the development and implementation of wastewater treatment plant and collection system for the City of Tenino.

# CITY OF TENINO 2009 BUDGET

## WATER FUND (401)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	57,868.42	129,936.00	215,943.27	285,048.66	285,048.66	285,048.66	275,000.00
<b>Charges for Services</b>								
343.40.00.00	Water Services	272,367.70	294,988.63	299,764.50	295,000.00	192,862.37	289,293.56	290,000.00
343.40.01.00	Hook-up Charges	6,644.58	-	-	-	-	-	-
343.40.02.00	Late Charge Penalty -water	9,000.51	11,435.14	8,601.42	7,000.00	5,302.87	7,954.31	8,000.00
343.40.03.00	Excise Tax - water	13,712.63	14,809.42	15,481.41	14,000.00	9,465.39	14,198.09	14,000.00
343.40.04.00	Hydrant Permits	95.70	313.80	81.90	100.00	-	-	32,000.00
343.50.00.00	Sewer Charges	-	-	-	-	-	-	-
343.50.02.00	Late Charge Penalty - sewer	-	-	-	-	-	-	500.00
343.50.03.00	Excise Tax - sewer	-	-	-	-	-	-	1,800.00
343.80.00.00	Water Activation Fee	3,940.00	2,000.00	1,425.00	2,500.00	1,125.00	1,687.50	1,800.00
	<b>Total Charges</b>	<b>305,761.12</b>	<b>323,546.99</b>	<b>325,354.23</b>	<b>318,600.00</b>	<b>208,755.63</b>	<b>313,133.45</b>	<b>346,300.00</b>
<b>Miscellaneous Revenue</b>								
361.11.00.00	Investment Interest	2,029.18	8,390.96	12,820.57	7,200.00	5,380.98	8,071.47	8,000.00
362.90.01.00	Hydrant Meter Rental	-	-	-	-	-	-	-
369.90.00.02	Miscellaneous	3,867.86	172.70	-	150.00	-	-	-
	<b>Total Miscellaneous</b>	<b>5,897.04</b>	<b>8,563.66</b>	<b>12,820.57</b>	<b>7,350.00</b>	<b>5,380.98</b>	<b>8,071.47</b>	<b>8,000.00</b>
	<b>Total Revenue</b>	<b>311,658.16</b>	<b>332,110.65</b>	<b>338,174.80</b>	<b>325,950.00</b>	<b>214,136.61</b>	<b>321,204.92</b>	<b>354,300.00</b>
<b>Total Water Fund Resources</b>		<b>369,526.58</b>	<b>462,046.65</b>	<b>554,118.07</b>	<b>610,998.66</b>	<b>499,185.27</b>	<b>606,253.58</b>	<b>629,300.00</b>

## EXPENDITURES

508.00.00.00	Est Ending Fund Balance	129,936.00	215,943.27	285,048.66	269,214.66	302,588.16	293,186.48	146,950.50
<b>Salaries &amp; Wages</b>								
534.80.10.00	Salaries & Wages	92,687.70	93,304.72	123,545.13	150,867.00	93,258.71	139,888.07	115,042.00
534.80.10.00	Benefits	28,571.45	33,180.26	40,999.10	55,902.00	36,814.99	55,222.49	49,121.00
534.80.10.01	Overtime	-	-	-	-	-	-	-
534.80.20.01	Safety Clothing	-	-	-	2,700.00	817.75	1,226.63	3,000.00
534.80.20.02	Unemployment Insurance	-	-	-	-	-	-	-
534.80.31.00	Supplies	9,953.48	11,890.66	13,985.91	15,000.00	9,255.73	13,883.60	15,000.00

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
534.80.31.01	Corrosion Control Supplies	2,506.36	-	2,842.62	5,000.00	2,614.99	3,922.49	3,800.00
534.80.32.00	Fuel	1,813.69	2,614.33	4,456.74	4,000.00	2,496.10	3,744.15	-
534.80.35.00	Small Tools	1,065.42	309.94	1,242.86	6,000.00	4,611.32	6,916.98	8,000.00
534.80.39.00	Advertising	-	483.00	-	-	-	-	-
534.80.41.00	Professional Service - Water Testing	756.79	729.00	2,419.17	2,700.00	776.78	1,165.17	2,700.00
534.80.42.00	Telephone & Communications	6,293.52	5,493.87	5,352.70	5,200.00	4,480.84	6,721.26	7,000.00
534.80.43.00	Education/Training	-	75.00	223.00	2,000.00	50.00	75.00	2,200.00
534.80.46.00	Insurance	10,309.00	11,630.00	9,597.00	12,215.00	-	6,710.00	9,300.00
534.80.47.00	Utilities	11,870.16	13,369.51	16,274.84	12,500.00	10,750.85	16,126.28	17,000.00
534.80.48.00	Repair/Maintenance	3,902.10	8,967.32	4,204.19	12,000.00	5,591.71	8,387.57	12,000.00
534.80.48.01	Computer Maintenance	-	-	-	-	-	-	2,000.00
534.80.49.00	Dues/Memberships/Misc.	1,796.52	2,356.20	2,234.31	2,500.00	2,375.00	2,375.00	3,250.00
534.80.53.00	State Water Excise Tax	13,233.26	15,045.43	15,782.29	15,000.00	9,781.08	14,671.62	16,000.00
534.80.53.01	Public Works Shop Lease	5,200.00	-	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00
534.80.53.00	Reservoir Demolition	-	-	-	-	-	-	27,300.00
534.80.95.00	Interfund Equipment lease	-	-	-	-	-	-	297,913.00
<b>TOTAL Water Operating Expenses</b>								
535.80.10.00	Sewer Salaries & Wages	-	-	-	-	-	-	26,395.00
535.80.20.00	Sewer Benefits	-	-	-	-	-	-	10,341.50
535.80.30.00	Sewer Supplies	-	-	-	-	-	-	5,000.00
535.80.31.00	Sewer Chemicals	-	-	-	-	-	-	10,000.00
535.80.32.00	Sewer Fuel	-	-	-	-	-	-	-
535.80.35.00	Sewer Small Equipment	-	-	-	-	-	-	8,000.00
535.80.40.00	Sewer Services	-	-	-	-	-	-	5,000.00
535.80.42.00	Sewer Communications	-	-	-	-	-	-	4,000.00
535.80.43.00	Sewer Education/Training	-	-	-	-	-	-	1,000.00
535.80.46.00	Sewer Insurance	-	-	-	-	-	-	4,000.00
535.80.47.00	Sewer Utilities	-	-	-	-	-	-	8,000.00
535.80.48.00	Sewer Repair & Maintenance	-	-	-	-	-	-	1,500.00
535.80.49.00	Sewer Misc	-	-	-	-	-	-	-
535.80.53.00	Sewer Excise Tax	-	-	-	-	-	-	1,600.00
535.80.95.00	Interfund Equipment lease	-	-	-	-	-	-	48,900.00
<b>TOTAL Sewer Operating Expenses</b>								
589.00.04.01	Contingency	10,045.08	2,890.17	1,709.55	2,500.00	-	-	20,000.00
594.34.63.00	Equipment - Water Meters	7,542.47	1,468.27	-	4,000.00	219.13	328.70	2,500.00
594.34.63.02	Equipment - Hydrants	3,497.77	-	-	-	-	-	6,200.00
594.34.64.00	Equipment - 1/2 Tractor Broom	-	-	-	-	-	-	-
594.34.64.00	Utility Trailer Purchase	-	-	-	-	-	-	-
594.34.64.02	Backhoe (Wtr, Strmwtr, Wtr CIF)	-	2,285.89	4,000.00	4,000.00	7,502.13	4,000.00	-
594.34.64.04	Truck	7,250.00	-	-	7,500.00	-	7,502.13	-



# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
594.80.63.00	Flow Meters	3,295.88	-	-	-	-	-	-
596.34.64.03	Computer Replacement (Utilities) Generators	3,000.00	-	-	-	-	-	7,000.00
	Chipper ( Water)	-	-	-	-	-	-	-
597.00.50.00	Transfer - Fund #420 (Water Cap Impr)	-	-	-	-	-	-	-
597.00.55.01	Transfer - Fund #403 (Water Revenue Bo	15,000.00	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00
597.00.50.02	Transfer - Fund #402 (Storm Water)	-	-	-	-	-	-	-
597.00.50.03	Transfer - Fund #407 (Water Construction)	-	-	-	-	-	-	-
597.80.50.04	Transfer - Fund #001 (General Fund)	-	-	-	-	-	-	-
TOTAL Capital/Non-Revenue/Other								50,700.00
Total Expenditures		239,590.65	221,093.57	269,069.41	341,784.00	196,597.11	313,067.10	482,349.50
TOTAL WATER FUND		369,526.65	437,036.84	554,118.07	610,998.66	499,185.27	606,253.58	629,300.00

# CITY OF TENINO 2009 BUDGET

## STORM WATER FUND (402)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	79,391.57	79,150.85	79,817.64	74,666.43	74,666.43	74,666.43	62,000.00
361.11.00.00	Investment Interest	1,509.28	3,666.79	4,053.48	2,000.00	1,516.71	2,275.07	2,000.00
397.00.34.00	Interfund Transfer - #401	-	-	-	-	-	-	-
	<b>Total Revenues</b>	<b>1,509.28</b>	<b>3,666.79</b>	<b>4,053.48</b>	<b>2,000.00</b>	<b>1,516.71</b>	<b>2,275.07</b>	<b>2,000.00</b>
<b>Total Stormwater Fund Resources</b>		<b>80,900.85</b>	<b>82,817.64</b>	<b>83,871.12</b>	<b>76,666.43</b>	<b>76,183.14</b>	<b>76,941.50</b>	<b>64,000.00</b>
<b>EXPENDITURES</b>								
508.00.00.00	Est Ending Fund Balance	79,150.85	79,817.64	74,666.43	60,666.43	76,183.14	66,124.73	48,000.00
538.38.40.00	Storm Control/Drywells	-	3,000.00	3,204.69	-	-	10,000.00	6,000.00
538.38.95.00	Interfund Equipment Lease	-	-	-	-	-	-	-
594.34.64.00	Truck	1,750.00	-	-	6,000.00	816.77	-	-
594.34.64.01	Backhoe	-	-	6,000.00	10,000.00	-	-	10,000.00
594.34.64.03	Storm Drain	-	-	-	-	-	-	-
	<b>Total Expenditures</b>	<b>1,750.00</b>	<b>3,000.00</b>	<b>9,204.69</b>	<b>16,000.00</b>	<b>-</b>	<b>10,816.77</b>	<b>16,000.00</b>
<b>TOTAL STORM WATER FUND</b>		<b>80,900.85</b>	<b>82,817.64</b>	<b>83,871.12</b>	<b>76,666.43</b>	<b>76,183.14</b>	<b>76,941.50</b>	<b>64,000.00</b>

# CITY OF TENINO 2009 BUDGET

## WATER REVENUE BOND FUND (403)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	11,447.74	14,027.91	17,627.40	20,800.68	20,800.68	20,800.68	20,000.00
361.11.00.00	Investment Interest	280.17	849.49	973.28	600.00	430.48	645.72	600.00
397.00.00.00	Interfund Transfer - #401	15,000.00	15,000.00	15,000.00	15,000.00	-	15,000.00	15,000.00
	<b>Total Revenues</b>	<b>15,280.17</b>	<b>15,849.49</b>	<b>15,973.28</b>	<b>15,600.00</b>	<b>430.48</b>	<b>15,645.72</b>	<b>15,600.00</b>
<b>Total Water Revenue Bond Fund Resources</b>		<b>26,727.91</b>	<b>29,877.40</b>	<b>33,600.68</b>	<b>36,400.68</b>	<b>21,231.16</b>	<b>36,446.40</b>	<b>35,600.00</b>
<b>EXPENDITURES</b>								
508.00.00.00	Est Ending Fund Balance	14,027.91	17,627.40	20,800.68	23,525.68	21,231.16	23,646.40	22,800.00
591.34.77.00	Long Term Debt Principal	9,000.00	9,000.00	10,000.00	10,000.00		10,000.00	10,000.00
592.34.89.00	Trustee Fees/Penalty	-	-	-	-			
592.34.83.00	Long Term Debt Interest	3,700.00	3,250.00	2,800.00	2,800.00		2,800.00	2,800.00
	<b>Total Expenditures</b>	<b>12,700.00</b>	<b>12,250.00</b>	<b>12,800.00</b>	<b>12,800.00</b>	<b>-</b>	<b>12,800.00</b>	<b>12,800.00</b>
<b>TOTAL WATER REVENUE BOND FUND</b>		<b>26,727.91</b>	<b>29,877.40</b>	<b>33,600.68</b>	<b>36,325.68</b>	<b>21,231.16</b>	<b>36,446.40</b>	<b>35,600.00</b>

# CITY OF TENINO 2009 BUDGET

## WATER CAPITAL IMPROVEMENT FUND (420)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance (420)	123,629.72	225,428.00					
308.00.00.00	Est Beginning Fund Balance (407)	133,088.15	-	-				
		256,717.87	225,428.00	255,324.73	289,727.57	289,727.57	289,727.57	175,000.00
343.40.01.00	Hook Up Fees/New Construction	5,022.62	11,669.45	16,651.48	10,000.00	6,335.80	9,503.70	10,000.00
361.11.00.00	Investment Interest	3,055.81	11,103.17	13,119.58	8,000.00	5,881.85	8,822.78	8,000.00
361.11.00.00	Investment Interest	1,668.80	-	-	-	-	-	-
362.50.00.00	Public Works Shop Lease	9,600.00	-	9,600.00	10,000.00	9,600.00	9,600.00	9,600.00
382.80.00.00	DWSRF/Corrosion Control	-	-	-	-	-	-	-
388.10.00.00	Water Surcharge/Cap. Improv.	44,230.05	69,913.54	68,247.15	70,000.00	58,914.80	88,372.20	50,000.00
397.00.00.00	Interfund Transfer - #401	-	-	-	-	-	-	-
397.00.34.00	Transfer from #401	-	-	-	-	-	-	-
	<b>Total Revenues</b>	<b>63,577.28</b>	<b>92,686.16</b>	<b>107,618.21</b>	<b>98,000.00</b>	<b>80,732.45</b>	<b>116,298.68</b>	<b>77,600.00</b>
<b>Total Water Cap Imp Fund Resources</b>								
		<b>320,295.15</b>	<b>318,114.16</b>	<b>362,942.94</b>	<b>387,727.57</b>	<b>370,460.02</b>	<b>406,026.25</b>	<b>252,600.00</b>

## EXPENDITURES

508.00.00.00	Ending Fund Balance (420)	-	-	-				
508.00.00.00	Ending Fund Balance (407)	-	-	-				
		-	255,324.73	289,727.57	155,727.57	334,747.74	180,983.80	76,851.00
534.20.41.00	Water Comp Plan	9,971.91	18,202.97	12,784.66	10,000.00	5,562.33	8,343.50	10,000.00
582.34.63.05	DWSRF Loan Repayment	6,545.10	6,545.10	6,542.40	6,549.00		6,549.00	6,549.00
594.18.62.00	Public Works Shop Construction	-	-	-	-	-	-	80,000.00
594.34.41.00	Professional Services	562.08	-	-	-	-	-	-
594.34.63.01	Corrosion Control Contract	-	-	-	-	-	-	12,000.00
594.34.63.03	Pump Replacement	-	-	-	-	-	-	-
594.34.63.04	3rd Well Development	-	-	-	-	-	-	-
594.34.63.00	Reservoir Security System	9,292.36	-	-	-	-	-	-

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
594.34.63.01	Fire Hydrant Replacement - Phase 1	-	1,101.29	-	-	-	-	-
594.34.64.00	Computer Software Update Purchase	3,220.62	-	20,000.00	-	-	-	-
594.34.64.05	Radio Read Meter Reading - Phase I	42,505.13	40,052.31	12,476.39	30,000.00	24,647.83	24,647.83	30,000.00
594.34.64.06	Backhoe	-	11,682.00	8,991.41	9,000.00	9,000.00	9,000.00	-
594.34.64.03	Equipment - Computer	6,224.52	(3,112.26)	-	10,000.00	-	10,000.00	35,000.00
594.34.64.09	Water line	-	-	12,420.51	-	-	-	-
596.34.65.00	Water System Repairs	16,545.45	-	-	5,451.00	5,502.12	5,502.12	-
594.34.64.04	Truck Purchase	-	-	-	-	-	-	-
	Water Rights Application	-	-	-	-	-	-	-
	Pump Replacement	-	-	-	-	-	-	2,200.00
597.00.04.21	Operating Transfer	-	-	-	161,000.00	-	161,000.00	-
	S. McArthur Water Main Replacement	-	-	-	-	-	-	-
Total Expenditures		94,867.17	74,471.41	73,215.37	232,000.00	35,712.28	225,042.45	175,749.00
Total Water Capital Impr Fund		94,867.17	329,796.14	362,942.94	387,727.57	370,450.02	406,026.25	252,600.00

# CITY OF TENINO 2009 BUDGET

## SEWER CONSTRUCTION FUND (421)

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
<b>REVENUES</b>								
308.00.00.00	Est Beginning Fund Balance	-	1,232,984.89	1,004,935.36	1,286,882.95	1,286,882.95	1,286,882.95	1,500,000.00
334.03.10.00	DOE - Clean Water Grant							4,400,000.00
343.50.00.00	Facility Charge					3,500.00	3,500.00	2,500,000.00
	Surcharge						28,000.00	84,000.00
361.11.00.00	Investment Interest - BAN Proceeds	17,144.34	22,739.17					
361.11.00.00	Investment Interest - PWTF Loan	9,341.07	28,246.02		26,000.00	13,661.72	20,492.58	50,000.00
361.11.42.01	Investment Interest			42,688.85	10,000.00	2,595.49	3,893.24	
369.90.00.01	Other Misc. Revenue			3,225.00	3,000.00	11,150.00	16,725.00	
382.60.00.00	BAN Proceeds	607,000.00	-	-			-	
382.90.00.00	PWTF Loan - Design	745,875.00	-	-	300,000.00		-	248,625.00
382.80.01.00	PWTF Loan - Construction	-	-	1,400,000.00	7,000,000.00	1,750,000.00	3,500,000.00	3,513,300.00
382.90.02.00	USDA-RD-Construction				6,000,000.00		-	3,900,000.00
397.00.04.21	Operating Transfer				161,000.00		161,000.00	
397.00.34.00	Transfer from #401	-	-	-			-	
	<b>Total Revenues</b>	<b>1,352,875.00</b>	<b>-</b>	<b>1,445,913.85</b>	<b>13,500,000.00</b>	<b>1,780,907.21</b>	<b>3,733,610.82</b>	<b>14,695,925.00</b>
<b>Total Sewer Constr Fund Resources</b>		<b>1,352,875.00</b>	<b>1,232,984.89</b>	<b>2,450,849.21</b>	<b>14,786,882.95</b>	<b>3,067,790.16</b>	<b>5,020,493.77</b>	<b>16,195,925.00</b>

## EXPENDITURES

508.00.00.00	Est Ending Fund Balance	1,232,984.89	1,004,935.00	1,286,882.95	743,276.95	1,020,600.38	1,649,709.10	2,180,531.23
535.10.10.00	Salaries	-	8,750.00	20,590.27	61,253.00	64,218.88	96,328.32	
535.10.20.00	Benefits	-	699.08	1,127.67	20,353.00	15,160.06	22,740.09	
535.10.30.00	Supplies		13.79	325.31	-	113.45	170.18	
535.10.41.00	Professional Services	146,375.16	269,572.21	417,986.90	450,000.00		-	
582.35.00.00	PWB PRE119 Principal Payment							
582.35.02.00	PWB 044 Principal Payment					39,256.58	58,884.87	53,881.58
582.35.03.00	Loan Payments WWTP					73,684.21	110,526.32	365,350.88
582.35.04.00	Loan Payments PP					-	-	
582.35.72	Revenue Bonds			39,256.58		-	-	
592.35.00.00	PWB PRE119 Interest Payment							
592.35.01.00	Interest Payments - Admin					7,066.18	10,599.27	8,441.62
592.35.02.00	PWB 044 Interest Payments					3,694.44	5,541.66	21,555.19
592.35.03.00	Interest Payments WWTP					-	-	
592.35.04.00	Interest Payments PP					-	-	

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	2005 Actual	2006 Actual	2007 Actual	2008 Budget	2008 YTD 08/31	Projected Year End	Proposed 2009
592.35.83	Interest on LT Debt			7,458.75			-	-
594.35.10.00	Admin Salaries & Wages						-	151,947.00
594.35.20.00	Admin Personnel Benefits						-	57,517.50
594.35.31.00	Admin Office & Operating Supplies					1,259.88	1,889.82	2,000.00
594.35.31.01	Design Office & Operating Supplies					130.51	195.77	-
594.35.31.02	ROW					46.96	70.44	100.00
594.35.31.03	WWTP						-	100.00
594.35.31.04	PP						-	2,000.00
594.35.41.00	Admin Professional Services					21,897.72	32,846.58	10,000.00
594.35.41.01	Design					304,593.83	456,890.75	-
594.35.41.02	ROW					248,648.08	372,972.12	500,000.00
594.35.41.03	WWTP					5,663.18	8,494.77	800,000.00
594.35.41.04	PP					113,845.63	170,468.45	200,000.00
594.35.42.00	Admin Communication					564.04	846.06	1,000.00
594.35.42.01	Design					4.18	6.27	-
594.35.42.02	ROW					435.43	653.15	1,000.00
594.35.42.03	WWTP					1,150.14	1,725.21	2,000.00
594.35.42.04	PP					45.84	68.76	2,000.00
594.35.43.00	Admin Travel					585.31	877.97	-
594.35.43.01	Design					-	-	-
594.35.43.02	ROW					707.17	1,060.76	500.00
594.35.43.03	WWTP					64.35	96.53	500.00
594.35.43.04	PP					-	-	2,000.00
594.35.44.00	Admin Advertising					622.40	933.60	500.00
594.35.44.01	Design					-	-	-
594.35.44.02	ROW					921.65	1,382.48	-
594.35.44.03	WWTP					1,999.80	2,999.70	-
594.35.44.04	PP					67.50	101.25	500.00
594.35.49.00	Admin Misc					50.00	75.00	-
594.35.49.01	Design					-	-	-
594.35.49.02	ROW					1,369.49	2,054.24	500.00
594.35.49.03	WWTP					10,606.12	15,909.18	1,000.00
594.35.49.04	PP					-	-	2,000.00
594.35.61.00	Land			68,312.79			-	-
594.35.64.04	PP Machinery & Equipment						-	1,829,000.00
594.35.65.02	ROW - Construction			1,907.99	5,000,000.00	1,128,916.77	1,693,375.16	1,500,000.00
594.35.65.03	WWTP				3,500,000.00		300,000.00	6,000,000.00
594.35.65.04	PP				5,000,000.00		-	2,500,000.00
594.42.62.03	Tree Removal				12,000.00		-	-
597.00.00.00	Transfer to BAN fund (202)			607,000.00			-	-
	Total Expenditures	146,375.16	279,035.08	1,163,966.26	14,043,606.00	2,047,189.78	3,370,784.67	14,015,393.77
	Total Sewer Construction Fund	1,379,360.05	1,283,970.08	2,450,849.21	14,786,882.95	3,067,790.16	5,020,493.77	16,195,925.00

***Internal Service Fund Type (500 series):***

These funds account for operations that provide goods or services to other departments or funds of the City of Tenino on a cost-reimbursement basis.

**Fund 501 – Equipment Replacement & Repair**

The City of Tenino created this internal service fund to fund equipment replacement and repairs. The source of revenue for this fund is from lease payments from the different funds and departments within the City for the use of the City equipment. The expenditures are for the necessary repairs, service, fuel and any equipment purchases.



# CITY OF TENINO

## 2009 BUDGET

### EQUIPMENT REPLACEMENT & REPAIR FUND #501

BARS Code	Description	Proposed 2009
<b>REVENUES</b>		
308.00.00.00	Est Beginning Fund Balance	\$ -
<b>RENTS &amp; LEASES</b>		
348.20.18	Central Service Equipment	\$ 2,400.00
362.20.21	Police Equipment	\$ 38,400.00
362.20.34	Water Equipment	\$ 27,300.00
362.20.35	Sewer Equipment	\$ 48,900.00
362.20.38	Stormwater Equipment	\$ 6,000.00
362.20.42	Street Equipment	\$ 24,000.00
362.20.76	Park Equipment	\$ 9,600.00
<b>GRAND TOTAL RESOURCES</b>		<b>\$ 156,600.00</b>

<b>EXPENDITURES</b>		
508.00.00.00	Est Ending Fund Balance	\$ 52,990.00
<b>EQUIPMENT REPAIRS</b>		
548.65.48.18	Central Services	-
548.65.48.21	Police	\$ 8,000.00
548.65.48.34	Water	\$ 5,000.00
548.65.48.35	Sewer	\$ 1,000.00
548.65.48.38	Stormwater	-
548.65.48.44	Streets	-
548.65.48.76	Park	\$ 1,000.00
<b>Total Repairs</b>		<b>\$ 15,000.00</b>
<b>FUEL EXPENSES</b>		
548.68.32.18	Central Services	-
548.68.32.21	Police	\$ 22,000.00
548.68.32.34	Water	\$ 4,100.00
548.68.32.35	Sewer	\$ 850.00
548.68.32.38	Stormwater	-

# CITY OF TENINO 2009 BUDGET

BARS Code	Description	Proposed 2009
548.68.32.44	Streets	\$ 4,000.00
548.68.32.76	Park	\$ 2,000.00
	<b>Total Fuel</b>	<b>\$ 32,950.00</b>
 <b>EQUIPMENT REPLACEMENT</b>		
548.69.35.01	Central Services	\$ -
548.69.35.02	Police	\$ 3,500.00
548.69.35.03	Water	\$ 13,000.00
548.69.35.04	Sewer	\$ 13,000.00
548.69.35.05	Stormwater	\$ 5,460.00
548.69.35.06	Streets	\$ 20,000.00
548.69.35.07	Park	\$ 700.00
	<b>Total Equipment Replacement</b>	<b>\$ 55,660.00</b>
 <b>ANTICIPATED EXPENDITURES</b>		
		<b>\$ 103,610.00</b>
 <b>GRAND TOTAL EQUIPMENT REPLACEMENT &amp; REPAIR</b>		
		<b>\$ 156,600.00</b>

# 2008/09 EQUIPMENT

	Year	Make/Model	Desc	2008 Life in years	Replacement Value	Repairs	Fuel	Lease
Police	1	2005 Chev Impala	White	4	\$ 3,000.00	\$ 600.00	\$ 800.00	\$ 750.00
	2	1997 Chev Lumina	Blue	3	\$ 2,500.00	\$ 600.00	\$ 600.00	\$ 833.33
	3	1997 Chev Lumina	White	0	\$ 3,000.00			\$ 3,000.00
	4	2003 Ford Crown Vic	358	3	\$ 6,000.00	\$ 600.00	\$ 3,000.00	\$ 2,000.00
	5	2000 Ford Crown Vic	242	5	\$ 8,000.00	\$ 600.00	\$ 3,000.00	\$ 1,600.00
	6	2001 Chev Impala	945	2	\$ 3,000.00	\$ 600.00	\$ 3,000.00	\$ 1,500.00
	7	2005 Ford Crown Vic	963	4	\$ 6,000.00	\$ 600.00	\$ 3,000.00	\$ 1,500.00
	8	2005 Ford Crown Vic	959	4	\$ 6,000.00	\$ 600.00	\$ 3,000.00	\$ 1,500.00
	9	2005 Ford Crown Vic	961	4	\$ 6,000.00	\$ 600.00	\$ 3,000.00	\$ 1,500.00
	10							
	11							
	12							
	13							
	14							

\$ 4,800.00 \$ 19,200.00 \$ 14,183.33 \$ 38,183.33

001..521 \$ 38,400.00 \$ 3,200.00

Public Works												
20	2005	Chev Pick-up	Ext Cab	8	\$ 15,000.00	\$ 600.00	\$ 1,800.00	\$ 1,875.00	\$ 4,275.00	\$ 213.75	\$ 1,710.00	\$ 1,710.00
21	2001	Chev Pick-up	C2	6	\$ 10,000.00	\$ 600.00	\$ 1,800.00	\$ 1,666.67	\$ 4,066.67	\$ 203.33	\$ 1,626.67	\$ 1,626.67
22	1997	Ford Pick-up	F150	3	\$ 10,000.00	\$ 600.00	\$ 1,800.00	\$ 3,333.33	\$ 5,733.33	\$ 286.67	\$ 2,286.33	\$ 2,286.33
23	1997	Ford Pick-up	F250	0	\$ 7,500.00			\$ 7,500.00	\$ 7,500.00	\$ 375.00	\$ 3,000.00	\$ 3,000.00
24	???	New		10	\$ 15,000.00	\$ 600.00	\$ 1,800.00	\$ 1,500.00	\$ 3,900.00	\$ 195.00	\$ 1,580.00	\$ 1,580.00
25	1997	Bubba Trlr	Generator	18	\$ 60,000.00	\$ 200.00	\$ 200.00	\$ 3,333.33	\$ 3,733.33		\$ 3,733.33	
26	1985	Utility Trlr		25	\$ 5,000.00	\$ 100.00	\$ -	\$ 200.00	\$ 300.00	\$ 15.00	\$ 120.00	\$ 120.00
27	1979	IHC Dump Trk		2	\$ 10,000.00	\$ 300.00	\$ 300.00	\$ 5,000.00	\$ 5,800.00	\$ 280.00	\$ 2,240.00	\$ 2,240.00
28	2008	Case Backhoe	580Sm	18	\$ 90,000.00	\$ 300.00	\$ 300.00	\$ 5,000.00	\$ 5,600.00	\$ 280.00	\$ 2,240.00	\$ 2,240.00
29	1999	Yamaha	4wheeler	0								
30	1960	Huber	Grader	2	\$ 20,000.00	\$ 300.00	\$ 150.00	\$ 10,000.00	\$ 10,450.00	\$ 1,045.00	\$ 1,587.50	\$ 1,587.50
31		John Deere	Trctr	4	\$ 15,000.00	\$ 300.00	\$ 100.00	\$ 3,750.00	\$ 4,150.00	\$ 415.00	\$ 415.00	\$ 415.00
32	2008	Vermeer	Chipper	10	\$ 15,000.00	\$ 100.00	\$ 100.00	\$ 1,500.00	\$ 1,700.00	\$ 850.00	\$ 425.00	\$ 425.00
33	1986	FMC Street	Sweeper	1	\$ 25,000.00	\$ 300.00	\$ 200.00	\$ 25,000.00	\$ 25,500.00		\$ 6,375.00	\$ 6,375.00
34		Kwasaki	4wheeler	2	\$ 4,000.00	\$ 100.00	\$ 100.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00	\$ 185.00	\$ 185.00
35	2008	Kubota	Mower	8	\$ 10,000.00	\$ 100.00	\$ 500.00	\$ 1,250.00	\$ 1,850.00	\$ 185.00	\$ 185.00	\$ 185.00
36		Vector Truck		2	\$ 50,000.00		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 700.00	\$ 25,000.00	\$ 25,000.00
37			Mower					\$ 700.00	\$ 700.00			
38												
39												

\$ 4,500.00 \$ 9,150.00 \$ 98,608.33 \$ 112,258.33 \$ 2,453.75 \$ 9,717.50 \$ 24,023.75 \$ 27,305.83 \$ 48,757.50

\$ 112,258.33

001..518 \$ 2,400.00 \$ 200.00

001..576 \$ 9,600.00 \$ 800.00

101.. \$ 24,000.00 \$ 2,000.00

401..534 \$ 27,300.00 \$ 2,275.00

401..535 \$ 48,900.00 \$ 4,075.00

402.. \$ 6,000.00 \$ 500.00

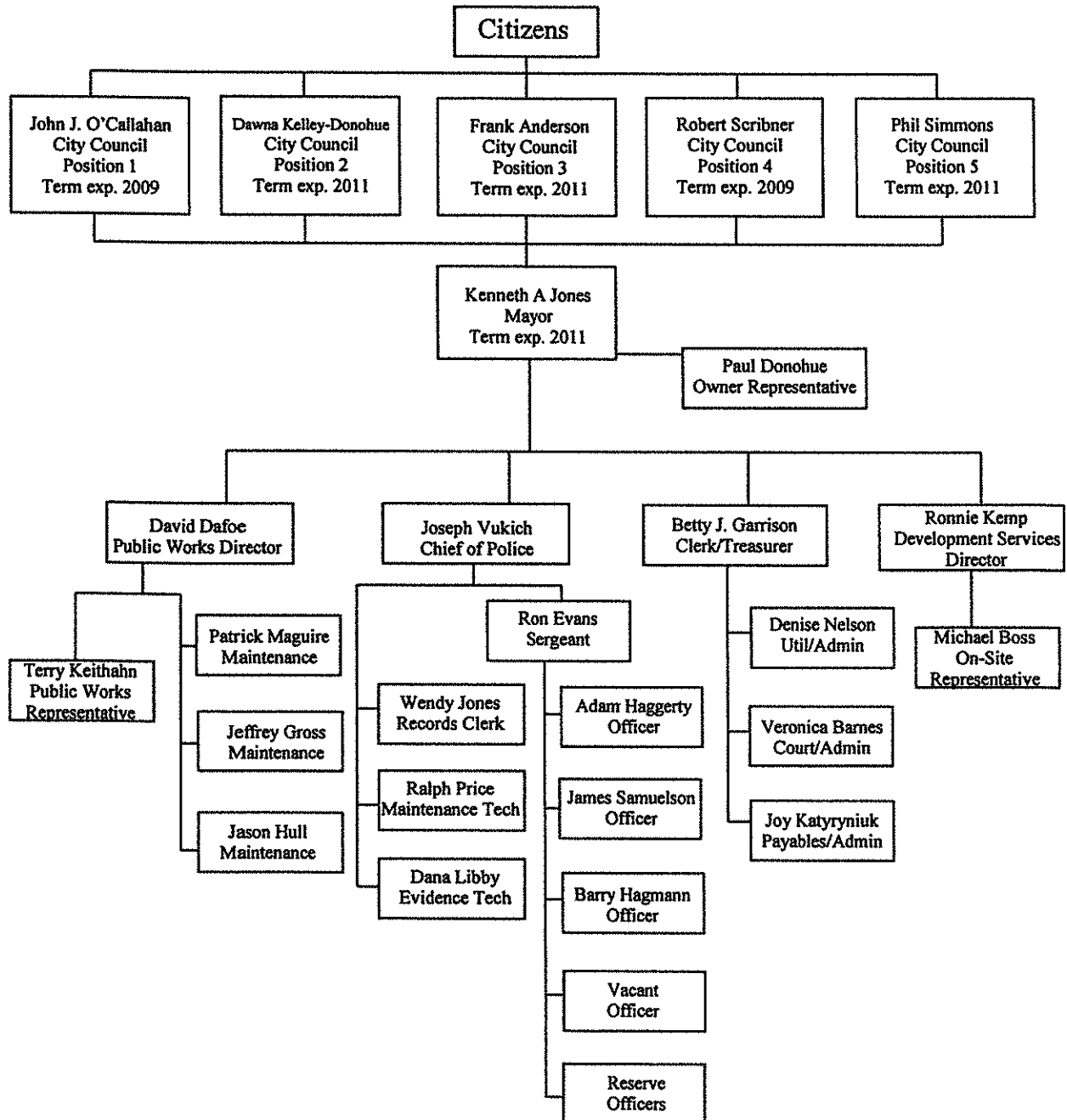
\$ 118,200.00 \$ 9,850.00

Banked for future purchases	
Central Service Equipm	\$ 2,400.00
Police Equipment	\$ 4,900.00
Water Equipment	\$ 5,200.00
Sewer Equipment	\$ 34,050.00
Stormwater Equipment	\$ 540.00
Street Equipment	\$ -
Park Equipment	\$ 5,900.00
End of Year 2009	\$ 52,990.00

# CITY OF TENINO

## ORGANIZATION CHART

### 2009



# 2009 SALARY SCHEDULE

Position		FTE		Step 1	Step 2	3%	2.50%	2.50%
Police Chief	**	1.0	exempt	3523	3700	3811	3906	4004
Sergeant	**	1.0	hourly	3279	3443	3546	3635	3726
Police Officer (staff 4 positions)	**	5.0	hourly	2915	3061	3153	3232	3312
Police Admn Clerk		0.75	hourly	2226	2337	2407	2467	2529
Evidence Technician		0.20	hourly					15.00
Mechanic		0.20	hourly					10.00
Public Works Director		1.0	exempt	3523	3700	3811	3906 *	4117
Maintenance Worker		3.0	hourly	2490	2614	2692	2760	2829
Seasonal Maintenance Helper		0.4	hourly					12.00
Public Works Rep/Inspector		1.0	hourly	3167	3325	3425	3511	3598
Project Advisor		0.1	hourly					50.00
Sewer Operator I or II		1.0	hourly	2781	2920	3007	3083	3160
Clerk/Treasurer	**	1.0	exempt	3523	3700	3811	3906	4004
Util/Payroll/Admn Clerk/Deputy Court Clerk	**	3.0	hourly	2337	2454	2527	2591	2655
Judge	**	0.1	exempt					750
Development Services Director		1.0	exempt	3486	3660	3770	3864	3961
Sewer On-site Representative		1.0	hourly	3311	3477	3581	3671	3763
Owner Representative		0.1	exempt					250
Seasonal-Pool attend/Lifeguards		Temp	hourly	8.55				11.00

Total FTE 20.9

\* Last step at 5.4%

\*\* Stipends are based on Police and Court Interlocal Agreements.

# DISTRIBUTION OF SALARIES

Police Chief, Sergeant & Officers (4 FTE)	Police - 100%	Clerk/Treasurer:	Courts - 5%
Police Records Clerk	Police - 100%		Admin - 30%
Evidence Technician & Maintenance Tech	Police - 100%		Police - 5%
			Streets - 5%
Public Works Director	Central Svcs - 5%		Comm Dev - 5%
	Animal Control - 3%		Water - 25%
	Park - 10%		Sewer - 25%
	Street - 10%	Util/Payroll Clerk	Admin - 15%
	Comm Dev - 2%		Pool - 5%
	Water - 35%		Comm Dev - 20%
	Sewer - 35%		Water - 60%
Maint Worker (3 FTE)	Central Svcs. - 5%	A/P Admin Clerk	Court - 10%
	Animal Control - 7%		Admin - 20%
	Park - 20%		Planning - 10%
	Pool - 3%		Water - 30%
	Street - 10%		Sewer - 30%
	Water - 55%		
PW Rep/Inspector	Sewer - 100%	Deputy Court Clerk	Court - 90%
			Admin - 5%
Development Services Director	Building - 30%		Water - 5%
	Planning - 10%	Pool Attend/Lifeguards - Seasonal	
	Sewer - 60%		
Project Advisor & Owner Representative	Sewer - 100%	Seasonal Maint. Help	Central Svcs - 5%
			Park - 65%
Treatment Plant Operator	Sewer - 100%		Pool - 5%
On-Site Representative	Sewer - 100%		Street - 25%

## **Glossary of Budgetary Terms**

<b>BARS</b>	Budgeting, Accounting and Reporting System as developed by the State Auditor's Office. This system is required for all governmental entities within the State of Washington.
<b>Benefit</b>	In relation to benefits paid by the City for employees. These benefits include: Retirement, Social Security, Medicare, Worker's Compensation, Medical Insurance, Vision Insurance and Dental Insurance.
<b>Capital Facilities Plan</b>	(CFP) The plan or schedule of project expenditures for public facilities and infrastructure sources of funding and timing of work over a multiple year period.
<b>Capitol Project</b>	The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures and improvements thereon.
<b>Capitol Requirements</b>	A plan or schedule of project expenditures for public facilities and infrastructure sources of funding and timing of work over a one-year period.
<b>Cash Basis Accounting</b>	Revenue is acknowledged when received. Likewise, expenses are recorded when payment is issued.
<b>Comprehensive Plan</b>	The purpose of the plan is to 1) catalog existing conditions within the City, 2) provide policy and direction regarding future development, and 3) specify how to get there from here. It is the official policy document that will guide future development of the City of Tenino.
<b>Clerk-Treasurer</b>	Washington State Law requires each city or town to have a City Clerk to perform administrative operations for the entity. The City Clerk is the certifying official of the City. The City of Tenino has combined the functions of City Clerk with those of the City Treasurer, who is responsible for accurate financial records and handling of city investments.
<b>Debt Service</b>	The annual payment of principal and interest on the City's indebtedness. Bonds are issued to finance the construction of capitol projects such as public buildings, parks, roads, storm sewers and water system improvements.
<b>Fees</b>	A general term used for any charge for services levied by government associated with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees

	include business and non-business licenses, fines, and user charges.
Fines and Forfeitures	Revenue category which primarily includes court, police, traffic and parking fines and forfeitures.
General Obligation Bond	Bonds for which the full faith and credit of the insuring government are pledged for payment.
IIMC	International Institute of Municipal Clerks. Educational programs for certification and professionalism of City Clerks. Certified Municipal Clerks (CMC) status is achieved once, after completing several areas of education, experience and professional involvement. Continuing professional educational development is achieved through the Professional Development Academy Classes.
Inter-Governmental Revenues	Revenue from other governments, primarily state shared revenue.
Legal Notices	The City is required to publish certain items in the official newspaper of record for the City. The Tenino Independent is the paper of record for the City. All Public Hearings, Ordinances, Requests for Project Bids, and certain Resolutions are required by RCW to be published.
Licenses and Permits	Revenue category that includes building permits, business and amusement licenses and any other miscellaneous license or permit.
LID	Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specified improvement or service deemed to primarily benefit those properties.
Operating Expense	An operations plan, expressed in financial terms, by which an operating program is funded for a single fiscal year.
Preliminary Budget	The recommended and unapproved City budget submitted to the City Council and public in October and November of each year.
RCW	Standard abbreviation for the Revised Code of Washington.



Revenue	Income received by the City in support of the program of services to the community. Includes such items as property taxes, fees, user charges, grants, interest income and miscellaneous fees.
Revenue Bonds	Bonds issued pledging future revenues, usually water, sewer, garbage, or storm water charges to cover debt payments in addition to operating costs.
Salaries and Wages	All City employees are paid. Exempt employees are paid a salary. Non-exempt employees are paid a salary based on their hourly wage. All part-time positions are paid hourly wages. Exempt employees are not entitled to comp time or overtime. Non-exempt employees are paid per hour worked. Over-time is paid after a specified number of hours within a specific period.
Standard Work Year	2,080 hours, or 260 days, is the equivalent of one work year.
Supplemental Appropriation	An appropriation approved by the Council after the initial budget appropriation. Supplemental appropriations are approved by Council during the year and a budget amendment ordinance is passed to amend the budget for those appropriations.
User Charges	The amount the City receives for the provision of services and commodities, or the performance of specific services benefiting the person charged. User charges tend to be voluntary in nature, in contrast to mandatory property and income taxes. Citizens only pay user charges when a specific service is received.





