



**Fiscal Year 2012-2013  
Adopted Budget**

**City of Ketchum, Idaho  
Fiscal Year 2012-2013  
Adopted Budget**

**Mayor**

Randy Hall

**City Council**

Baird Gourlay, President

Michael David

Nina Jonas

Jim Slanetz

**City Administrator**

Gary Marks

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## City of Ketchum, Idaho

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August 23, 2012

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

### **FY2012-2013 Budget Message**

The Fiscal Year 2012-2013 City of Ketchum Budget provides budget authority for the services and projects the City anticipates to provide during the fiscal year, which runs from October 1, 2012 to September 30, 2013. The City budget contains a total of twenty-two (22) active, self-balancing funds. "Self-balancing" means beginning fund balance plus revenue equals requirements plus ending fund balance. Each fund has been established to provide segregated accounting for specific activities. This message provides a general description of the budget document and the financial plans for the City for the fiscal year.

**Budget Message**  
**August 23, 2012**  
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The budget document has been designed to promote transparency and public understanding. Budget data is shown on spreadsheets that provide budget history for two prior years, the current year's adopted budget, the current estimate of revenues and expenditures for the current year's adopted budget, the proposed budget for the coming year, and the percentage change from this year's adopted budget as represented in the proposed budget.

To assist in understanding the budget, pie charts illustrating the relative allocations of resources and appropriations have been provided for each fund. Bar charts have also been provided to illustrate fund resources and requirements and fund balances or reserves.

Finally, narratives have been provided for each fund that describes the purpose of the fund, specific objectives for the fund in FY2012-2013, and the staffing levels represented in the fund. The narratives provide information related to operations, capital outlay needs, and other general descriptions. The intent of the narratives are to facilitate understanding of how budget proposals relate to policy and management decisions by comparing budget numbers with proposed objectives.

**Budget Message**  
**August 23, 2012**  
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The Fiscal Year 2012-2013 Proposed Budget totals \$17,251,578 in appropriations. This total reflects a 3.7 percent decrease, or a reduction of \$666,791 in budget authority, as compared to the adopted Fiscal Year 2011-2012 Budget.

It should be noted that while budget appropriations total \$17,251,578, this total includes inter-fund transfers which represent monies that are essentially counted twice – once when initially receipted and again when received by the fund benefitting from the transfer. Subtracting total inter-fund transfers of \$3,698,938 from total appropriations results in a total *effective* budget of \$13,552,640. This amount is \$424,017 less than the *effective* budget for FY2011-2012, and represents a 3.0 percent decrease.

The City's proposed operating budget, which consists of personal services, materials and services, debt service, and contingencies, totals \$12,512,034, which represents an increase of 1.0 percent, or \$131,704 more, as compared to the adopted FY2011-2012 operating budget.



**Budget Message**  
**August 23, 2012**  
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The City's proposed budget for capital outlay for FY2012-2013 totals \$1,005,606, representing a decrease of 35.6 percent, or \$555,721, as compared to the FY2011-2012 capital budget.

Unappropriated financial reserves for all budget funds total \$3,518,837, representing a 29.1 percent increase, or \$793,095 more than FY2011-2012 levels. Unappropriated reserves include funds set aside for cash flow management in the General Fund, Wagon Days Fund, G.O. Debt Fund, and Community Housing In-Lieu Fund; long-term project and equipment reserves for the Undergrounding Improvement Fund, Police Trust Fund and the water and wastewater utilities; and an accrual of development security deposits held in the Development Trust Fund.

It should be noted that the estimated uncommitted beginning fund balance in the General Fund is up \$1,031,500, or 385 percent, from \$360,923 in FY2008-2009 to \$1,392,423 in FY2012-2013.

Local Option Tax (LOT) receipts for FY2011-2012 were budgeted at \$1,623,023, with an additional growth reserve of \$405,756. Actual collections are estimated to finish the fiscal year at \$1,738,199, representing an increase

**Budget Message**  
**August 23, 2012**  
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of \$115,176, or 7.0 percent, as compared to budgeted collections. FY2012-2013 Local Option Tax receipts are budgeted at \$1,738,199 in expected revenues. An additional 20 percent increment, or \$347,640, has been added to expected revenues to provide for a scenario where economic growth brings significant revenue gains. The total amount reflected in the Local Option Sales Tax revenue line is \$2,085,838.

A two (2) percent cost of living increase has been included in the budget for all full-time employees to become effective on October 1, 2012.

A staffing level of 5 elected officials equivalent (EOE) and 48.55 Full Time Employee equivalents (FTE) is supported by the proposed FY2012-2013 budget. It should be noted that three (3) new firefighter/paramedic positions have been included in the total employee count due to the recent award of a \$509,000 SAFER Grant from the Federal Emergency Management Agency (FEMA) to the City for the purpose of bolstering Fire Department staffing. The grant covers a two-year period and provides funding for salaries, benefits and payroll expenses.

**Budget Message**  
**August 23, 2012**  
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At the June 4, 2012 City Council meeting, the Council reviewed a list of budget objectives for the FY2012-2013 budget. The following is a recitation of each of these objectives with a corresponding response demonstrating how each objective was achieved.

**FY2012-2013 Budget Objectives**

- Maintain overall spending levels at or near FY2011-2012 levels.

Response: After discounting double counted inter-fund transfer activities, the effective FY2012-2013 budget is down 3.0 percent, or \$424,017, compared to the prior year budget.

- Maintain the General Fund balance at or above 17 percent of operating revenues.

Response: The General Fund balance is estimated to finish FY2012-2013 at 21.5 percent of operating revenues, or \$1,085,653.

**Budget Message**  
**August 23, 2012**  
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- Develop a plan relative to Steve Hansen's retirement and the transition to a Public Works Director position.

Response: The plan proposed in the budget envisions the recruitment of an experienced, professional Public Works Director/City Engineer who would provide overall public works management and engineering services throughout the City organization. This position would replace the Utilities Superintendent position held by Steve Hansen, who will retire soon. Primary duties for the new position would include oversight and management of the water and wastewater systems and the provision of engineering services for the City organization. Over the past three years the City has paid an annual average of \$42,507 in small engineering projects and tasks covering planning, streets, water and wastewater. It is anticipated that approximately 80 percent of these projects would be accomplished by a City Engineer, reducing average annual costs by approximately \$34,000. As an offset to the new position's engineering responsibilities, the duties of the water and wastewater supervisors would be increased to include managerial responsibilities previously provided by the Utilities Superintendent. Compensation, inclusive of salaries and payroll expenses, for the two supervisor positions would be

**Budget Message**  
**August 23, 2012**  
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increased a total of approximately \$30,600 annually. On net, the overall transition from the current Utilities Superintendent position to a Public Works Director/City Engineer position would result in a small average annual savings of approximately \$3,400 (i.e. \$34,000 savings in engineering services less \$30,600 in increased compensation expense for the water and wastewater utility supervisors).

- Appropriate \$100K from the General Fund balance to be utilized for the Community Development Corporation's (KCDC) Walkability Project.

Response: \$100K was included in the Non-Departmental Division of the General Fund for the KCDC project.

- Develop a cost of living adjustment for full-time staff.

Response: A two (2) percent cost of living increase has been included in the budget for all full-time employees.

I want to express my thanks and appreciation to Sandy Cady for her assistance in the preparation of this budget. I rely on Sandy's support for a

**Budget Message**  
**August 23, 2012**  
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broad assortment of information needs related to budget development.

Likewise, special thanks are extended to my assistant, Lisa Enourato, and the City's department directors and their supporting staffs for their work developing budget proposals. Without their input I would have been poorly positioned to develop this budget.

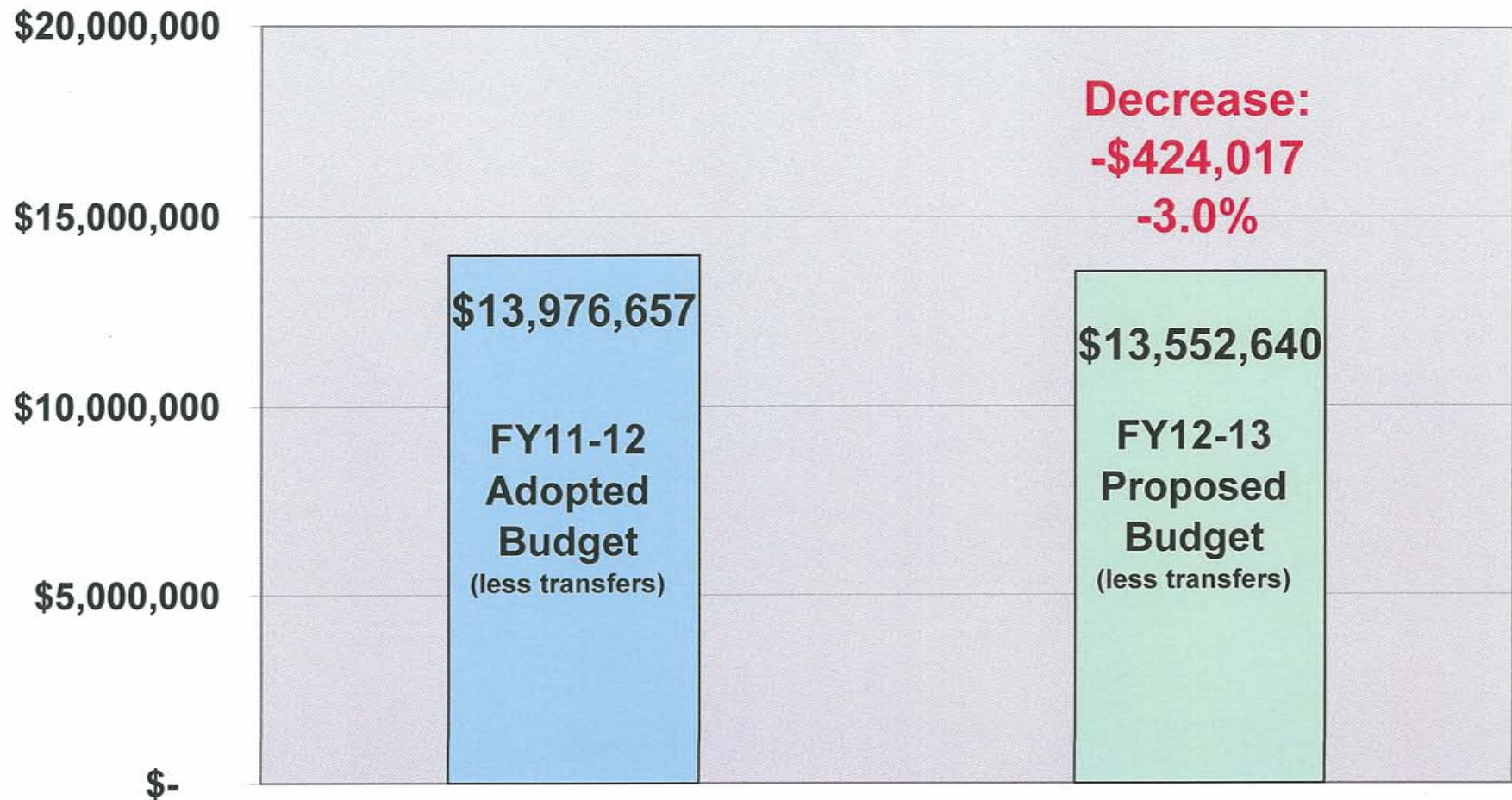
This proposed budget is presented to the City Council and the community for their review and consideration for the City's operations, services, projects and programs in Fiscal Year 2012-2013. I strongly recommend that the Council adopt this budget as presented.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary B. Marks", is written over a circular stamp. The signature is fluid and cursive, with the first name "Gary" and last name "Marks" clearly legible. The circular stamp is partially obscured by the signature.

Gary B. Marks  
City Administrator

## Fiscal Year Budget Comparison (All Funds) Adopted FY11-12 vs. Proposed FY12-13 "Apples to Apples" Comparison



# **Fiscal Year 2012-2013 Budget**

## **Purpose**

The Fiscal Year 2012-2013 Budget provides the legal authority to administer the services and projects provided by the City. The budget is a financial plan containing projections of resources (income) and requirements (expenses) for the fiscal year which begins October 1, 2012 and ends September 30, 2013. The City Budget contains a total of 22 active, self-balancing funds. "Self balancing" is defined as total resources (i.e. beginning fund balance plus current year revenue) equaling total requirements (i.e. appropriated spending authority plus ending fund balance). Each fund has been established to provide segregated accounting for a specific area of activity.

## **FY2012-2013 Objectives**

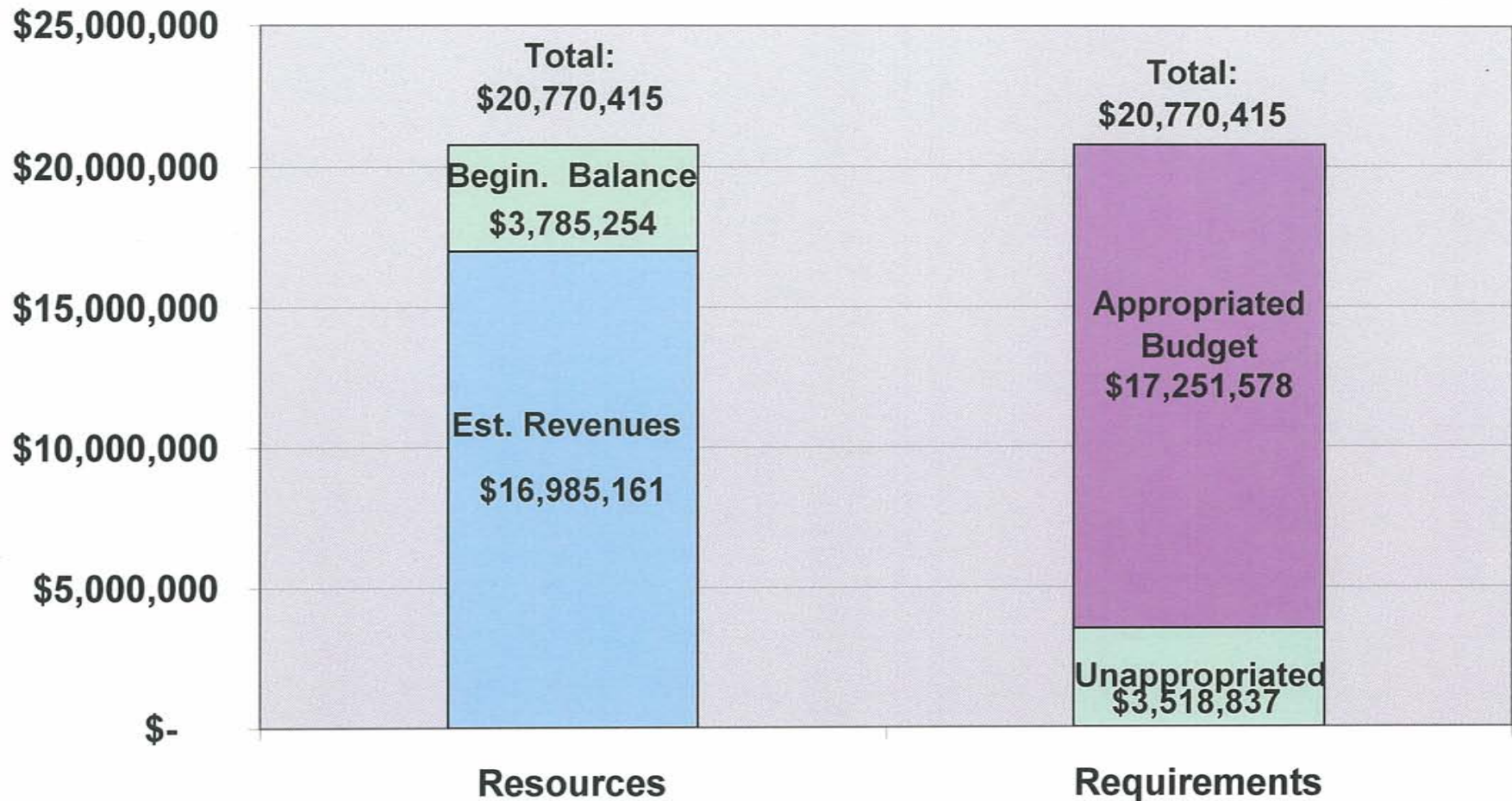
The objectives of the Fiscal Year 2012-2013 Budget are to provide budget authority to administer the City's services and projects.

## **FY2012-2013 Staffing**

The City of Ketchum Budget provides for five elected officials and 48.55 Full Time Employee Equivalent (FTE). The amounts budgeted in Personal Services throughout the budget reflect these staffing totals.



## FY2012-2013 Budget Summary Resources vs. Requirements

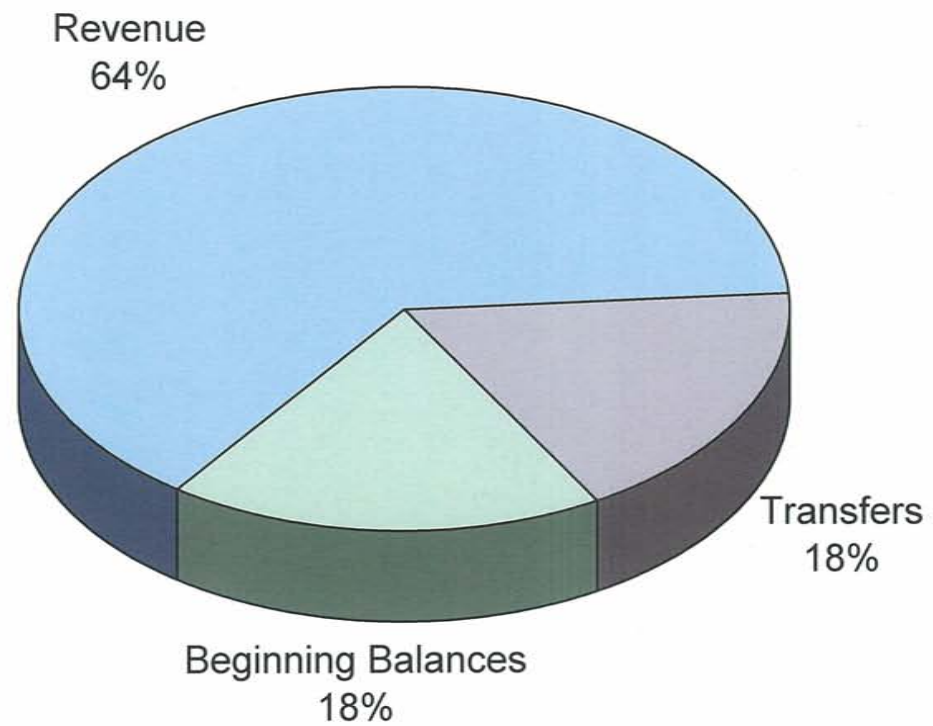


**BUDGET SUMMARY (BY FUNDS)  
CITY OF KETCHUM ADOPTED BUDGET  
FISCAL YEAR 2012-2013**

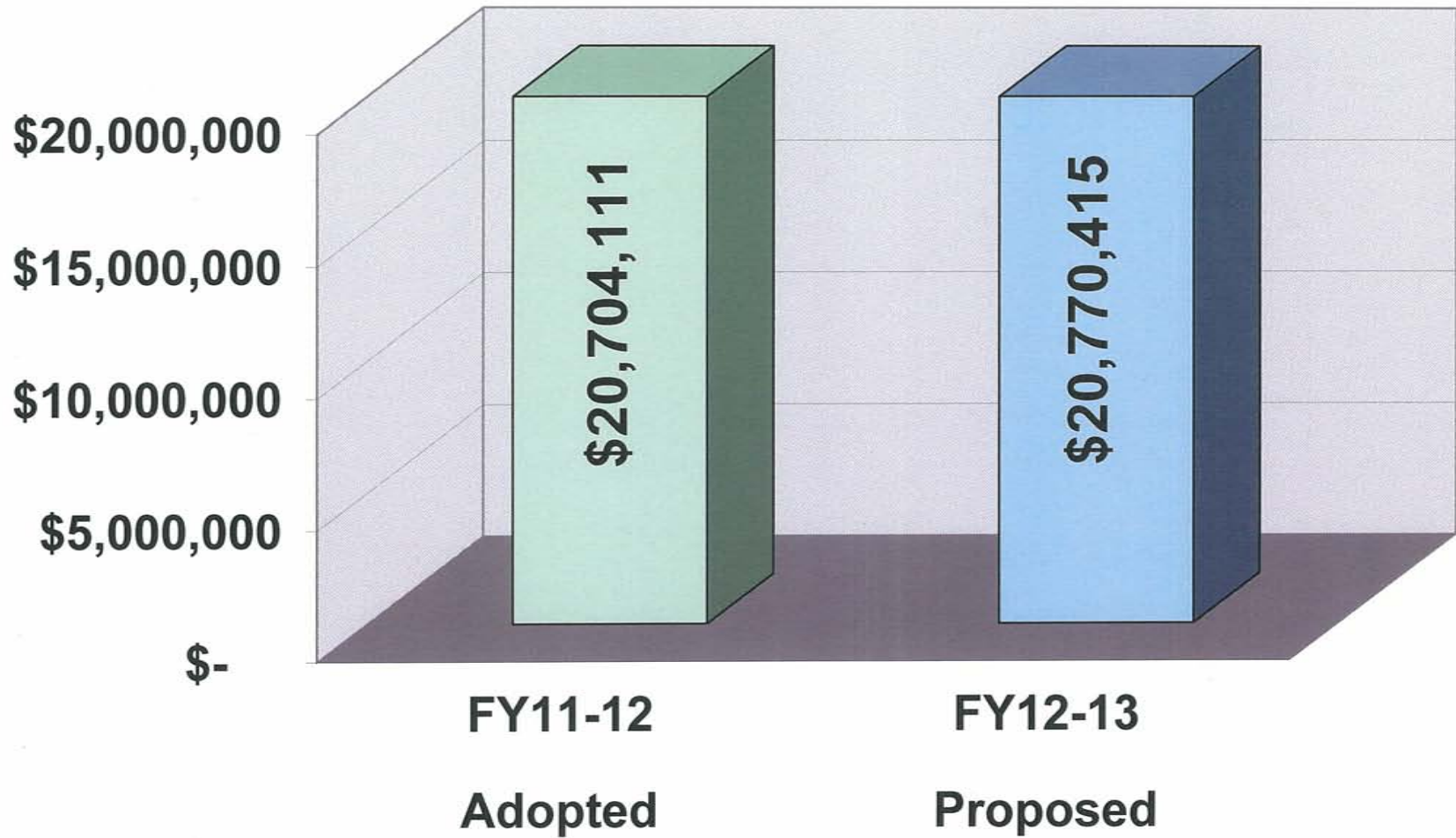
Fund	RESOURCES				REQUIREMENTS							TOTAL APPROP. BUDGET	TOTAL UNAPPROP.	TOTAL APPROP. & UNAPPROP
	Beginning Balance	Revenue	Transfers	TOTAL	Personal Services	Materials & Services	Capital Outlay	Transfers	Debt Service	Conting.				
General	1,392,423	5,042,065	0	<b>6,434,488</b>	955,517	1,898,418	9,300	2,235,600	0	250,000	<b>5,348,835</b>	1,085,653	<b>6,434,488</b>	
Wagon Days	923	17,500	95,000	<b>113,423</b>	0	109,500	0	0	0	0	<b>109,500</b>	3,923	<b>113,423</b>	
Street Maint.	270,511	456,090	1,111,516	<b>1,838,117</b>	782,720	637,769	0	220,000	0	35,000	<b>1,675,489</b>	162,628	<b>1,838,117</b>	
Street Cap	13,476	8,000	70,000	<b>91,476</b>	0	0	70,000	0	0	0	<b>70,000</b>	21,476	<b>91,476</b>	
Law Enf Cap	312	200	0	<b>512</b>	0	0	0	0	0	0	<b>0</b>	512	<b>512</b>	
Fire & Rescut	112,509	382,353	471,708	<b>966,570</b>	690,635	66,500	11,000	56,000	0	15,000	<b>839,135</b>	127,435	<b>966,570</b>	
Fire Cap	62,276	4,000	56,000	<b>122,276</b>	0	0	0	0	0	0	<b>0</b>	122,276	<b>122,276</b>	
Ambulance	89,360	1,102,377	44,664	<b>1,236,401</b>	1,016,797	88,000	11,000	0	0	21,000	<b>1,136,797</b>	99,604	<b>1,236,401</b>	
Parks & Rec	136,978	144,600	795,744	<b>1,077,322</b>	687,842	250,550	0	17,500	0	19,000	<b>974,892</b>	102,430	<b>1,077,322</b>	
Parks Cap	8,541	7,000	17,500	<b>33,041</b>	0	0	17,500	0	0	0	<b>17,500</b>	15,541	<b>33,041</b>	
Parks Trust	0	45,000	0	<b>45,000</b>	0	45,000	0	0	0	0	<b>45,000</b>	0	<b>45,000</b>	
Local Op Tax	163,734	2,112,838	0	<b>2,276,572</b>	109,552	1,388,080	0	283,032	0	35,000	<b>1,815,664</b>	460,908	<b>2,276,572</b>	
G. O. Debt	1,572	0	150,000	<b>151,572</b>	0	0	0	0	149,512	0	<b>149,512</b>	2,060	<b>151,572</b>	
Undergr Imp.	221,042	215,000	0	<b>436,042</b>	0	0	0	0	0	0	<b>0</b>	436,042	<b>436,042</b>	
In-Lieu	77,268	100	0	<b>77,368</b>	0	70,000	0	0	0	0	<b>70,000</b>	7,368	<b>77,368</b>	
Water	98,215	1,498,500	0	<b>1,596,715</b>	551,726	404,861	0	124,275	358,743	30,000	<b>1,469,605</b>	127,110	<b>1,596,715</b>	
Water Cap	16,792	18,000	124,275	<b>159,067</b>	0	0	124,275	0	0	0	<b>124,275</b>	34,792	<b>159,067</b>	
Sewer	891,396	2,170,600	0	<b>3,061,996</b>	944,853	547,816	0	762,531	282,643	55,000	<b>2,592,843</b>	469,153	<b>3,061,996</b>	
Sewer Cap	4,968	12,000	762,531	<b>779,499</b>	0	0	762,531	0	0	0	<b>762,531</b>	16,968	<b>779,499</b>	
Police Trust	108,237	0	0	<b>108,237</b>	0	0	0	0	0	0	<b>0</b>	108,237	<b>108,237</b>	
Fire Trust	75,515	0	0	<b>75,515</b>	0	0	0	0	0	0	<b>0</b>	75,515	<b>75,515</b>	
Dev Trust	39,206	50,000	0	<b>89,206</b>	0	50,000	0	0	0	0	<b>50,000</b>	39,206	<b>89,206</b>	
<b>TOTAL</b>	<b>3,785,254</b>	<b>13,286,223</b>	<b>3,698,938</b>	<b>20,770,415</b>	<b>5,739,642</b>	<b>5,556,494</b>	<b>1,005,606</b>	<b>3,698,938</b>	<b>790,898</b>	<b>460,000</b>	<b>17,251,578</b>	<b>3,518,837</b>	<b>20,770,415</b>	
<b>% of TOTAL</b>	<b>18.2%</b>	<b>64.0%</b>	<b>17.8%</b>	<b>100.0%</b>	<b>27.6%</b>	<b>26.8%</b>	<b>4.8%</b>	<b>17.8%</b>	<b>3.8%</b>	<b>2.2%</b>	<b>16.9%</b>	<b>16.9%</b>	<b>100.0%</b>	



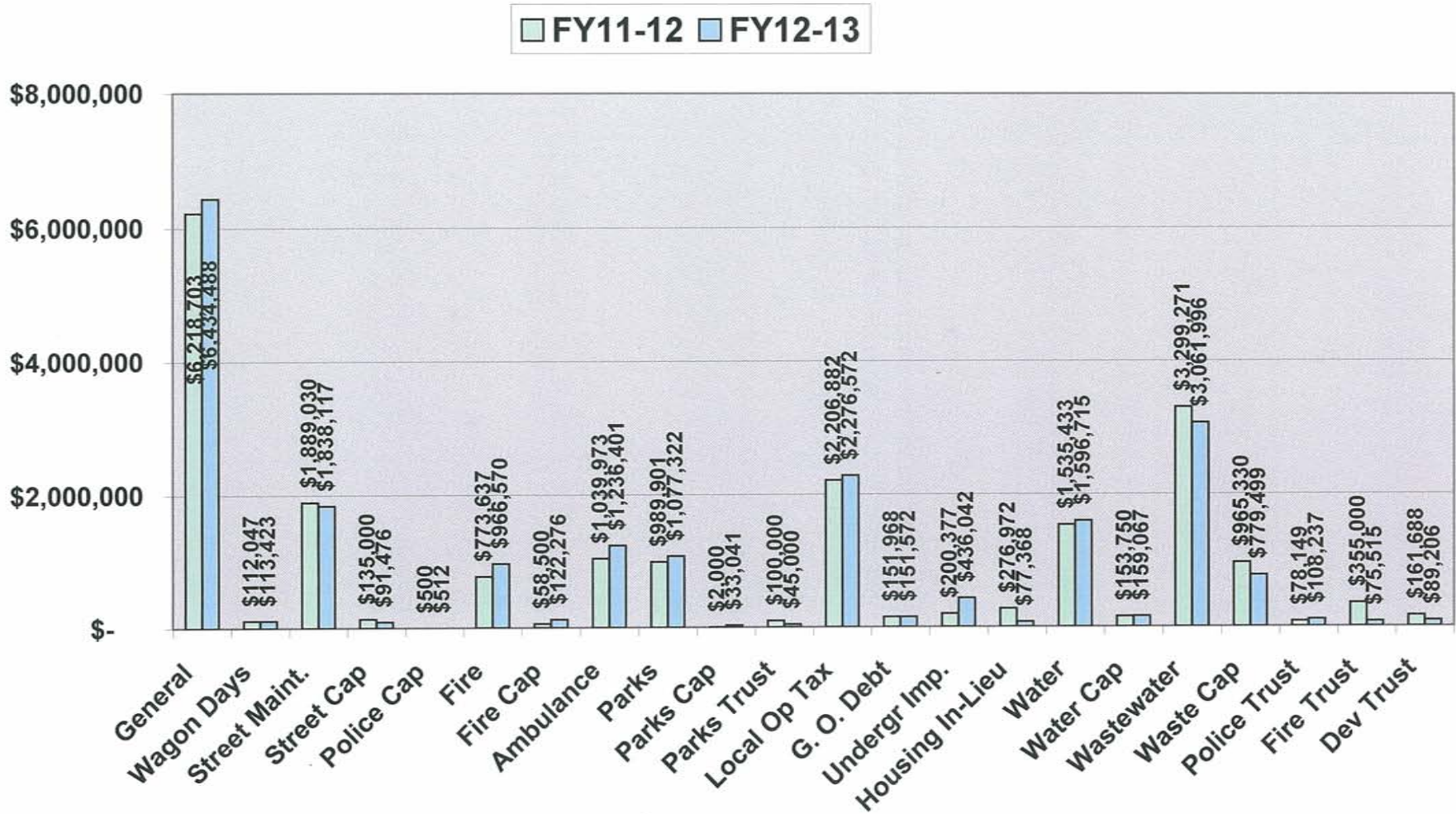
# Total FY2012-2013 Budget Resources



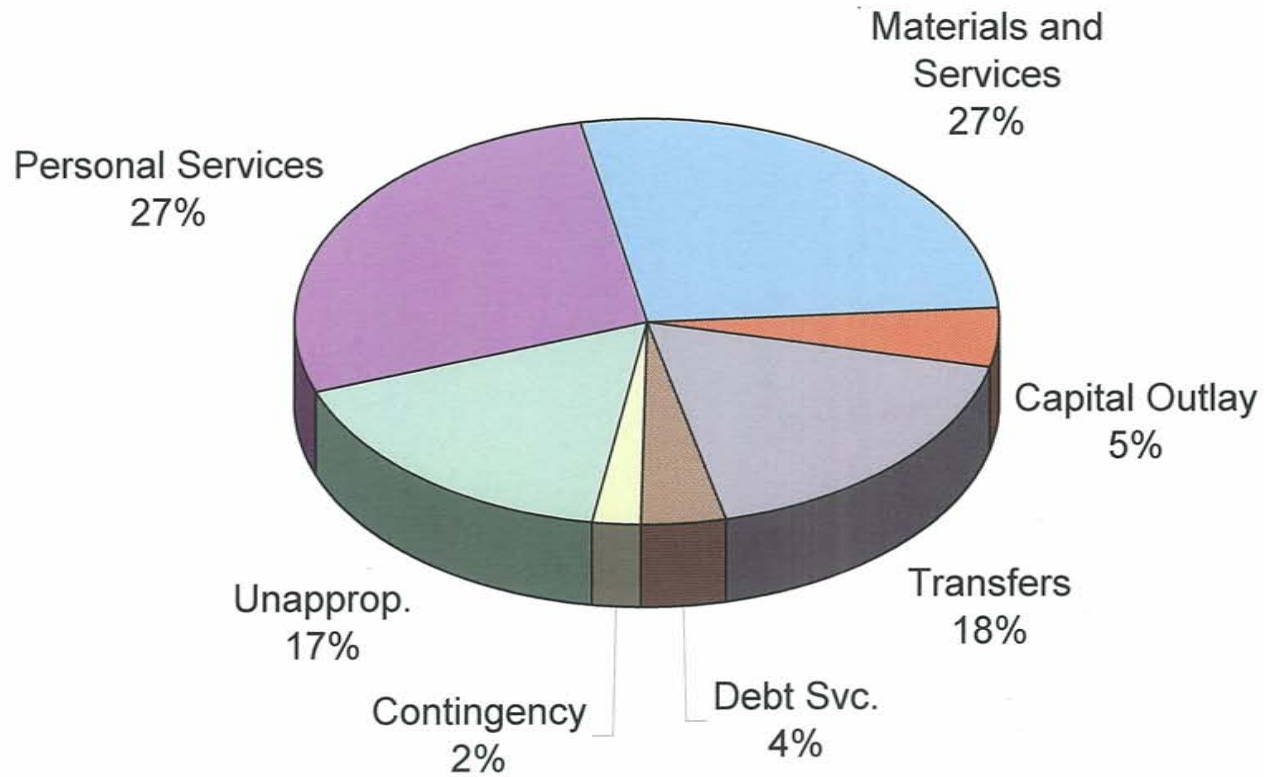
### Total Budget Resources FY11-12 vs. FY12-13



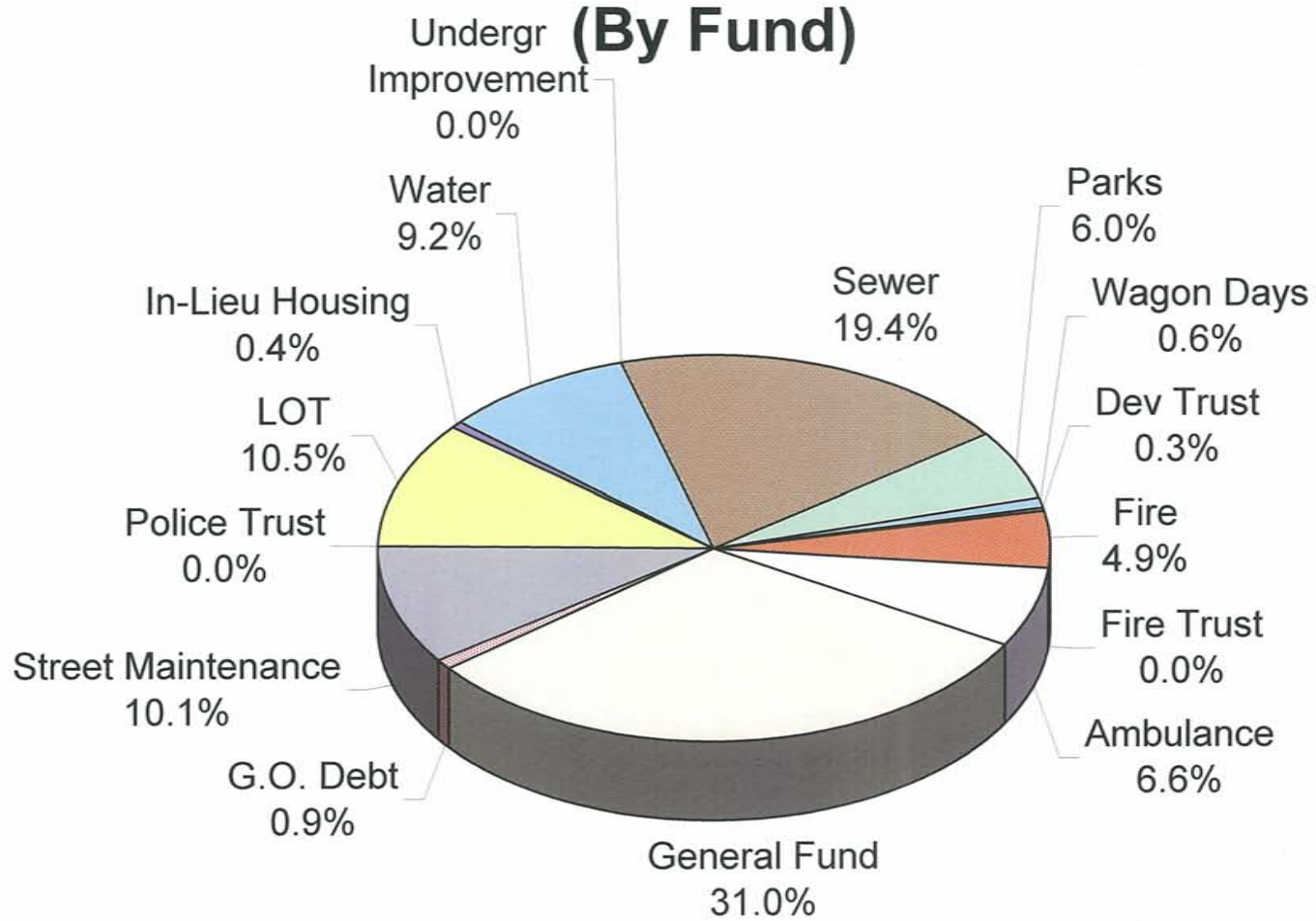
## Total Budget Resources FY11-12 vs. FY12-13 (By Fund)



## Total FY2012-2013 Budget Requirements (By Budget Categories)

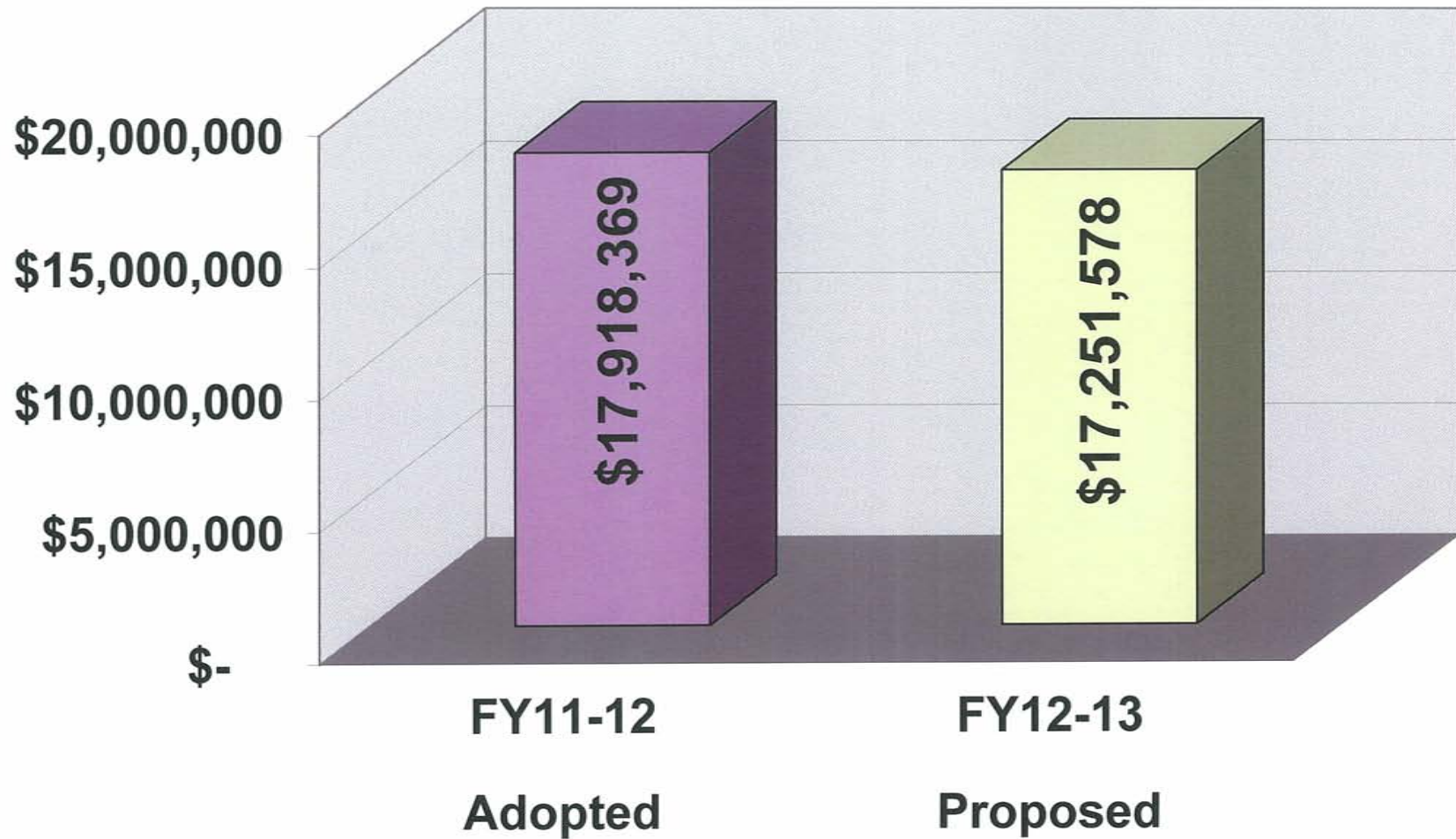


# Total FY2012-2013 Budget Requirements (By Fund)

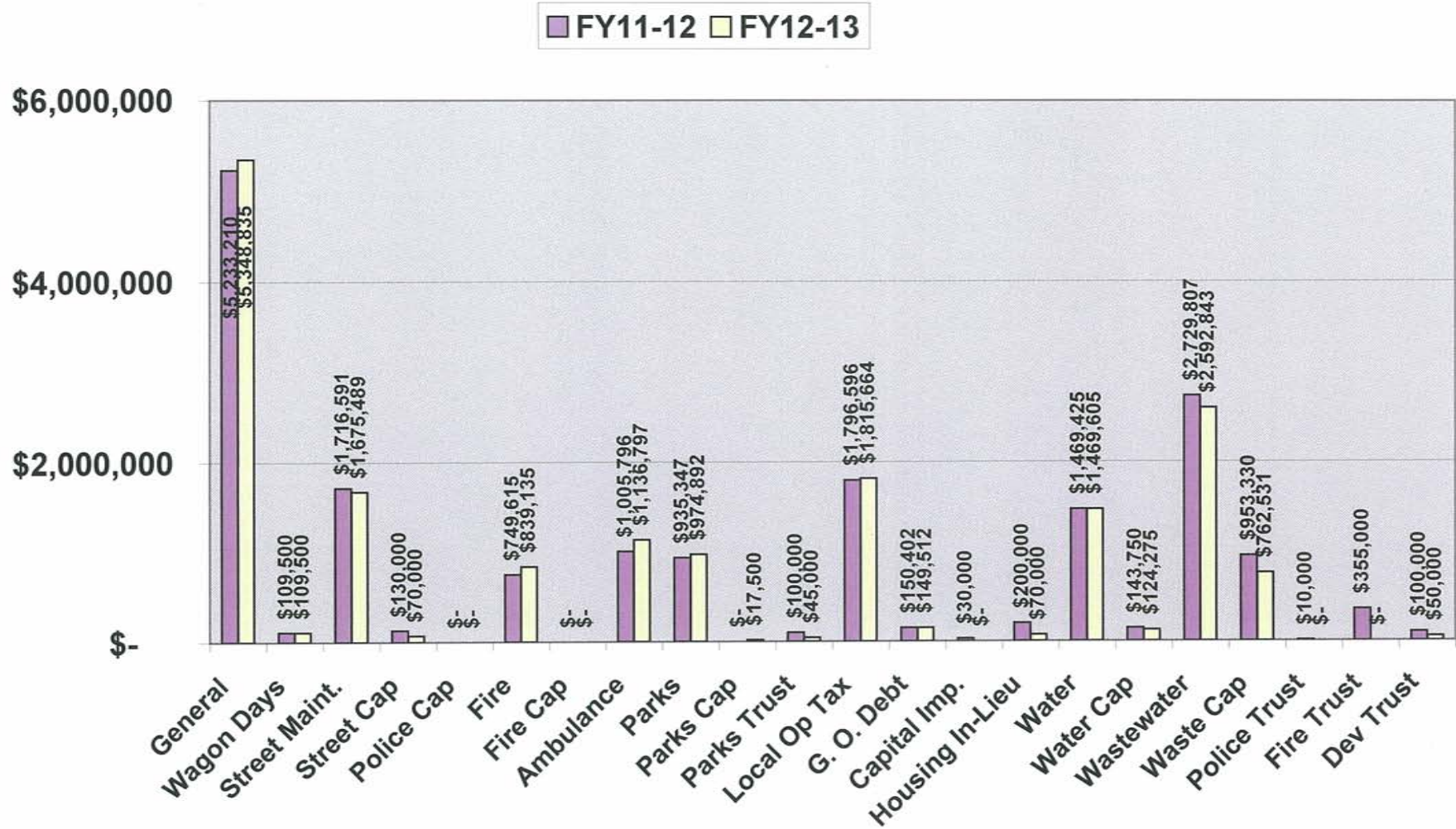




### Total Budget Requirements FY11-12 vs. FY12-13



## Total Budget Requirements FY11-12 vs. FY12-13





# General Fund

Including:

Legislative and Executive

Administrative Services

Legal Services

Community Planning and Development

Law Enforcement

Building Codes Services

Non-Departmental



## **General Fund**

### **Purpose**

The General Fund provides budget authority for services and projects that are not typically self-supporting. Services provided by the General Fund are Legislative and Executive, Administrative Services, Legal Services, Community Planning and Development, Law Enforcement, Building Codes Services and Non-Departmental functions. Significant transfers of funds are also made from the General Fund to support the Street Maintenance, Fire and Rescue, Ambulance, and Parks and Recreation Funds. General Fund services generate inadequate revenue to off-set their costs. As such, property tax revenue and other “general” income sources are utilized to pay for General Fund expenses.

### **FY2012-2013 Objective**

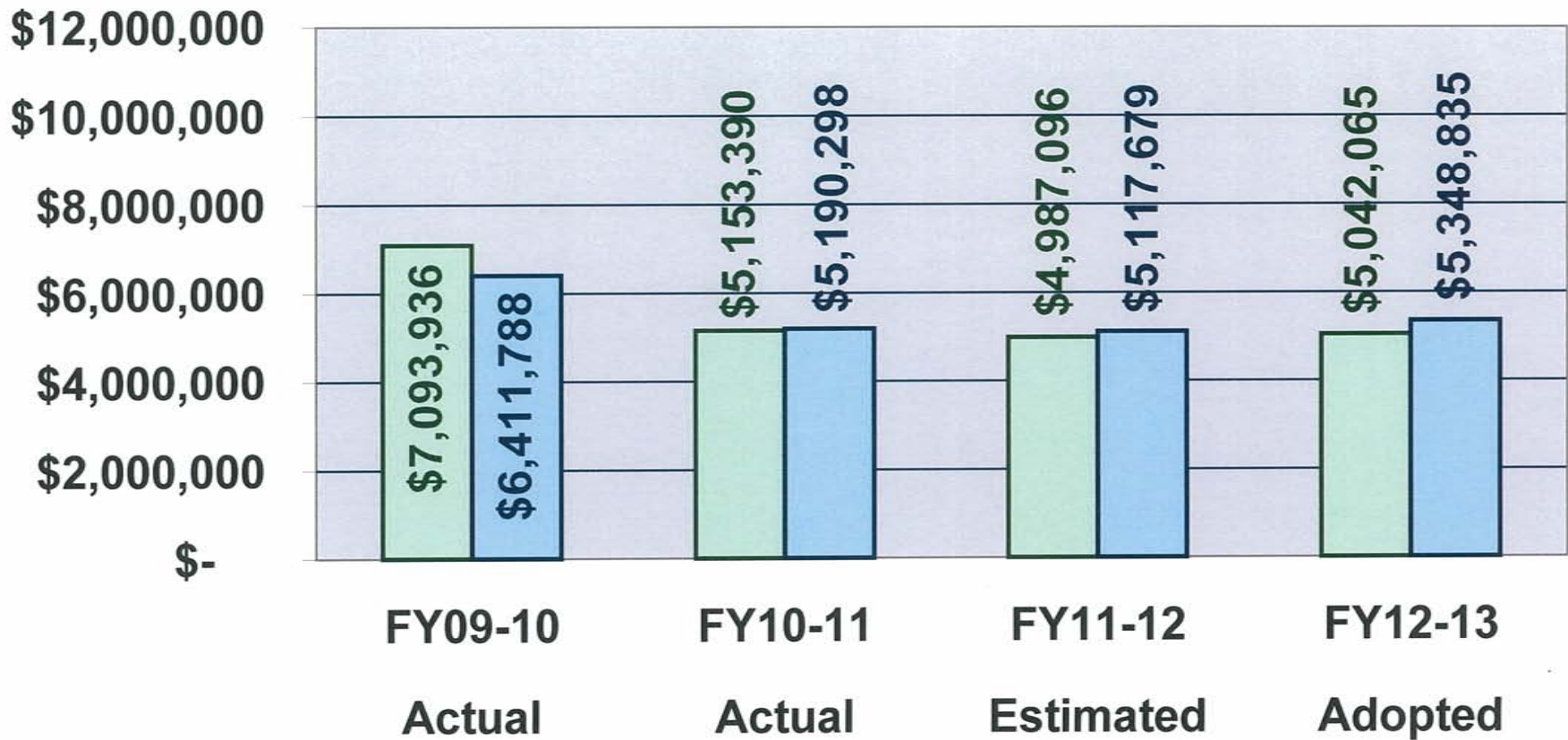
The objective of the General Fund for Fiscal Year 2012-2013 is to provide budget authority to provide the above listed services within the City.

### **FY2012-2013 Staffing**

The General Fund is supported by a cumulative total of 1.75 Elected Officials Equivalent (EOE) and 7.4 Full Time Employee Equivalent (FTE). The amounts budgeted in Personal Services throughout the General Fund reflect these staffing totals.

## General Fund Revenue vs. Expenditures (FY2010 - FY2013)

Revenue
  Expenditures



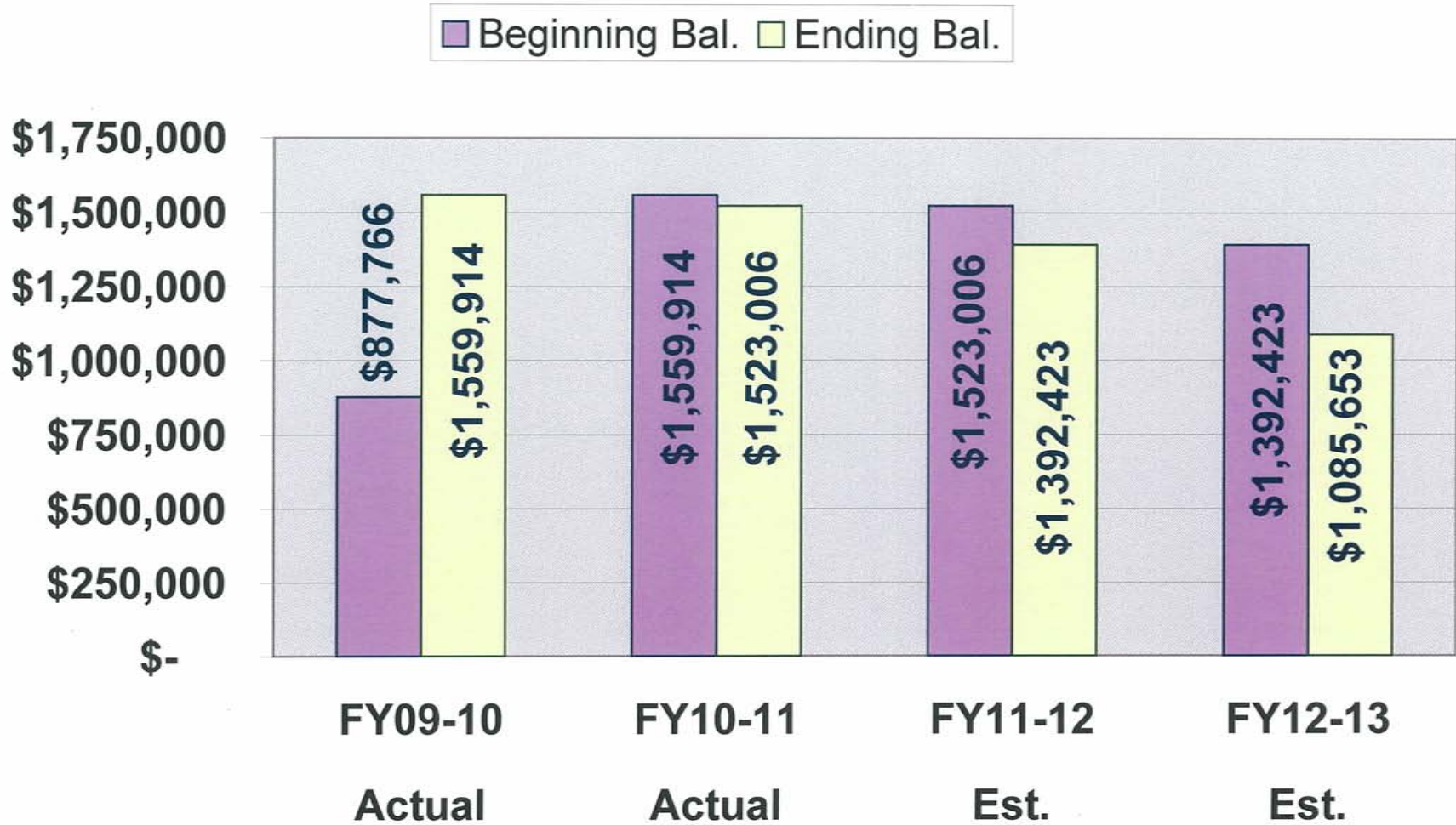
## GENERAL FUND - 01

## FUND SUMMARY

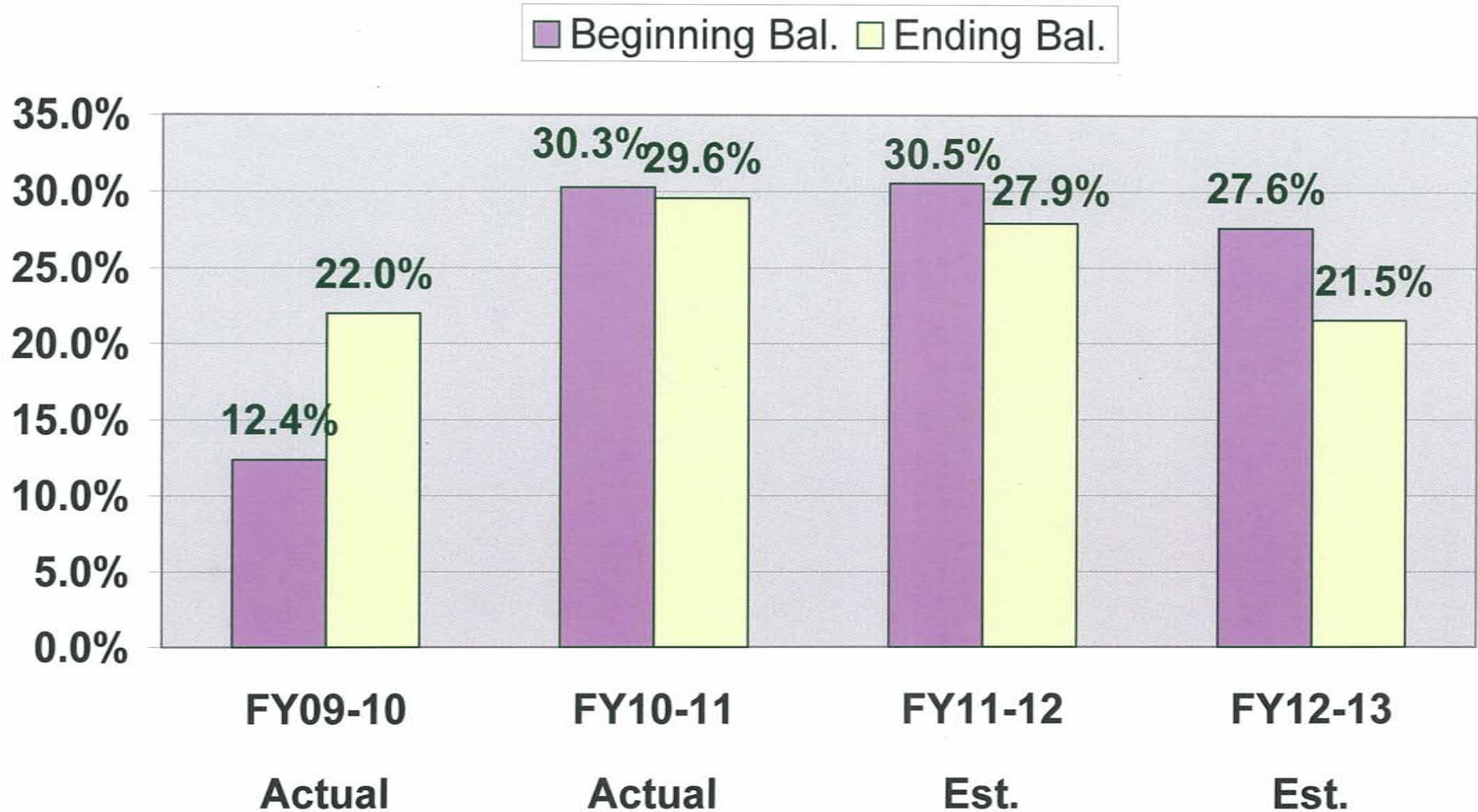
	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>RESOURCES</b>							
Beginning Cash Balance	877,766	1,559,914	1,381,149	1,523,006	1,282,283	1,392,423	0.8%
Revenue	7,093,936	5,153,390	4,837,554	4,987,096	4,997,065	5,042,065	4.2%
<b>Total Resources</b>	<b>7,971,702</b>	<b>6,713,304</b>	<b>6,218,703</b>	<b>6,510,102</b>	<b>6,279,348</b>	<b>6,434,488</b>	<b>3.5%</b>
<b>REQUIREMENTS</b>							
<b>Appropriations:</b>							
Legislative and Executive	79,980	85,408	100,867	98,835	108,943	108,943	8.0%
Administrative Services	289,470	304,378	397,390	367,274	482,288	482,288	21.4%
Legal Services	82,729	84,054	99,569	103,569	103,569	103,569	4.0%
Community & Economic Development	770,923	648,419	769,618	691,753	647,769	647,769	-15.8%
General Government Bldg. Maint.	0	0	0	0	0	0	N/A
Human Resources/Risk Mgmt.	0	0	0	0	0	0	N/A
Contracted Community Services	0	0	0	0	0	0	N/A
Law Enforcement	1,401,874	1,326,642	1,255,138	1,258,683	1,279,601	1,279,601	1.9%
Fire and Rescue	665,325	0	0	0	0	0	N/A
Building Code Services	170,989	145,586	90,028	126,965	141,065	141,065	56.7%
Ambulance Services	869,738	0	0	0	0	0	N/A
Street Maintenance	0	0	0	0	0	0	N/A
Parks and Recreation	770,970	0	0	0	0	0	N/A
Non-Departmental	1,309,790	2,595,811	2,520,600	2,470,600	2,585,600	2,585,600	2.6%
<b>Total Appropriations</b>	<b>6,411,788</b>	<b>5,190,298</b>	<b>5,233,210</b>	<b>5,117,679</b>	<b>5,348,835</b>	<b>5,348,835</b>	<b>2.2%</b>
<b>Ending Cash Balance</b>	<b>1,559,914</b>	<b>1,523,006</b>	<b>985,493</b>	<b>1,392,423</b>	<b>930,513</b>	<b>1,085,653</b>	<b>10.2%</b>
<b>Total Requirements</b>	<b>7,971,702</b>	<b>6,713,304</b>	<b>6,218,703</b>	<b>6,510,102</b>	<b>6,279,348</b>	<b>6,434,488</b>	<b>3.5%</b>



## General Fund Beginning & Ending Fund Balances (FY2010-FY2013)



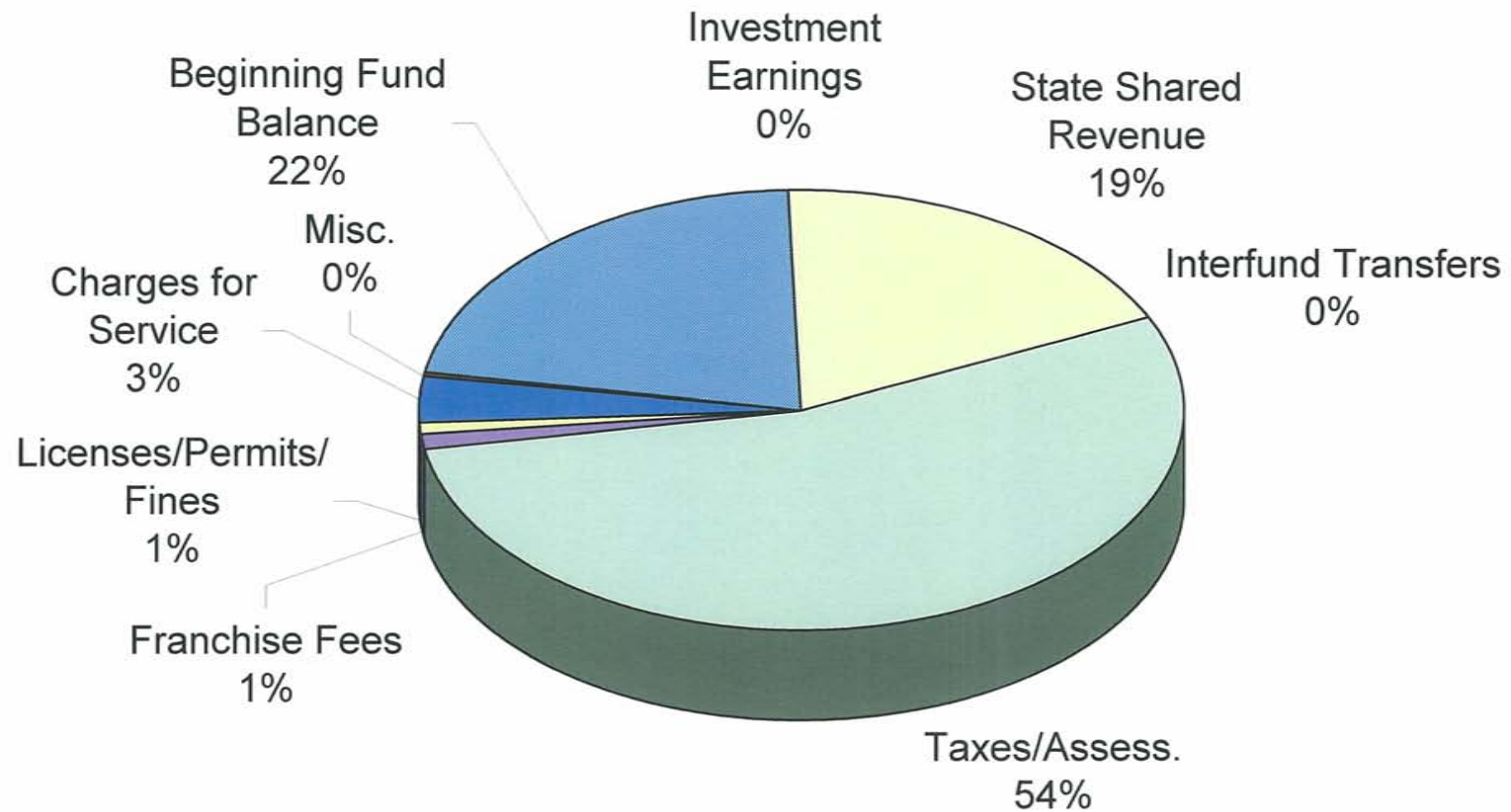
## General Fund Beginning & Ending Fund Balances as a % of Operating Revenue (FY2010-FY2013)





# General Fund Resources

## General Fund Resources Summary

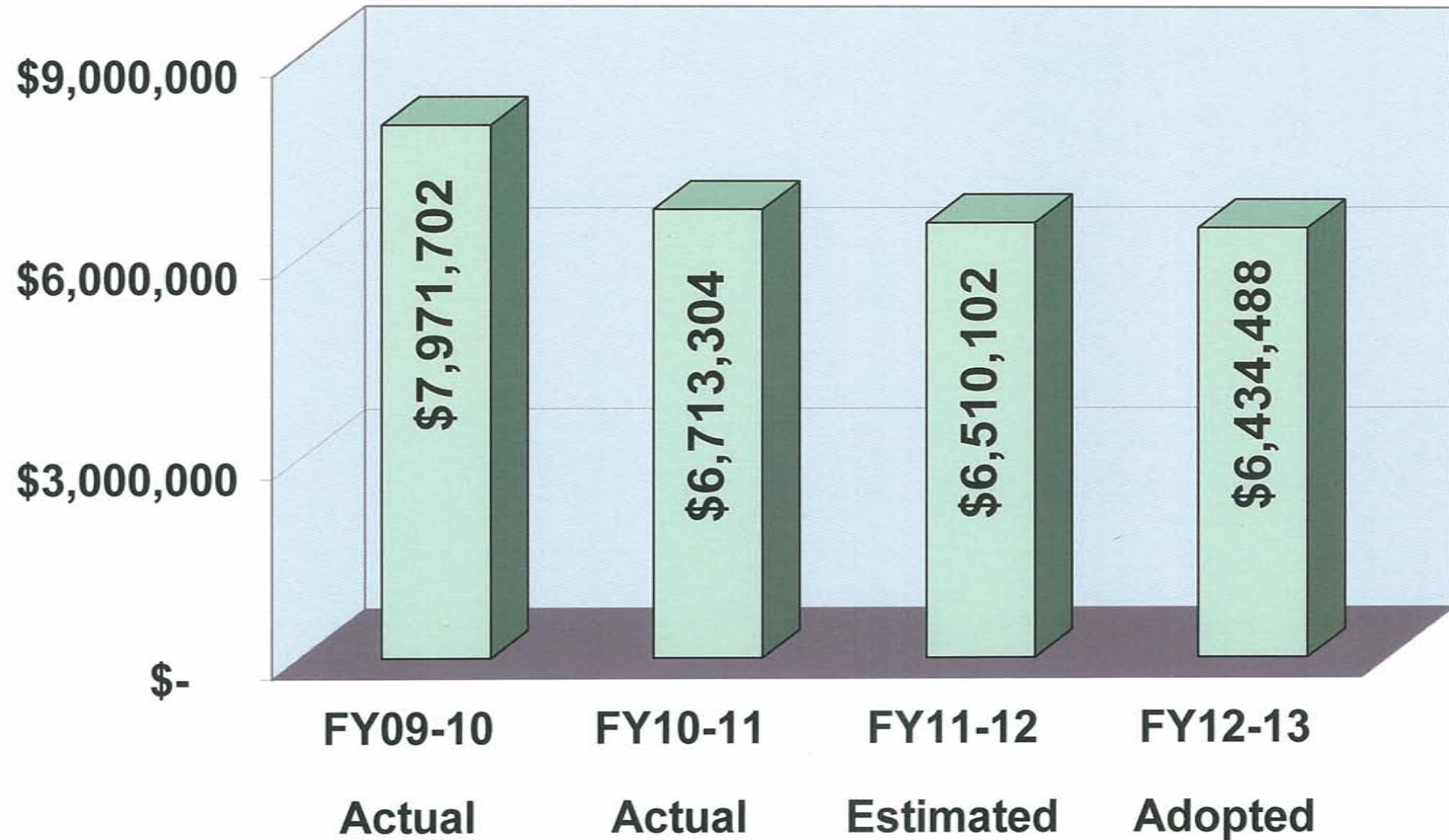


GENERAL FUND - 01

RESOURCE SUMMARY (Beginning Cash Balance + Revenue)

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
Beginning Cash Balance	877,766	1,559,914	1,381,149	1,523,006	1,282,283	1,392,423	0.8%
Taxes/Assessments	3,100,268	3,294,967	3,378,954	3,381,954	3,486,583	3,486,583	3.2%
Franchise Fees	179,911	66,380	60,000	68,000	66,000	66,000	10.0%
Licenses/Permits/Fines	87,660	65,429	60,650	58,593	56,200	56,200	-7.3%
State Shared Revenue	1,176,569	1,160,482	1,140,000	1,191,012	1,196,282	1,196,282	4.9%
Charges for Service	1,887,562	241,435	176,950	256,119	177,000	222,000	25.5%
Miscellaneous Revenue	657,709	318,918	15,000	23,734	9,000	9,000	-40.0%
Investment Earnings	4,257	5,779	6,000	7,684	6,000	6,000	0.0%
Interfund Transfers/Loan Repayment	0	0	0	0	0	0	N/A
	7,971,702	6,713,304	6,218,703	6,510,102	6,279,348	6,434,488	3.5%

## General Fund Resources (Beginning Fund Balance + Annual Revenue)



## GENERAL FUND - 01

## RESOURCES (Beginning Cash Balance + Revenues)

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>BEGINNING FUND BALANCE</b>	<b>877,766</b>	<b>1,559,914</b>	<b>1,381,149</b>	<b>1,523,006</b>	<b>1,282,283</b>	<b>1,392,423</b>	<b>0.8%</b>
<b>FUND REVENUE</b>							
3100-1000 General Property Taxes	3,079,649	3,271,681	3,363,954	3,363,954	3,471,583	3,471,583	3.2%
3100-3000 Local Option Sales Taxes	0	0	0	0	0	0	N/A
3100-6110 Natural Gas Franchise Fees	114,589	0	0	0	0	0	N/A
3100-6120 Cable Franchise Fees	0	0	0	0	0	0	N/A
3100-6150 Solid Waste Franchise Fees	65,322	66,380	60,000	68,000	66,000	66,000	10.0%
3100-9000 Penalty and Interest	20,619	23,286	15,000	18,000	15,000	15,000	0.0%
3200-1110 Beer License Permit Fees	11,850	11,613	11,000	13,179	11,000	11,000	0.0%
3200-1120 Liquor License Permit Fees	7,420	6,253	5,500	6,486	5,500	5,500	0.0%
3200-1130 Wine License Permit Fees	12,400	12,067	12,200	12,963	12,000	12,000	-1.6%
3200-1140 Catering Permit Fees	860	1,130	500	960	500	500	0.0%
3200-1150 Special Events Permit Fees	3,050	5,800	4,000	2,675	4,000	4,000	0.0%
3200-1300 Light Industrial Permit Fees	250	0	200	0	0	0	-100.0%
3200-1400 Business License Permit Fees	29,910	0	0	0	0	0	N/A
3200-1520 Taxi and Limosine Permit Fees	1,785	2,840	2,200	1,980	2,200	2,200	0.0%
3200-2100 Building Permit Fees	136,386	90,737	70,000	110,515	90,000	90,000	28.6%
3200-2140 Right-of-Way Fees	0	0	0	0	0	0	N/A
3200-2150 Mechanical Permit Fees	19,360	1,577	0	0	0	0	N/A
3200-2160 Street Excavation Permit Fees	0	0	0	0	0	0	N/A
3200-6800 Tree Removal Permit Fees	75	0	50	0	0	0	-100.0%
3300-4100 State Grants	25,615	0	0	0	0	0	N/A
3310-5100 State Liquor Apportionment	262,216	255,356	250,000	275,488	250,000	250,000	0.0%
3310-5200 State Gasoline Tax Allocation	0	0	0	0	0	0	N/A
3310-5500 State Sales Tax Allocation	67,805	69,703	68,000	69,787	70,117	70,117	3.1%
3310-5600 State Shared Revenue	788,410	807,213	790,000	816,774	850,165	850,165	7.6%
3320-8400 County Court Fines	32,523	28,210	32,000	28,963	26,000	26,000	-18.8%
3320-8600 County Ambulance Contract	862,187	0	0	0	0	0	N/A



## GENERAL FUND - 01

## RESOURCES (Beginning Cash Balance + Revenues) - Continued

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>FUND REVENUE (Continued)</b>							
3400-1100 Planning Fees	12,170	18,173	15,000	12,162	15,000	15,000	0.0%
3400-1102 Annexation Fees	0	0	0	0	0	0	N/A
3400-1104 Hotel Development Fees	219,703	0	0	0	0	0	N/A
3400-1105 River Run Development Fees	32,759	4,030	0	0	0	0	N/A
3400-1110 Building Plan Check Fees	78,681	52,250	40,000	67,425	40,000	65,000	62.5%
3400-1120 Planning Plan Check Fees	53,799	35,941	30,000	53,957	30,000	50,000	66.7%
3400-1130 Fire Plan Check Fees	53,469	0	0	0	0	0	N/A
3400-1400 Mailing Fees/Publication	1,157	787	300	2,700	1,000	1,000	233.3%
3400-1500 Reproduction/Fingerprint Fees	1,338	1,979	1,500	1,000	1,000	1,000	-33.3%
3400-2100 Special Police Fees	16	0	0	0	0	0	N/A
3400-2200 Rural Fire Protection Fees	220,731	0	0	0	0	0	N/A
3400-2250 Special Fire Fees	1,886	0	0	0	0	0	N/A
3400-3000 Animal Transports	265	985	150	600	0	0	-100.0%
3400-4000 Engineering Fees	3,224	2,329	0	600	0	0	N/A
3400-4100 Attorney Fees	39,881	31,627	20,000	7,160	0	0	-100.0%
3400-5000 P & Z Retainer Fees	0	0	0	0	0	0	N/A
3400-5100 Solid Waste Charges	0	0	0	0	0	0	N/A
3400-6100 School Dist. Park Maint. Contract	3,000	0	0	0	0	0	N/A
3400-6110 Sun Peak Park Contract	2,964	0	0	0	0	0	N/A
3400-6300 Youth Program Fees - Parks	82,452	0	0	0	0	0	N/A
3400-6310 Sun Valley Park Rec Contract	30,000	0	0	0	0	0	N/A
3400-6320 Park User Fees	2,970	0	0	0	0	0	N/A
3400-6330 Swim Team Fees	17,428	0	0	0	0	0	N/A
3400-6700 Park Concession Sales	11,436	0	0	0	0	0	N/A
3400-6800 Tree Services	300	0	0	0	0	0	N/A
3400-7800 Private Event Charges	0	0	0	0	0	0	N/A
3500-1100 Parking Fines	20,060	25,726	25,000	20,350	21,000	21,000	-16.0%
3700-1000 Interest Earnings	4,257	5,779	6,000	7,684	6,000	6,000	0.0%
3700-2000 Rent	561,522	233,260	9,000	9,662	9,000	9,000	0.0%
3700-2010 Rent-Park	7,279	0	0	0	0	0	N/A
3700-3500 Cafeteria Plan-Employee Forfeiture	0	0	0	0	0	0	N/A

**GENERAL FUND - 01**

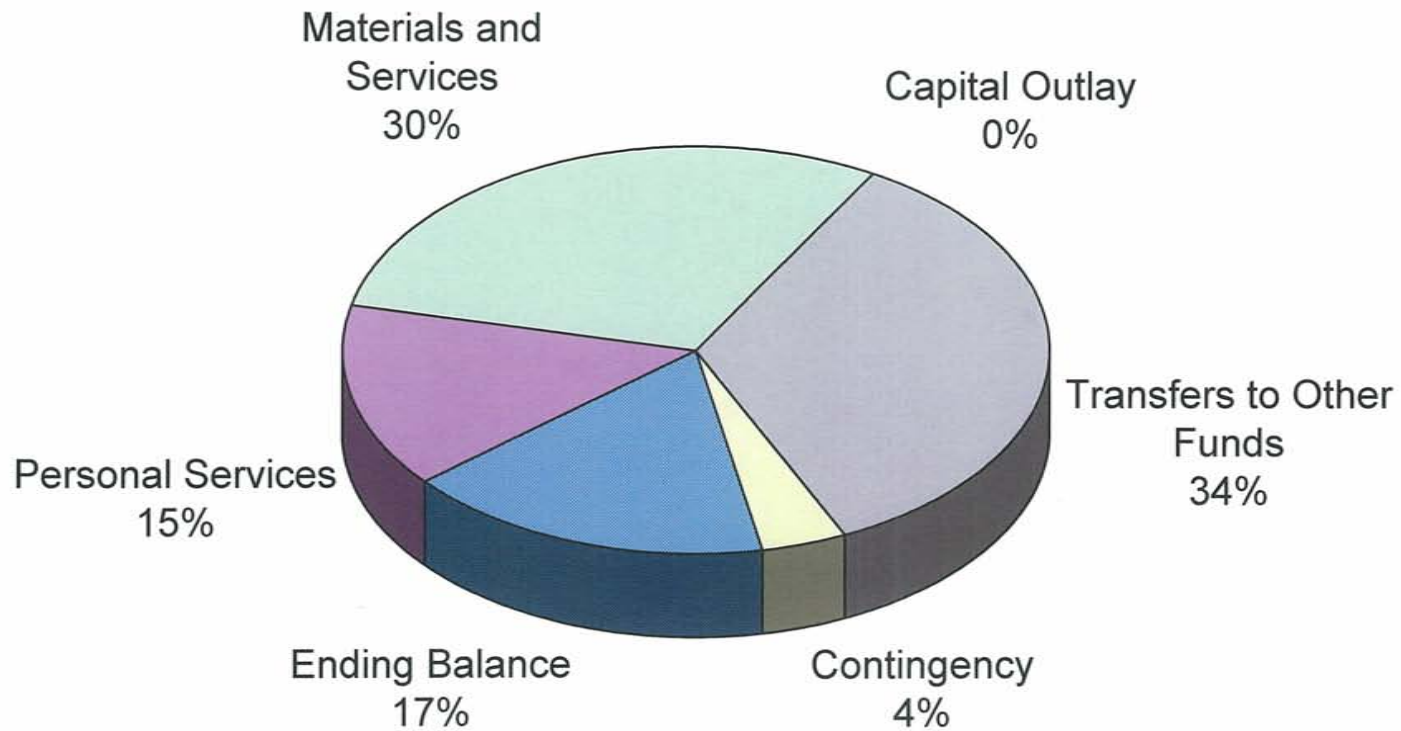
**RESOURCES (Beginning Cash Balance + Revenues) - Continued**

	<b>ACTUAL 2009-10</b>	<b>ACTUAL 2010-11</b>	<b>ADOPTED 2011-12</b>	<b>ESTIMATED 2011-12</b>	<b>PROPOSED 2012-13</b>	<b>ADOPTED 2012-13</b>	<b>% CHANGE FY13/FY12</b>
<b>FUND REVENUE (Continued)</b>							
3700-3600 Refunds and Reimbursements	0	27,765	0	13,953	0	0	N/A
3700-4000 Sale of Fixed Assets-GG	0	1,020	0	0	0	0	N/A
3700-4100 Sale of Fixed Assets-Street	0	0	0	0	0	0	N/A
3700-4200 Arbor Day Grant	0	0	0	0	0	0	N/A
3700-6200 Donations-Park Mem. Bench/Trees	1,070	0	0	0	0	0	N/A
3700-6500 Donations-Private	0	53,492	0	0	0	0	N/A
3700-6700 Donations-C Gates Youth Golf	1,500	0	0	0	0	0	N/A
3700-6900 Donations-Park	26,374	0	0	0	0	0	N/A
3700-7000 Miscellaneous Revenue	59,964	4,401	6,000	119	0	0	-100.0%
3700-8798 URA Reimburse for FY06-07 Exp.	0	0	0	0	0	0	N/A
<b>TOTAL REVENUE</b>	<b>7,093,936</b>	<b>5,153,390</b>	<b>4,837,554</b>	<b>4,987,096</b>	<b>4,997,065</b>	<b>5,042,065</b>	<b>4.2%</b>
<b>TOTAL RESOURCES (Begin. Cash + Revenues)</b>	<b>7,971,702</b>	<b>6,713,304</b>	<b>6,218,703</b>	<b>6,510,102</b>	<b>6,279,348</b>	<b>6,434,488</b>	<b>3.5%</b>



# General Fund Requirements

## General Fund Requirements Summary (By fund categories)

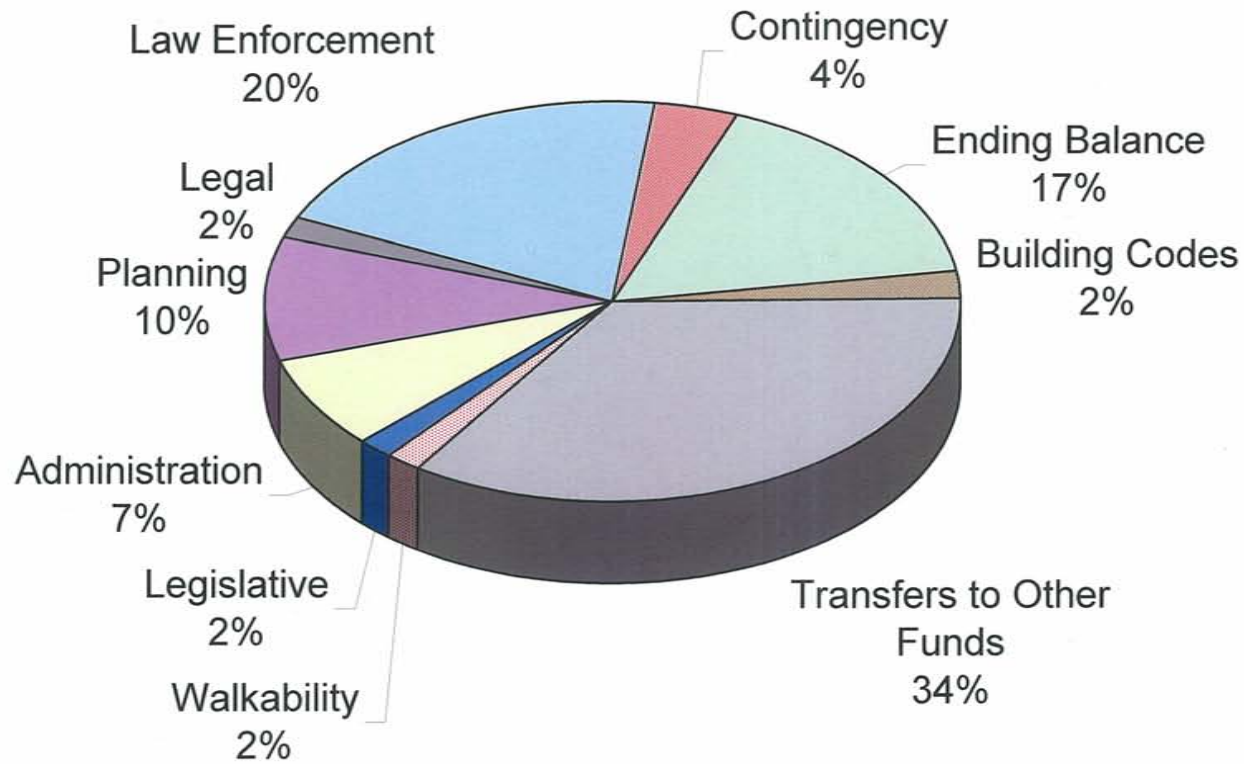


## GENERAL FUND - 01

## REQUIREMENTS SUMMARY (Appropriations + Ending Cash Balance)

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>PERSONAL SERVICES</b>							
Legislative and Executive	76,948	83,383	85,495	85,495	94,994	94,994	11.1%
Administrative Services	215,799	215,482	236,629	229,219	335,338	335,338	41.7%
Legal Services	0	0	0	0	0	0	N/A
Community & Economic Development	442,457	480,257	552,268	497,649	468,269	468,269	-15.2%
General Government Bldg. Maint.	0	0	0	0	0	0	N/A
Human Resources/Risk Mgmt.	0	0	0	0	0	0	N/A
Contracted Community Services	0	0	0	0	0	0	N/A
Law Enforcement	153,612	57,530	10,838	12,883	10,851	10,851	0.1%
Fire and Rescue	540,336	0	0	0	0	0	N/A
Building Code Services	162,432	77,364	45,078	43,822	46,065	46,065	2.2%
Ambulance Services	802,919	0	0	0	0	0	N/A
Street Maintenance	0	0	0	0	0	0	N/A
Parks and Recreation	569,901	0	0	0	0	0	N/A
Non-Departmental	0	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>2,964,404</b>	<b>914,016</b>	<b>930,308</b>	<b>869,068</b>	<b>955,517</b>	<b>955,517</b>	<b>2.7%</b>
<b>MATERIALS AND SERVICES</b>							
Legislative and Executive	472	1,876	13,950	12,340	12,949	12,949	-7.2%
Administrative Services	73,671	85,409	156,436	134,055	143,650	143,650	-8.2%
Legal Services	82,729	84,054	99,569	103,569	103,569	103,569	4.0%
Community & Economic Development	328,466	168,162	217,350	193,567	175,500	175,500	-19.3%
General Government Bldg. Maint.	0	0	0	0	0	0	N/A
Human Resources/Risk Mgmt.	0	0	0	0	0	0	N/A
Contracted Community Services	0	0	0	0	0	0	N/A
Law Enforcement	1,248,262	1,269,112	1,244,300	1,245,800	1,268,750	1,268,750	2.0%
Fire and Rescue	69,130	0	0	0	0	0	N/A
Building Code Services	8,557	66,472	44,950	83,143	94,000	94,000	109.1%
Ambulance Services	66,819	0	0	0	0	0	N/A

## General Fund Requirements Summary (By departmental divisions)



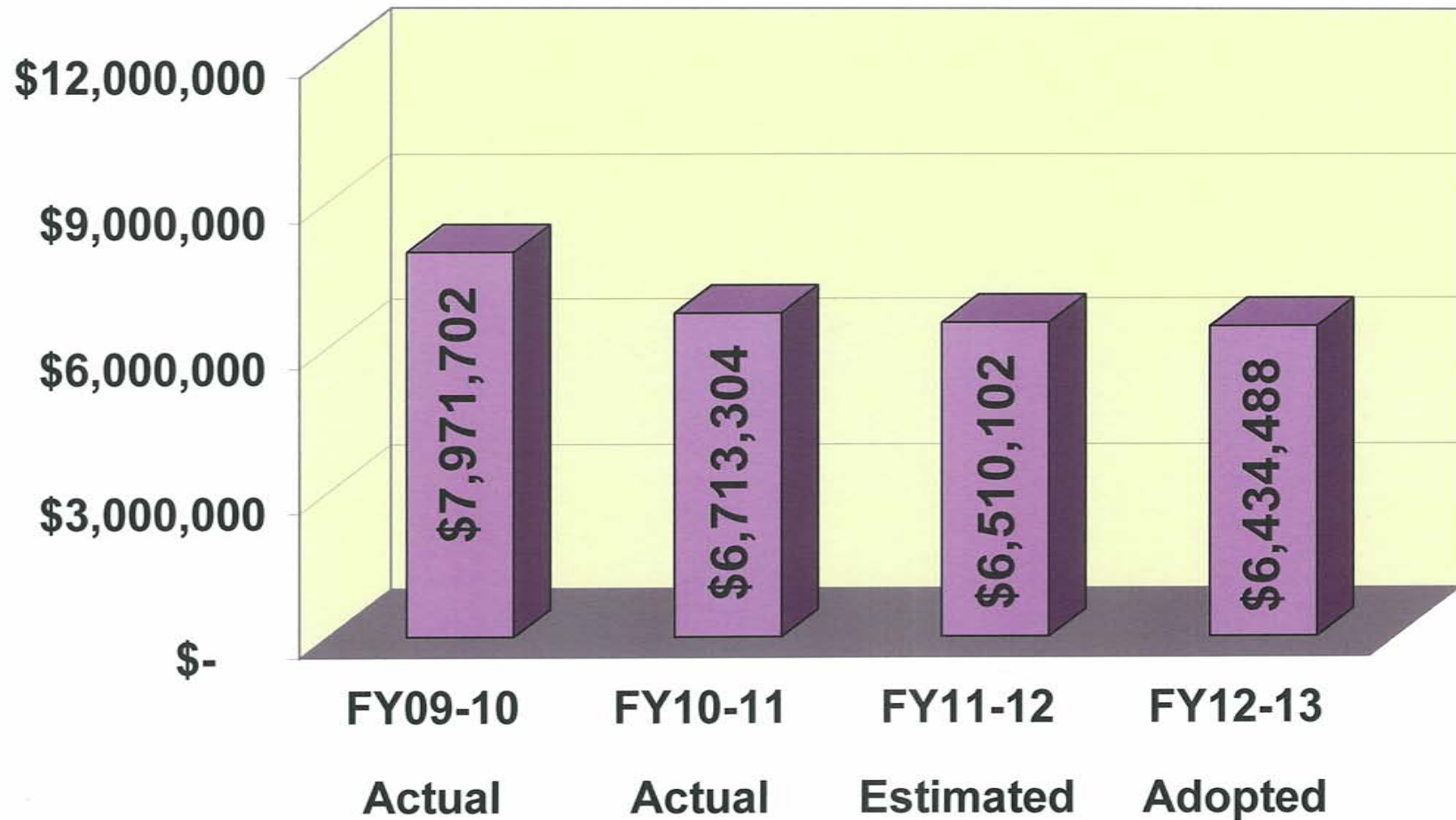
## GENERAL FUND - 01

## REQUIREMENTS SUMMARY (Appropriations + Ending Cash Balance) - Continued

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>MATERIALS AND SERVICES (Continued)</b>							
Street Maintenance	0	0	0	0	0	0	N/A
Parks and Recreation	176,572	0	0	0	0	0	N/A
Non-Departmental	92,260	108,200	35,000	35,000	100,000	100,000	185.7%
<b>TOTAL</b>	<b>2,146,938</b>	<b>1,783,285</b>	<b>1,811,555</b>	<b>1,807,474</b>	<b>1,898,418</b>	<b>1,898,418</b>	<b>4.8%</b>
<b>CAPITAL OUTLAY</b>							
Legislative and Executive	2,560	149	1,422	1,000	1,000	1,000	-29.7%
Administrative Services	0	3,487	4,325	4,000	3,300	3,300	-23.7%
Legal Services	0	0	0	0	0	0	N/A
Community & Economic Development	0	0	0	537	4,000	4,000	N/A
Law Enforcement	0	0	0	0	0	0	N/A
Fire and Rescue	55,859	0	0	0	0	0	N/A
Building Code Services	0	1,750	0	0	1,000	1,000	N/A
Ambulance Services	0	0	0	0	0	0	N/A
Street Maintenance	0	0	0	0	0	0	N/A
Parks and Recreation	24,497	0	0	0	0	0	N/A
Non-Departmental	0	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>82,916</b>	<b>5,386</b>	<b>5,747</b>	<b>5,537</b>	<b>9,300</b>	<b>9,300</b>	<b>61.8%</b>



## General Fund Requirements (Appropriations/Actuals + Unappropriated)



## GENERAL FUND - 01

## REQUIREMENTS SUMMARY (Appropriations + Ending Cash Balance) - Continued

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>TRANSFERS TO OTHER FUNDS</b>							
Non-Departmental	1,213,948	2,393,788	2,235,600	2,235,600	2,235,600	2,235,600	0.0%
<b>CONTINGENCY</b>							
Non-Departmental	3,582	93,823	250,000	200,000	250,000	250,000	0.0%
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>6,411,788</b>	<b>5,190,298</b>	<b>5,233,210</b>	<b>5,117,679</b>	<b>5,348,835</b>	<b>5,348,835</b>	<b>2.2%</b>
<b>ENDING CASH BALANCE (RESERVES)</b>	<b>1,559,914</b>	<b>1,523,006</b>	<b>985,493</b>	<b>1,392,423</b>	<b>930,513</b>	<b>1,085,653</b>	<b>10.2%</b>
<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>7,971,702</b>	<b>6,713,304</b>	<b>6,218,703</b>	<b>6,510,102</b>	<b>6,279,348</b>	<b>6,434,488</b>	<b>3.5%</b>



# **General Fund Legislative & Executive Division**



## **General Fund Legislative & Executive Division**

### **Purpose**

The Legislative and Executive Division provides for the expenses associated with the Mayor, City Council and the City's legislative process.

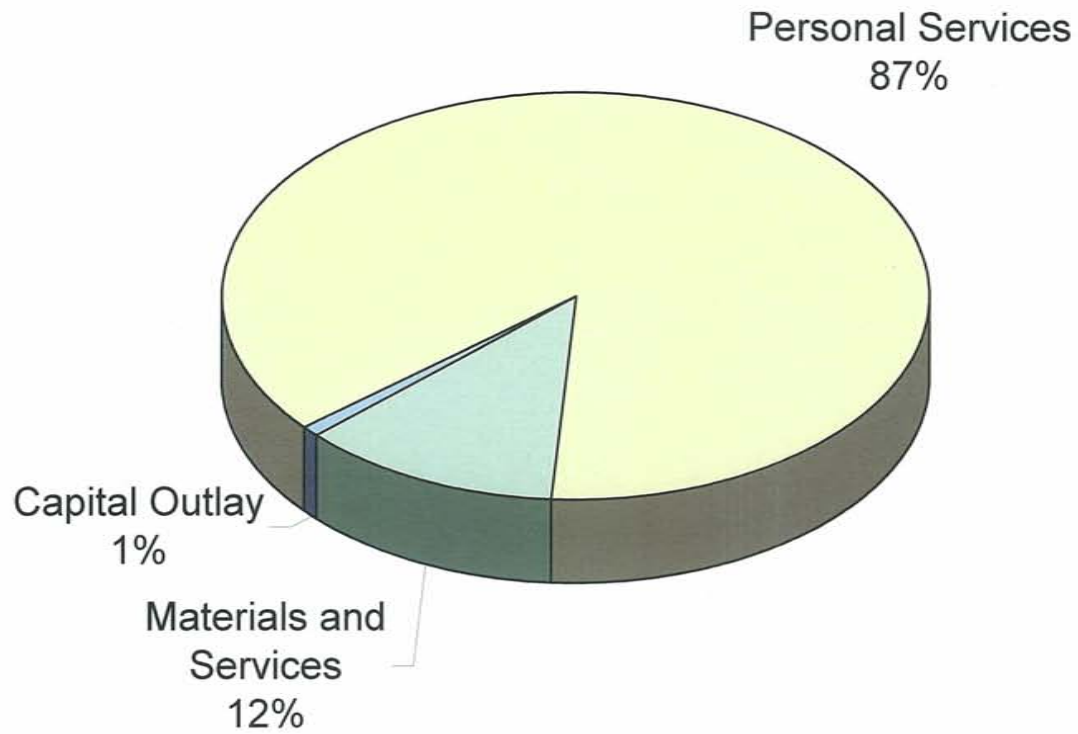
### **FY2012-2013 Objective**

The objective of the Legislative and Executive Division for Fiscal Year 2012-2013 is to provide budgetary authority to support the Mayor, City Council and the City's legislative process.

### **FY2012-2013 Staffing and Expense Allocation**

The Legislative and Executive Division is supported by a cumulative total of 1.75 Elected Official Equivalents. The amounts budgeted in Personal Services reflect this total. Many of the legislative actions taken by the City Council and the executive acts of the Mayor are undertaken on behalf of issues that are outside of the General Fund. As such, 48 percent of the materials and services costs associated with the Legislative and Executive function have been allocated to this division, while the balance of such costs have been assigned to other funds. The amount appropriated in the General Fund for legislative and executive actions represents the costs of such processes associated with General Fund services.

## Legislative & Executive Requirements



**GENERAL FUND 01-4110**

**LEGISLATIVE AND EXECUTIVE APPROPRIATIONS**

		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ESTIMATED</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	<b>% CHANGE</b>
		<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>FY13/FY12</b>
<b>PERSONAL SERVICES</b>								
1000	Salaries	48,474	50,016	49,460	49,460	50,254	50,254	1.6%
2700	Vacation/Sick Accrual	0	0	0	0	0	0	N/A
2800	Employer Paid Taxes and Benefits	28,474	33,367	36,035	36,035	44,740	44,740	24.2%
	<b>TOTAL</b>	<b>76,948</b>	<b>83,383</b>	<b>85,495</b>	<b>85,495</b>	<b>94,994</b>	<b>94,994</b>	<b>11.1%</b>
<b>MATERIALS AND SERVICES</b>								
3100	Office Supplies and Postage	211	199	1,850	1,400	1,850	1,850	N/A
3200	Operating Supplies	24	159	950	700	950	950	N/A
3500	Motor Fuels and Lubricants	0	0	0	0	0	0	N/A
4000	Election Expense	28	117	2,200	341	341	341	-84.5%
4200	Professional Services	130	0	4,700	5,000	5,000	5,000	6.4%
4800	Dues, Subscriptions, Memberships	15	52	150	599	599	599	299.3%
4900	Personnel Travel, Training, Meet.	4	305	0	200	109	109	N/A
4910	Elected Off. Travel, Training, Meet.	38	793	3,150	3,150	3,150	3,150	0.0%
5100	Telephone and Communications	22	251	950	950	950	950	0.0%
6000	Repair & Maintenance-Automotive	0	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>472</b>	<b>1,876</b>	<b>13,950</b>	<b>12,340</b>	<b>12,949</b>	<b>12,949</b>	<b>-7.2%</b>
<b>CAPITAL OUTLAY</b>								
7400	Office Furniture & Equipment	2,560	149	1,422	1,000	1,000	1,000	-29.7%
	<b>TOTAL</b>	<b>2,560</b>	<b>149</b>	<b>1,422</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-29.7%</b>
<b>TOTAL LEGISLATIVE &amp; EXECUTIVE</b>		<b>79,980</b>	<b>85,408</b>	<b>100,867</b>	<b>98,835</b>	<b>108,943</b>	<b>108,943</b>	<b>8.0%</b>





**General Fund  
Administrative Services  
Division**



## **General Fund Administrative Services Division**

### **Purpose**

The Administrative Services Division provides for the general administration of the General Fund and the services it supports.

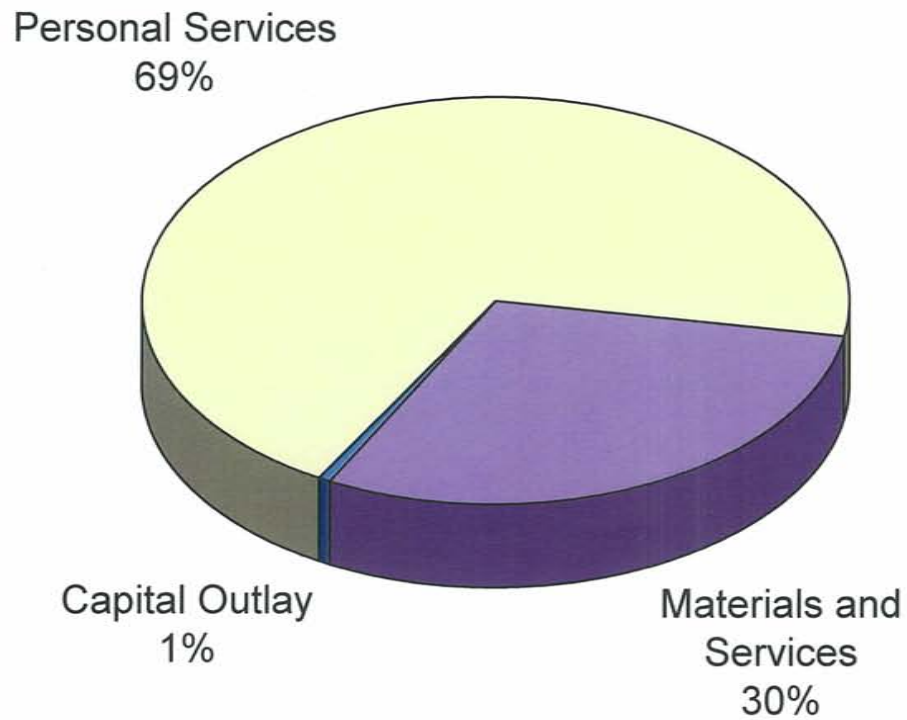
### **FY2012-2013 Objective**

The objective of the Administrative Services Division for Fiscal Year 2012-2013 is to provide budgetary authority to administer the General Fund and the services it supports.

### **FY2012-2013 Staffing and Expense Allocation**

The Administrative Services Division is supported by a cumulative total of 2.8 FTE. The amounts budgeted in Personal Services reflect this total. Many of the services provided by the Administrative Services Department are performed on behalf of issues that are outside of the General Fund. As such, 48 percent of the materials and services costs associated with the Administrative Services Department have been allocated to this division, while the balance of such costs have been assigned to other funds. The amount appropriated in this division for administrative services represents the costs associated with the overall administration of the General Fund.

## Administrative Services Requirements



## GENERAL FUND 01-4150

## ADMINISTRATIVE SERVICES APPROPRIATIONS

		ACTUAL	ACTUAL	ADOPTED	ESTIMATED	PROPOSED	ADOPTED	% CHANGE
		2009-10	2010-11	2011-12	2011-12	2012-13	2012-13	FY13/FY12
<b>PERSONAL SERVICES</b>								
1000	Salaries	144,094	146,578	151,734	151,734	216,009	216,009	42.4%
1900	Overtime	0	0	0	0	505	505	N/A
2700	Vacation/Sick Accrual	0	0	7,410	0	7,996	7,996	7.9%
2800	Employer Paid Taxes and Benefits	71,705	68,904	77,485	77,485	110,828	110,828	43.0%
	<b>TOTAL</b>	<b>215,799</b>	<b>215,482</b>	<b>236,629</b>	<b>229,219</b>	<b>335,338</b>	<b>335,338</b>	<b>41.7%</b>
<b>MATERIALS AND SERVICES</b>								
3100	Office Supplies and Postage	2,531	3,581	5,640	6,000	6,000	6,000	6.4%
3310	State Sales Tax-Gen Gov.	2,088	42	175	30	100	100	-42.9%
3600	Computer Software	0	0	846	300	50	50	-94.1%
4000	Election Expense	6	0	0	0	0	0	N/A
4200	Professional Services	9,729	8,103	20,000	11,000	11,000	11,000	-45.0%
4400	Advertising & Public Notices	1,196	1,760	3,000	2,000	2,000	2,000	-33.3%
4600	Property & Liability Insurance	14,088	22,394	39,000	40,250	40,500	40,500	3.8%
4800	Dues, Subscriptions, Memberships	834	1,909	2,850	3,000	1,300	1,300	-54.4%
4900	Travel, Training and Meetings	3,834	6,170	8,900	8,900	11,100	11,100	24.7%
4950	Tuition Reimbursement	0	0	0	0	0	0	N/A
5100	Telephone and Communications	10,687	10,813	19,450	15,000	16,900	16,900	-13.1%
5110	Computer Network	11,508	13,710	24,000	15,000	16,000	16,000	-33.3%
5200	Utilities	10,089	9,210	15,900	15,900	16,000	16,000	0.6%
5220	Recycling Program-ERC	750	750	1,175	1,175	1,200	1,200	2.1%
5900	Repair and Maintenance-Buildings	6,331	6,967	15,500	15,500	21,500	21,500	38.7%
	<b>TOTAL</b>	<b>73,671</b>	<b>85,409</b>	<b>156,436</b>	<b>134,055</b>	<b>143,650</b>	<b>143,650</b>	<b>-8.2%</b>
<b>CAPITAL OUTLAY</b>								
7400	Office Furniture & Equipment	0	3,487	4,325	4,000	3,300	3,300	-23.7%
	<b>TOTAL</b>	<b>0</b>	<b>3,487</b>	<b>4,325</b>	<b>4,000</b>	<b>3,300</b>	<b>3,300</b>	<b>-23.7%</b>
<b>TOTAL ADMINISTRATIVE SERVICES</b>		<b>289,470</b>	<b>304,378</b>	<b>397,390</b>	<b>367,274</b>	<b>482,288</b>	<b>482,288</b>	<b>21.4%</b>



# **General Fund Legal Services Division**





## **General Fund Legal Services Division**

### **Purpose**

The Legal Services Division provides for the administration of the City's legal services contracts. The law firm of Moore Smith Buxton and Turcke provides legal support to the City organization in civil matters, including legal consultation, preparation and review of legal documents, and representation in civil matters. The Moore Smith contract is open-ended with termination available to either party after a provision of notice. A professional services contract with Attorney Frederick Allington provides for the City's prosecution of misdemeanor crimes, traffic offenses, and ordinance violations occurring within the city limits.

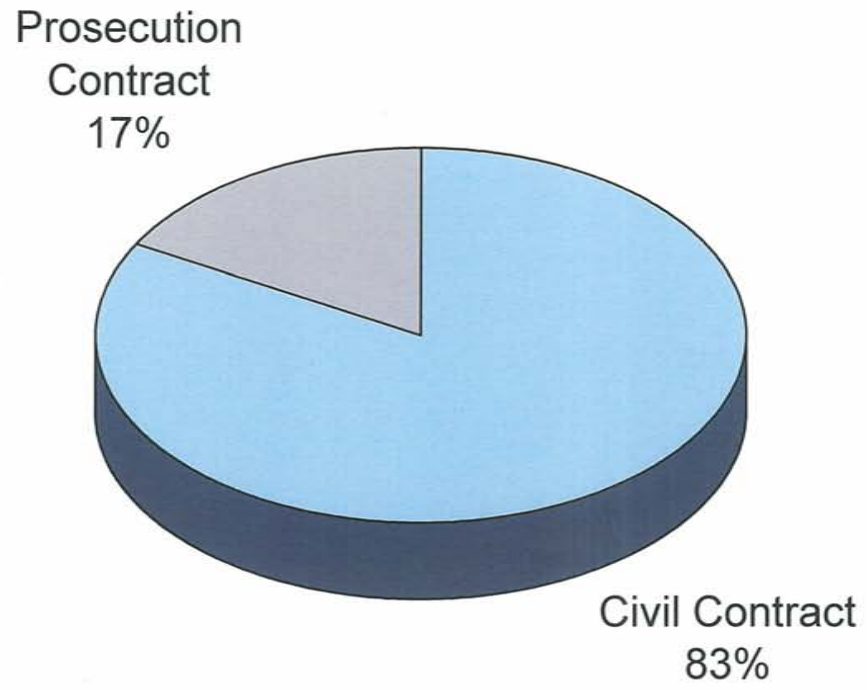
### **FY2012-2013 Objective**

The objective of the Legal Services Division for Fiscal Year 2012-2013 is to provide budget authority for the City's legal services.

### **FY2012-2013 Expense Allocation**

A portion of the work performed under the contract with the Moore Smith law firm is on behalf of matters falling outside of the General Fund. As a result, 48 percent of the costs of this contract have been allocated to this division, while the balance has been assigned to other funds. One-hundred percent of the Allington contract is budgeted in this division.

# Legal Services Requirements



## GENERAL FUND 01-4160

## LEGAL SERVICES APPROPRIATIONS

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>PERSONAL SERVICES</b>							
1000 Salaries	0	0	0	0	0	0	N/A
1900 Overtime	0	0	0	0	0	0	N/A
2700 Vacation/Sick Accrual	0	0	0	0	0	0	N/A
2800 Employer Paid Taxes and Benefits	0	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>MATERIALS AND SERVICES</b>							
3100 Office Supplies and Postage	0	0	0	0	0	0	N/A
4200 Professional Services	65,160	66,485	82,000	86,000	86,000	86,000	4.9%
4270 City Prosecutor	17,569	17,569	17,569	17,569	17,569	17,569	0.0%
4800 Dues, Subscriptions, Memberships	0	0	0	0	0	0	N/A
4900 Travel, Training and Meetings	0	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>82,729</b>	<b>84,054</b>	<b>99,569</b>	<b>103,569</b>	<b>103,569</b>	<b>103,569</b>	<b>4.0%</b>
<b>CAPITAL OUTLAY</b>							
7400 Office Furniture & Equipment	0	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>TOTAL LEGAL SERVICES</b>	<b>82,729</b>	<b>84,054</b>	<b>99,569</b>	<b>103,569</b>	<b>103,569</b>	<b>103,569</b>	<b>4.0%</b>



**General Fund  
Community Planning & Development  
Division**



## **General Fund Community Planning and Development Division**

### **Purpose**

The Community Planning and Development Division provides budget authority for the administration of the City's economic development, land use, planning and zoning, development regulations, and community housing issues. These functions are performed by the City's Community Planning and Development Department.

### **FY2012-2013 Objective**

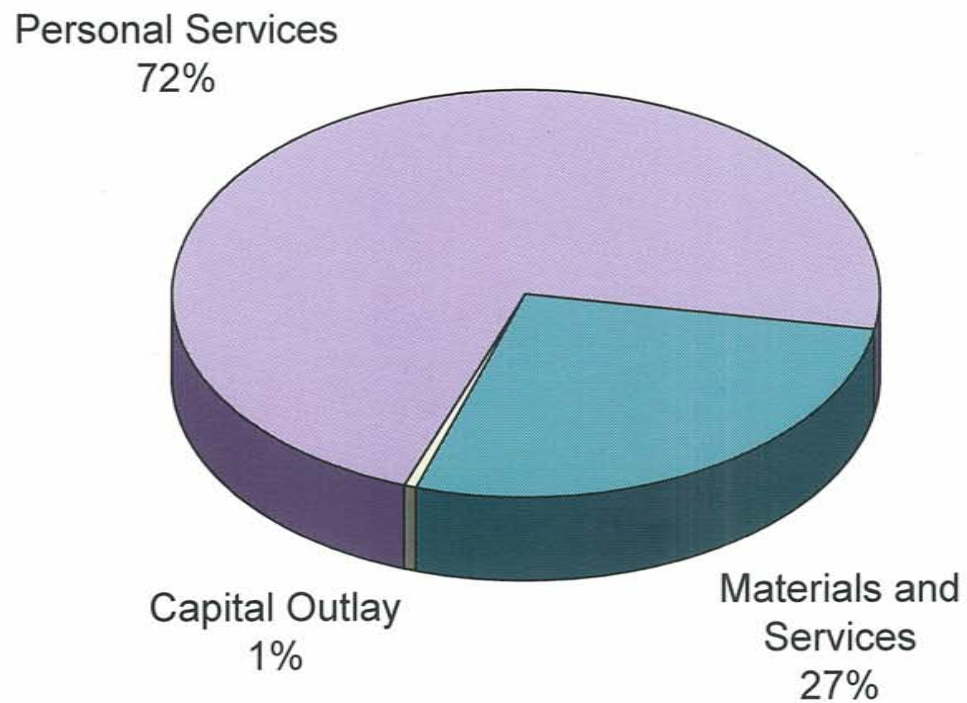
The objective of the Community Planning and Development Division for Fiscal Year 2012-2013 is to provide budget authority for a broad range of economic development and planning activities. Completion of the City-wide comprehensive plan update is anticipated during FY2012-13. The project includes an analysis of existing conditions, updating of land capacity information and other baseline data and an innovative community outreach program.

### **FY2012-2013 Staffing**

The Community Planning and Development Division is supported by a cumulative total of 4.0 FTE. The amounts budgeted in Personal Services reflect this total.



## Community Planning & Development Requirements



**GENERAL FUND 01-4170**

**COMMUNITY AND ECONOMIC DEVELOPMENT APPROPRIATIONS**

		ACTUAL	ACTUAL	ADOPTED	ESTIMATED	PROPOSED	ADOPTED	% CHANGE
		2009-10	2010-11	2011-12	2011-12	2012-13	2012-13	FY13/FY12
<b>PERSONAL SERVICES</b>								
1000	Salaries	301,069	336,309	371,912	342,272	304,281	304,281	-18.2%
1200	Planning and Zoning Commission	25,950	16,950	26,000	20,000	26,000	26,000	0.0%
1600	Seasonal Wages	0	0	0	0	10,000	10,000	N/A
1900	Overtime	0	1,107	0	0	0	0	N/A
2700	Vacation/Sick Accrual	3,983	1,729	5,116	0	4,986	4,986	-2.5%
2800	Employer Paid Taxes and Benefits	111,455	124,162	149,240	135,377	123,002	123,002	-17.6%
	<b>TOTAL</b>	<b>442,457</b>	<b>480,257</b>	<b>552,268</b>	<b>497,649</b>	<b>468,269</b>	<b>468,269</b>	<b>-15.2%</b>
<b>MATERIALS AND SERVICES</b>								
3100	Office Supplies and Postage	9,105	10,899	12,500	11,000	11,000	11,000	-12.0%
3160	Office Supplies & Postage - Hotels	6,498	3,540	1,000	3,700	1,500	1,500	50.0%
3600	Computer Software	0	148	2,000	1,000	1,500	1,500	-25.0%
4200	Professional Services	34,435	52,668	25,000	25,000	45,000	45,000	80.0%
4260	Professional Services - Hotels	20,253	2,125	10,000	0	0	0	-100.0%
4261	Professional Services - WS Ranch	26,776	2,994	0	9,667	0	0	N/A
4264	Professional Services - Bald Lodge	43,479	0	0	0	0	0	N/A
4265	Professional Services - River Run	163,485	12,426	0	0	0	0	N/A
4266	Professional Services - Econ Dev	0	44,859	25,000	30,000	25,000	25,000	0.0%
4267	Professional Services - Comp Plan	0	0	90,000	75,000	55,000	55,000	-38.9%
4400	Advertising & Public Notices	2,984	4,288	10,000	6,500	7,500	7,500	-25.0%
4460	Advertising & Public Notices-Hotels	0	0	0	0	0	0	N/A
4500	Graphic Information System	14,312	11,249	15,000	18,000	15,000	15,000	0.0%
4800	Dues, Subscriptions, Memberships	804	1,660	3,000	3,000	3,000	3,000	0.0%
4900	Travel, Training and Meetings	4,867	18,721	16,850	10,000	9,000	9,000	-46.6%
4970	Travel, Training and Meetings-P&Z	0	0	5,000	0	1,000	1,000	-80.0%
6910	Other Purchased Services	1,468	2,585	2,000	700	1,000	1,000	-50.0%
	<b>TOTAL</b>	<b>328,466</b>	<b>168,162</b>	<b>217,350</b>	<b>193,567</b>	<b>175,500</b>	<b>175,500</b>	<b>-19.3%</b>
<b>CAPITAL OUTLAY</b>								
7400	Office Furniture & Equipment	0	0	0	537	4,000	4,000	N/A
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>537</b>	<b>4,000</b>	<b>4,000</b>	<b>N/A</b>
<b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOP.</b>		<b>770,923</b>	<b>648,419</b>	<b>769,618</b>	<b>691,753</b>	<b>647,769</b>	<b>647,769</b>	<b>-15.8%</b>



# Law Enforcement Division



## **Law Enforcement Division**

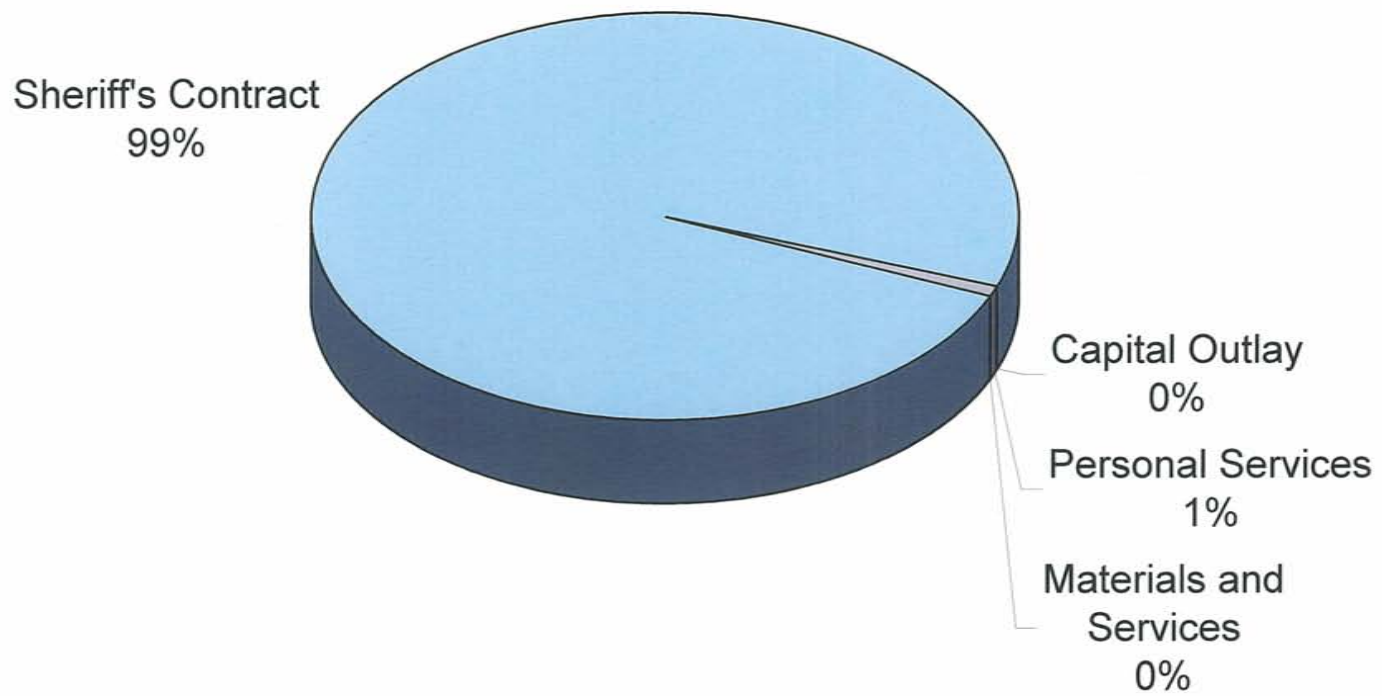
### **Purpose**

The Law Enforcement Division provides the primary financial support for the provision of police services in the City. Police services are provided to the City by the Blaine County Sheriff's Office (BCSO) through a contract for services. The BCSO provides policing services to the Ketchum community through a staff of ten (10) sworn officers (including the Chief of Police), two (2) community service officers, and two (2) administrative support positions. The BCSO Police Services Contract for FY2012-2013 will expire on September 30, 2013.

### **FY2012-2013 Objective**

The objective of the Law Enforcement Division for Fiscal Year 2012-2013 is to provide budget authority to support the BCSO contract and other costs related to the Ketchum Police Department.

## Law Enforcement Requirements



## GENERAL FUND 01-4210

## LAW ENFORCEMENT APPROPRIATIONS

		ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>PERSONAL SERVICES</b>								
1000	Salaries	15,464	8,987	8,365	9,917	8,331	8,331	-0.4%
1500	Part-Time Wages	0	0	0	0	0	0	N/A
1800	Differential Wages	8,723	6,215	0	0	0	0	N/A
1900	Overtime	0	0	0	0	0	0	N/A
2000	Special Event Overtime	0	0	0	0	0	0	N/A
2700	Vacation/Sick Accrual	0	0	277	0	357	357	28.9%
2750	Ins Equalization-BCSO Contract	35,396	28,643	0	0	0	0	N/A
2760	Housing Allowance	4,200	0	0	0	0	0	N/A
2800	Employer Paid Taxes and Benefits	89,829	13,685	2,196	2,966	2,163	2,163	-1.5%
	<b>TOTAL</b>	<b>153,612</b>	<b>57,530</b>	<b>10,838</b>	<b>12,883</b>	<b>10,851</b>	<b>10,851</b>	<b>0.1%</b>
<b>MATERIALS AND SERVICES</b>								
3100	Office Supplies and Postage	2,326	915	0	1,500	1,500	1,500	N/A
3200	Operating Supplies	0	0	0	0	0	0	N/A
3500	Motor Fuels and Lubricants	0	0	0	0	0	0	N/A
3600	Computer Software	0	0	0	0	0	0	N/A
4200	Professional Services	770	1,053	0	0	0	0	N/A
4210	Professional Services-Snow Tows	0	0	0	0	0	0	N/A
4250	Professional Svcs-BCSO Contract	1,245,166	1,267,144	1,244,300	1,244,300	1,267,250	1,267,250	1.8%
4800	Dues, Subscriptions, Memberships	0	0	0	0	0	0	N/A
4900	Travel, Training and Meetings	0	0	0	0	0	0	N/A
5100	Telephone and Communications	0	0	0	0	0	0	N/A
6000	Repair & Maintenance-Automotive	0	0	0	0	0	0	N/A
6910	Other Purchased Services	0	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>1,248,262</b>	<b>1,269,112</b>	<b>1,244,300</b>	<b>1,245,800</b>	<b>1,268,750</b>	<b>1,268,750</b>	<b>2.0%</b>
<b>CAPITAL OUTLAY</b>								
7400	Office Furniture & Equipment	0	0	0	0	0	0	N/A
7500	Automotive Equipment	0	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>TOTAL LAW ENFORCEMENT</b>		<b>1,401,874</b>	<b>1,326,642</b>	<b>1,255,138</b>	<b>1,258,683</b>	<b>1,279,601</b>	<b>1,279,601</b>	<b>1.9%</b>





**General Fund  
Fire and Rescue  
Division**

## **General Fund Fire and Rescue Division**

### **Purpose**

The Fire and Rescue Division is defunct. Expenditures previously budgeted in this division have been reallocated to the Fire and Rescue Fund.

### **FY2012-2013 Objectives**

There are no objectives for the Fire and Rescue Division for Fiscal Year 2012-2013.

**GENERAL FUND 01-4230**

**FIRE AND RESCUE APPROPRIATIONS**

		ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>PERSONAL SERVICES</b>								
1000	Salaries	286,589	0	0	0	0	0	N/A
1500	On-Call Wages	62,785	0	0	0	0	0	N/A
1900	Overtime	6,079	0	0	0	0	0	N/A
2310	Deferred Comp/Pd On-call/PT EMP	5,000	0	0	0	0	0	N/A
2700	Vacation/Sick Accrual	0	0	0	0	0	0	N/A
2900	Performance Awards	1,960	0	0	0	0	0	N/A
2800	Employer Paid Taxes and Benefits	177,923	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>540,336</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>MATERIALS AND SERVICES</b>								
3200	Operating Supplies	29,757	0	0	0	0	0	N/A
3500	Motor Fuels and Lubricants	5,790	0	0	0	0	0	N/A
3600	Computer Software	0	0	0	0	0	0	N/A
4200	Professional Services	4,245	0	0	0	0	0	N/A
4900	Travel, Training and Meetings	3,310	0	0	0	0	0	N/A
4902	Training-Fire Chief	0	0	0	0	0	0	N/A
4903	Training-Asst. Fire Chief	0	0	0	0	0	0	N/A
4950	Tuition Reimbursement	0	0	0	0	0	0	N/A
5100	Telephone and Communications	3,042	0	0	0	0	0	N/A
6000	Repair & Maintenance-Automotive	17,490	0	0	0	0	0	N/A
6100	Repair & Maintenance-Equipment	4,366	0	0	0	0	0	N/A
6910	Other Purchased Services	1,130	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>69,130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>CAPITAL OUTLAY</b>								
7500	Automotive Equipment	0	0	0	0	0	0	N/A
7600	Other Machinery & Equipment	0	0	0	0	0	0	N/A
7700	Leases	55,859	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>55,859</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>TOTAL FIRE AND RESCUE</b>		<b>665,325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>



**General Fund  
Ambulance Services  
Division**

## **General Fund Ambulance Services Division**

### **Purpose**

The Ambulance Services Division is defunct. Expenditures previously budgeted in this division have been reallocated to the Ambulance Services Fund.

### **FY2012-2013 Objectives**

There are no objectives for the Ambulance Services Division for Fiscal Year 2012-2013.

## GENERAL FUND 01-4260

## AMBULANCE SERVICES APPROPRIATIONS

		ACTUAL	ACTUAL	ADOPTED	ESTIMATED	PROPOSED	ADOPTED	% CHANGE
		2009-10	2010-11	2011-12	2011-12	2012-13	2012-13	FY13/FY12
<b>PERSONAL SERVICES</b>								
1000	Salaries	424,812	0	0	0	0	0	N/A
1500	On-Call Wages	59,672	0	0	0	0	0	N/A
1800	Differential Wages-Paramedics	32,160	0	0	0	0	0	N/A
1900	Overtime	9,119	0	0	0	0	0	N/A
2310	Deferred Comp/Pd On-call/PT EMP	5,000	0	0	0	0	0	N/A
2700	Vacation/Sick Accrual	0	0	0	0	0	0	N/A
2900	Performance Awards	1,793	0	0	0	0	0	N/A
2800	Employer Paid Taxes and Benefits	270,363	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>802,919</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>MATERIALS AND SERVICES</b>								
3200	Operating Supplies	28,271	0	0	0	0	0	N/A
3500	Motor Fuels and Lubricants	7,415	0	0	0	0	0	N/A
3600	Computer Software	0	0	0	0	0	0	N/A
4200	Professional Services	4,361	0	0	0	0	0	N/A
4900	Travel, Training and Meetings	8,001	0	0	0	0	0	N/A
4902	Training-Fire Chief	0	0	0	0	0	0	N/A
4903	Training-Asst. Fire Chief	0	0	0	0	0	0	N/A
4910	Training-Avalanche	3,000	0	0	0	0	0	N/A
4950	Tuition Reimbursement	0	0	0	0	0	0	N/A
5100	Telephone and Communications	3,858	0	0	0	0	0	N/A
6000	Repair & Maintenance-Automotive	7,213	0	0	0	0	0	N/A
6100	Repair & Maintenance-Equipment	3,570	0	0	0	0	0	N/A
6910	Other Purchased Services	1,130	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>66,819</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>CAPITAL OUTLAY</b>								
7600	Other Machinery & Equipment	0	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>TOTAL AMBULANCE SERVICES</b>		<b>869,738</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>





# **General Fund Building Codes Division**



## **General Fund Building Codes Division**

### **Purpose**

The Building Codes Division, which is a division of the Community Planning and Development Department, provides financial support for the provision of building safety services in the City. Building Safety services are provided to the City by the Idaho Division of Building Safety (IDBS) through a contract for services. The IDBS provides building safety services to the Ketchum community through an assigned building inspector who works out of Ketchum City Hall. The IDBS inspector is backed-up by the technology capabilities, specialized staff and general resources of the IDBS. The City provides support to the IDBS inspector with part-time clerical support. The IDBS Contract is open-ended with termination available to either party after a provision of notice.

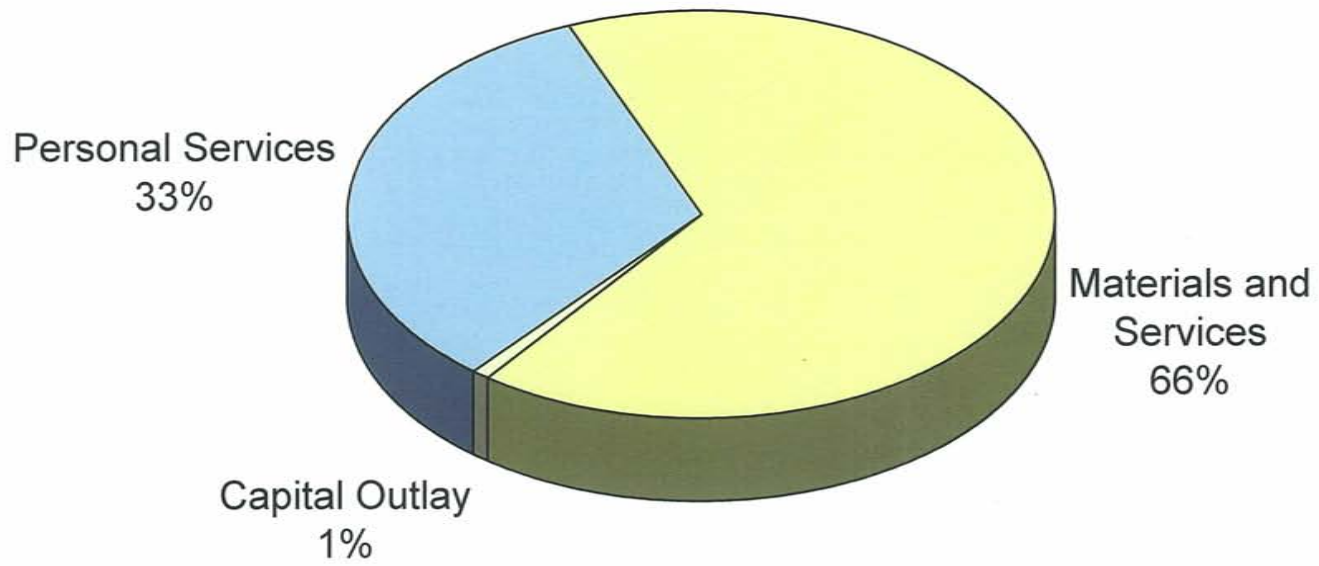
### **FY2012-2013 Objective**

The objective of the Building Codes Division for Fiscal Year 2012-2013 is to provide budget authority to support the IDBS contract and other related costs,

### **FY2012-2013 Staffing**

The Building Codes Division is supported by a cumulative total of 0.6 FTE. The amounts budgeted in Personal Services reflect this total.

## Building Codes Requirements



## GENERAL FUND 01-4240

## BUILDING CODE SERVICES APPROPRIATIONS

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>PERSONAL SERVICES</b>							
1000 Salaries	112,625	43,877	26,807	26,907	27,219	27,219	1.5%
1300 Board of Appeals	0	0	0	0	0	0	N/A
2700 Vacation/Sick Accrual	0	6,187	1,856	0	1,744	1,744	-6.0%
2800 Employer Paid Taxes and Benefits	49,807	27,300	16,415	16,915	17,102	17,102	4.2%
<b>TOTAL</b>	<b>162,432</b>	<b>77,364</b>	<b>45,078</b>	<b>43,822</b>	<b>46,065</b>	<b>46,065</b>	<b>2.2%</b>
<b>MATERIALS AND SERVICES</b>							
3200 Operating Supplies	2,306	3,166	1,500	2,500	2,000	2,000	33.3%
3500 Motor Fuels and Lubricants	737	65	750	0	0	0	-100.0%
3600 Computer Software	0	0	0	0	0	0	N/A
4200 Professional Services	2,652	2,469	2,200	500	2,000	2,000	-9.1%
4210 Professional Services-IDBS	0	59,829	40,000	80,000	90,000	90,000	125.0%
4800 Dues, Subscriptions, Memberships	1,246	286	0	143	0	0	N/A
4900 Travel, Training and Meetings	1,136	430	0	0	0	0	N/A
5100 Telephone and Communications	373	227	500	0	0	0	-100.0%
6000 Repair & Maintenance-Automotive	107	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>8,557</b>	<b>66,472</b>	<b>44,950</b>	<b>83,143</b>	<b>94,000</b>	<b>94,000</b>	<b>109.1%</b>
<b>CAPITAL OUTLAY</b>							
7400 Office Furniture & Equipment	0	1,750	0	0	1,000	1,000	N/A
7500 Automotive Equipment	0	0	0	0	0	0	N/A
7600 Other Machinery & Equipment	0	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>N/A</b>
<b>TOTAL BUILDING CODE SERVICES</b>	<b>170,989</b>	<b>145,586</b>	<b>90,028</b>	<b>126,965</b>	<b>141,065</b>	<b>141,065</b>	<b>56.7%</b>



**General Fund  
Parks and Recreation  
Division**



## **General Fund Parks and Recreation Division**

### **Purpose**

The Parks and Recreation Division is defunct. Expenditures previously budgeted in this division have been reallocated to the Parks and Recreation Fund.

### **FY2012-2013 Objectives**

There are no objectives for the Parks and Recreation Division for Fiscal Year 2012-2013.

**GENERAL FUND 01-4510**

**PARKS AND RECREATION APPROPRIATIONS**

		ACTUAL	ACTUAL	ADOPTED	ESTIMATED	PROPOSED	ADOPTED	% CHANGE
		2009-10	2010-11	2011-12	2011-12	2012-13	2012-13	FY13/FY12
<b>PERSONAL SERVICES</b>								
1000	Salaries	250,378	0	0	0	0	0	N/A
1500	On-Call Wages	53,885	0	0	0	0	0	N/A
1600	Seasonal Wages	116,882	0	0	0	0	0	N/A
1900	Overtime	200	0	0	0	0	0	N/A
2700	Vacation/Sick Accrual	0	0	0	0	0	0	N/A
2800	Employer Paid Taxes and Benefits	148,556	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>569,901</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>MATERIALS AND SERVICES</b>								
3100	Office Supplies and Postage	1,439	0	0	0	0	0	N/A
3200	Operating Supplies	9,024	0	0	0	0	0	N/A
3210	Special Events Supplies	272	0	0	0	0	0	N/A
3250	Recreation Supplies	8,228	0	0	0	0	0	N/A
3260	Halloween Supplies	0	0	0	0	0	0	N/A
3280	Youth Golf	1,000	0	0	0	0	0	N/A
3300	Concession Supplies	8,328	0	0	0	0	0	N/A
3500	Motor Fuels and Lubricants	6,293	0	0	0	0	0	N/A
3600	Computer Software	1,700	0	0	0	0	0	N/A
4200	Professional Services	27,086	0	0	0	0	0	N/A
4210	Professional Services-City Trees	21,696	0	0	0	0	0	N/A
4220	Professional Services-Beautification	31,005	0	0	0	0	0	N/A
4230	Professional Services-Weed Abate	0	0	0	0	0	0	N/A
4410	Advertising and Publications	3,239	0	0	0	0	0	N/A
4800	Dues, Subscriptions, Memberships	774	0	0	0	0	0	N/A
4900	Travel, Training and Meetings	422	0	0	0	0	0	N/A
5000	Cleaning Service	0	0	0	0	0	0	N/A
5010	Cleaning Service - Forest Svc Park	0	0	0	0	0	0	N/A
5100	Telephone and Communications	2,614	0	0	0	0	0	N/A
5200	Utilities	22,075	0	0	0	0	0	N/A
6000	Repair & Maintenance-Automotive	1,520	0	0	0	0	0	N/A
6100	Repair & Maintenance-Equipment	4,550	0	0	0	0	0	N/A
6950	Maintenance	23,097	0	0	0	0	0	N/A
6990	Skate Park	2,210	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>176,572</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>



GENERAL FUND 01-4510

PARKS AND RECREATION APPROPRIATIONS - Continued

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>CAPITAL OUTLAY</b>							
7300 Capital Maintenance	0	0	0	0	0	0	N/A
7400 Office Furniture & Equipment	0	0	0	0	0	0	N/A
7500 Automotive Equipment	0	0	0	0	0	0	N/A
7600 Other Machinery & Equipment	0	0	0	0	0	0	N/A
7700 Leases	0	0	0	0	0	0	N/A
7702 Transfer to Internal Service Fund	0	0	0	0	0	0	N/A
7800 Pump Park Construction	24,497	0	0	0	0	0	N/A
<b>TOTAL</b>	<b>24,497</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>TOTAL PARKS AND RECREATION</b>	<b>770,970</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>



# **General Fund Non-Departmental Division**

## **General Fund Non-Departmental Division**

### **Purpose**

The Non-Departmental Division provides budget authority for specific financial considerations. These considerations include transfer payments to the Street Maintenance, Fire and Rescue, Ambulance Services, and Parks and Recreation Funds and provision of an operating contingency for the General Fund. This division is also used to show the total of all General Fund requirements (appropriations), the projected ending fund balance, and the fund total.

### **FY2012-2013 Objectives**

The objectives of the Non-Departmental Division for Fiscal Year 2012-2013 is to provide budget authority for budget transfers to support the Street Maintenance Fund, Fire and Rescue, Ambulance Services, and Parks and Recreation Funds and provision of a General Fund contingency and to plan the ending fund balance.

## GENERAL FUND 01-4193/4196/4197/4198

## NON-DEPARTMENTAL APPROPRIATIONS &amp; ENDING CASH BALANCE

		ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED 2011-12	ESTIMATED 2011-12	PROPOSED 2012-13	ADOPTED 2012-13	% CHANGE FY13/FY12
<b>MATERIALS AND SERVICES</b>								
6400	URA Rent Refund (Budget Amend)	0	83,200	0	0	0	0	N/A
4200	Professional Services - BLM/WWP	0	0	35,000	35,000	0	0	-100.0%
6512	CDC Initiatives (Budget Amend)	32,000	25,000	0	0	0	0	N/A
7600	Emergency Generator	60,260	0	0	0	0	0	N/A
7850	KCDC Walkability Project	0	0	0	0	100,000	100,000	N/A
	<b>TOTAL</b>	<b>92,260</b>	<b>108,200</b>	<b>35,000</b>	<b>35,000</b>	<b>100,000</b>	<b>100,000</b>	<b>185.7%</b>
<b>TRANSFERS TO OTHER FUNDS</b>								
8802	Transfer to Wagon Days Fund	0	0	0	0	0	0	N/A
8804	Transfer to Streets Fund	976,212	1,123,476	923,484	923,484	923,484	923,484	0.0%
8810	Transfer to Fire and Rescue Fund	0	472,932	471,708	471,708	471,708	471,708	0.0%
8814	Transfer to Ambulance Fund	0	93,460	44,664	44,664	44,664	44,664	0.0%
8818	Transfer to Parks & Rec Fund	0	703,920	795,744	795,744	795,744	795,744	0.0%
8822	Transfer to LOT Fund	720	0	0	0	0	0	N/A
8823	Transfer to LOT Fund Reserve	65,400	0	0	0	0	0	N/A
8850	Transfer to CIP Fund	160,000	0	0	0	0	0	N/A
8863	Transfer to Water Fund	5,106	0	0	0	0	0	N/A
8865	Transfer to Wastewater Fund	6,510	0	0	0	0	0	N/A
	<b>TOTAL</b>	<b>1,213,948</b>	<b>2,393,788</b>	<b>2,235,600</b>	<b>2,235,600</b>	<b>2,235,600</b>	<b>2,235,600</b>	<b>0.0%</b>
<b>CONTINGENCY</b>								
9930	Operating Contingency	3,582	93,823	250,000	200,000	250,000	250,000	0.0%
	<b>TOTAL</b>	<b>3,582</b>	<b>93,823</b>	<b>250,000</b>	<b>200,000</b>	<b>250,000</b>	<b>250,000</b>	<b>0.0%</b>
<b>TOTAL NON-DEPARTMENTAL</b>		<b>1,309,790</b>	<b>2,595,811</b>	<b>2,520,600</b>	<b>2,470,600</b>	<b>2,585,600</b>	<b>2,585,600</b>	<b>2.6%</b>
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>		<b>6,411,788</b>	<b>5,190,298</b>	<b>5,233,210</b>	<b>5,117,679</b>	<b>5,348,835</b>	<b>5,348,835</b>	<b>2.2%</b>
<b>ENDING CASH BALANCE (RESERVES)</b>		<b>1,559,914</b>	<b>1,523,006</b>	<b>985,493</b>	<b>1,392,423</b>	<b>930,513</b>	<b>1,085,653</b>	<b>10.2%</b>
<b>TOTAL GENERAL FUND REQUIREMENTS</b>		<b>7,971,702</b>	<b>6,713,304</b>	<b>6,218,703</b>	<b>6,510,102</b>	<b>6,279,348</b>	<b>6,434,488</b>	<b>3.5%</b>



