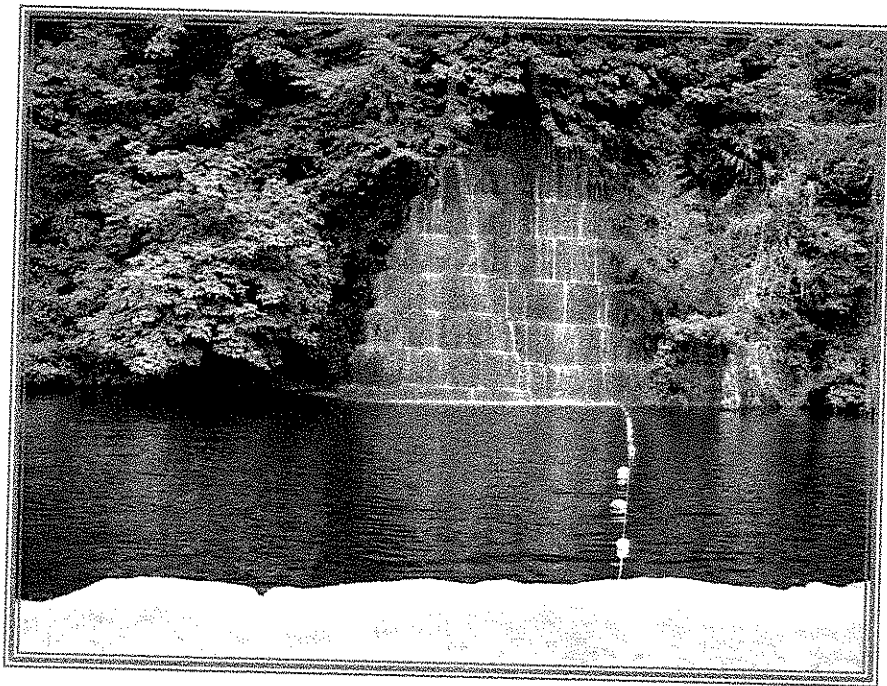


City of Tenino 2015 Budget



BUDGET MESSAGE

TO: Tenino City Council
FROM: Bret D. Brodersen, Mayor
SUBJECT: 2015 Budget

The 2015 Budget for the City of Tenino is a balanced budget without significant cuts from revised 2014 levels. Revenue projections indicate no significant increases. The property tax levy for collection in 2015 is estimated to be \$265,835 for General Fund purposes.

The 2015 Budget represents a bare minimum of services which, unfortunately, does not address deferred expenditures of maintenance and full-time staffing of services. Should the City experience increases in revenue during the 2015 Fiscal Year, the council will have an opportunity to prioritize fulfillment of some of these additional services.

It is incumbent upon governments to build reserves in the form of carryover balances in all funds. Because of the challenges during the past few years, the City has not had the opportunity to work towards this ideal financial status. It is a goal to continue to work towards.

In 2014, the city received several grants which allowed expenditures for sidewalk improvements and opening the Quarry Pool for a time this past summer.

The budget presented to you for consideration is balanced within existing revenue streams and provides for the health and welfare of the citizens. Please consider adopting this budget for 2015.

City of Tenino

2015 Budget

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CITY OF TENINO

2015 BUDGET

This budget has been adopted as required by the Revised Code of Washington (RCW) for the operation of the City during the Fiscal Year, January 1, 2015 through December 31, 2015. This budget will assist you in understanding the budget process as required for a municipal government, as well as the goals and priorities for the City of Tenino.

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

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

The Budgeting Process

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

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

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

Legal Requirements

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

Budgeting Policies

During the preparation of the 2015 Budget, budgetary policies were followed for the City in order to ensure that the resources of the community will be handled in the most efficient manner possible. The following budgetary policies will allow the City to manage its fiscal resources in such a manner as to ensure the continued support of essential services, as well as allowing specialized services to be provided in response to community request.

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

excess revenues over and above the amounts included in the following annual budget.

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

Actual Budget Development

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

The process for the Creation of this Budget:

Beginning in August –

Clerk-Treasurer

1. Review of year-to-date revenues and expenditures FY 2014 projected to represent a 12-month total.
2. Comparison of the previous four years expenditures and revenues on a line item basis.
3. Evaluating any trends revealed through historical data.
4. Projection of adjustments to on-going/predictable expenditures such as salary, benefits, insurance, utilities, communications, leases and long-term debt.
5. Evaluation of whether expenditures are on-going or one-time events.
6. Request information from Department Heads for their projected needs in the coming year.

Department Heads

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

In September & October –

Clerk-Treasurer

1. Present to the Mayor for review a proposed preliminary budget for 2015.
2. Budget discussions, negotiations and changes are made working with the Mayor and Department Heads.
3. Schedule and advertise work shops and Public Hearings to review budget requests, discuss financial options available, and determine if the budget requests from each department will allow the adoption of a balanced budget which will continue to provide an acceptable level of basic services.

Mayor

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

Department Heads

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

On November 25th a Public Hearing was held on Revenue Sources for the coming year's budget, including consideration of possible increases in property tax revenues.

Set date for public hearings for Preliminary 2015 Budget Proposal to be held November 25th, 2014 and December 9th, 2014.

In November

1. November 25th the first Public Hearing was held.
2. The first reading of Ordinance No. 847 2015 Budget adoption was conducted following the November 25th Public Hearing.
3. Property Tax Levy, Ordinance No. 846 was adopted (due to Thurston County Assessor's office by November 30, 2014).

In December

1. *December 9th, 2014 the 2015 budget was adopted by Council at their regular meeting.*

ELECTED OFFICIALS

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

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

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

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

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

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

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

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

2015 Elected Officials and Terms of Office

Name	Position	Term
Bret D. Brodersen	Mayor	6/25/13 – 12/31/15
Sirena Painter	Council No. 1	11/26/13 – 12/31/17
Dave Watterson	Council No. 2	11/26/13 – 12/31/15
John O'Callahan	Council No. 3	1/01/14 – 12/31/17
Craig Lester	Council No. 4	11/26/13 – 12/31/17
Wayne Fournier	Council No. 5	1/01/12 – 12/31/15

Definition of Fund Accounts

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

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

Governmental Type Fund (000 to 100 series):

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

Fund 001 – General Fund

REVENUES

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

TAXES

Property Taxes

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

Retail Sales Taxes

The City of Tenino licensed approximately 168 businesses in 2012 and 142 in 2013. The retail sales tax rate within the City of Tenino is 7.9%. The City realizes 1.3%.

Gambling/Local Criminal Justice Taxes

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

Business Taxes

Utility taxes vary on a year-to-year basis. The City assesses a 6% Utility Tax.

LICENSES/PERMITS

Business Licenses and Permits

Charges for business licenses are \$50 for a new license and \$40/yr for renewals.

Franchises

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

STATE SHARED REVENUES

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

CHARGES FOR SERVICES

Contract Services

The City of Tenino has Inter-local Agreements with the City of Rainier to provide police and municipal court services.

General Services

The City of Tenino charges for services, such as providing police reports, traffic school, fees for planning services and park facility charges.

FINES & FORFEITURES

Fines & Forfeitures

The City of Tenino collects some fees through the Municipal Court for individuals who have been found to have broken the law. The majority of the fees charged are remitted to the State and the County; however a portion is kept by the local jurisdiction.

MISCELLANEOUS REVENUES

Miscellaneous Revenue

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

EXPENDITURES

Legislative & Executive

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

Municipal Court

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

Expenditures for this department are comprised of a full-time court clerk, plus a small percentage of the Administrative Clerks time to help with court and the Clerk-Treasurer's time for administrative services. Also included are the costs of the court for the municipal judge, supplies, and small equipment, training, travel, printing and communication expenses.

Administration

The Administration Department for the City of Tenino is responsible for the day-to-day operation of City Hall. The current staffing for City Hall is comprised of the Clerk/Treasurer and 1.5 clerks all sharing responsibilities for other departments.

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

Central Services

Central Services has been divided into two sections; 1) Central Services – General and 2) Central Services – Maintenance. The General section is under the direction of the Clerk-Treasurer and the Maintenance section is under the Public Works Director. Within this department, the Public Works Director is

responsible for the maintenance, repair and improvement of all City owned buildings. These buildings include City Hall, Tenino Timberland Library, Police Department, and Tenino Depot Museum, Quarry House, Maintenance Shop and all other miscellaneous facilities. Additionally, Central Services tracks word processing, data processing and printing and copying costs for the City.

Law Enforcement

The 2015 law enforcement department has been budgeted for two full-time and one part-time Police Officer and a Police Chief. This budget also includes a part-time Police Clerk position, which handles police records, evidence and provides clerical staff support for the Police Department.

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

Fire Services

Fire services for the City of Tenino are provided through contract with Thurston County Fire District #12 (TCFD #12).

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

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

Physical Environment

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

Also included in physical environment services is animal control for the community. The City of Tenino has a small local kennel that holds dogs for a short period of time. The City does not include services for stray cats. Local volunteers work to find homes for unclaimed animals, and assist with the care of incarcerated dogs. If animals are not retrieved during this short period, they are transported to the County Animal Control Agency.

Animal control services are provided by the Public Works Department.

Economic Environment

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

The Tenino Planning Department consists of the Planning Commission, Thurston Regional Planning Council.

The Planning Commission is comprised of five members and is responsible for the review of all applications received for zoning and land use issues. These issues including zoning variances, conditional use permits, short plats, large lot subdivisions and boundary line adjustments. The Planning

Commission presents recommendations to the Tenino City Council for final approval on all issues except street vacations.

Mental & Physical Health

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

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

Culture and Recreation

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

Library

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

Tenino Depot Museum

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

In 2002, the STCHS organization received a donation of a building that served as what is known as the Ticknor School from Thurston County Fire District #12. In 2003, the building was moved from its site in the Skookumchuck Valley to the Tenino City Park adjacent to the Depot Museum and will become part of that historic display.

Tenino Quarry House

The Tenino Quarry House is the community building for Tenino and is the meeting center for a variety of clubs and organizations. This building is located within the scenic City Park, adjacent to the Quarry Swimming Pool. The Quarry House was the original family home of the owners of the Tenino Sandstone Company, and remains in its original location. The building was constructed with

rough sandstone pillars at the entrance. A few paces from the steps are the remnants of a once elaborate sandstone porch.

General Parks

The City of Tenino has approximately 44 acres of land designated as parks. The majority of this property is located along the southern boundary of the City, and is bisected by the abandoned Tenino to Yelm Prairie Line, formerly owned by the Burlington Northern Railroad. Tenino's park facilities meet the recommendations for park sizes as established by the National Recreation and Parks Association.

The City Park is the site of the former Tenino Stone Company quarry and office. In addition to park and recreation uses, with the former quarry office (Quarry House) being utilized as a community center, the city park is the site of the Quarry Swimming Pool.

In 2010 the land above the Quarry Pool was acquired from Weyerhaeuser to protect the forest and hillside behind the pool. This acquisition is the result of a multi-year project working with Weyerhaeuser; funding was provided by State and Federal Grants and fundraising activities of local volunteers.

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

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

Fund 002 - Pool

At the request of the City Council the Quarry Pool is separated from the General Fund for accounting purposes starting in 2013. The Quarry Pool is part of the Park System maintained and supervised by Public Works. It is rolled into the General Fund for Annual Reporting. This pool is the actual site of the sandstone quarry for the Tenino Stone Company. Abandoned when quarrying activities struck the aquifer, the old quarry has been developed as a swimming pool. The eastern end of the quarry has been filled and developed into a graduated depth wading pool, which qualifies as a swimming pool by the health department standards, including chlorinated water. The middle portion of the quarry remains in its natural state, with a depth of 25', and is available for swimming during the operating hours of the pool. The remaining western end of the quarry is off limits, as portions of it are approximately 85' deep, and still contain the quarrying equipment that was abandoned when the aquifer was struck. Since the pool is fed by springs into the aquifer, it is classified as an inland lake. Funding to operate the pool is derived from donations, entrance fees during pool operating hours and cash transfers from the General Fund.

Special Revenue Fund Type (100):

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

Fund 101 - Streets

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

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

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

Fund 109 - Contingency

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

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

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

Fund 110 - Community Development

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

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

Capital Project Fund (300 series):

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

Fund 310 - Municipal Capital Improvement

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

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

Proprietary Fund Type (400 series):

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

Fund 401 – Water Fund

The Water Fund is proprietary fund type. This fund is used for the provision of water services, maintenance, and upkeep of the City water system. The Water System revenue and expenditures will be kept separate.

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

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

Fund 402 - Stormwater

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

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

Storm water work is often times part of street improvements.

Fund 403 - Sewer Reserve Fund

The Sewer Reserve Fund is a Debt Service Fund type. This fund was created for the accumulation of resources to enable payments of principal, interest, and related costs for the city's outstanding long-term (bonded) debt from USDA Water and Sewer Bond.

Revenues for this fund are received through inter-fund transfers from Fund #410 (Sewer fund). All other revenues are received from investment interest only.

In addition to monthly transfers to ensure there are funds for the semi-annual bond repayments, USDA requires a monthly transfer of \$834.00 to accrue \$10,008 each year for a total of 10 years to be used for Short-Lived Asset reserves.

Fund 410- Sewer Fund

The Sewer Fund is proprietary fund type. This fund is used for the provision of sewer services, maintenance, and upkeep of the City sewer system. The sewer system revenue and expenditures will be kept separate.

As a proprietary type fund, this Fund is required by state law to be totally self-supporting, through the implementation of user fees. Revenues are primarily based on fees for sewer; other revenue comes from hook-up charges, late fees, and investment interest. When necessary for capital projects, the Sewer Fund may legally apply for, and receive, loans and/or grants. Any such loans must be repaid from revenues received through the provision of services from the Fund. Appropriations for expenditures include supplies, utilities, salaries, benefits, inter-fund transfers, debt services and miscellaneous charges.

In 2013 the City of Tenino contracted for a sewer rate study. The results of that study are anticipated for early 2014. The study will help the City Council decide if current charges are sufficient to cover the governmental mandates of operating a utility.

Fund 420 - Water Capital Improvement

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

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

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

Fund 421 - Sewer Construction

The Sewer Construction Fund is a Capital Project Fund type. As such, this fund will be used for the development and implementation of wastewater treatment plant and collection system for the City of Tenino. This fund will also finance the septic abandonment done by Public Works.

2015 BUDGET TOTALS

City Of Tenino
MCAG #: 0757

Time: 10:51:03 Date: 12/10/2014
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001 General Government Fund #001

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 00 00 00 Beginning Balance	23,081.00
308 Beginning Balances	23,081.00

310 Taxes

311 10 00 00 Real & Personal Prop Taxes	265,835.42
313 11 00 00 Sales & Use	160,000.00
313 71 00 00 Local Criminal Justice	24,000.00
316 10 00 00 Business And Occupation Taxes	35,000.00
316 41 00 00 Business Utility Tax-electri	100,000.00
316 42 00 00 Utility Tax - Water	15,000.00
316 44 00 00 Utility Tax - Sewer	45,000.00
316 45 00 00 Business Utility Tax-garbage	13,000.00
316 46 00 00 Business Utility Tax-tv/cabl	38,000.00
316 47 00 00 Business Utility Tax-telepho	40,000.00
316 81 00 00 Gambling Taxes	2,800.00
317 40 00 00 Forest Excise Tax	150.00
319 60 00 00 Gambling Tax Penalties	0.00
319 80 00 00 Utility Tax Penalties	0.00
310 Taxes	738,785.42

320 Licenses & Permits

321 91 00 00 Franchises	0.00
321 91 01 00 Right Of Way Fee - Verizon	8,200.00
321 99 00 00 Business Licenses - New	1,200.00
321 99 01 00 Business License Renewal	4,250.00
322 10 00 00 Building Permits	15,000.00
322 10 01 00 Septic Permit Review	0.00
322 30 00 00 Animal License	1,200.00
322 90 00 00 Parades / Special Events	800.00
359 49 00 00 Business License Penalties	250.00
320 Licenses & Permits	30,900.00

330 State Generated Revenues

331 16 60 00 Bulletproof Vest Partnership Program	0.00
334 01 10 00 Training Grant - Academy	0.00
336 00 98 00 City Assistance	8,500.00
336 06 21 00 Criminal Justice - Populatio	1,000.00
336 06 26 00 Criminal Justice - Special Programs	1,445.00
336 06 51 00 Dui Cities	400.00
336 06 94 00 Liquor Excise Tax	2,300.00
336 06 95 00 Liquor Control Board Profits	13,000.00
341 49 00 00 Court Costs	0.00

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REVENUES

330 State Generated Revenues

342 10 02 00 Law Enforcement Sevices	0.00
330 State Generated Revenues	26,645.00

340 Charges For Services

341 33 00 00 Compliance Fee	200.00
341 33 02 00 Warrant Cost	300.00
341 35 00 00 Photocopies	0.00
341 35 01 00 Police Reports	100.00
341 95 00 00 Legal Services	250.00
342 10 01 00 Traffic Safety School	3,500.00
342 33 00 00 Probation Fees	1,500.00
342 36 00 00 Housing And Monitoring Of Prisoners	150.00
342 36 00 21 Electronic Home Monitoring	0.00
342 37 00 00 Booking Fees	0.00
345 81 00 00 Zoning & Subdivision Fees	1,000.00
345 83 00 00 Plan Check Fees	3,500.00
347 30 01 00 Ball Field Fees	500.00
355 21 00 00 Crim Conv Fee	100.00
340 Charges For Services	11,100.00

350 Fines & Forfeitures

352 30 00 00 Mandatory Insurance Cost	100.00
353 10 00 00 Traffic Infractions	14,000.00
354 00 00 00 Parking Infractions	50.00
355 20 00 00 DUI	1,500.00
355 80 00 00 Criminal Traffic	6,500.00
356 50 00 00 Investigative Fund Assessments	0.00
356 90 00 00 Criminal Non-traffic	2,200.00
356 90 01 00 Animal Penalty Fees	75.00
357 33 00 00 Public Defense Cost	2,200.00
357 39 00 00 Court Cost Recoup	600.00
359 10 00 00 B&O Penalties	1,200.00
350 Fines & Forfeitures	28,425.00

360 Misc Revenues

361 11 00 00 Investment Interest	700.00
361 40 00 00 Sales Interest	25.00
362 40 01 00 Camping Fees	1,400.00
362 40 02 00 Quarry House Rent	3,000.00
362 40 04 00 Concession Stand Rental	150.00
362 40 05 00 Food Warehouse Rental	0.00
367 11 00 00 WA Sheriff's & Police Chiefs Association	0.00

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REVENUES

360 Misc Revenues

367 11 02 00 Library Donations	0.00
367 11 03 00 Park Donations	0.00
367 11 04 00 Ballfield Donations	0.00
367 11 05 00 Police Vest Donation	0.00
367 11 06 00 AWC Loss Control Grant	0.00
367 11 07 00 Museum Donation	0.00
367 11 08 00 AWC Travel Reimbursment	600.00
367 11 10 00 Animal Shelter Donation	0.00
369 10 01 00 Surplus Property Sale	0.00
369 30 00 00 Confiscated And Forfeited Property	0.00
369 40 01 00 Judgments And Settlements-Rainier Police Contract	25,000.00
369 40 12 00 Restitution	50.00
369 90 00 00 Other Miscellaneous Revenue	0.00
369 90 03 00 NSF Fee	0.00
369 90 81 00 Cashier's Overage/Shortage	0.00
360 Misc Revenues	30,925.00

380 Non Revenues

381 10 02 00 Interfund Loan From Fund #310	0.00
386 12 00 00 Crime Victims Compensation	500.00
386 83 00 00 Emergency Medical Services	500.00
386 83 05 00 JIS/Trauma	25.00
386 83 07 00 Auto Theft	3,000.00
386 83 32 00 Trama Brain Injury	250.00
386 88 00 00 PSEA 3	50.00
386 89 00 00 State Remittances--Crime Lab Analysis	50.00
386 89 09 00 WSP Highway Account	500.00
386 89 14 00 Highway Safety	150.00
386 89 15 00 Death Investigation	100.00
386 91 00 00 Public Safety/education PSEA 1	11,000.00
386 92 00 00 PSEA 2	5,700.00
386 97 00 00 JIS	7,000.00
386 99 00 00 School Zone Safety	200.00
389 00 00 00 Deposit / Facility Rental	2,000.00
389 00 00 01 Deposit / Land Use	0.00
389 00 00 02 Deposit / Special Events	0.00
389 00 00 03 To Be Recoded	0.00
389 00 00 15 Sales Tax To Be Remitted To DOR	60.00
389 00 01 00 Building Code Fees	150.00
389 99 99 99 Cash In Transit	0.00
380 Non Revenues	31,235.00

390 Other Revenues

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REVENUES

390 Other Revenues

395 20 00 00 Insurance Settlement 0.00

390 Other Revenues 0.00

397 Interfund Transfers

397 00 01 00 Interfund Loan - Fund #110 0.00

397 02 01 00 Operating Transfer To Close Fund 201 0.00

397 06 31 00 Operating Transfer - Closing Fund 630 0.00

397 95 00 00 Interfund Transfer - #109 0.00

397 Interfund Transfers 0.00

005 Park

330 State Generated Revenues

337 03 80 00 Port Of Olympia Grant - Olympia St. 5,000.00

330 State Generated Revenues 5,000.00

005 Park 5,000.00

Fund Revenues: 926,096.42

EXPENDITURES

511 Legislative

511 30 44 00 Advertising & Publications 500.00

511 60 10 00 Council Stipend 4,500.00

511 60 20 00 Benefits 365.00

511 60 31 00 Supplies 175.00

511 60 42 00 Communication 150.00

511 60 43 01 Travel/lodging/meals 200.00

511 60 43 02 Education & Travel 300.00

514 40 51 00 Election Services 3,500.00

511 Legislative 9,690.00

512 Judicial

512 50 10 00 Salaries & Wages 25,000.00

512 50 20 00 Benefits 8,950.00

512 50 31 00 Office Supplies 500.00

512 50 35 00 Small Tools And Equipment 125.00

512 50 42 00 Telephone & Communications 3,500.00

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EXPENDITURES

512 Judicial

512 50 43 00 Travel/lodging/meals	600.00
512 50 49 00 Dues/membership/misc	400.00
512 50 49 01 Printing	100.00
512 Judicial	39,175.00

513 Executive

513 50 10 00 Executive - Mayor Stipend	5,270.00
513 50 20 00 Executive - Personnel Benefits Mayor	316.47
513 50 43 01 Executive - Travel	600.00
513 Executive	6,186.47

514 Finance

514 10 35 00 Small Equipment	100.00
514 20 10 00 Salaries & Wages	27,086.83
514 20 20 00 Benefits	7,178.00
514 20 31 00 Supplies	800.00
514 20 41 00 Professional Services	2,200.00
514 20 42 00 Telephone & Communications	5,000.00
514 20 42 01 Bank Charges	1,000.00
514 20 48 00 Equipment Repair/maintenance	6,600.00
514 20 49 00 Dues/memberships/misc.	100.00
514 23 41 00 Audit Service	4,000.00
514 40 43 00 Travel/lodging/meals	1,000.00
514 40 49 00 Education & Training	500.00
514 Finance	55,564.83

515 Legal Services

515 32 41 01 City Attorney	35,000.00
515 32 41 02 Prosecuting Attorney	7,000.00
515 32 41 03 Public Defender	12,000.00
515 32 41 05 Judge Fees	350.00
515 32 41 06 Interpreter Services	600.00
515 Legal Services	54,950.00

518 Central Services

518 10 41 00 Professional Services	500.00
518 10 42 03 Internet Access Fee	150.00
518 10 48 00 Operations Contract - Dp	0.00
518 10 48 02 Computer Maint	3,000.00
518 10 49 00 Dues/misc. AWC Services	875.00

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EXPENDITURES

518 Central Services

518 10 49 01 Code Book Publications	0.00
518 10 65 00 Communication Equipment	0.00
518 20 10 00 Salaries / Facilities Maint.	11,445.00
518 20 20 00 Benefits	4,828.00
518 20 31 00 Office Supplies	650.00
518 20 35 00 Small Equipment	250.00
518 20 42 02 Alarm Services	400.00
518 20 47 00 Utilities	6,200.00
518 20 47 01 Food Warehouse Utilities	1,100.00
518 30 31 00 Maintenance Supplies	600.00
518 30 41 01 Custodial Supplies	500.00
518 30 48 00 Maintenance - Facility	2,000.00
518 30 48 01 Maintenance - Equipment	1,000.00
518 30 48 02 Food Warehouse Maintenance	500.00
518 70 46 00 Insurance	7,745.20
518 Central Services	41,743.20

521 Law Enforcement

521 10 10 02 Law Enforcement - Overtime	13,000.00
521 10 20 02 Law Enforcement - OT Benefits	1,800.00
521 10 32 00 Fuel	20,000.00
521 10 41 01 Professional Services	4,000.00
521 10 42 00 Telephone & Communications	11,000.00
521 10 42 03 Alarm System	825.00
521 10 46 00 Insurance	11,181.30
521 10 47 00 Utilities	8,000.00
521 10 48 01 Repair/maintenance (Admin)	500.00
521 21 00 00 Investigations	500.00
521 22 10 00 Salaries & Wages	177,316.00
521 22 10 02 Standby	10,000.00
521 22 20 00 Benefits	46,200.00
521 22 20 01 Uniforms	3,000.00
521 22 20 02 Retiree Medical/deductible	14,300.00
521 22 31 00 Supplies	2,000.00
521 22 35 00 Small Equipment	2,000.00
521 22 48 01 Law Enforcement Equipment- Repairs & Maintenance	7,000.00
521 22 49 01 Education/training	4,000.00
521 22 49 02 Dues/memberships/misc.	300.00
521 31 41 00 Computer Hardware/software	9,892.00
521 50 41 02 Custodial Services/supplies	200.00
521 50 48 00 Repair & Maintenance (building)	200.00
521 50 60 00 Law Enforcement - Vehicle Purchase	0.00
521 90 49 00 Traffic Safety School	250.00
528 60 42 02 Cad Communications	1,000.00
528 80 40 00 RMS System	6,110.88

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EXPENDITURES

521 Law Enforcement

521 Law Enforcement	354,575.18
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522 Fire Control

522 20 30 01 Vehicle Purchase	0.00
522 20 41 00 Contracted Services	104,558.77
522 20 48 00 Fire Control - Repairs & Maintenance	0.00
522 60 49 00 Emergency Management Council	0.00
522 Fire Control	104,558.77

523 Jail Costs

523 20 00 00 EHM Costs	0.00
523 60 51 00 Detention/correction-Chehalis	4,000.00
523 60 51 01 Detention/correction-Nisqually	2,000.00
523 60 51 02 Detention/correction-Thurston	0.00
523 60 51 03 Prisoner Medical Expenses	0.00
523 Jail Costs	6,000.00

531 Natural Resources

531 70 51 00 Air Pollution Control	775.00
531 Natural Resources	775.00

539 Other Environment Services

539 30 10 00 Salaries & Wages	3,000.00
539 30 20 00 Benefits	1,288.35
539 30 31 00 Supplies	400.00
539 30 41 00 Disposal Fees/county	200.00
539 30 46 00 Insurance	67.09
539 30 47 00 Utilities	500.00
539 30 48 00 Kennel Maintenance	250.00
539 Other Environment Services	5,705.44

558 Planning & Community Devel

557 30 00 00 Tourism	0.00
558 60 10 00 Salaries & Wages	0.00
558 60 20 00 Benefits	0.00
558 60 31 00 Supplies	1,450.00
558 60 41 00 Professional Services	24,000.00
558 60 43 00 Travel/lodging/meals	0.00

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EXPENDITURES

558 Planning & Community Devel

558 60 44 00 Advertising/planning	300.00
558 60 46 00 Insurance	0.00
558 60 49 00 TRPC Dues	1,800.00
558 60 49 02 Dues/membership/misc	500.00
558 60 49 03 Education / Training	0.00
558 60 49 05 Printing	100.00

558 Planning & Community Devel	28,150.00
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559 Housing & Community Develop

558 50 10 00 Salaries & Wages	5,000.00
558 50 20 00 Benefits	800.00
558 50 31 00 Supplies	100.00
558 50 42 00 Communications	0.00
558 50 49 00 Dues/membership/misc.	0.00
559 20 46 00 Insurance	0.00
559 60 43 00 Travel/lodging/meals	0.00
559 60 49 01 Printing	0.00

559 Housing & Community Develop	5,900.00
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566 Substance Abuse

566 30 00 00 Alcoholism	150.00
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566 Substance Abuse	150.00
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572 Libraries

572 50 10 00 Libraries - Salaries & Wages	1,600.00
572 50 20 00 Libraries - Personnel Benefits	685.00
572 50 31 00 Supplies & Maintenance	75.00
572 50 31 01 Janitorial Supplies	150.00
572 50 35 00 Small Tools/minor Equip	0.00
572 50 46 00 Insurance	1,183.13
572 50 47 00 Utilities	4,060.00
572 50 48 00 Repairs/maintenance	1,850.00

572 Libraries	9,603.13
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575 Cultural & Recreational Fac

575 30 42 00 Communications	550.00
575 30 46 00 Insurance (Museum)	2,161.72
575 30 47 00 Utilities	5,500.00
575 30 48 00 Repairs & Maintenance	600.00

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EXPENDITURES

575 Cultural & Recreational Fac

001 Museum 8,811.72

575 50 10 00 Quarry House Salaries & Wages	5,800.00
575 50 20 00 Quarry House Personnel Benefits	2,452.00
575 50 31 00 Supplies	25.00
575 50 31 01 Janitorial Supplies	300.00
575 50 42 00 Communications	450.00
575 50 46 00 Insurance (Quarry House)	1,416.30
575 50 47 00 Utilities	4,000.00
575 50 48 00 Repairs & Maintenance	500.00
575 50 53 00 QH External Txes & Oper Assess.	175.00

002 Quarry House 15,118.30

575 Cultural & Recreational Fac 23,930.02

576 Park Facilities

576 20 10 00 Park Facilities - Salaries & Wages	700.00
576 20 20 00 Park Facilities - Personnel Benefits	200.00
576 30 53 00 Camping - External Taxes & Operating Assessments	120.00
576 65 48 76 Park Facilities - Repairs & Maintenance	14,950.00
576 68 32 76 Park Facilities - Fuel Consumed	1,600.00
576 80 32 00 Park Facilities - Fuel Consumed	400.00
576 80 42 01 Heritage Grant	5,000.00
576 80 42 02 Port Of Olympia Grant Match	5,000.00

000 27,970.00

576 40 31 00 Supplies	200.00
576 40 46 00 Insurance (Consession Stand)	745.42
576 40 47 00 Utilities	1,200.00
576 40 48 00 Repairs & Maintenance (Consession Stand)	1,000.00

004 Concession Stand 3,145.42

576 80 10 00 Salaries & Wages	18,000.00
576 80 20 00 Benefits	6,300.00
576 80 31 00 Supplies	1,500.00
576 80 35 00 Small Equipment	3,100.00
576 80 46 00 Insurance (Park)	3,876.19
576 80 47 00 Utilities	9,000.00
576 80 48 00 Repairs & Maintenance (Park)	8,545.00
576 80 48 01 Vandalism Repairs	0.00
576 80 49 00 Misc	0.00
576 80 53 00 Property Taxes	250.00
576 80 63 01 Equipment - Ballfield Drag	0.00

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001 General Government Fund #001

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EXPENDITURES

576 Park Facilities

005 Camping, Playground, Ballfields	50,571.19
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576 Park Facilities	81,686.61
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580 Non Expenditures

586 00 00 00 Deposit Refunds / Facility Rental	2,000.00
586 00 00 01 Deposit Refund / Land Use	0.00
586 00 00 02 Deposit Refund / Special Events	600.00
586 12 00 00 Crime Victim Comp Fund	500.00
589 00 00 00 Building Code Fees	50.00
589 06 94 00 Other Non-Expenditures - Interfund Capital Outlays	0.00
589 83 00 00 Highway Safety	150.00
589 83 05 00 Trauma	1,500.00
589 83 07 00 Auto Theft Prevention	2,900.00
589 84 00 00 Death Investigation	100.00
589 85 00 00 Trauma Brain Injury	600.00
589 86 00 00 Liquor Board Profits & Excise Taxes	350.00
589 88 00 00 State Fees 3	300.00
589 89 00 00 BAC	100.00
589 89 09 00 WSP Highway Account	600.00
589 91 00 00 State Fees	15,100.00
589 92 00 00 State Fees 2	8,200.00
589 97 00 00 JIS	5,500.00
589 99 00 00 School Zone Safety	350.00
592 18 80 00 Interfund Loan Repay Interest	37.92

580 Non Expenditures	38,937.92
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591 Debt Service

581 10 00 00 Interfund Loan Repay Principal	18,333.36
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591 Debt Service	18,333.36
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597 Interfund Transfers

597 00 00 01 Operating Transfers-Out - To Cap. Improvements	0.00
597 00 00 41 Transfer To #401 For 501 Closeout	0.00
597 50 00 00 Transfer To #109	0.00
597 70 00 00 Op Transfer To Streets #101	0.00

597 Interfund Transfers	0.00
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999 Ending Balance

508 00 00 00 Estimated Ending Fund Balanc	0.00
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EXPENDITURES

999 Ending Balance

999 Ending Balance

0.00

Fund Expenditures:

885,614.93

Excess/Deficit:

40,481.49

2015 BUDGET TOTALS

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002 Quarry Pool Fund #002

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 00 00 02 Beginning Balance 9,919.05

308 Beginning Balances 9,919.05

340 Charges For Services

347 30 00 02 Swimming Pool Revenues 10,000.00

340 Charges For Services 10,000.00

360 Misc Revenues

367 11 05 02 Quarry Pool Donations 11,000.00

360 Misc Revenues 11,000.00

Fund Revenues: 30,919.05

EXPENDITURES

576 Park Facilities

576 20 10 03 Salaries & Wages - Public Works 0.00

000 0.00

576 20 10 02 Salaries & Wages - Lifeguards 14,500.00

576 20 20 02 Benefits 3,000.00

576 20 31 02 Supplies 2,150.00

576 20 42 02 Communications/Advertising 1,000.00

576 20 46 02 Insurance (Pool) 969.05

576 20 47 02 Utilities 4,500.00

576 20 48 02 Repairs & Maintenance (Pool) 4,000.00

576 20 49 02 Operating Permit/Taxes 800.00

576 20 49 03 Lifeguard Training 0.00

003 Pool 30,919.05

576 Park Facilities 30,919.05

999 Ending Balance

508 00 00 02 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures: 30,919.05

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002 Quarry Pool Fund #002

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Excess/Deficit:

0.00

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101 City Street Fund #101

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 01 01 00 Beginning Balance	2,785.00
308 Beginning Balances	2,785.00

310 Taxes

318 30 00 00 REET	0.00
310 Taxes	0.00

320 Licenses & Permits

322 40 00 00 Street Use Permit	150.00
320 Licenses & Permits	150.00

330 State Generated Revenues

331 10 70 00 USDA - Sussex Ave Project	0.00
332 00 00 00 TRPC - Federal Funding	10,000.00
333 03 80 07 CDBG Sidewalk Grant Park/Howard Sts	60,000.00
334 03 81 01 TIB Central Street Grant	0.00
334 03 85 00 TRPC Rural Community Support Program	10,000.00
336 00 87 00 Mv Fuel Tax - Streets	30,000.00
339 23 60 00 ARRA Sussex Ave Project	0.00
330 State Generated Revenues	110,000.00

360 Misc Revenues

361 11 01 01 Investment Interest	0.00
367 11 01 01 Donation For Street Fund	0.00
369 90 01 01 Misc	0.00
360 Misc Revenues	0.00

380 Non Revenues

381 10 01 01 Interfund Loan From 310	0.00
380 Non Revenues	0.00

397 Interfund Transfers

397 00 02 00 Operating Transfer In - 001	0.00
397 95 00 10 Transfer - 310	45,350.48
397 Interfund Transfers	45,350.48

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101 City Street Fund #101

01/01/2015 To: 12/31/2015

REVENUES

Fund Revenues:	158,285.48
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EXPENDITURES

542 Streets - Maintenance

542 30 10 00 Salaries & Wages	10,746.00
542 30 20 00 Benefits	7,127.00
542 30 31 00 Supplies	4,000.00
542 30 32 00 Road And Street Maint - Fuel	2,300.00
542 30 35 00 Small Tools & Equipment	150.00
542 30 42 00 Communications	600.00
542 30 46 00 Insurance	1,490.84
542 30 48 01 Auto Repair	0.00
542 30 48 02 Maintenance/repair	3,500.00
542 63 47 00 Utilities / Street Lighting	42,000.00
542 64 48 00 Traffic Control Devices	3,000.00
542 67 00 00 Street Cleaning	3,000.00

542 Streets - Maintenance	77,913.84
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594 Capital Expenditures

595 30 00 00 Roads/Streets Const. & Other Infrastructure - Other Costs Allocation	1,000.00
595 30 10 00 Salaries Olympia St. Grant Match	0.00
595 30 20 00 Benefits Olympia St. Grant Match	0.00
595 30 63 00 Street Chip Seal	0.00
595 30 63 01 Capital Improvements - Olympia Street	0.00
595 30 63 03 Roads/Streets Const. & Other Infrastructure - Other Improvements	10,000.00
595 30 63 04 Backhoe Payments	1,336.00
595 61 01 01 CDBG Sidewalk Grant -Park/Howard St	45,000.00

594 Capital Expenditures	57,336.00
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597 Interfund Transfers

597 00 00 95 Transfer To	0.00
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597 Interfund Transfers	0.00
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999 Ending Balance

508 01 01 00 Ending Balance	0.00
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999 Ending Balance	0.00
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Fund Expenditures:	135,249.84
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101 City Street Fund #101

01/01/2015 To: 12/31/2015

Excess/Deficit:

23,035.64

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109 Contingency Fund #109

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 01 09 00 Beginning Balance 10,102.18

308 Beginning Balances 10,102.18

360 Misc Revenues

361 11 01 09 Investment Interest 15.00

360 Misc Revenues 15.00

397 Interfund Transfers

397 00 09 00 Transfer In-Fund 001 0.00

397 Interfund Transfers 0.00

Fund Revenues: 10,117.18

EXPENDITURES

597 Interfund Transfers

597 50 01 09 Operating Transfers-Out - To General Fund 0.00

597 Interfund Transfers 0.00

999 Ending Balance

508 01 09 00 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures: 0.00

Excess/Deficit: 10,117.18

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110 Community Development Fund 110

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 01 10 00 Beginning Balance 265.00

308 Beginning Balances 265.00

330 State Generated Revenues

333 14 20 00 Home Rehab 0.00

330 State Generated Revenues 0.00

360 Misc Revenues

361 10 01 10 Investment Interest 0.00

360 Misc Revenues 0.00

397 Interfund Transfers

397 00 00 95 Transfer In From Street Fund For 2012 IFT 0.00

397 Interfund Transfers 0.00

Fund Revenues: 265.00

EXPENDITURES

514 Finance

514 60 31 00 Office & Operating Supplies 0.00

514 60 41 00 Professional Services 0.00

514 Finance 0.00

551 Welfare

551 10 49 00 Tc Econ Dev Council Membersh 0.00

565 10 10 00 Salaries & Wages 0.00

565 10 20 00 Benefits 0.00

565 10 46 00 Insurance 25.98

565 47 57 00 Street Lighting 0.00

551 Welfare 25.98

559 Housing & Community Develop

559 20 00 00 Other Costs Allocations 0.00

559 20 10 10 Salaries & Wages 0.00

559 20 20 10 Personnel Benefits 0.00

559 20 30 10 Supplies 0.00

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110 Community Development Fund 110

01/01/2015 To: 12/31/2015

EXPENDITURES

559 Housing & Community Develop

559 20 41 00 Professional Services	0.00
559 20 44 00 Advertising	0.00
559 20 48 00 Repairs & Maintenance	0.00

559 Housing & Community Develop	0.00
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594 Capital Expenditures

594 22 03 00 REHAB Expenditures	0.00
594 76 63 03 Unsafe Tree Removal	0.00

594 Capital Expenditures	0.00
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597 Interfund Transfers

597 00 00 00 Interfund Transfer - Gen Govt	0.00
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597 Interfund Transfers	0.00
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999 Ending Balance

508 01 10 00 Ending Balance	0.00
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999 Ending Balance	0.00
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Fund Expenditures:	25.98
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Excess/Deficit:	239.02
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301 Energy Efficiency Grant

01/01/2015 To: 12/31/2015

REVENUES

330 State Generated Revenues

334 04 20 00 DOC Energy Grant

0.00

330 State Generated Revenues

0.00

360 Misc Revenues

367 11 00 01 Energy Savings Reimbursement PSE

0.00

360 Misc Revenues

0.00

397 Interfund Transfers

397 00 00 01 Interfund Transfer From 310

0.00

397 Interfund Transfers

0.00

Fund Revenues:

0.00

EXPENDITURES

594 Capital Expenditures

594 61 01 00 Energy Grant Expenditures

0.00

594 61 10 00 Cap Exp Salary & Wages

0.00

594 61 20 00 Capital Expenditures - Personnel Benefits

0.00

594 Capital Expenditures

0.00

Fund Expenditures:

0.00

Excess/Deficit:

0.00

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310 Municipal Capital Imp Fund 310

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 03 10 00 Beginning Balance 126,184.32

308 Beginning Balances 126,184.32

310 Taxes

318 34 03 01 REET 23,000.00

310 Taxes 23,000.00

330 State Generated Revenues

334 02 73 10 Park Land Acquisition Grant 0.00

337 03 81 00 Heritage Grant- Signage 5,000.00

330 State Generated Revenues 5,000.00

360 Misc Revenues

361 11 03 10 Investment Interest 170.00

361 40 03 01 Interest From Interfund Loan 0.00

360 Misc Revenues 170.00

380 Non Revenues

381 20 00 00 Loan Repayment Received Principal 0.00

380 Non Revenues 0.00

390 Other Revenues

395 10 00 01 Sale Of Fire Station 26,059.52

395 11 00 01 Interest From Sale Of Fire Station 7,547.04

390 Other Revenues 33,606.56

397 Interfund Transfers

397 00 03 10 Transfer In From General Fund 0.00

397 20 78 00 Repayment Of Intefund Loan From 001 18,333.36

397 20 82 00 Repayment Of Loan Interest 001 37.92

397 Interfund Transfers 18,371.28

Fund Revenues: 206,332.16

EXPENDITURES

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310 Municipal Capital Imp Fund 310

01/01/2015 To: 12/31/2015

EXPENDITURES

580 Non Expenditures

581 10 01 00 Interfund Loan Issues To 101	0.00
581 10 02 00 Interfund Loan To Fund #001	0.00

580 Non Expenditures	0.00
----------------------	------

594 Capital Expenditures

594 18 62 01 Library	8,050.00
594 60 00 00 Capital Expenditures - Heritage Grant Match	2,295.00
594 63 76 01 Bath House/Concession Stand Improvements	13,650.00
594 75 62 00 Quarry House	0.00

594 Capital Expenditures	23,995.00
--------------------------	-----------

597 Interfund Transfers

597 95 00 00 Operating Transfer To Streets	45,350.48
597 95 00 01 Operating Transfer To 301	18,151.00

597 Interfund Transfers	63,501.48
-------------------------	-----------

999 Ending Balance

508 03 10 00 Ending Balance	0.00
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999 Ending Balance	0.00
--------------------	------

Fund Expenditures:	87,496.48
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Excess/Deficit:	118,835.68
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401 Water Fund

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 04 01 00 Beginning Balance	746,500.00
--------------------------------	------------

308 Beginning Balances	746,500.00
------------------------	------------

340 Charges For Services

343 40 00 00 Water Services	264,000.00
-----------------------------	------------

343 40 03 00 Excise Tax	12,500.00
-------------------------	-----------

343 40 04 00 Hydrant Permits	0.00
------------------------------	------

343 80 00 00 Water Account Activation Fee	1,500.00
-------------------------------------------	----------

348 70 00 00 Pump Repairs	0.00
---------------------------	------

359 90 04 01 Late Charge Penalty	12,000.00
----------------------------------	-----------

340 Charges For Services	290,000.00
--------------------------	------------

360 Misc Revenues

361 11 04 01 Investment Interest	850.00
----------------------------------	--------

369 90 00 02 Other Miscellaneous Revenue	0.00
------------------------------------------	------

360 Misc Revenues	850.00
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Fund Revenues:

1,037,350.00

EXPENDITURES

534 Water Utilities

534 23 41 00 Audit Costs	0.00
--------------------------	------

534 80 10 00 Salaries & Wages	82,500.00
-------------------------------	-----------

534 80 20 00 Benefits	28,000.00
-----------------------	-----------

534 80 20 01 Water Utilities - Safety Clothing	2,000.00
------------------------------------------------	----------

534 80 31 00 Supplies	8,500.00
-----------------------	----------

534 80 31 01 Corrosion Control Supplies	5,000.00
-----------------------------------------	----------

534 80 32 00 Fuel & Oil	3,800.00
-------------------------	----------

534 80 35 00 Small Tools And Equipment	4,500.00
----------------------------------------	----------

534 80 41 00 Professional Testing Service	3,000.00
-------------------------------------------	----------

534 80 42 00 Communications	6,000.00
-----------------------------	----------

534 80 43 00 Education / Training	2,000.00
-----------------------------------	----------

534 80 46 00 Insurance	14,908.40
------------------------	-----------

534 80 47 00 Utilities	12,000.00
------------------------	-----------

534 80 48 00 Repair & Maintenance	22,565.13
-----------------------------------	-----------

534 80 48 01 Computer Software Maintenance	7,614.00
--------------------------------------------	----------

534 80 49 00 Misc Dues, Subs & Tuition	4,000.00
----------------------------------------	----------

534 80 53 00 State Water Excise Tax	15,000.00
-------------------------------------	-----------

534 Water Utilities	221,387.53
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401 Water Fund

01/01/2015 To: 12/31/2015

EXPENDITURES

594 Capital Expenditures

594 34 63 02 Equip - Hydrants

0.00

594 Capital Expenditures

0.00

999 Ending Balance

508 04 01 00 Ending Balance

0.00

999 Ending Balance

0.00

Fund Expenditures:

221,387.53

Excess/Deficit:

815,962.47

2015 BUDGET TOTALS

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402 Stormwater Fund

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 04 02 00 Beginning Balance 56,053.72

308 Beginning Balances 56,053.72

360 Misc Revenues

361 11 04 02 Investment Interest 75.00

360 Misc Revenues 75.00

397 Interfund Transfers

397 00 00 53 Interfund Transfer From 501 Fund 0.00

397 Interfund Transfers 0.00

Fund Revenues: 56,128.72

EXPENDITURES

538 Other Utilities/Activities

538 30 31 00 Maintenance & Repairs 2,000.00

538 38 40 00 Stormwater 1,000.00

538 38 40 01 Old 99 Ditch Cleaning 6,500.00

538 38 95 00 Interfund Operating Rentals & Leases 0.00

538 Other Utilities/Activities 9,500.00

594 Capital Expenditures

594 34 64 01 Backhoe 1,337.00

594 38 64 03 Storm Drain 2,000.00

594 Capital Expenditures 3,337.00

999 Ending Balance

508 04 02 00 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures: 12,837.00

Excess/Deficit: 43,291.72

2015 BUDGET TOTALS

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403 Sewer Reserve Fund #403

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 84 03 00 Beginning Balance 42,276.38

308 Beginning Balances 42,276.38

360 Misc Revenues

361 11 04 03 Investment Interest 25.00

360 Misc Revenues 25.00

397 Interfund Transfers

397 00 00 10 Transfer In For USDA Interest Payment 68,069.41

397 00 00 11 Interfund Trans Short Lived Asset Reserve 10,008.00

397 11 00 01 Transfer From 410 USDA Principal Pay 36,954.59

397 Interfund Transfers 115,032.00

Fund Revenues: 157,333.38

EXPENDITURES

591 Debt Service

582 34 77 00 USDA Principal Payment 36,954.59

592 34 83 00 USDA Interest Payment 68,069.41

591 Debt Service 105,024.00

999 Ending Balance

508 04 03 00 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures: 105,024.00

Excess/Deficit: 52,309.38

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410 Sewer Fund

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 80 00 10 Estimated Beginning Balance	344,407.64
------------------------------------------	------------

308 Beginning Balances	344,407.64
------------------------	------------

340 Charges For Services

343 50 00 10 Sewer Services	750,000.00
-----------------------------	------------

343 50 03 10 Excise Tax - Sewer	29,000.00
---------------------------------	-----------

340 Charges For Services	779,000.00
--------------------------	------------

350 Fines & Forfeitures

359 90 04 02 Late Charge Penalty - Sewer	15,800.00
------------------------------------------	-----------

350 Fines & Forfeitures	15,800.00
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Fund Revenues:	1,139,207.64
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EXPENDITURES

535 Sewer

535 10 10 10 Sewer Admin Salaries & Wages	35,000.00
-------------------------------------------	-----------

535 10 20 10 Personnel Benefits	7,875.00
---------------------------------	----------

535 10 31 00 Office & Operating Supplies	2,000.00
------------------------------------------	----------

535 10 40 00 Other Services And Charges	1,400.00
-----------------------------------------	----------

535 10 53 00 External Taxes/Op. Assessmts	32,000.00
-------------------------------------------	-----------

535 23 41 00 Audit Costs	0.00
--------------------------	------

535 40 43 00 Travel	0.00
---------------------	------

535 40 49 00 Training	1,000.00
-----------------------	----------

535 50 10 00 Collection System - Salaries	16,000.00
-------------------------------------------	-----------

535 50 20 00 Collection System - Benefits	4,967.00
-------------------------------------------	----------

535 50 31 10 Collection System Supplies	3,500.00
-----------------------------------------	----------

535 50 32 00 Collection System - Fuel	500.00
---------------------------------------	--------

535 50 35 00 Small Tools/ Minor Equip	2,250.00
---------------------------------------	----------

535 50 40 00 Collection System - Prof Serv	6,100.00
--------------------------------------------	----------

535 50 42 00 Collection System - Commun	150.00
-----------------------------------------	--------

535 50 45 00 Collection System Rep/Maint	35,000.00
------------------------------------------	-----------

535 80 10 10 Salaries & Wages	75,500.00
-------------------------------	-----------

535 80 20 01 Personnal Safety Equip/clothes	900.00
---------------------------------------------	--------

535 80 20 10 Personnel Benefits	22,695.75
---------------------------------	-----------

535 80 30 10 Supplies	6,500.00
-----------------------	----------

535 80 31 10 Operating Supplies (Chemicals)	13,800.00
---------------------------------------------	-----------

535 80 32 00 Fuel (generators)	2,000.00
--------------------------------	----------

535 80 32 01 Sewer Utilities - Fuel Consumed	1,000.00
----------------------------------------------	----------

535 80 35 01 Small Tools And Minor Equipment	3,500.00
----------------------------------------------	----------

535 80 40 00 WWTP Professional Services	15,100.00
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2015 BUDGET TOTALS

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410 Sewer Fund

01/01/2015 To: 12/31/2015

EXPENDITURES

535 Sewer

535 80 41 01 Prof Services (Engineering)	2,000.00
535 80 41 02 Crane Services For Lifting	4,500.00
535 80 41 10 Other Services (Lab)	15,000.00
535 80 42 10 Communications	5,500.00
535 80 43 00 Education & Training	1,500.00
535 80 46 00 Insurance	17,140.64
535 80 47 10 Utilities	35,000.00
535 80 48 01 Sewer Equipment & Maintenance	13,146.00
535 80 48 02 Computer Rep/Maint	3,500.00
535 80 48 10 WWTP Repairs & Maintenance	21,500.00
535 80 49 00 Dues/Memberships/Misc	500.00
535 80 49 02 Permits/Licenses/Fees	4,000.00
535 80 49 03 Manuals/Software/support	1,000.00

535 Sewer	413,024.39
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591 Debt Service

591 35 71 00 PWB PRE 119 Principal Payment	53,881.58
591 35 72 00 PWB 044 Principal Payment	387,225.88
592 35 80 00 PWB 044 Interest Payment	23,233.55
592 35 82 00 PWB PRE 119 Interest Payment	2,963.49

591 Debt Service	467,304.50
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597 Interfund Transfers

597 00 00 10 Transfer To 403 For USDA Interest Payment	68,069.41
597 00 00 11 Transfer To 403 For Short-Lived Asset Reserve	10,080.00
597 11 00 01 Transfer To 403 For USDA Principal Payment	36,954.59

597 Interfund Transfers	115,104.00
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999 Ending Balance

508 80 00 10 Ending Balance	0.00
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999 Ending Balance	0.00
--------------------	------

Fund Expenditures:	995,432.89
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Excess/Deficit:	143,774.75
------------------------	-------------------

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420 Water Capital Imp Fund #420

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 04 20 00 Beginning Balance	488,915.76
308 04 20 01 Beg Bal - Res For 6 Yr Water Plan	0.00

308 Beginning Balances	488,915.76
-------------------------------	-------------------

340 Charges For Services

343 40 01 00 Water Surcharge/cap. Improve	41,000.00
343 40 02 00 Tapping Fees	0.00

340 Charges For Services	41,000.00
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360 Misc Revenues

361 11 04 20 Investment Interest	600.00
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360 Misc Revenues	600.00
--------------------------	---------------

Fund Revenues:	530,515.76
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EXPENDITURES

534 Water Utilities

534 20 41 00 Water Comp Plan	10,000.00
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534 Water Utilities	10,000.00
----------------------------	------------------

591 Debt Service

591 34 70 00 DWRSF Loan Repayment	6,545.10
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591 Debt Service	6,545.10
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594 Capital Expenditures

594 18 62 00 Public Works Shop Construction	5,750.00
594 34 61 00 Water Rights	10,000.00
594 34 61 01 Third Well	10,000.00
594 34 63 01 Well #1	10,000.00
594 34 63 03 Vector Truck Replacement	5,000.00
594 34 63 04 Electric Panel - Pumphouse	5,000.00
594 34 63 09 Water Line	17,000.00
594 34 64 00 Computer Purchase	3,000.00
594 34 64 04 Truck Purchase	0.00
594 34 64 05 Radio Read Meter Reading	2,000.00
594 34 64 06 Backhoe	5,364.00
594 34 65 00 Water System Repairs	0.00

2015 BUDGET TOTALS

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420 Water Capital Imp Fund #420

01/01/2015 To: 12/31/2015

EXPENDITURES

594 Capital Expenditures

594 Capital Expenditures	73,114.00
--------------------------	-----------

597 Interfund Transfers

597 00 04 21 Operating Transfers-Out - To 421	0.00
-----------------------------------------------	------

597 Interfund Transfers	0.00
-------------------------	------

999 Ending Balance

508 04 20 00 Ending Balance	0.00
-----------------------------	------

999 Ending Balance	0.00
--------------------	------

Fund Expenditures:	89,659.10
---------------------------	------------------

Excess/Deficit:	440,856.66
------------------------	-------------------

2015 BUDGET TOTALS

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421 Sewer Construction Fund

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 04 21 00 Beginning Balance 246,728.12

308 Beginning Balances 246,728.12

320 Licenses & Permits

322 10 04 21 Septic Inspection 0.00

320 Licenses & Permits 0.00

340 Charges For Services

343 50 00 00 Facility Charges-New Connection 55,000.00

343 50 04 21 Facility Charge-Loan Repayment 20,000.00

340 Charges For Services 75,000.00

360 Misc Revenues

361 11 42 01 Investment Interest- 5,000.00

360 Misc Revenues 5,000.00

Fund Revenues:

326,728.12

EXPENDITURES

594 Capital Expenditures

594 35 10 00 Admin - Salaries & Wages 0.00

594 35 10 05 Septic Abandonment 5,000.00

594 35 20 00 Admin - Personnel Benefits 0.00

594 35 20 05 Capital Expenditures - Personnel Benefits 0.00

594 35 31 00 Admin - Office & Operating Supplies 0.00

594 35 31 01 Design - Office & Operating Supplies 0.00

594 35 31 02 ROW - Office & Operating Supplies 0.00

594 35 31 03 WWTP - Office & Operating Supplies 0.00

594 35 31 04 PP - Office & Operating Supplies 0.00

594 35 41 00 Admin - Professional Services 0.00

594 35 41 01 Design - Professional Services 0.00

594 35 41 02 ROW - Professional Services 0.00

594 35 41 03 WWTP - Professional Services 0.00

594 35 41 04 PP - Professional Services 0.00

594 35 47 05 Septic Abandonment - Pumping 2,000.00

594 35 49 05 Septic Abandonment - Miscellaneous 500.00

594 35 61 00 Admin - Land 160,000.00

594 35 63 04 PP Equipment Rental 0.00

594 35 63 05 Septic Abandonment - Construction 0.00

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421 Sewer Construction Fund

01/01/2015 To: 12/31/2015

EXPENDITURES

594 Capital Expenditures

594 35 64 02 Equip ROW	0.00
594 35 64 03 Equipment WWTP	0.00
594 35 64 04 PP - Machinery & Equipment	0.00
594 35 64 05 Septic Abandonment - Equipment	0.00
594 35 65 00 Construction - Collection System	0.00
594 35 65 02 ROW - Construction Of Fixed Assets	0.00
594 35 65 03 WWTP - Construction Of Fixed Assets	0.00
594 35 65 04 PP - Construction Of Fixed Assets	0.00
594 35 65 05 Septic Abandonment - City Permits	500.00

594 Capital Expenditures	168,000.00
--------------------------	------------

597 Interfund Transfers

597 04 01 00 Operating Transfer Out	0.00
-------------------------------------	------

597 Interfund Transfers	0.00
-------------------------	------

999 Ending Balance

508 04 21 00 Ending Balance	0.00
-----------------------------	------

999 Ending Balance	0.00
--------------------	------

Fund Expenditures:	168,000.00
--------------------	------------

Excess/Deficit:	158,728.12
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631 Municipal Court Trust Fund #631

01/01/2015 To: 12/31/2015

REVENUES

308 Beginning Balances

308 00 06 00 Beginning Balance 6,000.00

308 Beginning Balances 6,000.00

380 Non Revenues

388 00 00 00 Receipts From Court 56,000.00

380 Non Revenues 56,000.00

Fund Revenues: 62,000.00

EXPENDITURES

580 Non Expeditures

588 00 00 00 Expenditures For TMC 54,000.00

580 Non Expeditures 54,000.00

999 Ending Balance

508 06 31 00 Ending Balance 8,000.00

999 Ending Balance 8,000.00

Fund Expenditures: 62,000.00

Excess/Deficit: 0.00

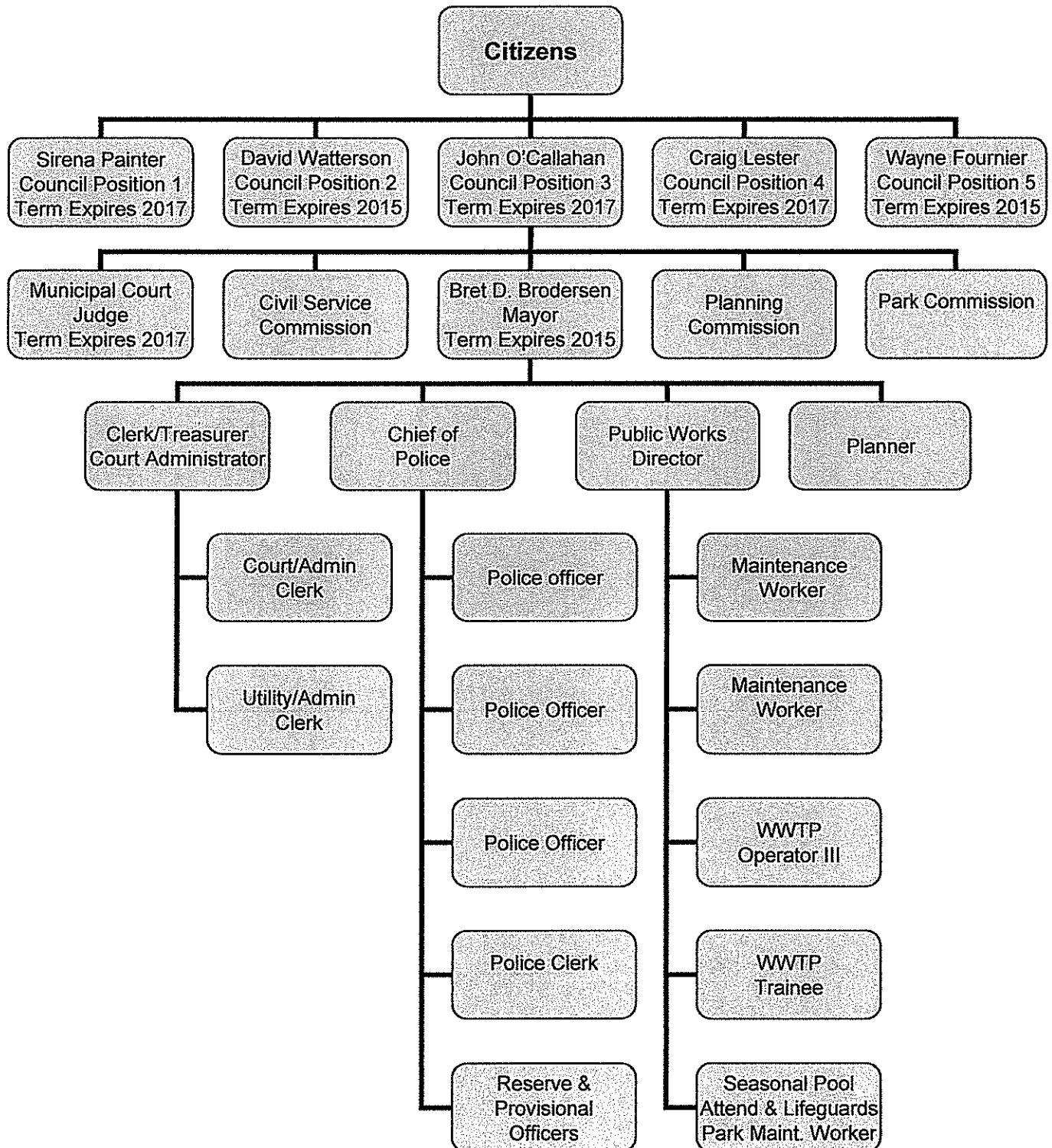
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Fund	Revenues	Expenditures	Net
001 General Government Fund #001	926,096.42	885,614.93	40,481.49
002 Quarry Pool Fund #002	30,919.05	30,919.05	0.00
101 City Street Fund #101	158,285.48	135,249.84	23,035.64
109 Contingency Fund #109	10,117.18	0.00	10,117.18
110 Community Development Fund 110	265.00	25.98	239.02
301 Energy Efficiency Grant	0.00	0.00	0.00
310 Municipal Capital Imp Fund 310	206,332.16	87,496.48	118,835.68
401 Water Fund	1,037,350.00	221,387.53	815,962.47
402 Stormwater Fund	56,128.72	12,837.00	43,291.72
403 Sewer Reserve Fund #403	157,333.38	105,024.00	52,309.38
410 Sewer Fund	1,139,207.64	995,432.89	143,774.75
420 Water Capital Imp Fund #420	530,515.76	89,659.10	440,856.66
421 Sewer Construction Fund	326,728.12	168,000.00	158,728.12
631 Municipal Court Trust Fund #631	62,000.00	62,000.00	0.00
	4,641,278.91	2,793,646.80	1,847,632.11

City of Tenino Organization Chart 2015



2015 SALARY SCHEDULE

Position	FTE	Step 1	5%				Step 5
			Step 2	Step 3	Step 4	Step 5	
Police Chief	0.92	exempt	3467	3640	3822	4013	4214
Police Officer	3.00	hourly	2947	3094	3249	3411	3582
Police Clerk	0.45	hourly	2698	2833	2975	3123	3279
Public Works Director	1.00	exempt	3510	3685	3870	4063	4266
Maintenance Worker	1.80	hourly	2687	2821	2962	3110	3266
Seasonal Maintenance Helper	0.15	hourly					10.00
Sewer Operator II or III	1.00	hourly	2947	3094	3249	3412	3582
Sewer Operator Trainee I or II	0.90	hourly	2687	2821	2962	3110	3266
Clerk/Treasurer	1.00	exempt	3467	3640	3822	4013	4214
Admin/Utility--- Court/Admin Clerk	1.80	hourly	2427	2548	2675	2809	2950
Judge	0.10	exempt					750
Development Services Director	-	hourly					\$ 35.00
Seasonal-Pool attend/Lifeguards	**	hourly	\$ 9.32	\$ 10.28			\$ 11.34
Total FTE							12.1
*** Duty Differential of \$75.00/month for extra Police Officer Duties - Field Training Officer, Detective, Corporal							

Mayor

Council members

Elected

Elected

\$600.00 per month

\$25.00 per month plus \$25/meeting max 2 meetings/mo.

** During pool hours need 3-4 guards, gate attendant. Typically hours are 12:00 - 7:00 p.m.

Glossary of Budgetary Terms

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

activity, or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

**Fines and
Forfeitures**

Revenue category which primarily includes court, police, traffic and parking fines and forfeitures.

**General
Obligation
Bond**

Bonds for which the full faith and credit of the insuring government are pledged for payment.

IIMC

International Institute of Municipal Clerks. Educational programs for certification and professionalism of City Clerks. Certified Municipal Clerks (CMC) status is achieved once, after completing several areas of education, experience and professional involvement. Continuing professional educational development is achieved through the Professional Development Academy Classes.

**Inter-
Governmental
Revenues**

Revenue from other governments, primarily state shared revenue.

Legal Notices

The City is required to publish certain items in the official newspaper of record for the City. The Tenino Independent is the paper of record for the City. All Public Hearings, Ordinances, Requests for Project Bids, and certain Resolutions are required by RCW to be published.

**Licenses and
Permits**

Revenue category that includes building permits, business and amusement licenses and any other miscellaneous license or permit.

LID

Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specified improvement or service deemed to primarily benefit those properties.

**Operating
Expense**

An operations plan, expressed in financial terms, by which an operating program is funded for a single fiscal year.

**Preliminary
Budget**

The recommended and unapproved City budget submitted to the City Council and public in October and November of each year.

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