



**Fiscal Year 2013-2014  
Adopted Budget**

**City of Ketchum, Idaho  
Fiscal Year 2013-2014  
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

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



August 26, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

### **FY2013-2014 Budget Message**

The Fiscal Year 2013-2014 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, 2013 to September 30, 2014. 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.

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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 FY2013-2014, 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.



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The Fiscal Year 2013-2014 Proposed Budget totals \$17,797,813 in appropriations. This total reflects a 3.2 percent decrease, or a reduction of \$590,506 in budget authority, as compared to the adopted (and amended) Fiscal Year 2012-2013 Budget.

It should be noted that while budget appropriations total \$17,797,813, 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 \$3,370,761 from total appropriations results in a total *effective* budget of \$14,427,052. This amount is \$262,329 less than the *effective* budget for FY2012-2013, and represents a 1.8 percent decrease.

The City's proposed operating budget, which consists of personal services, materials and services, debt service, and contingencies, totals \$13,478,105, which represents an increase of 5.0 percent, or \$647,496 more, as compared to the adopted FY2012-2013 operating budget.

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The City's proposed budget for capital outlay for FY2013-2014 totals \$948,947, representing a decrease of 48.9 percent, or \$909,825, as compared to the FY2012-2013 capital budget.

Unappropriated financial reserves for all budget funds total \$3,499,777, representing a slight decrease, or \$19,060, less than FY2012-2013 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 down \$272,015, or 18.1 percent, from \$1,502,707 in FY2012-2013 to a projected \$1,230,692 in FY2013-2014.

Local Option Tax (LOT) receipts for FY2012-2013 were budgeted at \$1,738,199, with an additional growth reserve of \$347,640. Actual collections are estimated to finish the fiscal year at \$1,847,363, representing an increase

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of \$109,164, or 6.2 percent, as compared to budgeted collections. FY2013-2014 Local Option Tax receipts are budgeted at \$1,847,363 in expected revenues. An additional 20 percent increment, or \$369,472, 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 \$2,216,835.

A two (2) percent cost of living increase has been included in the budget for all non-union full-time employees to become effective on October 1, 2013.

A staffing level of 5 elected officials equivalent (EOE) and 48.55 Full Time Employee equivalents (FTE) is supported by the proposed FY2013-2014 budget.

At the June 3, 2013 City Council meeting, the Council reviewed a list of budget objectives for the FY2013-2014 budget. The following is a recitation of each of these objectives with a corresponding response demonstrating how each objective was achieved.



### **FY2013-2014 Budget Objectives**

- Maintain the General Fund balance as close as possible to 17 percent of operating revenues.

Response: The General Fund balance is estimated to finish FY2013-2014 at 17.4 percent of operating revenues, or \$918,962.

- Appropriate \$70K from the General Fund balance to provide support to the Blaine County Housing Authority.

Response: \$63K was included in the Non-Departmental Division of the General Fund for the Housing Authority. The remaining \$7K has been appropriated from available funds in the In-Lieu Community Housing Fund.

- 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.

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- Appropriate necessary funding from the General Fund balance to provide ongoing support to development of a final design for the BLM/River Park Project.

Response: \$71,155 was included in the Non-Departmental Division of the General Fund for the BLM/River Park final design project.

- Appropriate \$75,000 from the General Fund balance to provide professional services in the Planning Division. This appropriation will be utilized for professional support if planning and development permitting processes increase during the FY2013-2014.

Response: \$75,000 was included in the Community and Economic Development Division of the General Fund for professional services should they be needed.

- Appropriate necessary funding in the Fire and Rescue and Ambulance Services Funds to cover new personnel expenses.

**Budget Message**  
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**Page 8**

Response: \$3,828 was included in the Fire and Rescue Fund and \$33,712 was included in the Ambulance Services Fund to cover new personnel expenses for a total adjustment of \$37,550.

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 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 2013-2014. I strongly recommend that the Council adopt this budget as presented.



**Budget Message**  
**August 26, 2013**  
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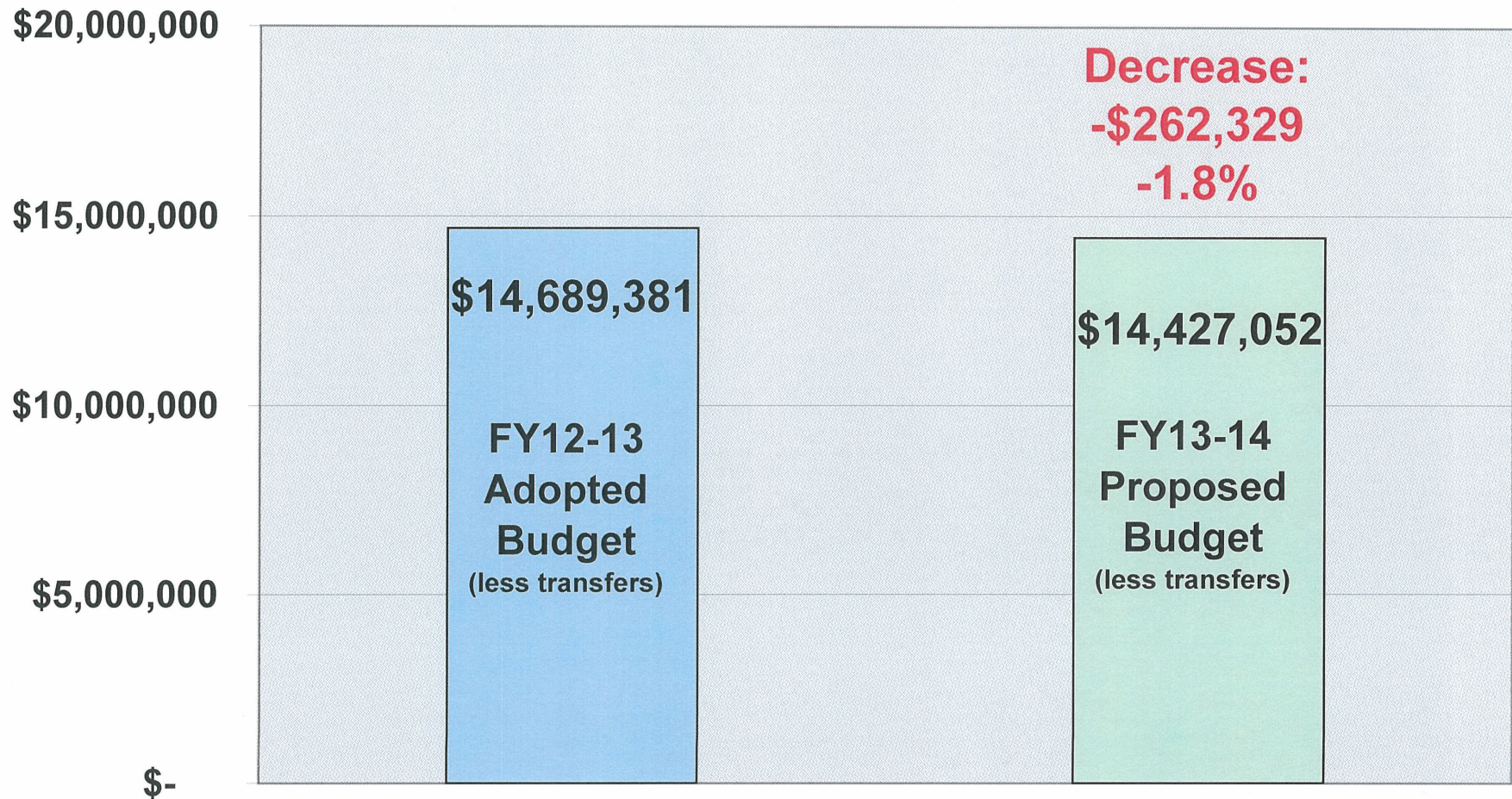
Sincerely,



Gary B. Marks

Gary B. Marks  
City Administrator

## Fiscal Year Budget Comparison (All Funds) Adopted FY12-13 vs. Adopted FY13-14 "Apples to Apples" Comparison





# **Fiscal Year 2013-2014 Budget**

## **Purpose**

The Fiscal Year 2013-2014 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, 2013 and ends September 30, 2014. 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.

## **FY2013-2014 Objectives**

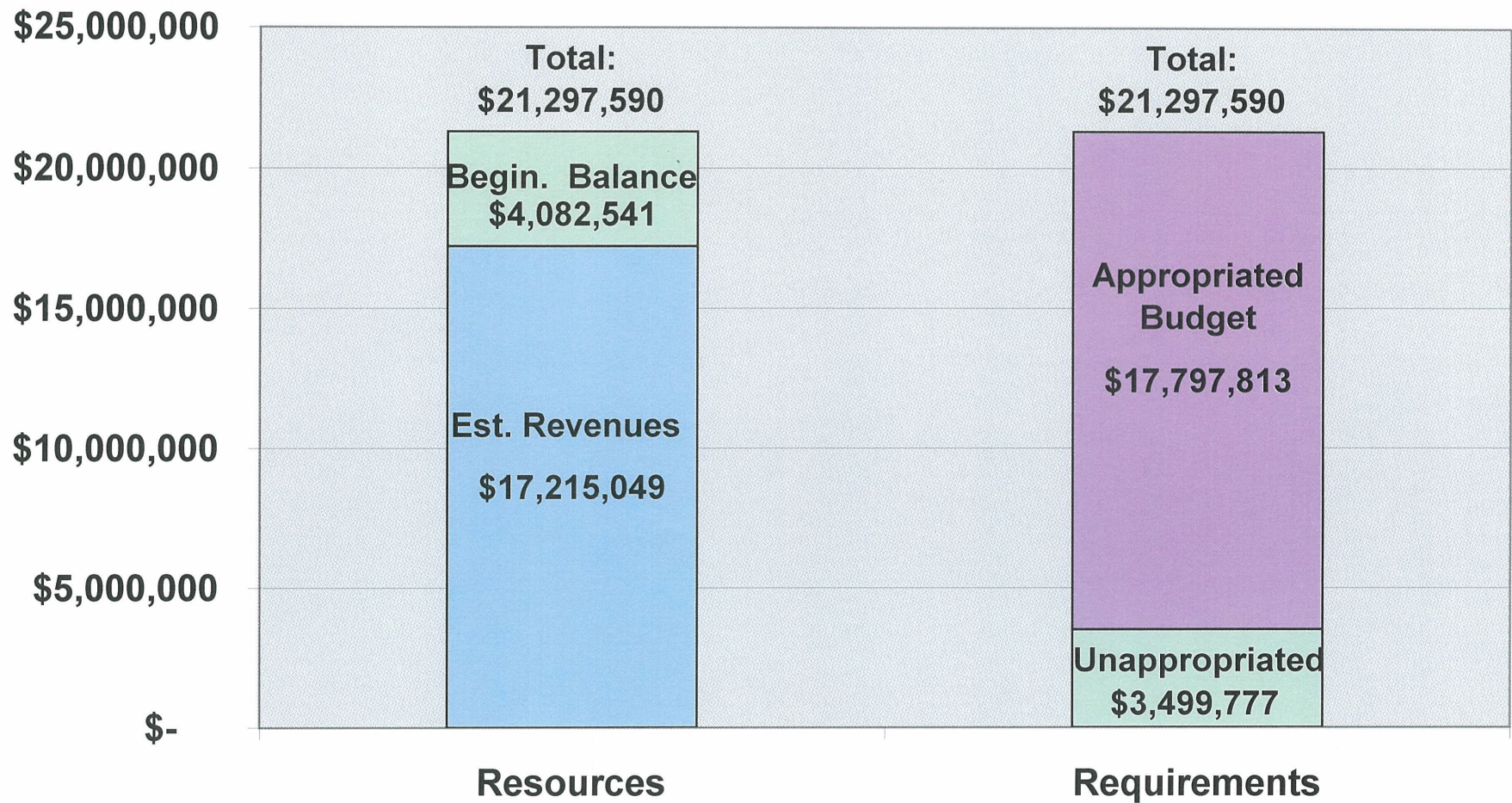
The objectives of the Fiscal Year 2013-2014 Budget are to provide budget authority to administer the City's services and projects.

## **FY2013-2014 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.



## FY2013-2014 Budget Summary Resources vs. Requirements



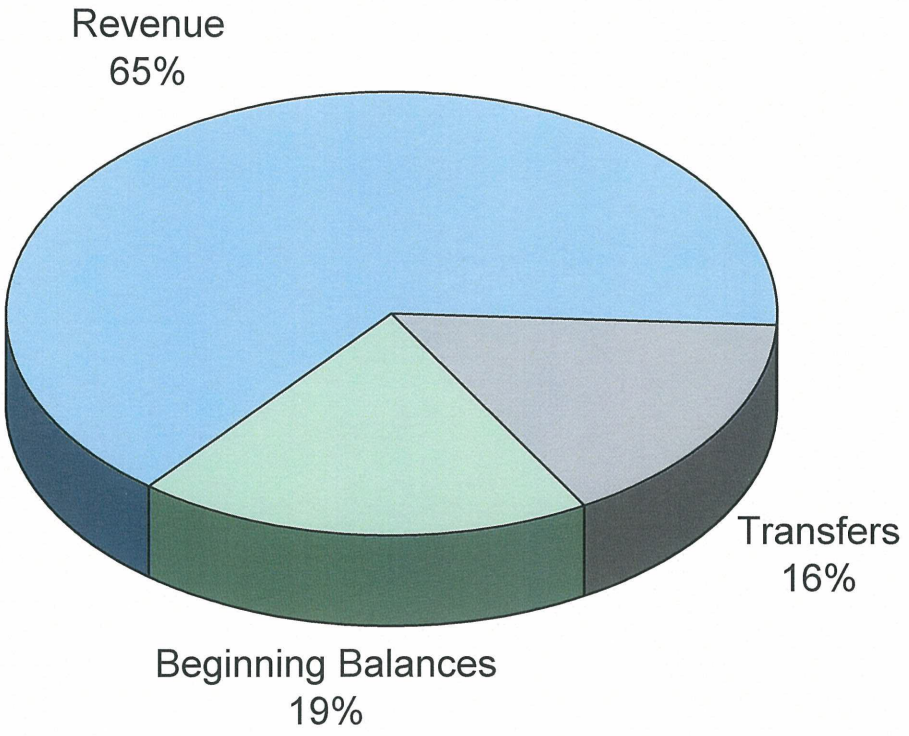
**BUDGET SUMMARY (BY FUNDS)  
CITY OF KETCHUM ADOPTED BUDGET  
FISCAL YEAR 2013-2014**

| Fund              | RESOURCES            |                   |                  |                   | REQUIREMENTS         |                         |                   |                  |                 |                |                   | TOTAL<br>APPROP.<br>BUDGET | TOTAL<br>Unapprop. | TOTAL<br>APPROP. &<br>UNAPPROP |
|-------------------|----------------------|-------------------|------------------|-------------------|----------------------|-------------------------|-------------------|------------------|-----------------|----------------|-------------------|----------------------------|--------------------|--------------------------------|
|                   | Beginning<br>Balance | Revenue           | Transfers        | TOTAL             | Personal<br>Services | Materials<br>& Services | Capital<br>Outlay | Transfers        | Debt<br>Service | Conting.       |                   |                            |                    |                                |
| General           | 1,230,692            | 5,272,576         | 0                | <b>6,503,268</b>  | 1,072,570            | 2,198,557               | 6,395             | 2,081,784        | 0               | 225,000        | <b>5,584,306</b>  | 918,962                    | <b>6,503,268</b>   |                                |
| Wagon Days        | 13,152               | 17,500            | 85,000           | <b>115,652</b>    | 0                    | 109,500                 | 0                 | 0                | 0               | 0              | <b>109,500</b>    | 6,152                      | <b>115,652</b>     |                                |
| Street Maint.     | 259,080              | 474,825           | 1,111,520        | <b>1,845,425</b>  | 817,541              | 602,400                 | 0                 | 203,000          | 0               | 35,000         | <b>1,657,941</b>  | 187,484                    | <b>1,845,425</b>   |                                |
| Street Cap        | 25,813               | 0                 | 53,000           | <b>78,813</b>     | 0                    | 0                       | 78,813            | 0                | 0               | 0              | <b>78,813</b>     | 0                          | <b>78,813</b>      |                                |
| Law Enf Cap       | 0                    | 0                 | 0                | <b>0</b>          | 0                    | 0                       | 0                 | 0                | 0               | 0              | <b>0</b>          | 0                          | <b>-</b>           |                                |
| Fire & Rescu      | 141,059              | 395,729           | 423,364          | <b>960,152</b>    | 694,473              | 80,500                  | 6,139             | 56,000           | 0               | 15,000         | <b>852,112</b>    | 108,040                    | <b>960,152</b>     |                                |
| Fire Cap          | 56,070               | 4,000             | 56,000           | <b>116,070</b>    | 0                    | 0                       | 0                 | 0                | 0               | 0              | <b>0</b>          | 116,070                    | <b>116,070</b>     |                                |
| Ambulance         | 129,453              | 1,137,123         | 44,188           | <b>1,310,764</b>  | 1,050,509            | 109,100                 | 5,000             | 0                | 0               | 21,000         | <b>1,185,609</b>  | 125,155                    | <b>1,310,764</b>   |                                |
| Parks & Rec       | 138,203              | 177,700           | 810,744          | <b>1,126,647</b>  | 734,267              | 275,100                 | 3,000             | 15,000           | 0               | 19,000         | <b>1,046,367</b>  | 80,280                     | <b>1,126,647</b>   |                                |
| Parks Cap         | 11,684               | 0                 | 15,000           | <b>26,684</b>     | 0                    | 0                       | 15,000            | 0                | 0               | 11,684         | <b>26,684</b>     | 0                          | <b>26,684</b>      |                                |
| Parks Trust       | 0                    | 81,000            | 0                | <b>81,000</b>     | 0                    | 81,000                  | 0                 | 0                | 0               | 0              | <b>81,000</b>     | 0                          | <b>81,000</b>      |                                |
| Local Op Tax      | 237,730              | 2,248,835         | 0                | <b>2,486,565</b>  | 101,671              | 1,541,695               | 0                 | 393,032          | 0               | 35,000         | <b>2,071,398</b>  | 415,167                    | <b>2,486,565</b>   |                                |
| G. O. Debt        | 2,064                | 0                 | 150,000          | <b>152,064</b>    | 0                    | 0                       | 0                 | 0                | 150,454         | 0              | <b>150,454</b>    | 1,610                      | <b>152,064</b>     |                                |
| Undergr Imp.      | 0                    | 247,000           | 0                | <b>247,000</b>    | 0                    | 0                       | 100,000           | 0                | 0               | 0              | <b>100,000</b>    | 147,000                    | <b>247,000</b>     |                                |
| In-Lieu           | 7,296                | 0                 | 0                | <b>7,296</b>      | 0                    | 7,000                   | 0                 | 0                | 0               | 0              | <b>7,000</b>      | 296                        | <b>7,296</b>       |                                |
| Water             | 305,172              | 1,533,500         | 0                | <b>1,838,672</b>  | 580,535              | 456,865                 | 0                 | 158,000          | 357,743         | 30,000         | <b>1,583,143</b>  | 255,529                    | <b>1,838,672</b>   |                                |
| Water Cap         | 32,787               | 10,000            | 158,000          | <b>200,787</b>    | 0                    | 0                       | 158,000           | 0                | 0               | 0              | <b>158,000</b>    | 42,787                     | <b>200,787</b>     |                                |
| Sewer             | 1,152,211            | 2,207,500         | 0                | <b>3,359,711</b>  | 1,018,961            | 635,237                 | 0                 | 463,945          | 280,743         | 55,000         | <b>2,453,886</b>  | 905,825                    | <b>3,359,711</b>   |                                |
| Sewer Cap         | 160,448              | 12,000            | 463,945          | <b>636,393</b>    | 0                    | 0                       | 576,600           | 0                | 0               | 0              | <b>576,600</b>    | 59,793                     | <b>636,393</b>     |                                |
| Police Trust      | 108,580              | 0                 | 0                | <b>108,580</b>    | 0                    | 5,000                   | 0                 | 0                | 0               | 0              | <b>5,000</b>      | 103,580                    | <b>108,580</b>     |                                |
| Fire Trust        | 0                    | 0                 | 0                | <b>0</b>          | 0                    | 0                       | 0                 | 0                | 0               | 0              | <b>0</b>          | 0                          | <b>0</b>           |                                |
| Dev Trust         | 71,047               | 25,000            | 0                | <b>96,047</b>     | 0                    | 70,000                  | 0                 | 0                | 0               | 0              | <b>70,000</b>     | 26,047                     | <b>96,047</b>      |                                |
| <b>TOTAL</b>      | <b>4,082,541</b>     | <b>13,844,288</b> | <b>3,370,761</b> | <b>21,297,590</b> | <b>6,070,527</b>     | <b>6,171,954</b>        | <b>948,947</b>    | <b>3,370,761</b> | <b>788,940</b>  | <b>446,684</b> | <b>17,797,813</b> | <b>3,499,777</b>           | <b>21,297,590</b>  |                                |
| <b>% of TOTAL</b> | <b>19.2%</b>         | <b>65.0%</b>      | <b>15.8%</b>     | <b>100.0%</b>     | <b>28.5%</b>         | <b>29.0%</b>            | <b>4.5%</b>       | <b>15.8%</b>     | <b>3.7%</b>     | <b>2.1%</b>    |                   | <b>16.4%</b>               | <b>100.0%</b>      |                                |

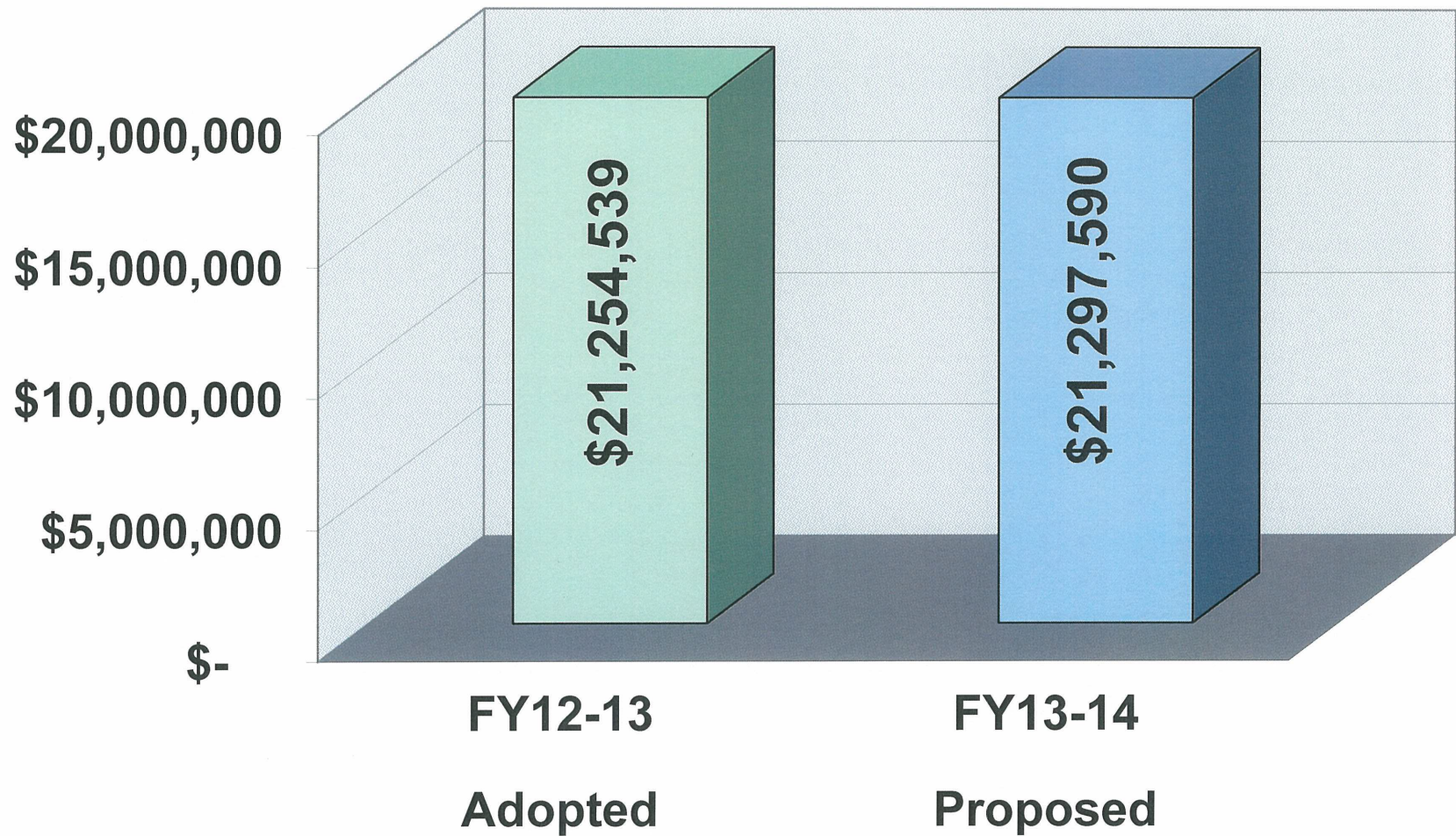




# Total FY2013-2014 Budget Resources

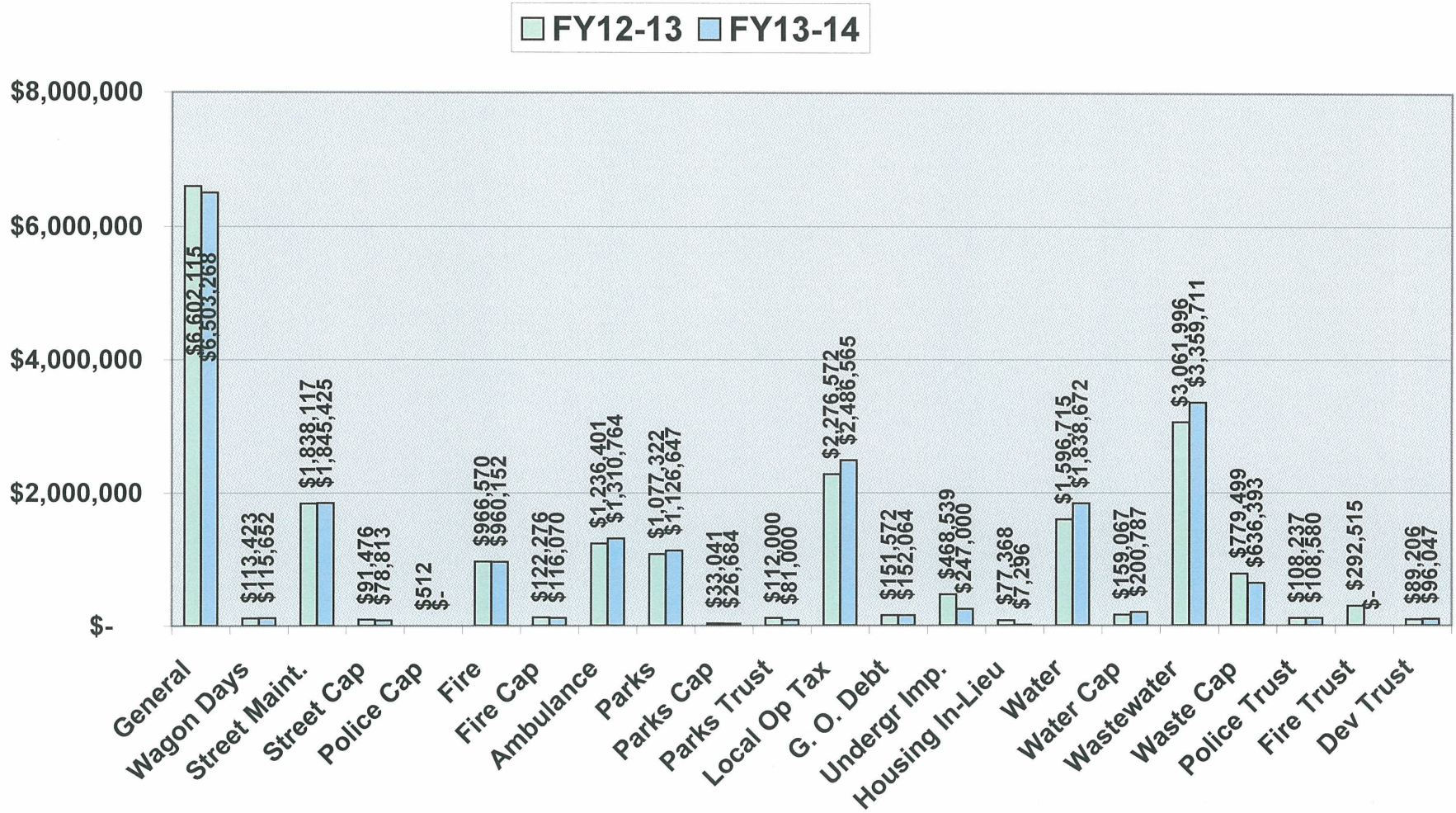


## Total Budget Resources FY12-13 vs. FY13-14



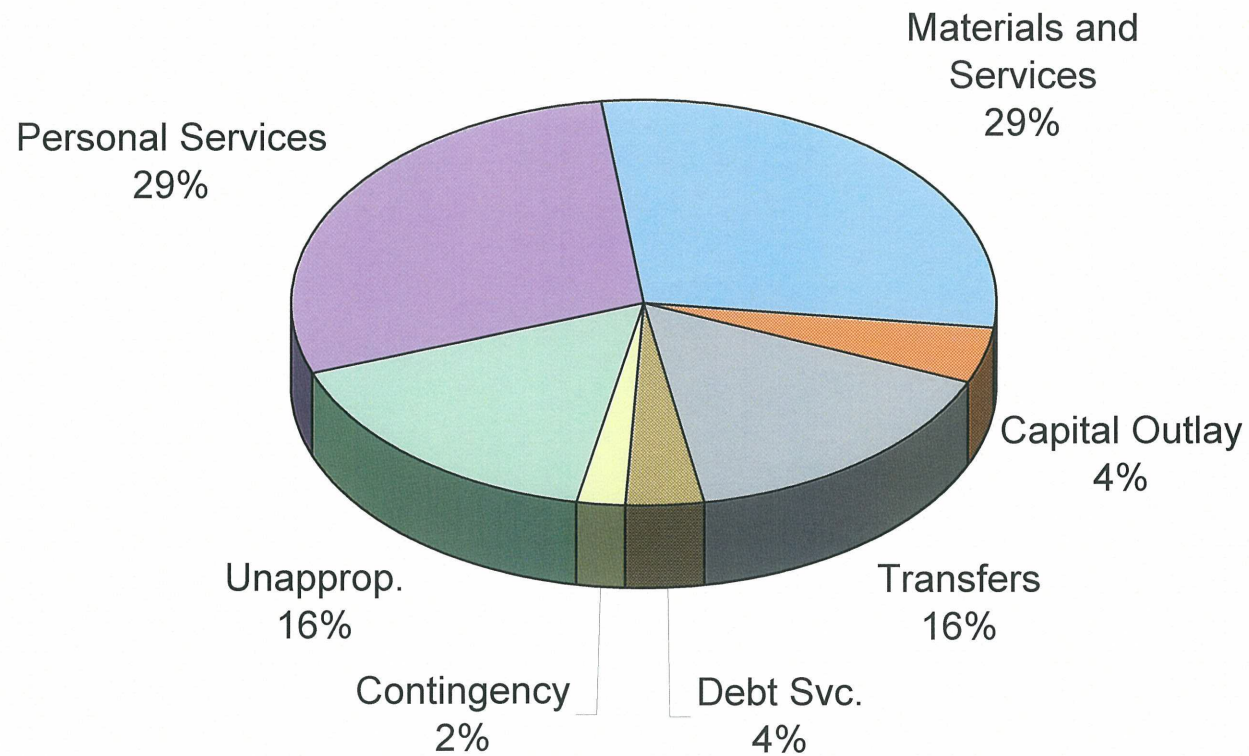


# Total Budget Resources FY12-13 vs. FY13-14 (By Fund)

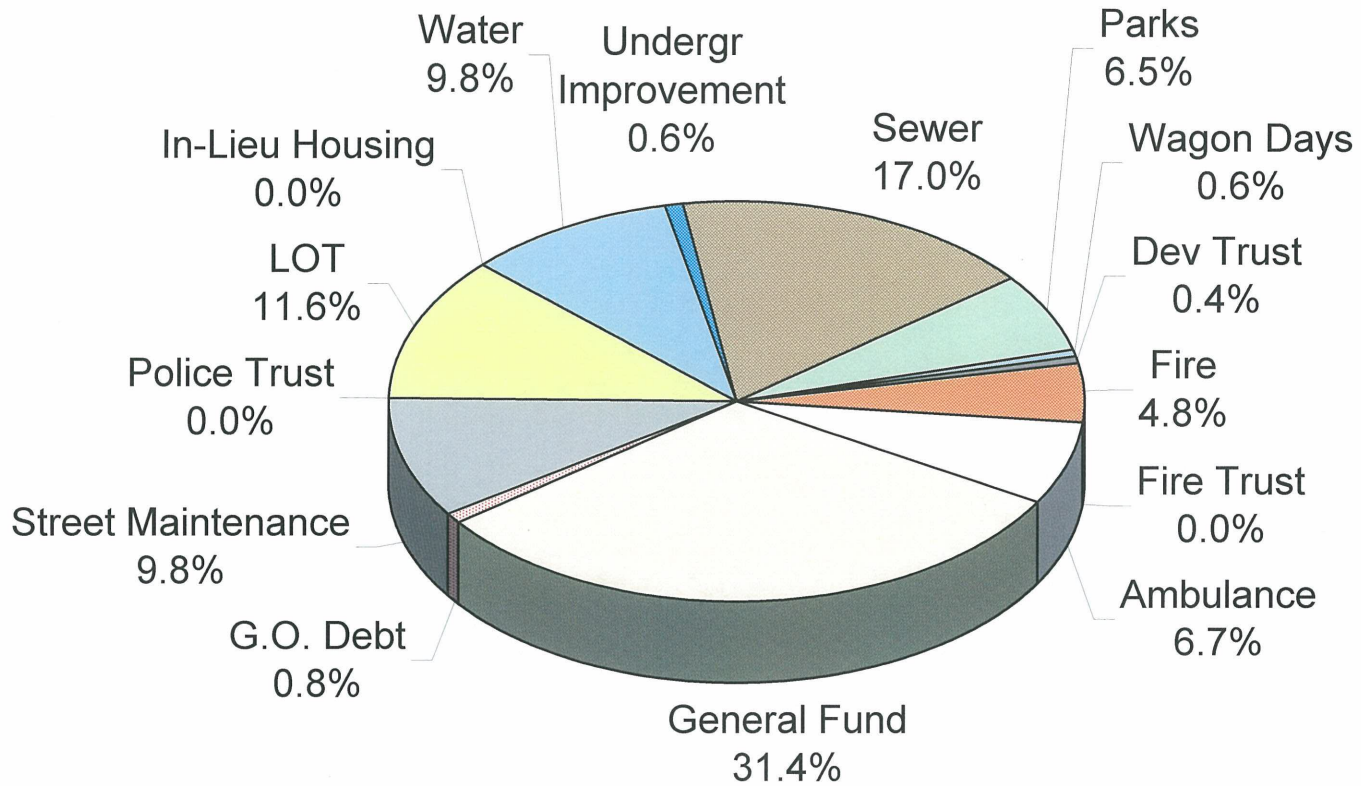




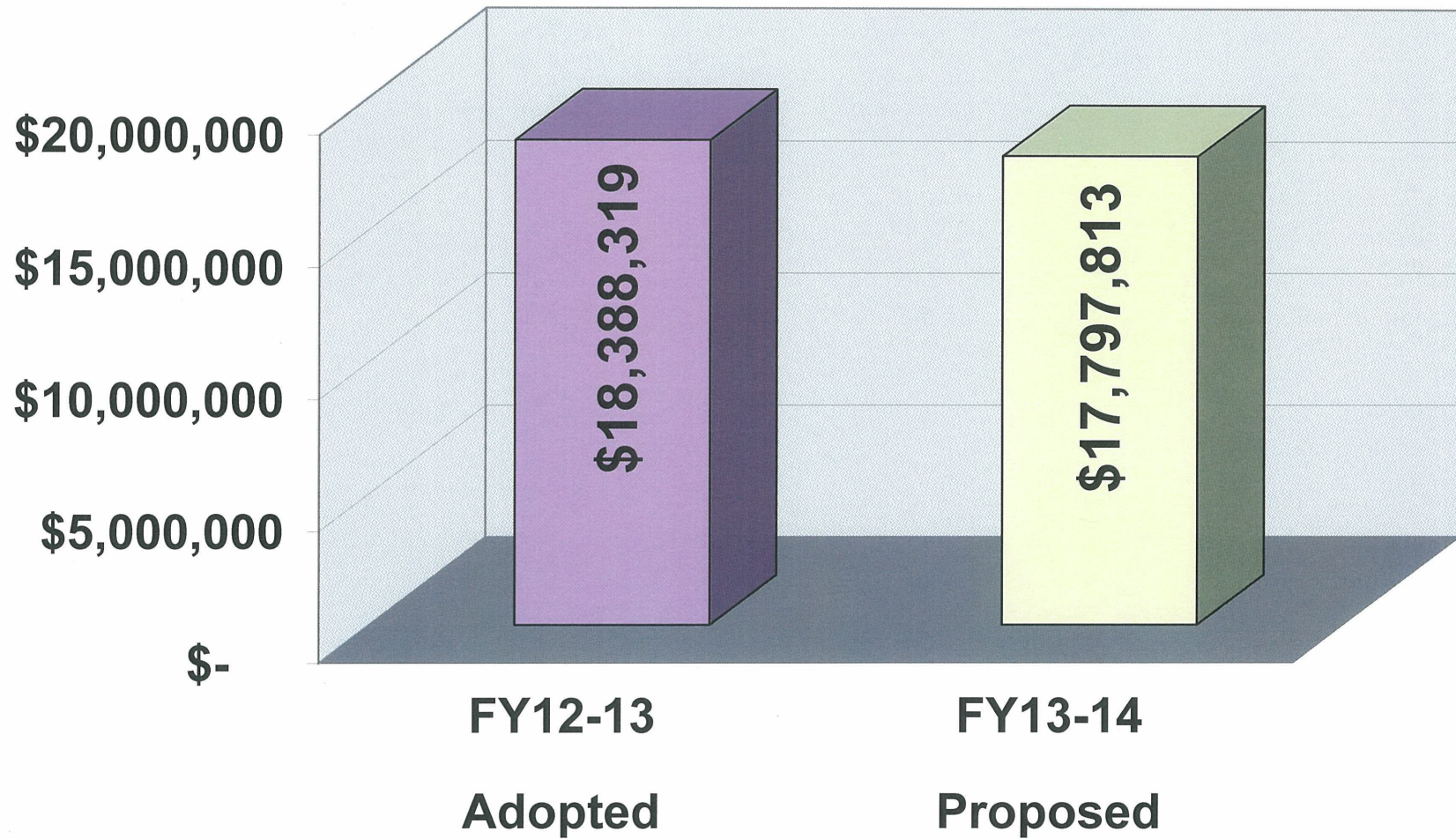
## Total FY2013-2014 Budget Requirements (By Budget Categories)



# Total FY2013-2014 Budget Requirements (By Fund)

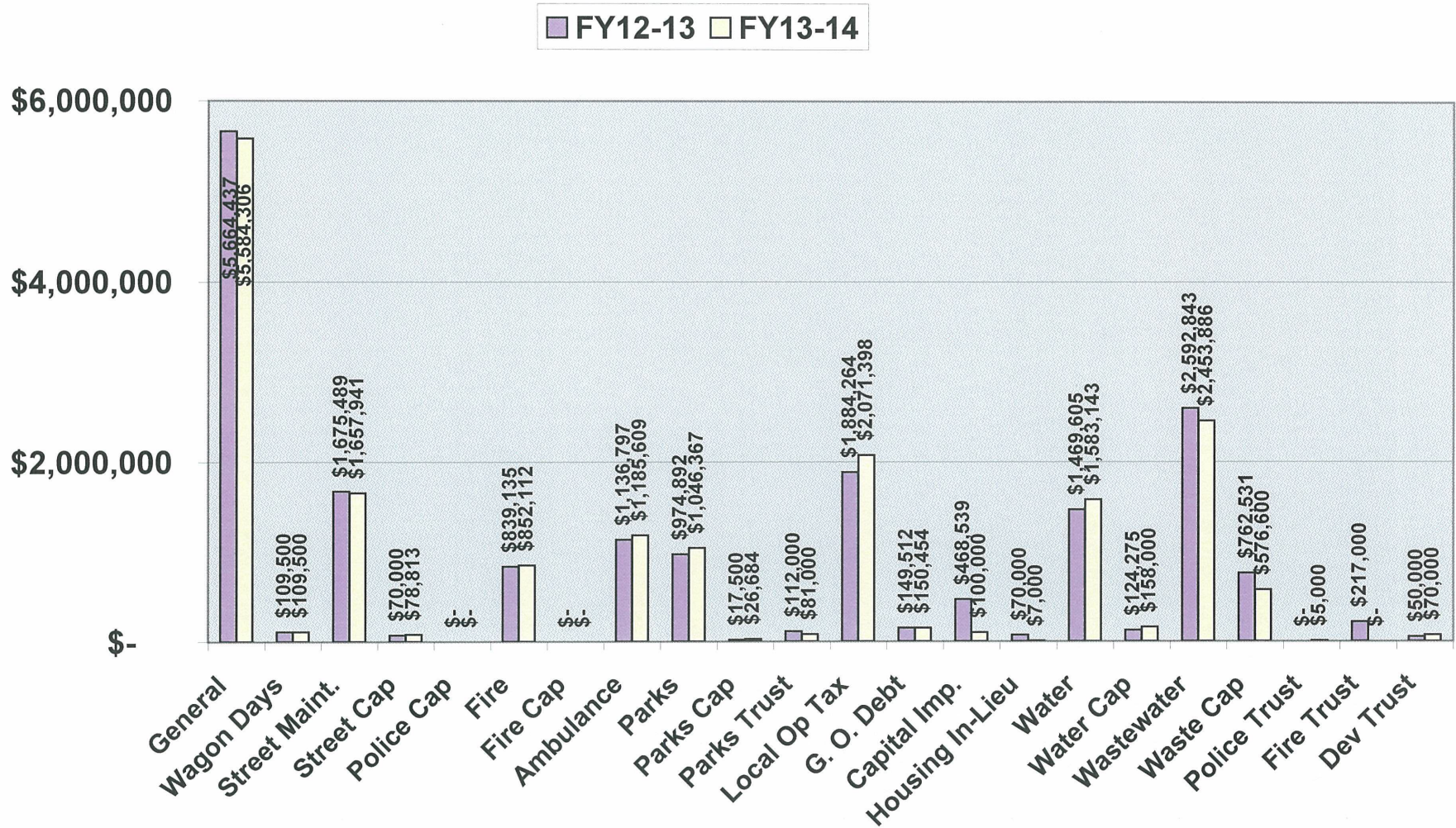


## Total Budget Requirements FY12-13 vs. FY13-14





## Total Budget Requirements FY12-13 vs. FY13-14





# General Fund

Including:

Legislative and Executive

Administrative Services

Legal Services

Community Planning and Development

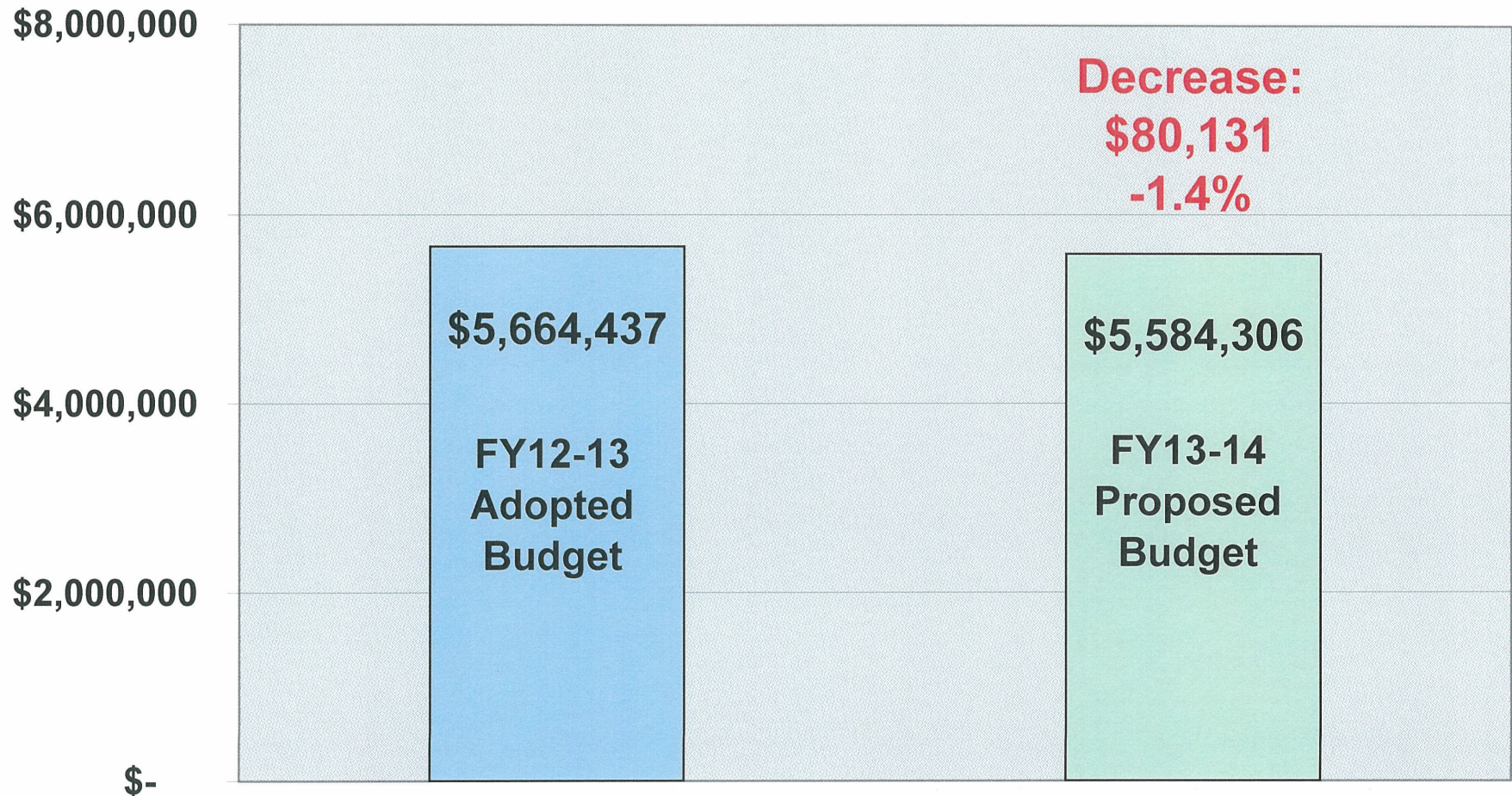
Law Enforcement

Building Codes Services

Non-Departmental



## Fiscal Year General Fund Comparison Adopted FY12-13 vs. Adopted FY13-14





## **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.

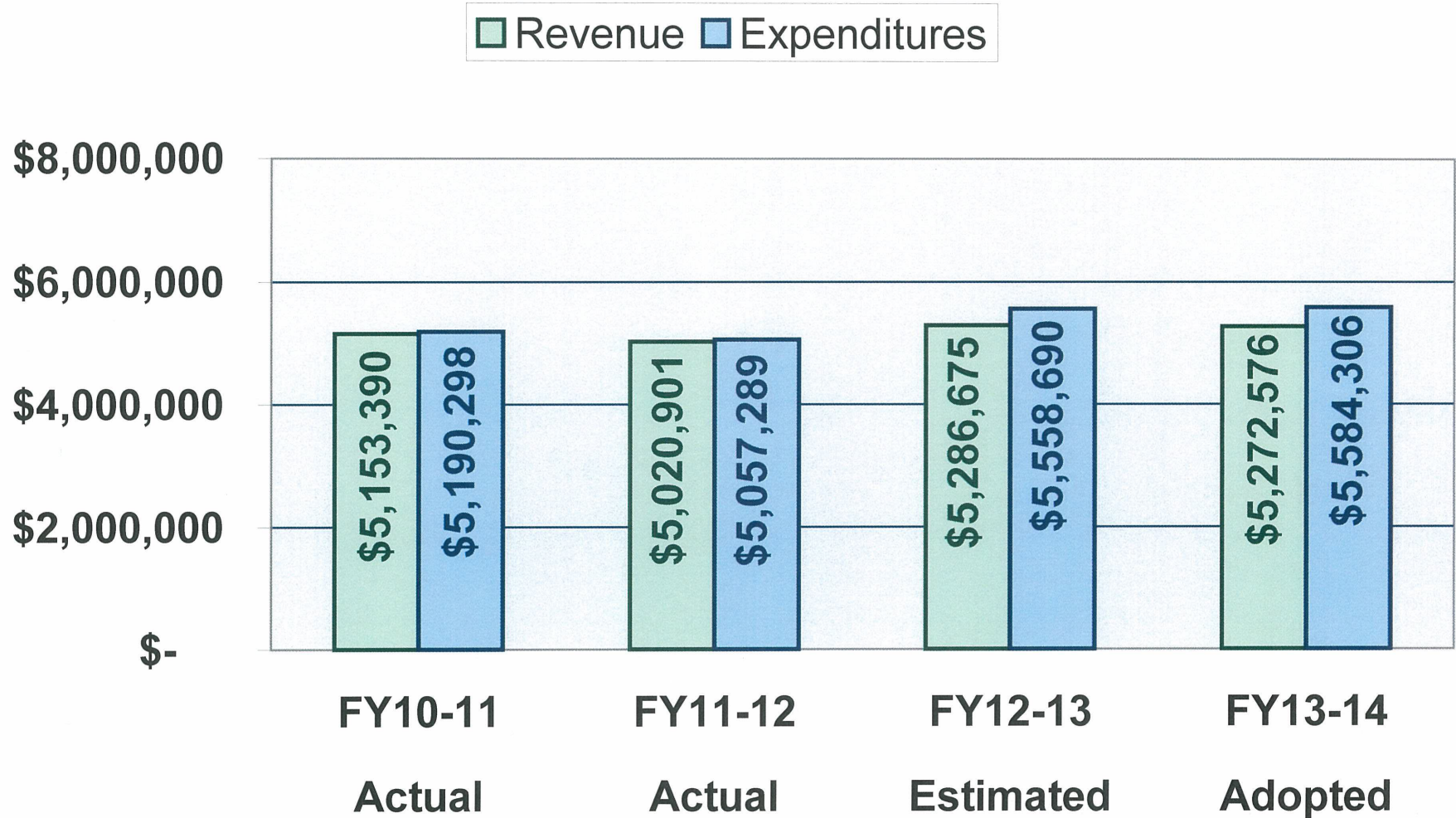
### **FY2013-2014 Objective**

The objective of the General Fund for Fiscal Year 2013-2014 is to provide budget authority to provide the above listed services within the City.

### **FY2013-2014 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 (FY2011 - FY2014)



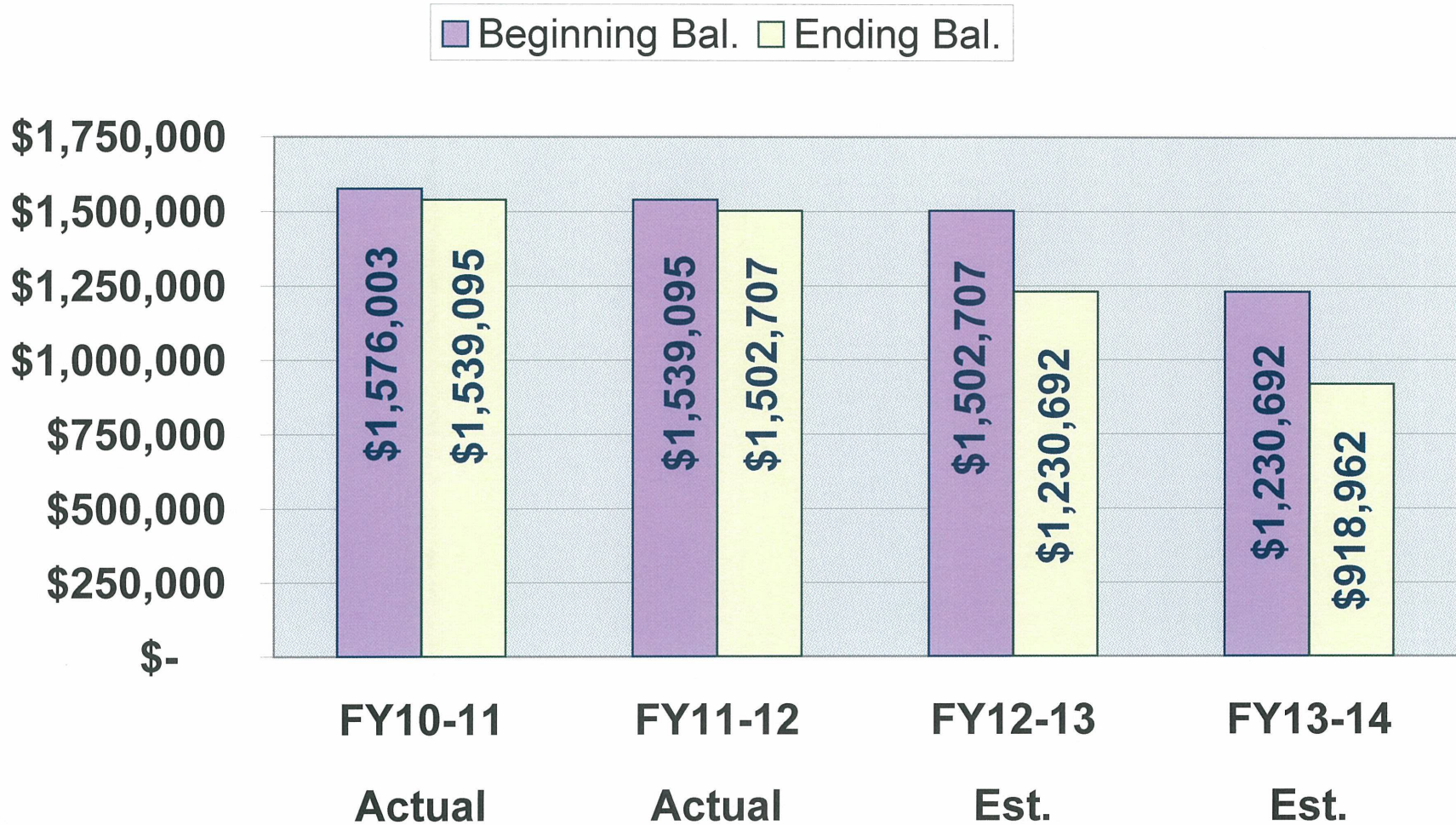


## GENERAL FUND - 01

## FUND SUMMARY

|                                  | ACTUAL<br>2010-11 | ACTUAL<br>2011-12 | ADOPTED<br>2012-13 | ESTIMATED<br>2012-13 | PROPOSED<br>2013-14 | ADOPTED<br>2013-14 | % CHANGE<br>FY14/FY13 |
|----------------------------------|-------------------|-------------------|--------------------|----------------------|---------------------|--------------------|-----------------------|
| <b>RESOURCES</b>                 |                   |                   |                    |                      |                     |                    |                       |
| Beginning Cash Balance           | 1,576,003         | 1,539,095         | 1,392,423          | 1,502,707            | 1,230,692           | 1,230,692          | -11.6%                |
| Revenue                          | 5,153,390         | 5,020,901         | 5,209,692          | 5,286,675            | 5,272,576           | 5,272,576          | 1.2%                  |
| <b>Total Resources</b>           | <b>6,729,393</b>  | <b>6,559,996</b>  | <b>6,602,115</b>   | <b>6,789,382</b>     | <b>6,503,268</b>    | <b>6,503,268</b>   | <b>-1.5%</b>          |
| <b>REQUIREMENTS</b>              |                   |                   |                    |                      |                     |                    |                       |
| <b>Appropriations:</b>           |                   |                   |                    |                      |                     |                    |                       |
| Legislative and Executive        | 85,408            | 96,259            | 108,943            | 118,805              | 123,390             | 123,390            | 13.3%                 |
| Administrative Services          | 304,378           | 365,782           | 482,288            | 486,271              | 561,846             | 561,846            | 16.5%                 |
| Legal Services                   | 84,054            | 144,489           | 103,569            | 158,922              | 158,922             | 158,922            | 53.4%                 |
| Community & Economic Development | 648,419           | 659,007           | 677,769            | 660,324              | 694,340             | 694,340            | 2.4%                  |
| Law Enforcement                  | 1,326,642         | 1,258,198         | 1,279,601          | 1,279,349            | 1,350,100           | 1,350,100          | 5.5%                  |
| Building Code Services           | 145,586           | 127,974           | 141,065            | 128,817              | 140,769             | 140,769            | -0.2%                 |
| Non-Departmental                 | 2,595,811         | 2,405,580         | 2,871,202          | 2,726,202            | 2,554,939           | 2,554,939          | -11.0%                |
| <b>Total Appropriations</b>      | <b>5,190,298</b>  | <b>5,057,289</b>  | <b>5,664,437</b>   | <b>5,558,690</b>     | <b>5,584,306</b>    | <b>5,584,306</b>   | <b>-1.4%</b>          |
| <b>Ending Cash Balance</b>       | <b>1,539,095</b>  | <b>1,502,707</b>  | <b>937,678</b>     | <b>1,230,692</b>     | <b>918,962</b>      | <b>918,962</b>     | <b>-2.0%</b>          |
| <b>Total Requirements</b>        | <b>6,729,393</b>  | <b>6,559,996</b>  | <b>6,602,115</b>   | <b>6,789,382</b>     | <b>6,503,268</b>    | <b>6,503,268</b>   | <b>-1.5%</b>          |

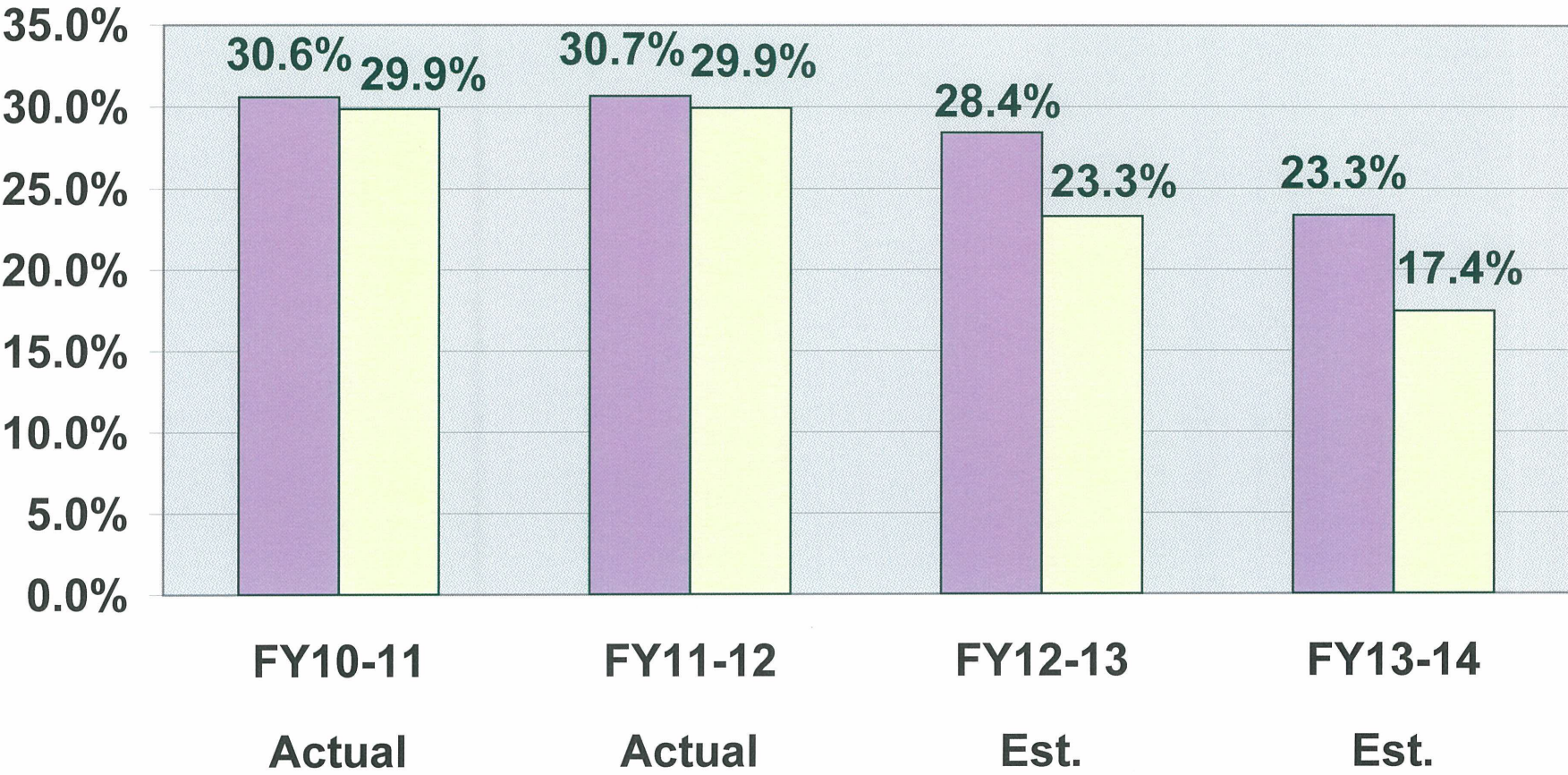
## General Fund Beginning & Ending Fund Balances (FY2011-FY2014)





# General Fund Beginning & Ending Fund Balances as a % of Operating Revenue (FY2011-FY2014)

■ Beginning Bal. ■ Ending Bal.

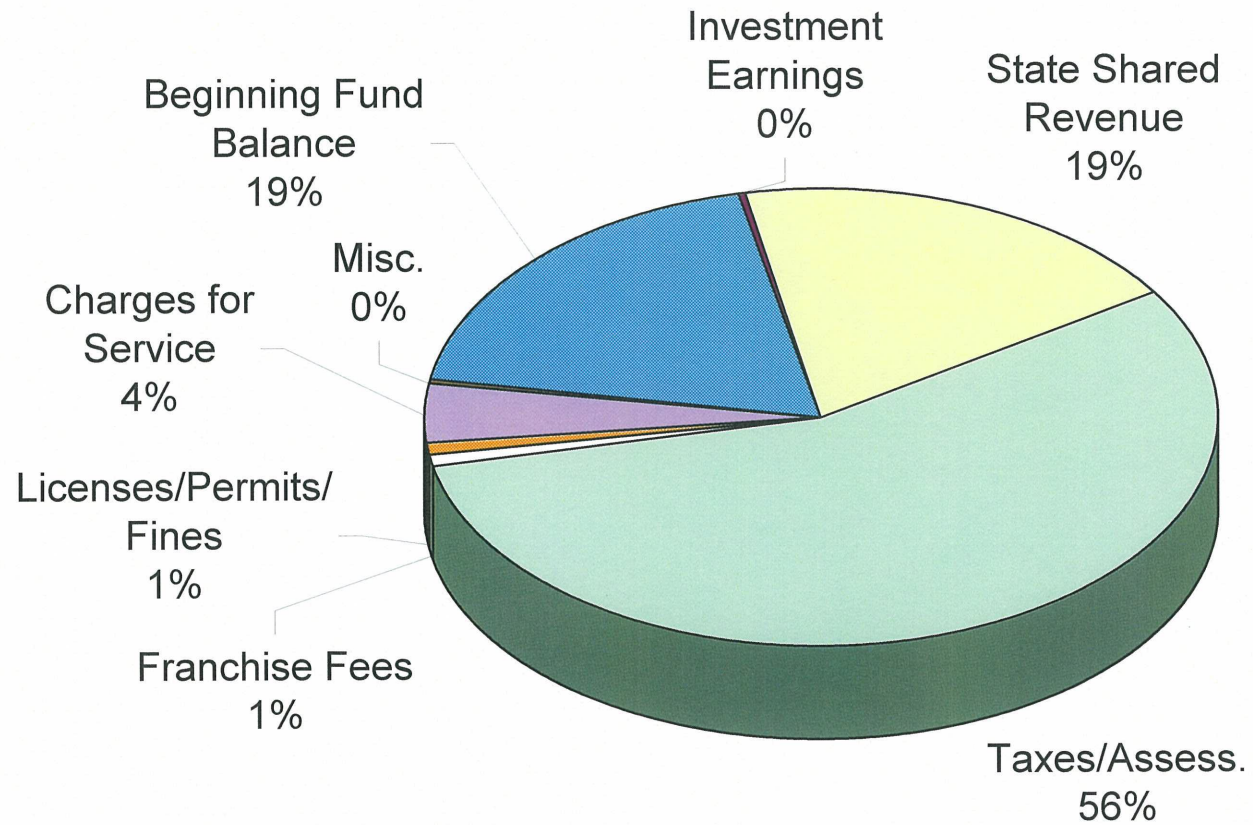






# **General Fund Resources**

## General Fund Resources Summary



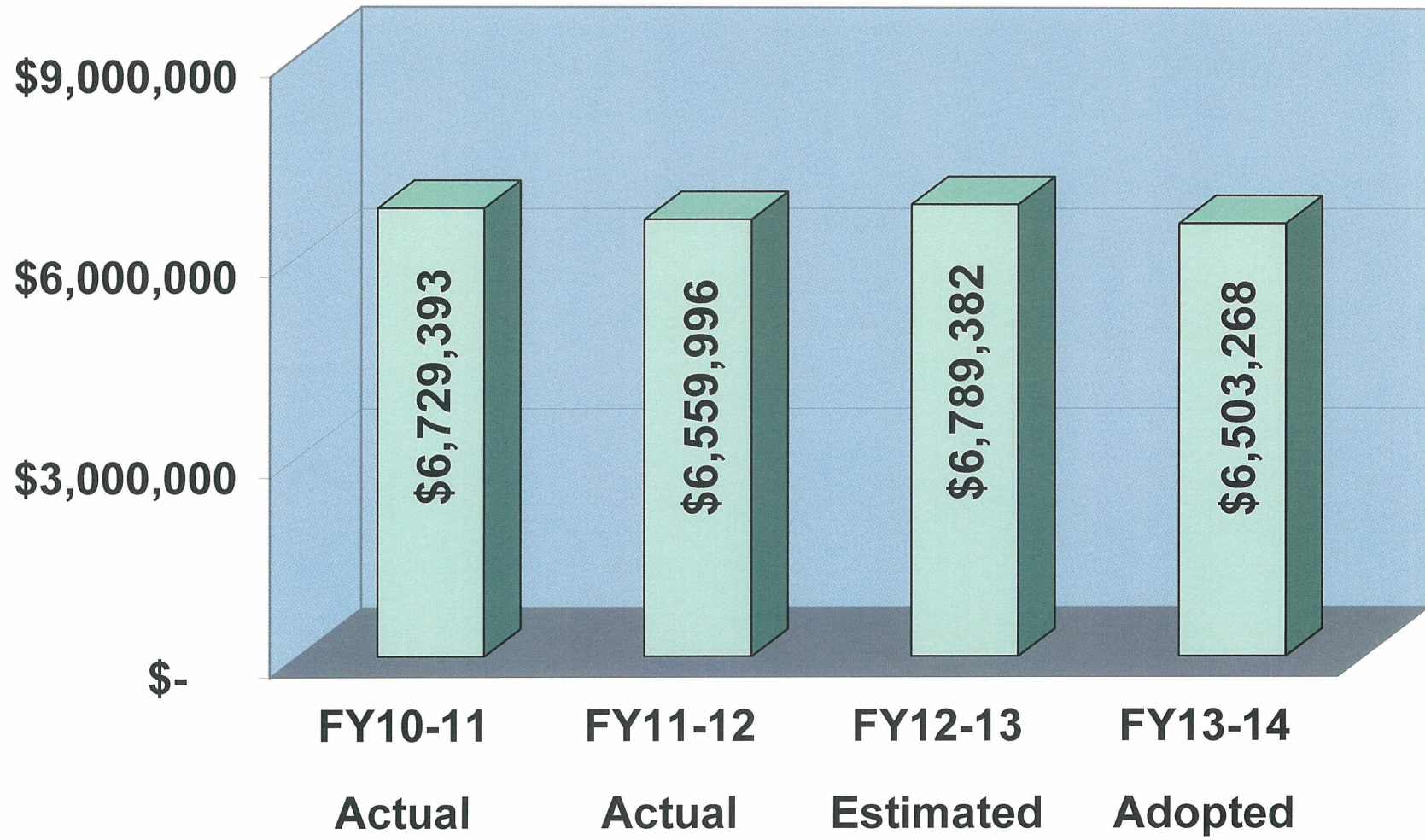


**GENERAL FUND - 01**

**RESOURCE SUMMARY (Beginning Cash Balance + Revenue)**

|                        | <b>ACTUAL<br/>2010-11</b> | <b>ACTUAL<br/>2011-12</b> | <b>ADOPTED<br/>2012-13</b> | <b>ESTIMATED<br/>2012-13</b> | <b>PROPOSED<br/>2013-14</b> | <b>ADOPTED<br/>2013-14</b> | <b>% CHANGE<br/>FY14/FY13</b> |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|----------------------------|-------------------------------|
| Beginning Cash Balance | 1,576,003                 | 1,539,095                 | 1,392,423                  | 1,502,707                    | 1,230,692                   | 1,230,692                  | -11.6%                        |
| Taxes/Assessments      | 3,294,967                 | 3,370,287                 | 3,486,583                  | 3,491,583                    | 3,617,861                   | 3,617,861                  | 3.8%                          |
| Franchise Fees         | 66,380                    | 70,076                    | 66,000                     | 68,500                       | 68,060                      | 68,060                     | 3.1%                          |
| Licenses/Permits/Fines | 65,429                    | 60,286                    | 56,200                     | 45,350                       | 45,325                      | 45,325                     | -19.4%                        |
| State Shared Revenue   | 1,160,482                 | 1,192,944                 | 1,196,282                  | 1,224,000                    | 1,232,000                   | 1,232,000                  | 3.0%                          |
| Charges for Service    | 241,435                   | 287,940                   | 222,000                    | 269,057                      | 270,799                     | 270,799                    | 22.0%                         |
| Miscellaneous Revenue  | 318,918                   | 30,410                    | 176,627                    | 180,685                      | 31,031                      | 31,031                     | -82.4%                        |
| Investment Earnings    | 5,779                     | 8,958                     | 6,000                      | 7,500                        | 7,500                       | 7,500                      | 25.0%                         |
|                        | <b>6,729,393</b>          | <b>6,559,996</b>          | <b>6,602,115</b>           | <b>6,789,382</b>             | <b>6,503,268</b>            | <b>6,503,268</b>           | <b>-1.5%</b>                  |

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



**GENERAL FUND - 01**

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

|  | <b>ACTUAL<br/>2010-11</b> | <b>ACTUAL<br/>2011-12</b> | <b>ADOPTED<br/>2012-13</b> | <b>ESTIMATED<br/>2012-13</b> | <b>PROPOSED<br/>2013-14</b> | <b>ADOPTED<br/>2013-14</b> | <b>% CHANGE<br/>FY14/FY13</b> |
|--|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|----------------------------|-------------------------------|
| <b>BEGINNING FUND BALANCE</b>            | <b>1,576,003</b>          | <b>1,539,095</b>          | <b>1,392,423</b>           | <b>1,502,707</b>             | <b>1,230,692</b>            | <b>1,230,692</b>           | <b>-11.6%</b>                 |
| <b>FUND REVENUE</b>                      |                           |                           |                            |                              |                             |                            |                               |
| 3100-1000 General Property Taxes         | 3,271,681                 | 3,353,160                 | 3,471,583                  | 3,471,583                    | 3,597,141                   | 3,597,141                  | 3.6%                          |
| 3100-6150 Solid Waste Franchise Fees     | 66,380                    | 70,076                    | 66,000                     | 68,500                       | 68,060                      | 68,060                     | 3.1%                          |
| 3100-9000 Penalty and Interest           | 23,286                    | 17,127                    | 15,000                     | 20,000                       | 20,720                      | 20,720                     | 38.1%                         |
| 3200-1110 Beer License Permit Fees       | 11,613                    | 13,179                    | 11,000                     | 11,000                       | 11,000                      | 11,000                     | 0.0%                          |
| 3200-1120 Liquor License Permit Fees     | 6,253                     | 6,487                     | 5,500                      | 5,500                        | 5,500                       | 5,500                      | 0.0%                          |
| 3200-1130 Wine License Permit Fees       | 12,067                    | 12,964                    | 12,000                     | 12,000                       | 12,000                      | 12,000                     | 0.0%                          |
| 3200-1140 Catering Permit Fees           | 1,130                     | 980                       | 500                        | 600                          | 600                         | 600                        | 20.0%                         |
| 3200-1150 Special Events Permit Fees     | 5,800                     | 2,675                     | 4,000                      | 2,000                        | 2,000                       | 2,000                      | -50.0%                        |
| 3200-1300 Light Industrial Permit Fees   | 0                         | 75                        | 0                          | 50                           | 25                          | 25                         | N/A                           |
| 3200-1520 Taxi and Limousine Permit Fees | 2,840                     | 975                       | 2,200                      | 2,200                        | 2,200                       | 2,200                      | 0.0%                          |
| 3200-2100 Building Permit Fees           | 90,737                    | 123,001                   | 90,000                     | 120,000                      | 120,000                     | 120,000                    | 33.3%                         |
| 3200-2150 Mechanical Permit Fees         | 1,577                     | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| 3310-5100 State Liquor Apportionment     | 255,356                   | 275,488                   | 250,000                    | 282,000                      | 290,000                     | 290,000                    | 16.0%                         |
| 3310-5500 State Sales Tax Allocation     | 69,703                    | 69,787                    | 70,117                     | 71,000                       | 71,000                      | 71,000                     | 1.3%                          |
| 3310-5600 State Shared Revenue           | 807,213                   | 816,774                   | 850,165                    | 845,000                      | 845,000                     | 845,000                    | -0.6%                         |
| 3320-8400 County Court Fines             | 28,210                    | 30,895                    | 26,000                     | 26,000                       | 26,000                      | 26,000                     | 0.0%                          |
| 3400-1100 Planning Fees                  | 18,173                    | 14,586                    | 15,000                     | 17,000                       | 17,000                      | 17,000                     | 13.3%                         |
| 3400-1102 Annexation Fees                | 0                         | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| 3400-1104 Hotel Development Fees         | 0                         | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| 3400-1105 River Run Development Fees     | 4,030                     | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| 3400-1110 Building Plan Check Fees       | 52,250                    | 75,867                    | 65,000                     | 75,000                       | 76,000                      | 76,000                     | 16.9%                         |
| 3400-1120 Planning Plan Check Fees       | 35,941                    | 59,775                    | 50,000                     | 55,000                       | 56,000                      | 56,000                     | 12.0%                         |
| 3400-1400 Mailing Fees/Publication       | 787                       | 2,830                     | 1,000                      | 299                          | 299                         | 299                        | -70.1%                        |
| 3400-1500 Reproduction/Fingerprint Fees  | 1,979                     | 887                       | 1,000                      | 1,000                        | 1,000                       | 1,000                      | 0.0%                          |
| 3400-3000 Animal Transports              | 985                       | 725                       | 0                          | 500                          | 500                         | 500                        | N/A                           |
| 3400-4000 Engineering Fees               | 2,329                     | 2,914                     | 0                          | 258                          | 0                           | 0                          | N/A                           |
| 3400-4100 Attorney Fees                  | 31,627                    | 7,355                     | 0                          | 0                            | 0                           | 0                          | N/A                           |



## GENERAL FUND - 01

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

|   | ACTUAL<br>2010-11 | ACTUAL<br>2011-12 | ADOPTED<br>2012-13 | ESTIMATED<br>2012-13 | PROPOSED<br>2013-14 | ADOPTED<br>2013-14 | % CHANGE<br>FY14/FY13 |
|---|-------------------|-------------------|--------------------|----------------------|---------------------|--------------------|-----------------------|
| <b>FUND REVENUE (Continued)</b>                 |                   |                   |                    |                      |                     |                    |                       |
| 3500-1100 Parking Fines                         | 25,726            | 22,951            | 21,000             | 12,000               | 12,000              | 12,000             | -42.9%                |
| 3700-1000 Interest Earnings                     | 5,779             | 8,958             | 6,000              | 7,500                | 7,500               | 7,500              | 25.0%                 |
| 3700-2000 Rent                                  | 233,260           | 11,593            | 9,000              | 9,720                | 9,000               | 9,000              | 0.0%                  |
| 3700-3600 Refunds and Reimbursements            | 27,765            | 18,697            | 141,167            | 155,965              | 11,000              | 11,000             | -92.2%                |
| 3700-4000 Sale of Fixed Assets-GG               | 1,020             | 0                 | 0                  | 0                    | 0                   | 0                  | N/A                   |
| 3700-6500 Donations-Private                     | 53,492            | 0                 | 26,460             | 0                    | 11,000              | 11,000             | -58.4%                |
| 3700-7000 Miscellaneous Revenue                 | 4,401             | 120               | 0                  | 15,000               | 31                  | 31                 | N/A                   |
| <b>TOTAL REVENUE</b>                            | <b>5,153,390</b>  | <b>5,020,901</b>  | <b>5,209,692</b>   | <b>5,286,675</b>     | <b>5,272,576</b>    | <b>5,272,576</b>   | <b>1.2%</b>           |
| <b>TOTAL RESOURCES (Begin. Cash + Revenues)</b> | <b>6,729,393</b>  | <b>6,559,996</b>  | <b>6,602,115</b>   | <b>6,789,382</b>     | <b>6,503,268</b>    | <b>6,503,268</b>   | <b>-1.5%</b>          |

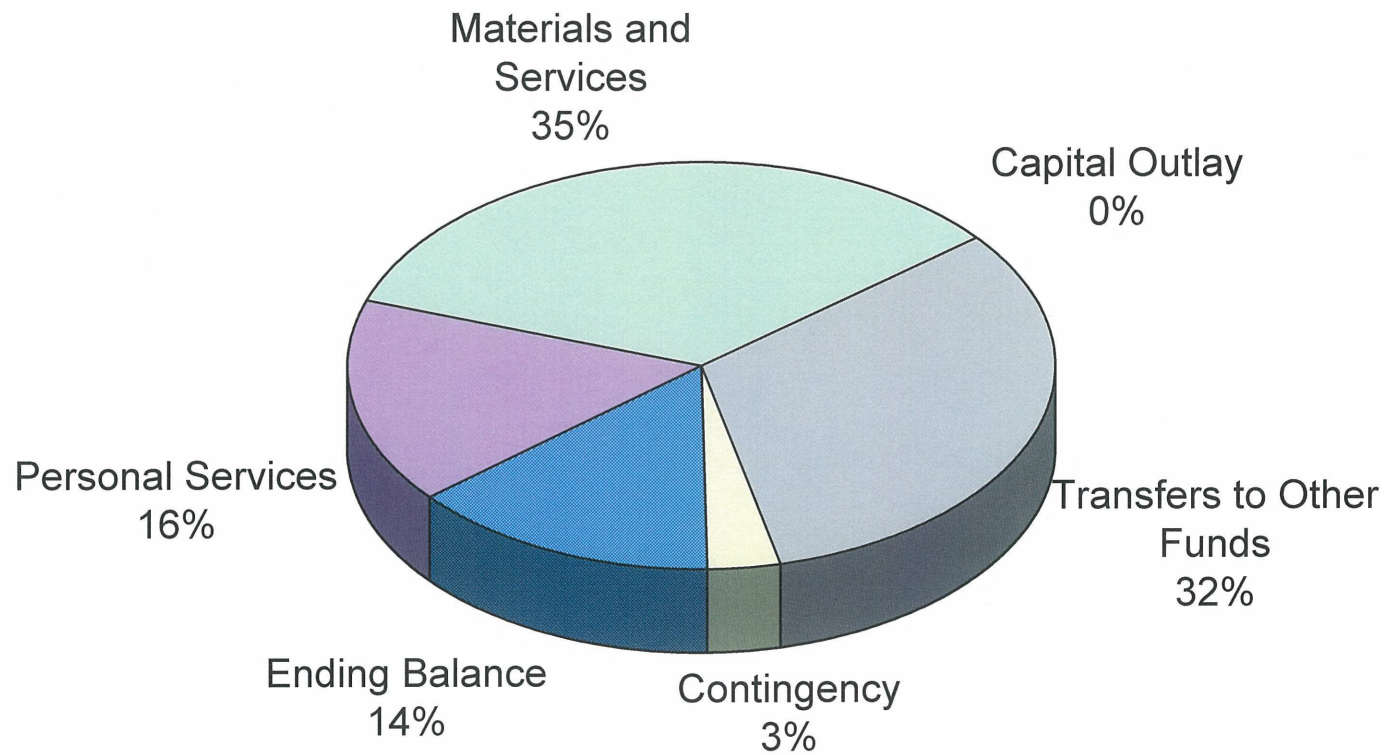






# **General Fund Requirements**

## General Fund Requirements Summary (By Fund Categories)



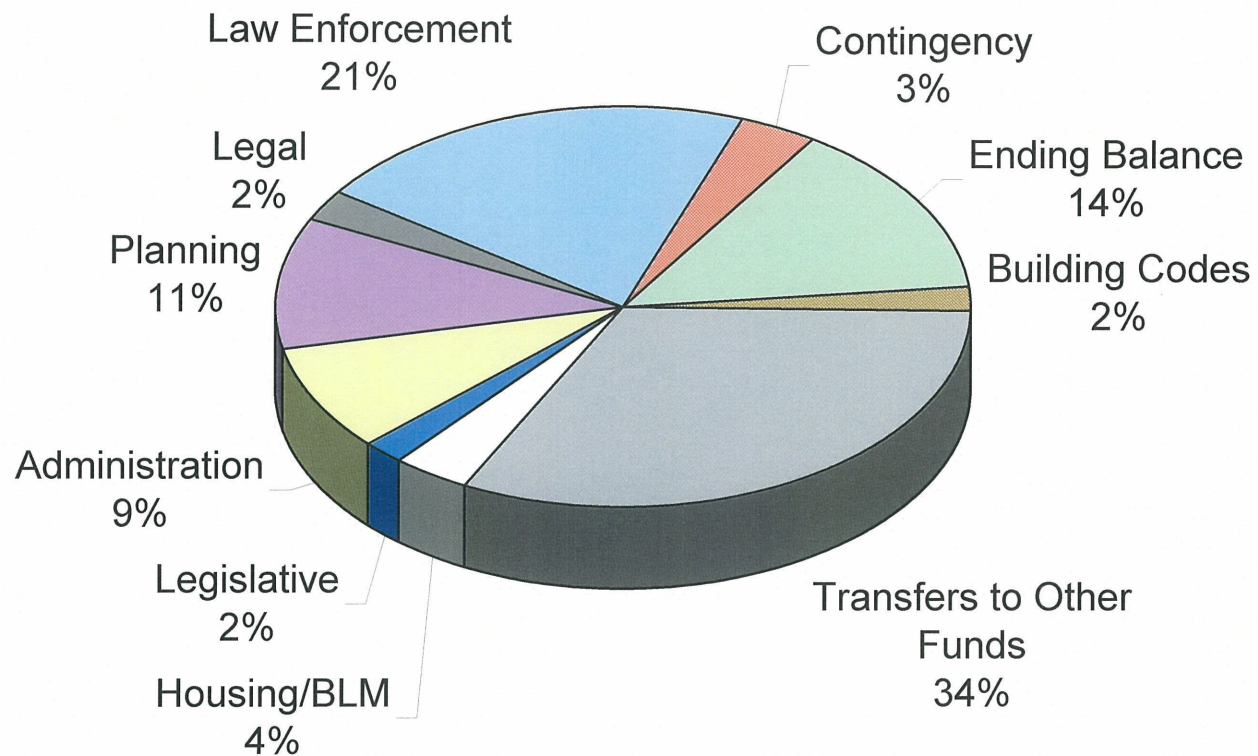
**GENERAL FUND - 01**

**REQUIREMENTS SUMMARY (Appropriations + Ending Cash Balance)**

|                                  | <b>ACTUAL<br/>2010-11</b> | <b>ACTUAL<br/>2011-12</b> | <b>ADOPTED<br/>2012-13</b> | <b>ESTIMATED<br/>2012-13</b> | <b>PROPOSED<br/>2013-14</b> | <b>ADOPTED<br/>2013-14</b> | <b>% CHANGE<br/>FY14/FY13</b> |
|----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|----------------------------|-------------------------------|
| <b>PERSONAL SERVICES</b>         |                           |                           |                            |                              |                             |                            |                               |
| Legislative and Executive        | 83,383                    | 82,786                    | 94,994                     | 102,735                      | 105,849                     | 105,849                    | 11.4%                         |
| Administrative Services          | 215,482                   | 228,632                   | 335,338                    | 341,021                      | 406,057                     | 406,057                    | 21.1%                         |
| Legal Services                   | 0                         | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| Community & Economic Development | 480,257                   | 480,449                   | 468,269                    | 469,124                      | 499,840                     | 499,840                    | 6.7%                          |
| Law Enforcement                  | 57,530                    | 13,832                    | 10,851                     | 10,599                       | 10,655                      | 10,655                     | -1.8%                         |
| Building Code Services           | 77,364                    | 48,191                    | 46,065                     | 46,567                       | 50,169                      | 50,169                     | 8.9%                          |
| <b>TOTAL</b>                     | <b>914,016</b>            | <b>853,890</b>            | <b>955,517</b>             | <b>970,046</b>               | <b>1,072,570</b>            | <b>1,072,570</b>           | <b>12.3%</b>                  |
| <b>MATERIALS AND SERVICES</b>    |                           |                           |                            |                              |                             |                            |                               |
| Legislative and Executive        | 1,876                     | 12,481                    | 12,949                     | 15,341                       | 14,841                      | 14,841                     | 14.6%                         |
| Administrative Services          | 85,409                    | 132,205                   | 143,650                    | 143,750                      | 153,094                     | 153,094                    | 6.6%                          |
| Legal Services                   | 84,054                    | 144,489                   | 103,569                    | 158,922                      | 158,922                     | 158,922                    | 53.4%                         |
| Community & Economic Development | 168,162                   | 178,021                   | 205,500                    | 189,200                      | 193,500                     | 193,500                    | -5.8%                         |
| Law Enforcement                  | 1,269,112                 | 1,244,366                 | 1,268,750                  | 1,268,750                    | 1,339,445                   | 1,339,445                  | 5.6%                          |
| Building Code Services           | 66,472                    | 79,783                    | 94,000                     | 81,750                       | 90,600                      | 90,600                     | -3.6%                         |
| Non-Departmental                 | 108,200                   | 35,000                    | 415,602                    | 315,602                      | 248,155                     | 248,155                    | -40.3%                        |
| <b>TOTAL</b>                     | <b>1,783,285</b>          | <b>1,826,345</b>          | <b>2,244,020</b>           | <b>2,173,315</b>             | <b>2,198,557</b>            | <b>2,198,557</b>           | <b>-2.0%</b>                  |
| <b>CAPITAL OUTLAY</b>            |                           |                           |                            |                              |                             |                            |                               |
| Legislative and Executive        | 149                       | 992                       | 1,000                      | 729                          | 2,700                       | 2,700                      | 170.0%                        |
| Administrative Services          | 3,487                     | 4,945                     | 3,300                      | 1,500                        | 2,695                       | 2,695                      | -18.3%                        |
| Legal Services                   | 0                         | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| Community & Economic Development | 0                         | 537                       | 4,000                      | 2,000                        | 1,000                       | 1,000                      | -75.0%                        |
| Law Enforcement                  | 0                         | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| Building Code Services           | 1,750                     | 0                         | 1,000                      | 500                          | 0                           | 0                          | -100.0%                       |
| Non-Departmental                 | 0                         | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| <b>TOTAL</b>                     | <b>5,386</b>              | <b>6,474</b>              | <b>9,300</b>               | <b>4,729</b>                 | <b>6,395</b>                | <b>6,395</b>               | <b>-31.2%</b>                 |



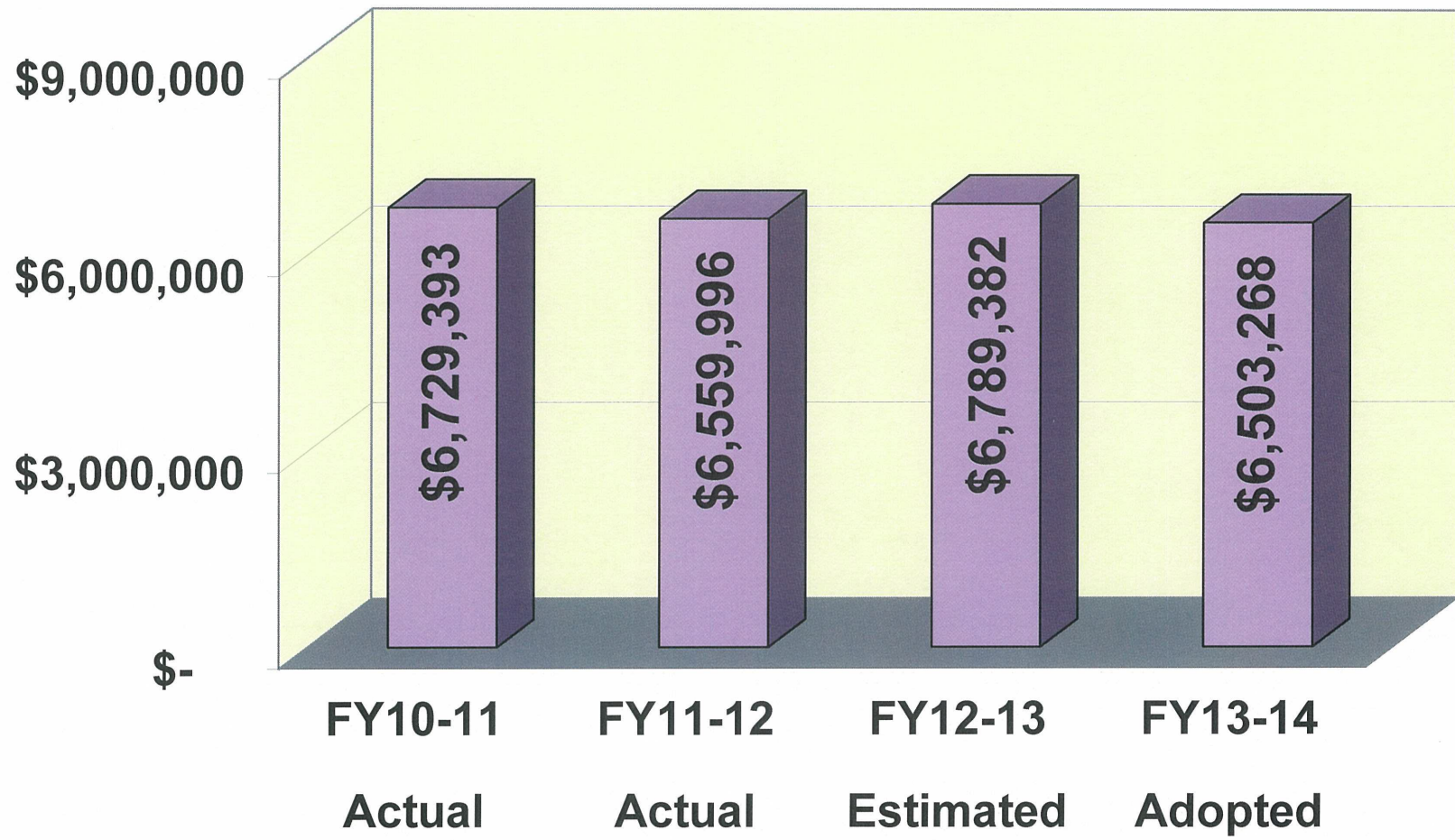
## General Fund Requirements Summary (By Departmental Divisions)



**GENERAL FUND - 01****REQUIREMENTS SUMMARY (Appropriations + Ending Cash Balance) - Continued**

|  | <b>ACTUAL<br/>2010-11</b> | <b>ACTUAL<br/>2011-12</b> | <b>ADOPTED<br/>2012-13</b> | <b>ESTIMATED<br/>2012-13</b> | <b>PROPOSED<br/>2013-14</b> | <b>ADOPTED<br/>2013-14</b> | <b>% CHANGE<br/>FY14/FY13</b> |
|--|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|----------------------------|-------------------------------|
| <b>TRANSFERS TO OTHER FUNDS</b>          |                           |                           |                            |                              |                             |                            |                               |
| Non-Departmental                         | 2,393,788                 | 2,235,600                 | 2,235,600                  | 2,235,600                    | 2,081,784                   | 2,081,784                  | -6.9%                         |
| <b>CONTINGENCY</b>                       |                           |                           |                            |                              |                             |                            |                               |
| Non-Departmental                         | 93,823                    | 134,980                   | 220,000                    | 175,000                      | 225,000                     | 225,000                    | 2.3%                          |
| <b>TOTAL GENERAL FUND APPROPRIATIONS</b> | <b>5,190,298</b>          | <b>5,057,289</b>          | <b>5,664,437</b>           | <b>5,558,690</b>             | <b>5,584,306</b>            | <b>5,584,306</b>           | <b>-1.4%</b>                  |
| <b>ENDING CASH BALANCE (RESERVES)</b>    | <b>1,539,095</b>          | <b>1,502,707</b>          | <b>937,678</b>             | <b>1,230,692</b>             | <b>918,962</b>              | <b>918,962</b>             | <b>-2.0%</b>                  |
| <b>TOTAL GENERAL FUND REQUIREMENTS</b>   | <b>6,729,393</b>          | <b>6,559,996</b>          | <b>6,602,115</b>           | <b>6,789,382</b>             | <b>6,503,268</b>            | <b>6,503,268</b>           | <b>-1.5%</b>                  |

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









# **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.

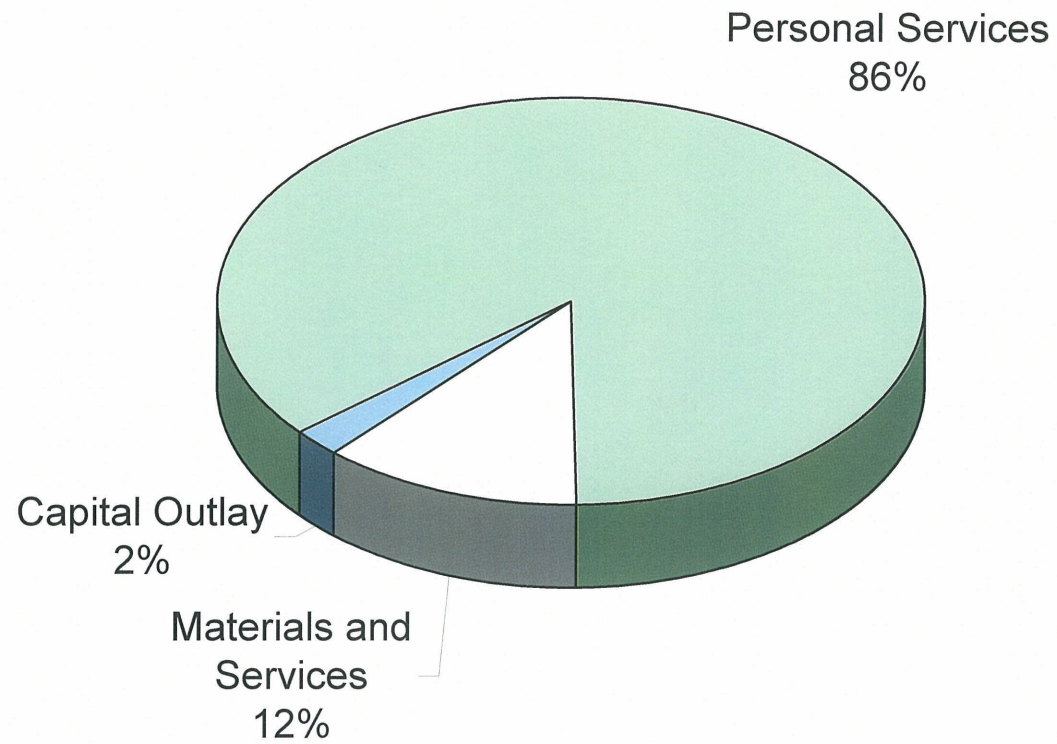
### **FY2013-2014 Objective**

The objective of the Legislative and Executive Division for Fiscal Year 2013-2014 is to provide budgetary authority to support the Mayor, City Council and the City's legislative process.

### **FY2013-2014 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, 49 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<br/>2010-11</b> | <b>ACTUAL<br/>2011-12</b> | <b>ADOPTED<br/>2012-13</b> | <b>ESTIMATED<br/>2012-13</b> | <b>PROPOSED<br/>2013-14</b> | <b>ADOPTED<br/>2013-14</b> | <b>% CHANGE<br/>FY14/FY13</b> |
|---|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|----------------------------|-------------------------------|
| <b>PERSONAL SERVICES</b>                  |                           |                           |                            |                              |                             |                            |                               |
| 1000 Salaries                             | 50,016                    | 51,220                    | 50,254                     | 50,254                       | 50,255                      | 50,255                     | 0.0%                          |
| 2700 Vacation/Sick Accrual                | 0                         | 0                         | 0                          | 0                            | 0                           | 0                          | N/A                           |
| 2800 Employer Paid Taxes and Benefits     | 33,367                    | 31,566                    | 44,740                     | 52,481                       | 55,594                      | 55,594                     | 24.3%                         |
| <b>TOTAL</b>                              | <b>83,383</b>             | <b>82,786</b>             | <b>94,994</b>              | <b>102,735</b>               | <b>105,849</b>              | <b>105,849</b>             | <b>11.4%</b>                  |
| <b>MATERIALS AND SERVICES</b>             |                           |                           |                            |                              |                             |                            |                               |
| 3100 Office Supplies and Postage          | 199                       | 871                       | 1,850                      | 2,000                        | 2,000                       | 2,000                      | 8.1%                          |
| 3200 Operating Supplies                   | 159                       | 649                       | 950                        | 1,400                        | 1,400                       | 1,400                      | 47.4%                         |
| 4000 Election Expense                     | 117                       | 433                       | 341                        | 341                          | 341                         | 341                        | 0.0%                          |
| 4200 Professional Services                | 0                         | 6,213                     | 5,000                      | 6,500                        | 6,500                       | 6,500                      | 30.0%                         |
| 4800 Dues, Subscriptions, Memberships     | 52                        | 599                       | 599                        | 800                          | 800                         | 800                        | 33.6%                         |
| 4900 Personnel Travel, Training, Meet.    | 305                       | 183                       | 109                        | 0                            | 0                           | 0                          | -100.0%                       |
| 4910 Elected Off. Travel, Training, Meet. | 793                       | 2,564                     | 3,150                      | 4,000                        | 3,500                       | 3,500                      | 11.1%                         |
| 5100 Telephone and Communications         | 251                       | 969                       | 950                        | 300                          | 300                         | 300                        | -68.4%                        |
| <b>TOTAL</b>                              | <b>1,876</b>              | <b>12,481</b>             | <b>12,949</b>              | <b>15,341</b>                | <b>14,841</b>               | <b>14,841</b>              | <b>14.6%</b>                  |
| <b>CAPITAL OUTLAY</b>                     |                           |                           |                            |                              |                             |                            |                               |
| 7400 Office Furniture & Equipment         | 149                       | 992                       | 1,000                      | 729                          | 2,700                       | 2,700                      | 170.0%                        |
| <b>TOTAL</b>                              | <b>149</b>                | <b>992</b>                | <b>1,000</b>               | <b>729</b>                   | <b>2,700</b>                | <b>2,700</b>               | <b>170.0%</b>                 |
| <b>TOTAL LEGISLATIVE &amp; EXECUTIVE</b>  | <b>85,408</b>             | <b>96,259</b>             | <b>108,943</b>             | <b>118,805</b>               | <b>123,390</b>              | <b>123,390</b>             | <b>13.3%</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.

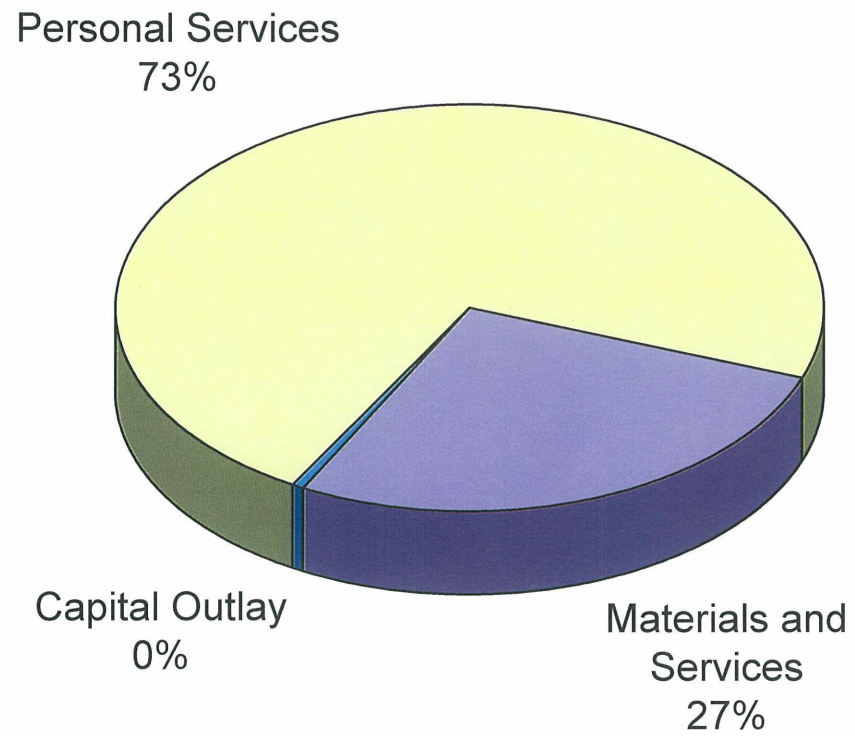
### **FY2013-2014 Objective**

The objective of the Administrative Services Division for Fiscal Year 2013-2014 is to provide budgetary authority to administer the General Fund and the services it supports.

### **FY2013-2014 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, 49 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**

|                                      |                                  | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>ADOPTED</b> | <b>ESTIMATED</b> | <b>PROPOSED</b> | <b>ADOPTED</b> | <b>% CHANGE</b>  |
|--------------------------------------|----------------------------------|----------------|----------------|----------------|------------------|-----------------|----------------|------------------|
|                                      |                                  | <b>2010-11</b> | <b>2011-12</b> | <b>2012-13</b> | <b>2012-13</b>   | <b>2013-14</b>  | <b>2013-14</b> | <b>FY14/FY13</b> |
| <b>PERSONAL SERVICES</b>             |                                  |                |                |                |                  |                 |                |                  |
| 1000                                 | Salaries                         | 146,578        | 152,386        | 216,009        | 222,889          | 251,993         | 251,993        | 16.7%            |
| 1900                                 | Overtime                         | 0              | 0              | 505            | 0                | 0               | 0              | -100.0%          |
| 2700                                 | Vacation/Sick Accrual            | 0              | 0              | 7,996          | 0                | 9,864           | 9,864          | 23.4%            |
| 2800                                 | Employer Paid Taxes and Benefits | 68,904         | 76,246         | 110,828        | 118,132          | 144,200         | 144,200        | 30.1%            |
|                                      | <b>TOTAL</b>                     | <b>215,482</b> | <b>228,632</b> | <b>335,338</b> | <b>341,021</b>   | <b>406,057</b>  | <b>406,057</b> | <b>21.1%</b>     |
| <b>MATERIALS AND SERVICES</b>        |                                  |                |                |                |                  |                 |                |                  |
| 3100                                 | Office Supplies and Postage      | 3,581          | 6,130          | 6,000          | 6,100            | 6,100           | 6,100          | 1.7%             |
| 3310                                 | State Sales Tax-Gen Gov.         | 42             | 24             | 100            | 50               | 50              | 50             | -50.0%           |
| 3600                                 | Computer Software                | 0              | 471            | 50             | 0                | 3,844           | 3,844          | 7588.0%          |
| 4000                                 | Election Expense                 | 0              | 0              | 0              | 0                | 0               | 0              | N/A              |
| 4200                                 | Professional Services            | 8,103          | 14,829         | 11,000         | 16,000           | 16,000          | 16,000         | 45.5%            |
| 4400                                 | Advertising & Public Notices     | 1,760          | 1,554          | 2,000          | 4,000            | 6,000           | 6,000          | 200.0%           |
| 4600                                 | Property & Liability Insurance   | 22,394         | 38,577         | 40,500         | 40,500           | 43,500          | 43,500         | 7.4%             |
| 4800                                 | Dues, Subscriptions, Memberships | 1,909          | 2,639          | 1,300          | 1,300            | 1,600           | 1,600          | 23.1%            |
| 4900                                 | Travel, Training and Meetings    | 6,170          | 9,047          | 11,100         | 11,100           | 12,000          | 12,000         | 8.1%             |
| 4950                                 | Tuition Reimbursement            | 0              | 0              | 0              | 0                | 0               | 0              | N/A              |
| 5100                                 | Telephone and Communications     | 10,813         | 17,218         | 16,900         | 17,000           | 17,400          | 17,400         | 3.0%             |
| 5110                                 | Computer Network                 | 13,710         | 15,598         | 16,000         | 16,000           | 16,000          | 16,000         | 0.0%             |
| 5200                                 | Utilities                        | 9,210          | 13,351         | 16,000         | 15,500           | 14,400          | 14,400         | -10.0%           |
| 5220                                 | Recycling Program-ERC            | 750            | 1,175          | 1,200          | 1,200            | 1,200           | 1,200          | 0.0%             |
| 5900                                 | Repair and Maintenance-Buildings | 6,967          | 11,592         | 21,500         | 15,000           | 15,000          | 15,000         | -30.2%           |
|                                      | <b>TOTAL</b>                     | <b>85,409</b>  | <b>132,205</b> | <b>143,650</b> | <b>143,750</b>   | <b>153,094</b>  | <b>153,094</b> | <b>6.6%</b>      |
| <b>CAPITAL OUTLAY</b>                |                                  |                |                |                |                  |                 |                |                  |
| 7400                                 | Office Furniture & Equipment     | 3,487          | 4,945          | 3,300          | 1,500            | 2,695           | 2,695          | -18.3%           |
|                                      | <b>TOTAL</b>                     | <b>3,487</b>   | <b>4,945</b>   | <b>3,300</b>   | <b>1,500</b>     | <b>2,695</b>    | <b>2,695</b>   | <b>-18.3%</b>    |
| <b>TOTAL ADMINISTRATIVE SERVICES</b> |                                  | <b>304,378</b> | <b>365,782</b> | <b>482,288</b> | <b>486,271</b>   | <b>561,846</b>  | <b>561,846</b> | <b>16.5%</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.

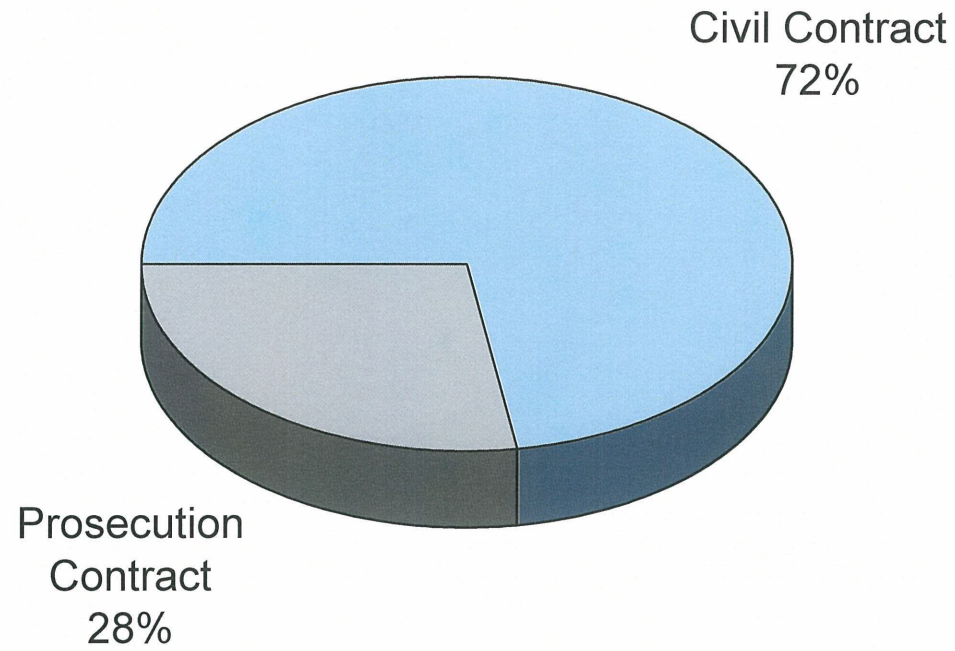
### **FY2013-2014 Objective**

The objective of the Legal Services Division for Fiscal Year 2013-2014 is to provide budget authority for the City's legal services.

### **FY2013-2014 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, 49 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**

|                                       | <b>ACTUAL<br/>2010-11</b> | <b>ACTUAL<br/>2011-12</b> | <b>ADOPTED<br/>2012-13</b> | <b>ESTIMATED<br/>2012-13</b> | <b>PROPOSED<br/>2013-14</b> | <b>ADOPTED<br/>2013-14</b> | <b>% CHANGE<br/>FY14/FY13</b> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|----------------------------|-------------------------------|
| <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            | 66,485                    | 100,567                   | 86,000                     | 115,000                      | 115,000                     | 115,000                    | 33.7%                         |
| 4270 City Prosecutor                  | 17,569                    | 43,922                    | 17,569                     | 43,922                       | 43,922                      | 43,922                     | 150.0%                        |
| 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>84,054</b>             | <b>144,489</b>            | <b>103,569</b>             | <b>158,922</b>               | <b>158,922</b>              | <b>158,922</b>             | <b>53.4%</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>84,054</b>             | <b>144,489</b>            | <b>103,569</b>             | <b>158,922</b>               | <b>158,922</b>              | <b>158,922</b>             | <b>53.4%</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.

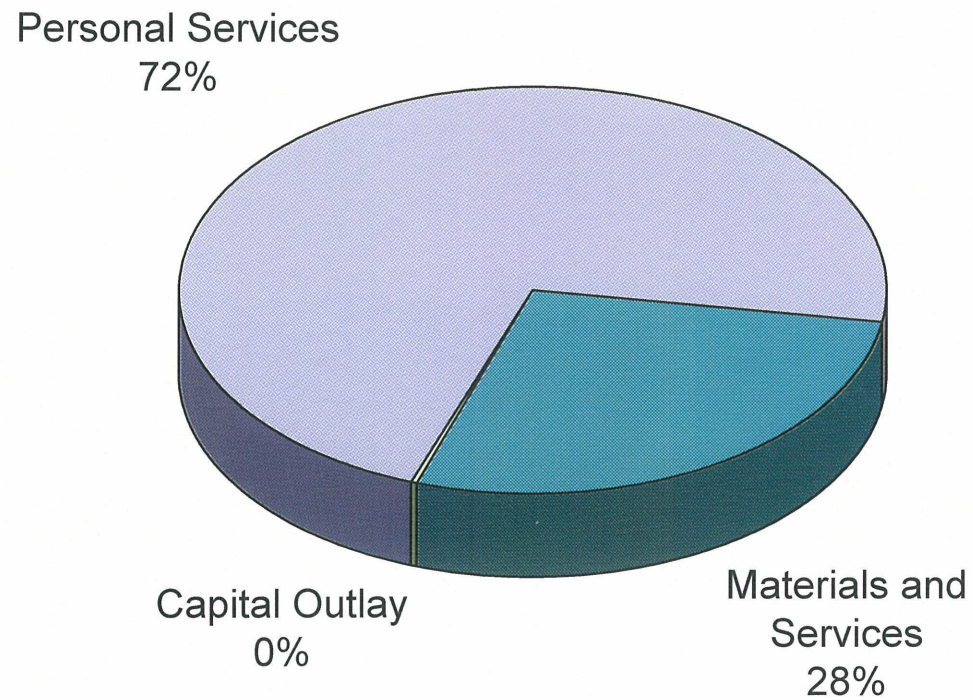
### **FY2013-2014 Objective**

The objective of the Community Planning and Development Division for Fiscal Year 2013-2014 is to provide budget authority for a broad range of economic development and planning activities.

### **FY2013-2014 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**

|  |                                    | <b>ACTUAL</b>  | <b>ACTUAL</b>  | <b>ADOPTED</b> | <b>ESTIMATED</b> | <b>PROPOSED</b> | <b>ADOPTED</b> | <b>% CHANGE</b>  |
|--|------------------------------------|----------------|----------------|----------------|------------------|-----------------|----------------|------------------|
|  |                                    | <b>2010-11</b> | <b>2011-12</b> | <b>2012-13</b> | <b>2012-13</b>   | <b>2013-14</b>  | <b>2013-14</b> | <b>FY14/FY13</b> |
| <b>PERSONAL SERVICES</b>                       |                                    |                |                |                |                  |                 |                |                  |
| 1000   | Salaries                           | 336,309        | 343,778        | 304,281        | 304,281          | 318,952         | 318,952        | 4.8%             |
| 1200   | Planning and Zoning Commission     | 16,950         | 16,425         | 26,000         | 23,000           | 26,000          | 26,000         | 0.0%             |
| 1600   | Seasonal Wages-Special Events      | 0              | 0              | 10,000         | 0                | 0               | 0              | -100.0%          |
| 1900   | Overtime                           | 1,107          | 928            | 0              | 0                | 0               | 0              | N/A              |
| 2700   | Vacation/Sick Accrual              | 1,729          | 0              | 4,986          | 105              | 5,305           | 5,305          | 6.4%             |
| 2800   | Employer Paid Taxes and Benefits   | 124,162        | 119,318        | 123,002        | 141,738          | 149,583         | 149,583        | 21.6%            |
|  | <b>TOTAL</b>                       | <b>480,257</b> | <b>480,449</b> | <b>468,269</b> | <b>469,124</b>   | <b>499,840</b>  | <b>499,840</b> | <b>6.7%</b>      |
| <b>MATERIALS AND SERVICES</b>                  |                                    |                |                |                |                  |                 |                |                  |
| 3100   | Office Supplies and Postage        | 10,899         | 8,745          | 11,000         | 9,000            | 11,500          | 11,500         | 4.5%             |
| 3160   | Office Supplies & Postage - Hotels | 3,540          | 4,190          | 1,500          | 3,500            | 0               | 0              | -100.0%          |
| 3600   | Computer Software                  | 148            | 80             | 1,500          | 0                | 1,500           | 1,500          | 0.0%             |
| 4200   | Professional Services              | 52,668         | 19,111         | 45,000         | 25,000           | 91,000          | 91,000         | 102.2%           |
| 4260   | Professional Services - Hotels     | 2,125          | 0              | 0              | 0                | 0               | 0              | N/A              |
| 4261   | Professional Services - WS Ranch   | 2,994          | 9,667          | 0              | 0                | 0               | 0              | N/A              |
| 4264   | Professional Services - Bald Lodge | 0              | 58             | 0              | 8,000            | 0               | 0              | N/A              |
| 4265   | Professional Services - River Run  | 12,426         | 0              | 0              | 0                | 0               | 0              | N/A              |
| 4266   | Professional Services - Econ Dev   | 44,859         | 31,950         | 25,000         | 25,000           | 26,000          | 26,000         | 4.0%             |
| 4267   | Professional Services - Comp Plan  | 0              | 71,194         | 55,000         | 57,700           | 0               | 0              | -100.0%          |
| 4400   | Advertising & Public Notices       | 4,288          | 3,231          | 7,500          | 4,500            | 4,500           | 4,500          | -40.0%           |
| 4500   | Graphic Information System         | 11,249         | 17,547         | 15,000         | 15,000           | 15,000          | 15,000         | 0.0%             |
| 4800   | Dues, Subscriptions, Memberships   | 1,660          | 2,423          | 3,000          | 2,500            | 2,500           | 2,500          | -16.7%           |
| 4900   | Travel, Training and Meetings      | 18,721         | 9,619          | 9,000          | 7,500            | 7,500           | 7,500          | -16.7%           |
| 4970   | Travel, Training and Meetings-P&Z  | 0              | 0              | 1,000          | 500              | 3,000           | 3,000          | 200.0%           |
| 6510   | Events Sponsorships                | 0              | 0              | 30,000         | 30,000           | 30,000          | 30,000         | 0.0%             |
| 6910   | Other Purchased Services           | 2,585          | 206            | 1,000          | 1,000            | 1,000           | 1,000          | 0.0%             |
|  | <b>TOTAL</b>                       | <b>168,162</b> | <b>178,021</b> | <b>205,500</b> | <b>189,200</b>   | <b>193,500</b>  | <b>193,500</b> | <b>-5.8%</b>     |
| <b>CAPITAL OUTLAY</b>                          |                                    |                |                |                |                  |                 |                |                  |
| 7400   | Office Furniture & Equipment       | 0              | 537            | 4,000          | 2,000            | 1,000           | 1,000          | -75.0%           |
|  | <b>TOTAL</b>                       | <b>0</b>       | <b>537</b>     | <b>4,000</b>   | <b>2,000</b>     | <b>1,000</b>    | <b>1,000</b>   | <b>-75.0%</b>    |
| <b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOP.</b> |                                    | <b>648,419</b> | <b>659,007</b> | <b>677,769</b> | <b>660,324</b>   | <b>694,340</b>  | <b>694,340</b> | <b>2.4%</b>      |





# **Law Enforcement Division**

