



# CITY OF UNION GAP



## 2013 ANNUAL BUDGET

# CITY OF UNION GAP

## CITY COUNCIL



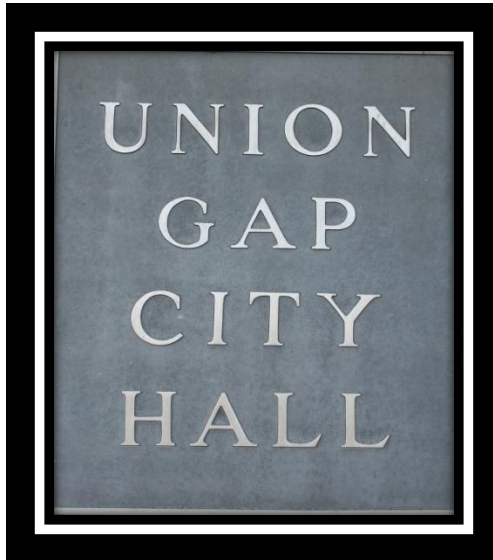
Roger Wentz, Mayor



Jim Lemon, Council Member



Dave Butler, Mayor Pro Tem



James Murr, Council Member



Chad Lenz, Council Member



Dave Matson, Council Member



Dan Olson, Council Member



Dan Vanover, Council Member

## TABLE OF CONTENTS

<b>2013 BUDGET MESSAGE</b>	<b>Page #</b>
Budget Message.....	<b>Cover</b>
<b>Ordinance No. 2805 Adopting the 2013 Annual Budget.....</b>	<b>Cover</b>
<b>2013 Budget Process.....</b>	<b>1</b>
<b>Budget summary.....</b>	<b>2</b>
<b>2012 Final Budget Outcome.....</b>	<b>2</b>
<b>Revenue Summary.....</b>	<b>2</b>
<b>Property Tax Summary.....</b>	<b>2-3</b>
<b>Sales Tax Summary.....</b>	<b>3-4</b>
<b>Expenditure Summary.....</b>	<b>4</b>
<b>2013 Budget Overview by Department.....</b>	<b>5</b>
<b>Policy Level Decisions and Considerations.....</b>	<b>5-6</b>
<b>2013 Budget Changes and Authorizations.....</b>	<b>6-7</b>
<b>Strategic Goals and Strategies.....</b>	<b>8-10</b>
<b>Employee Position Classification and Salary Schedule.....</b>	<b>11</b>
<b>2013 Organizational Chart.....</b>	<b>12</b>
<b>Fund Description Summary.....</b>	<b>13-16</b>
<b>Explanation of Fund Accounting.....</b>	<b>17-19</b>
<b>Basis of Budgeting.....</b>	<b>20-21</b>
<b>2013 Consolidated Finance Schedule of Revenues and Expenditures.....</b>	<b>22</b>
<b>Debt Management Overview.....</b>	<b>23-24</b>
<b>Legislative Budget.....</b>	<b>25-28</b>
<b>Executive Budget.....</b>	<b>29-36</b>
<b>Finance Department Budget.....</b>	<b>37-40</b>
<b>Administrative Services – City Clerk Department Budget.....</b>	<b>41-44</b>
<b>Community and Economic Development Department Budget.....</b>	<b>45-48</b>

<b>Public Works Department Budget.....</b>	<b>49-69</b>
<b>Municipal Court Budget.....</b>	<b>70</b>
<b>Legal Department Budget.....</b>	<b>71</b>
<b>Police Department Budget.....</b>	<b>72-79</b>
<b>Fire Department Budget.....</b>	<b>80-83</b>



# **City of Union Gap**

## **2013 Budget Message**



Christopher P. Jensen  
Interim City Manager

The 2013 City budget was a challenging process that demanded a “view from the balcony” identifying conditions and factors that are influencing not only this year’s budget but future budgets in the coming years. In the 2013 budget staff worked to right size the organization, prepare for declining revenues, increasing expenditures which will result in significant fiscal impacts to staffing, and service levels the ability to avoid future increases in taxation upon our citizens and businesses in future years.

All across our nation, state and our surrounding Yakima region money is tight. Our dedicated staff that make our City safe and effective are and will remain the cornerstone of City government. Therefore, with each year we get closer and closer to fiscal constraints that could impact our ability to provide an efficient and effective government. This is a challenging environment with no easy answers. This environment demands “out of the box” thinking, no real norms, the ability to sustain efficient systems and processes at a cost that is scrutinized and continually questioned. There are many factors that require our immediate attention and analysis for solutions that must be considered such as parks, the State take away of liquor taxes, increased fuel costs, inability to achieve recovery of costs, sustainability of reasonable jail costs, declining facilities, no equipment replacement plan or program and the variables associated with increasing employee benefits to name a few.

As we analyzed revenues in the 2013 budget the course of consideration is simple set clear priorities, reduce our expenses, focus on the basics and foundation of government and achieve the highest level of service to our customers that the budget will allow. During the 2013 budget preparation process revenues painted a picture of a downward trend while expenditures are continuing to increase. This required staff to institute a “tow the line” 2013 department budget. This was meant to sustain the increases to expenditures in 2013 within the parameters of the approved 2012 department budget. Although difficult, Department Director’s created their budgets within those parameters achieving a milestone in City budgeting.

I would like to Thank the Citizens that provided input, the City Council, Department Director’s and staff for the hard work, diligence and understanding of the dilemmas that we undoubtedly faced and will continue to in the coming years. By positioning ourselves now we will reduce the impact on our ability to provide the excellent services we provide our customers today, tomorrow and months to come.

*Christopher P. Jensen, Interim City Manager*

**CITY OF UNION GAP, WASHINGTON**  
**ORDINANCE NO. 2805**

**AN ORDINANCE** adopting the 2013 Budget for the City of Union Gap, Washington.

**WHEREAS**, the City Council of the City of Union Gap, Washington, did on the 10th day of December, 2012, approve a budget for the year 2013 after publishing all notices and conducting all hearings on the same as required by law; and

**WHEREAS**, there was no objection to the budget at said hearings; and

**WHEREAS**, said final budget for the year 2013, which is a departmental budget, shows in detail the amount of revenues and expenditures, including salaries and totals of various funds as follows:

	<u>Revenues</u>	<u>Expenditures</u>
001 Current Expense Fund *	\$6,896,244	\$6,896,244
101 Street Fund	924,210	924,210
106 Park Development Reserve Fund	25,000	25,000
107 Convention Center Reserve Fund	231,703	231,703
108 Tourism Promotion Area Fund	100,400	100,400
109 Contingency Fund	4,000	4,000
110 Craft Night Reserve Fund	1,056	1,056
112 Public Works Equipment Reserve Fund	322,378	322,378
113 Fire Truck Reserve Fund	74,850	74,850
114 Senior Activity Fund	1,177	1,177
116 City Hall Building Reserve Fund	55,500	55,500
118 Municipal Capital Improvement Fund	316,322	316,322
121 Street Development Reserve Fund	1,405,998	1,405,998
123 Criminal Justice Fund	223,269	223,269
124 Infrastructure Reserve Fund	686,621	686,621
125 Development Mitigation Reserve Fund	39,000	39,000
126 Crime Prevention Assessment Fund	10,000	10,000
127 Commute Trip Reduction Fund	3,000	3,000
128 Transit System Fund	2,048,278	2,048,278
130 Community Policing Fund	4,300	4,300
131 Drug Seizure Forfeiture	15,000	15,000
132 Community Events Fund	9,677	9,677
170 Housing Rehabilitation Fund	96,273	96,273
213 1993 GO Bond Redemption Fund	93,150	93,150
304 Valley Mall Blvd. IV	145,071	145,071
401 Water Fund	1,635,575	1,635,575
402 Garbage Fund	1,107,900	1,107,900
403 Sewer Fund	2,550,508	2,550,508
404 Water/Sewer Improvement Reserve Fund	1,271,940	1,271,940
431 1998 W/S Bond Redemption Fund	<u>229,967</u>	<u>229,967</u>
Total 2012 Budget	\$20,528,367	\$20,528,367

\* Current Expense Fund Breakdown by Department:

<u>Current Expense Departments</u>	<u>Departmental Budgets</u>
Legislative Department	\$ 256,410
Executive Department	512,505
Finance Department	322,626
Clerk Department	316,102
Community Devl. Department	305,529
Municipal Court	312,881
Legal Department	155,917
Public Works Department	361,169
Police Department	2,702,212
Fire Department	1,326,205
Ending Balance	<u>324,688</u>
Total Current Expense Fund	\$6,896,244

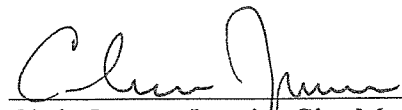
**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF  
UNION GAP:**

Section 1. The 2013 Revenue Budget Proposal Worksheets are attached hereto and made a part hereof by reference, as required.

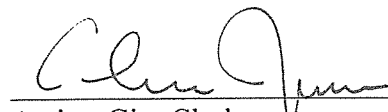
Section 2. The final budget for the fiscal year 2013, a copy of which is attached hereto and is made a part hereof by reference, is adopted by the City of Union Gap, Washington. Said budget will be available for the public and may be obtained from the City Hall front office.

This ordinance shall be in force and take effect five days after its passage and publication according to law.

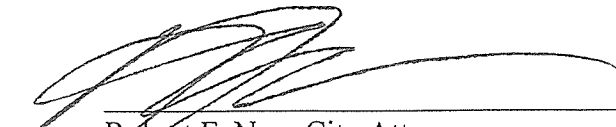
**PASSED** this 10th day of December 2012.

  
Chris Jensen, Interim City Manager

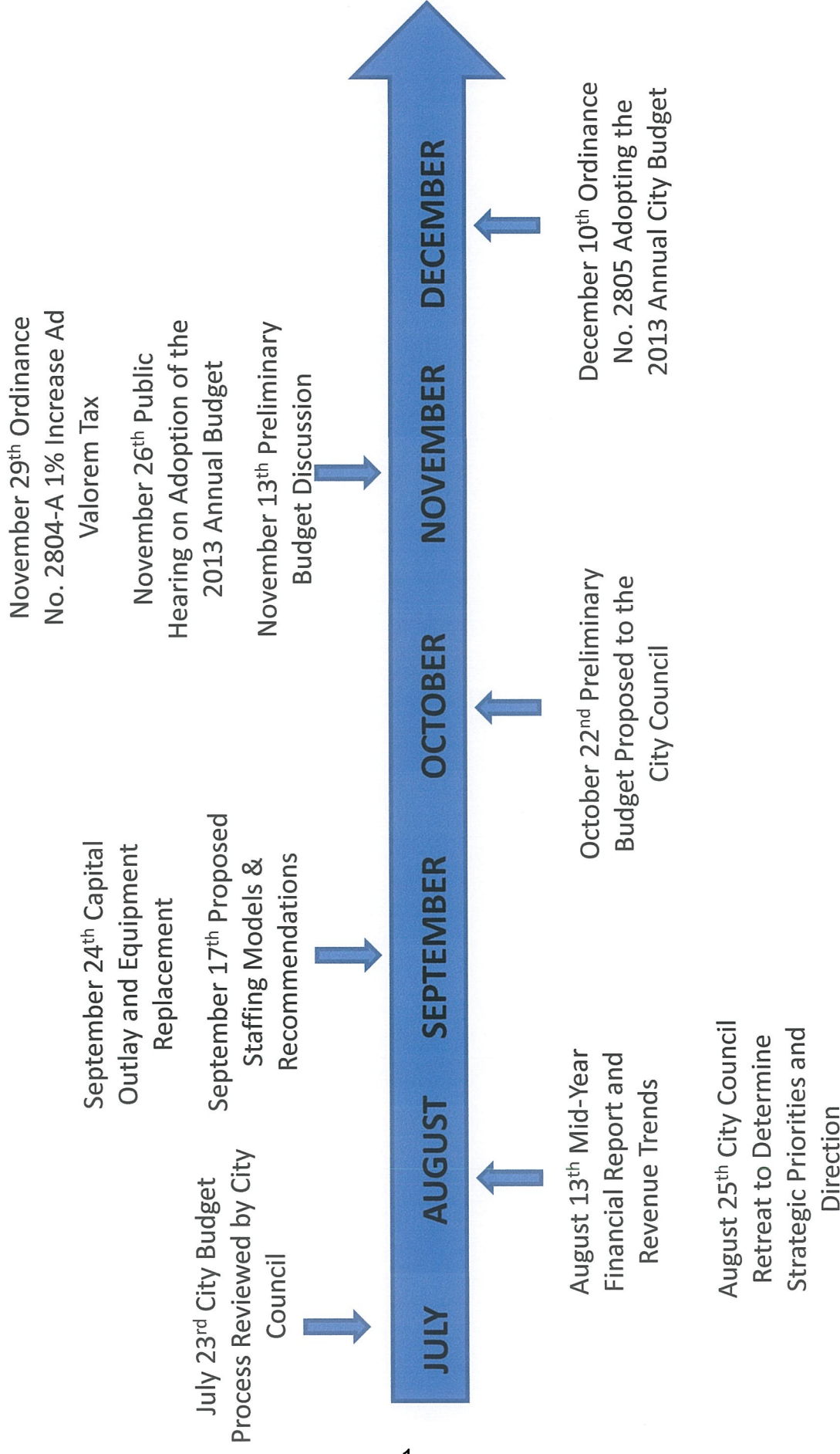
ATTEST:

  
Acting City Clerk

APPROVED AS TO FORM:

  
Robert F. Noe, City Attorney

# 2013 BUDGET PROCESS





## **BUDGET SUMMARY**

The 2013 Budget is a program budget characterized by departments maintaining their 2012 approved budget allocations. This is designed to level the expenditures and maintain a status quo. There are increases in departmental budgets that relate predominantly to salary increases, increased health care costs (6%) and contractual costs associated with other outside agencies.

City staff made great strides in maintaining balance between expenditures and revenues and did not balance current expense by raiding other non-restricted revenues such as the 124 Fund. You will notice however, that the ending fund balance at the end of 2013 is short when you look at the need to sustain costs within the first quarter of each of each year (approximately \$350,000). As we look to refine the expenditures within departments in the 2013 budget we believe it to be fiscally responsible and necessary to guide policy level decisions that the City Council will need to consider as we focus on our core responsibilities.

## **2012 FINAL BUDGET PICTURE**

The 2012 budget approved by the City Council has proven to be a tough budget. Revenue sources and projections have fallen short in some areas and the immediate need for facilities has entered center stage. This has caused the City to slow spending through a stop spending notice effective October 1<sup>st</sup>, 2012. These cost containment measures were designed to place the City at the best possible ending fund balance that could absorb the costs associated with the modular complex and still have a healthy ending fund balance to carry us through the first quarter of 2013. We believe that the City will be in a good position to achieve the necessary ending fund balance as projected at \$591,542.80. Although this may seem like a significant ending fund balance we cannot forget the cost associated with the modular complex and other costs related to collective bargaining that may be impacted. Because of these elements we started our beginning fund balance at \$400,000. This would allow us to achieve the necessary monetary goals prior to the end of the fiscal year which will be continually monitored and only expended when we know our final quarter months are meeting the projections and revenues anticipated.

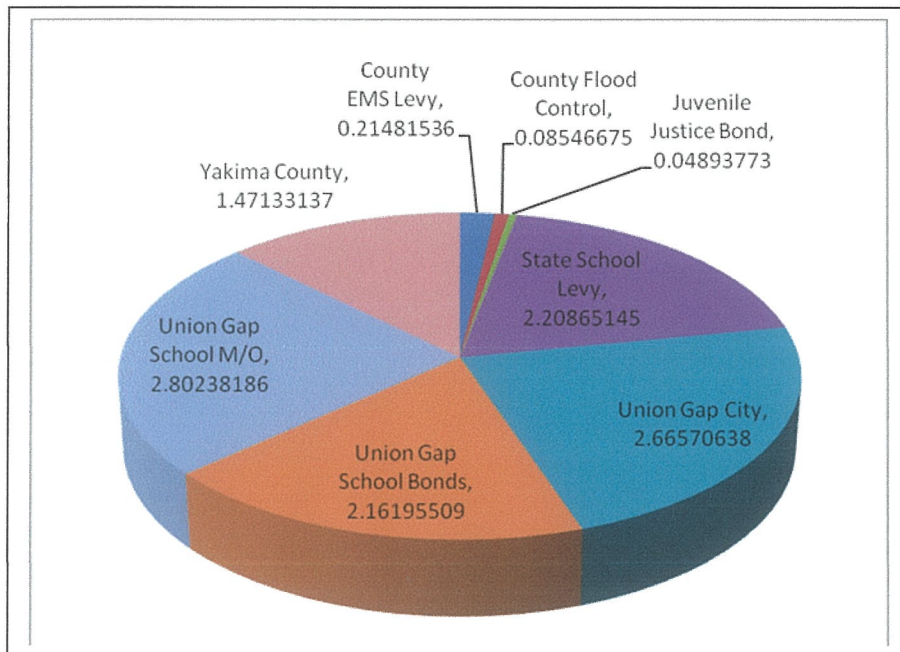
## **REVENUE SUMMARY**

Revenues were analyzed using a five year historical view of actual revenues by type. The city staff viewed each line item of revenue evaluating each month of collection to remove any anomalies or considerations that would cause a misrepresentation of the revenue projections. Once projections were completed staff considered the beginning fund balances(actual ending fund balance of 2012) and compared them to the 2013 revenue projections which were very conservative as shown in the revenue presentation.

## **PROPERTY TAX**

It is important to understand that property taxes are broke down per \$1.00 per \$1,000 assessed valuation on real property. The City realizes \$11.65 total property tax collected within the City which includes the City, County State and the School District. In all, the City only

receives \$2.87 of the total \$11.65 collected in Property tax and is graphically portrayed as follows:



### **SALES TAX**

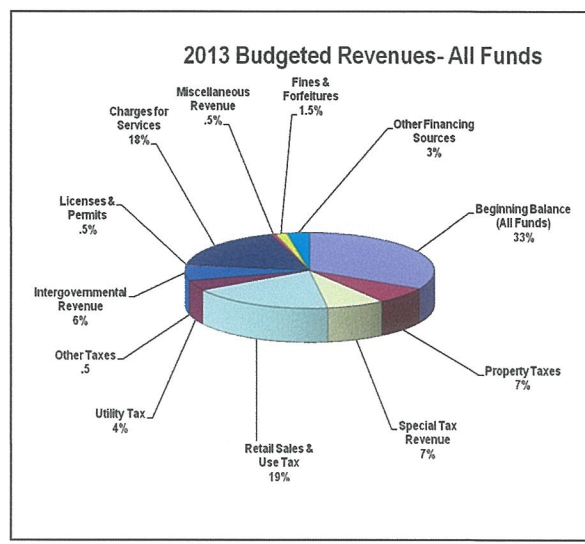
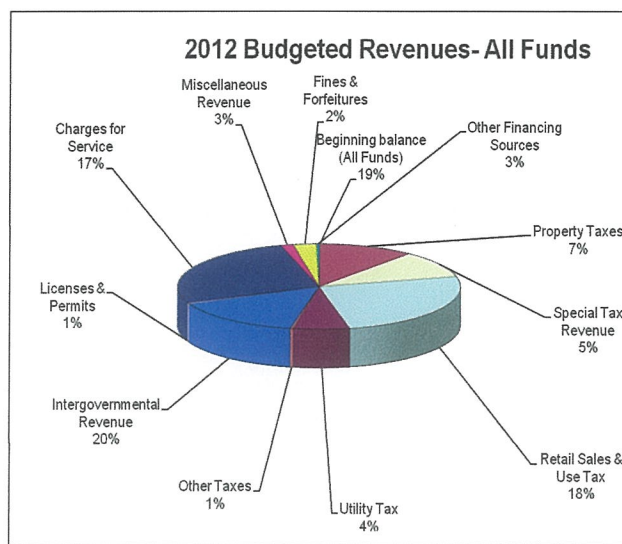
It is also important to understand that our 8.1% sales tax does not completely go to the City. It also funds portions to the County and the State. Currently the City only realizes 1.6% of the 8.1% received and of that .6% is to restricted funds. The break down for the City is as follows:

Public Safety	.003 (3/10ths of 1%)
Criminal Justice	.001 (1/10 <sup>th</sup> of 1%)
Transportation	.002 (2/10ths of 1%)
Regular	.005 (5/10ths of 1%)
Optional	.005 (5/10ths of 1%)

**Total .016 (16/10ths of 1%)**

The challenges are evident when you evaluate the property and sales tax rates and the actual revenue seen by the City. We also think this is one of the misunderstood areas of the fiscal budget by citizens because they realize that taxes go to various governmental agencies but we are not so certain that it is understand that the rates are as low as they are for City governance.

Below is the 2012 revenue compared to the 2013 revenues by funds: You will see the differences in projections as you compare the percentages.

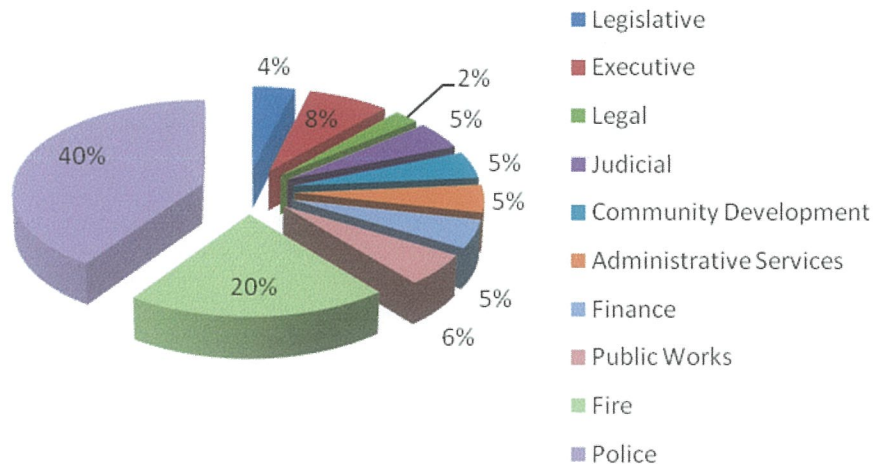


### **EXPENDITURE SUMMARY**

It was very clear for City administration to understand the challenges with balancing revenue and expenditures. In the preparation of the 2013 budget development, the City administration directed department directors to build their department and program budgets using the approved 2012 budget allocations. This was designed to create a "hold the line" budget process that would begin an ability to create some capacity in the budget and slow the expenditure lines from expanding far beyond reach of that compared to the revenues. At this point in the balanced budget the City is still expending \$239,100 above its current revenues but balances because of the ending fund balances which equates back to the stop spending notice issued by City Administration. This imbalance could be avoided and actual expenditures balanced to revenues by consideration of the policy level decisions and considerations provided below. This will then bring into balance the 2013 ending fund balance which is currently \$160,900 which we already know does not provide for enough cash on hand to fund the first quarter of 2014. These are very serious implications and the continued use of the ending fund balance with no reserves on hand continues to erode fund by fund until eventually the City has no other option but to consider and implement service level reductions, layoffs, etc. to remain balanced.

Below provides a summary by department of the expenditures currently allocated in the preliminary budget.

## 2013 Preliminary Budget by Department



### **POLICY LEVEL DECISIONS AND CONSIDERATIONS**

City staff has scrubbed the budget and we believe is well on the road to getting a good grip on cost containment measures and implications as well as the consequences for not controlling expenditures and keeping a close eye on revenues. Based on that and being aware that we may have solved the puzzle for the 2013 budget we must prepare ourselves now for options and considerations in the challenging years of 2014/15 which we believe will be a time when service levels and layoffs may be a real consideration. We anticipate revenues will flatten and expenditures, without controls and policy level decisions now, will spike well above that of revenues and the only remaining cost reduction measures available to the City would be service level reductions, renegotiating health care costs, attrition, and finally layoffs, all relating to staffing costs.

Staff has created the following policy level decisions and considerations of the City Council as we begin to prepare for the final budget and public hearings in no particular order.

1. Continue the hiring freeze and require all positions to be returned to the Council for authorization and consideration.
2. Increase Park costs associated with parking and facility use from \$2.00 per vehicle to \$5.00 and evaluate facility use costs. This would add additional revenue.



3. Evaluate all City contracts which cross department lines such as cell phones, fuel cards, etc. that would place the City in a better negotiating position for costs associated with them.
4. Determine the necessity of the 124 Funds unrestricted allocation of 10% from current expense to the 124 fund. The ultimate City Council decision was to allocate 5% of current expense to the 124 fund.
5. Renegotiate with Labor Groups such things as health care costs, salary increases, etc.
6. Reduction in service levels – This would require us to evaluate the Mandated, Essential, Discretionary and Administrative responsibilities by program as we discussed at the City Council retreat.
7. Evaluate out sourcing of certain programs to evaluate if there would be any cost savings to the City.
8. Continue to evaluate options and opportunities relative to jail costs, municipal courts, etc.
9. Continue the “more with less” mind set and use it as a tool to reduce costs by spreading the work load to existing employee’s where we can.
10. Bring back tools and resources to the City Council that make us efficient and effective through the use of information technology such as a informative web site, on line bill pay, etc.

### **2013 Budget Changes and Authorizations**

1. Revenues were projected ultra conservative to ensure that the expenditures were flat lined to the 2012 allocation by department for their operating budgets. 2012 revenue projections were considerably less than what was originally projected for 2012 in fire inspection fees; traffic infraction penalties; criminal traffic misdemeanors and Municipal Court Administrative fees.
2. Administrative service charges changed from \$202,827.97 in 2012 to \$311,454.70 in 2013. The increase was caused by adding tourism (107) and tourism promotion assessment (108) to the enterprise funds that we charge fees for.
3. Liquor revenues were reduced by \$30,000 due to the States reduction of liquor excise tax given to cities.

4. Labor contract negotiations were allocated within the personnel costs developed within the 2013 budget for the Police Guild, International Association of Firefighters Local 3680 and Teamsters Local 760 General Employees.
5. \$110,000 was added to the Executive budget to fund a full-time City Manager.
6. The Code Enforcement Officer position was reduced to part-time position as directed by the City Council in November 2012.
7. Capital expenditures were prioritized by the Department Director Team and added a prisoner transport van (\$21,000), and three police vehicles (\$150,000) to be funded by an inter-fund loan essentially borrowing from ourselves.
8. The budget anticipates a 2013 liquor revenue loss of \$43,376.
9. Lodging tax and tourism promotion area is charged fees for covering the administrative costs associated with these functions (\$9,504.00/ \$4,752.00 each)
10. The 2013 budget eliminated the Management Analyst position (\$70,749.37), Parks Foreman (\$71,820.23) and the Graffiti/Liter Worker (\$23,180.33).
11. Added \$12,000 to the drug seizure fund.

## **STRATEGIC GOALS AND STRATEGIES**

The City Council met on August 25<sup>th</sup>, 2012 to discuss strategic goals and strategies that would lend itself to creating the 2013 budget and set the City in a collective direction to improve governmental services. The City Council then considered the department budgets which would allocate funds to achieve or move towards each of these strategic goals and strategies.

The City Council set the following strategic goals and strategies:

### **Short Term Goals (3-5 Years)**

#### **1. Street and Road Plan**

To perform traffic studies that would identify and create pedestrian friendly walkways that do not conflict with the traffic but provide for both systems of transportation equally. The studies should include opportunities to reduce traffic congestion and traffic movements that provide for safe and efficient street and road networks and diverts large truck movements away from the downtown revitalization area. The City Council along with City staff will pursue alternative funding to achieve the goals established within the plan and as funds become available apply them to these projects.

#### **2. Facilities Plan**

Develop a plan for all City Facilities that would provide for the rehabilitation and maintenance of them to prolong their life span and ensure that they are safe and as efficient as possible for purposes in which they were intended.

The City Council desires to stimulate a study and nexus project preferably through a new City Hall which will connect the City Hall to the downtown revitalization program that would detail the theme, reduce barriers and provide for an overhaul of Main Street from Valley Mall Boulevard to the South Union Gap interchange of Interstate 82 and 97.

#### **3. Build Out Water and Sewer Plans**

A City wide plan needs to be created that would identify the impacts of that build out on the City's water and sewer system. The plan should also identify and reduce obstacles or barriers to the built environment as well as to plan system increases in capacity and size that maintains the friendly construction opportunities the City has enjoyed for years.

#### **4. Downtown Economic Revitalization**

The City has for a long time considered and has wanted to study the feasibility of a downtown economic and revitalization plan that would bring to life the downtown corridor. Many considerations and barriers such as small lot sizes, the need for an improved water system, the current truck route and several others have impacted the ability to achieve a true downtown corridor that attracts businesses and people to want to visit the City. The City

Council agreed to begin a preliminary plan and evaluation in determining what options the City has, what potential themes exist and coordinating discussions with business and property owners that could result in a defined plan that would detail the phases, steps and goals towards a vibrant downtown area.

## **5. Creation of a Park Plan**

Parks often identify the character of a community. The City of Union Gap has several parks that all lend themselves to a variety of visitors however every park has a different model of representation. The City has long struggled with the fact that parks are often subsidized by the general fund. Although generally speaking this may not be a bad investment the state of the parks and their current conditions demand much more attention, work and improvements. The City would like to look at fee options and create a parks improvement plan that would detail the needs and costs for the parks and create a capital improvement plan.

## **6. Economic Development**

The largest revenue for the City is its sales tax. This means that we must continue to work towards bringing businesses to the City that stimulate the sales tax revenue dollars that we do receive. One method of doing that is to develop a strong economic development plan that connects businesses, property and sustainability or long term retention of businesses within the City. The City has assigned the economic development component to a Department Director that will focus on connecting with businesses, real estate agents, and property owners to begin focusing on connecting these resources to opportunities.

## **7. Communication Resources**

In today's environment transparency in government is a key ingredient to trust. Although there are several ways to achieve that two of the key tools are the City's website and the City's newsletter. Both of these resources are in major need of an overhaul. In late 2012 the City's website was shutdown due to outdated information and antiquated software that was becoming unmanageable. In the 2013 budget the City committed dollars to improving both of these resources that will provide a tremendous amount of opportunity to communicate government actions, resources, and codes and standards that provide direct access to the community and uses abroad.

## **8. Sustainable Budget**

The City budget is one of the most important documents for the City. It is meant to be a (1) financial plan, (2) a communication document and (3) a policy document. In order for that to occur the City is providing an emphasis on slowing spending, providing greater efficiencies at a lower cost and begin to build reserves that take the long term pressure off of the general fund. This is then reiterated in the budget document following the three key components stated above. In order for the City to be prepared for the future they must focus on ways and means that create a sustainable budget over the long term. This is done by



forecasting models that would detail revenue to expenditures with key targets over the long term evaluating influences and fluctuations based on historical evaluations of both of these sources.

## Employee Position Classification Salary Schedule

<i><b>Elected Officials</b></i>				
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>		
Mayor	\$ 7,200	\$ 7,200		
Councilmembers	\$ 7,200	\$ 7,200		
<i><b>Unrepresented Employees</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
City Manager	\$ 110,000	\$ 110,000	1	
Administrative Services Director/Clerk	\$ 76,212	\$ 76,212	1	
City Treasurer	\$ 50,088	\$ 67,488	1	
Community & Economic Development Director	\$ 76,212	\$ 76,212	1	
Police Chief	\$ 76,212	\$ 76,212	1	
Fire Chief	\$ 80,688	\$ 80,688	1	
Public Works Director	\$ 76,212	\$ 76,212	1	
Executive Assistant	\$ 38,256	\$ 50,568	1	8
<i><b>Represented Employees-Administration</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Clerk/Receptionist	\$ 29,184	\$ 38,916	2	2
<i><b>Represented Employees-Finance</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Finance Tech-Utility Clerk	\$ 31,644	\$ 42,192	1	
Accounts Payable/Payroll Tech	\$ 41,640	\$ 55,524	1	2
<i><b>Represented Employee-Community Development</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Administrative Secretary	\$ 31,908	\$ 42,540	1	
Part-time Code Enforcement Officer	\$ 17,115	\$ 17,115	0.5	1.5
<i><b>Represented Employees-Municipal Court</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Court Administrator	\$ 36,216	\$ 48,300	1	
Court Clerk	\$ 30,396	\$ 40,536	2	3
<i><b>Represented Employees-Executive</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Administrative Secretary-Legal	\$ 16,474	\$ 16,474	0.5	
Part-time Senior Citizen Coordinator	\$ 19,074	\$ 19,074	0.5	1
<i><b>Represented Employee-Public Works</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Administrative Secretary	\$ 31,908	\$ 42,540	1	
Foreman	\$ 53,196	\$ 53,196	1	
Maintenance	\$ 39,432	\$ 48,420	9	
Part-time Janitor	\$ 19,375	\$ 19,375	0.5	11.5
<i><b>Represented Employee-Fire Department</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Administrative Secretary	\$ 31,908	\$ 42,540	1	
Captain	\$ 61,980	\$ 72,288	3	
Fire Fighter	\$ 47,976	\$ 58,884	6	10
<i><b>Represented Employee-Police Department</b></i>				<b>Total FTE</b>
<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>	<b>FTE</b>	
Administrative Secretary	\$ 31,908	\$ 42,540	1	
Clerk/Logistics	\$ 31,908	\$ 42,540	2	
Sergeant	\$ 63,684	\$ 68,988	4	
Officer	\$ 49,632	\$ 60,900	11	18
<b>Grand Total FTE</b>			<b>57</b>	

**City of Union Gap**  
**Organizational Chart**  
**2013 Approved Budget**

```

graph TD
    UC[Union Gap Citizens] --> CC[City Council]
    UC --> MC[Mayor]
    UC --> UGC[Union Gap Citizens]
    CC --> CB[Commissions, Boards & Committees]
    MC --> CA[City Administrator]
    MC --> CCA[Contract City Attorney]
    MC --> CCP[Contract City Prosecutor]
    CA --> CP[Contract Programs]
    CA --> SL[Senior Liaison]
    CA --> CJ[Municipal Court Judge]
    CJ --> CA_V[Court Administrator Vacant]
    CJ --> DCC[Deputy Court Clerk]
    CJ --> DCC_B[Deputy Court Clerk Bilingual]
    CA --> FC[Fire Chief]
    CA --> PD[Police Chief]
    CA --> PWD[Public Works Director]
    CA --> CED[Community & Economic Development Director]
    CA --> ASD[Administrative Services Director - City Clerk]
    CA --> CT[City Treasurer]
    FC --> AS1[Administrative Secretary]
    FC --> C1[Captain]
    FC --> C2[Captain]
    FC --> C3[Captain]
    C1 --> F1[Firefighter]
    C1 --> F2[Firefighter]
    C2 --> F3[Firefighter]
    C2 --> F4[Firefighter]
    C3 --> F5[Firefighter]
    C3 --> F6[Firefighter]
    C3 --> VF1[Volunteer Firefighter]
    C3 --> VF2[Volunteer Firefighter]
    C3 --> VF3[Volunteer Firefighter]
    PD --> AS2[Administrative Secretary]
    PD --> AS3[Administrative Sargent]
    PD --> S1[Sargent]
    PD --> S2[Sargent]
    PD --> S3[Sargent]
    PD --> S4[Sargent]
    AS3 --> D[Detective]
    AS3 --> D2[Detective]
    S1 --> PO1[Police Officer]
    S2 --> PO2[Police Officer]
    S3 --> PO3[Police Officer]
    S4 --> PO4[Police Officer]
    S4 --> RPO1[Reserve Police Officer]
    S4 --> RPO2[Reserve Police Officer]
    PWD --> AS4[Administrative Secretary]
    PWD --> WF[Working Foreman]
    WF --> SW[Seasonal Workers]
    WF --> P1[Pub. Works Maintenance]
    WF --> P2[Pub. Works Maintenance]
    WF --> P3[Pub. Works Maintenance]
    WF --> P4[Pub. Works Maintenance]
    WF --> P5[Pub. Works Maintenance]
    CED --> CE[Code Enforcement Building Insp. Part-time]
    CE --> AS5[Administrative Secretary]
    ASD --> EA[Executive Assistant Vacant - Filled]
    ASD --> CR[Clerk Receptionist]
    ASD --> CR2[Clerk Receptionist]
    CT --> APT[Asst. Payable Payroll Technician]
    CT --> UC2[Utility Clerk]
  
```

**CITY OF UNION GAP  
2013 BUDGET  
FUND DESCRIPTION SUMMARY**

**001 - Current Expense Fund:**

The Current Expense Fund is the primary operating fund of the City of Union Gap. The Current Expense Fund accounts for all financial resources except those required or elected to be accounted for in another fund.

**Special Revenue Funds:**

These funds in the 100-199 series, account for revenues that are legally restricted or designated to finance particular activities of the City of Union Gap.

**101 - Street Fund:**

The purpose of the City Street Fund is to account for the administration, repair and maintenance for all paved and graveled streets and alleys.

**106 - Park Development Reserve Fund:**

The purpose of the Park Development Reserve Fund is to set aside funds annually, from the Current Expense fund, for the purchase, development and maintenance of all the City parks and for the various recreational activities sponsored by the City of Union Gap.

**107 - Convention Center Reserve Fund:**

The purpose of the Convention Center Reserve Fund is to account for the special excise tax of two percent (2%) on the sale of lodging collected by the hotels and motels in the City of Union Gap.

**108 – Tourism Promotion Assessment Fund:**

The purpose of the Tourism Promotion Assessment Fund is to account for a special assessment on the furnishing of lodging by a lodging business located within the Tourism Promotion Area.

**109 - Contingency Fund:**

The purpose of the Contingency Fund is to finance expenditures unforeseen in the Current Expense Fund.

**110 – Craft Night Reserve Fund:**

The purpose of the Craft Night Reserve Fund is to account for donations received from the *Friends of the Union Gap Library* for use in conjunction with an ongoing craft night projects at the Union Gap Library.

**112 - Public Works Equipment Reserve Fund:**

The purpose of the Public Works Equipment Reserve Fund is to set aside funds annually, from the Water Fund, Sewer Fund, Garbage Fund, City Street Fund and/or the Current Expense Fund, to replace vehicles and equipment for the Public Works Department.

**113 - Fire Truck Reserve Fund:**

The purpose of the Fire Truck Reserve Fund is to set aside funds annually, from the Current Expense fund, to replace vehicles and equipment for the Fire Department.

**114 - Senior Activity Fund:**

The purpose of the Senior Activity Fund is to fund Senior Citizen Center activities. The sole source of revenue for the Senior Activity Fund is from donations.



**116 - City Hall Building Reserve Fund:**

The purpose of the City Hall Building Reserve Fund is to set aside funds annually, from the Current Expense Fund, for the construction and/or remodel of the City Hall complex.

**118 - Municipal Capital Improvement Fund:**

The purpose of the Municipal Capital Improvement Fund is to account for the one-quarter of one percent (0.25%) tax on the selling price for each sale of real property within the corporate limits of Union Gap. This revenue is to finance local capital improvements of infrastructure as listed in RCW 35.43.040.

**120 - City Hall Equipment Reserve Fund:**

The purpose of the City Hall Equipment Reserve Fund is to set aside funds annually, from the Current Expense Fund, for the replacement of equipment and computers for City Hall.

**121 - Street Development Reserve Fund:**

The purpose of the Street Development Reserve Fund is to set aside funds annually, from the Current Expense Fund, for such costs as right-of-way acquisition, new street construction, street reconstruction, street overlays, seal coating, etc.

**123 - Criminal Justice Fund:**

The purpose of the Criminal Justice Fund is to account for the sales tax of point 3/10 percent (0.3%) which is collected as part of the total Union Gap sales tax of 8.1%. The State of Washington collects the tax and distributes the tax back to the City of Union Gap, based on population, to be used for criminal justice purposes such as law enforcement, municipal court, probation service, etc.

**124 - Infrastructure Reserve Fund:**

The purpose of the Infrastructure Reserve Fund is to set aside for infrastructure costs.

**125 - Development Mitigation Reserve Fund:**

The purpose of the Development Mitigation Reserve Fund is to account for all funds received pursuant to private agreements with the City, which agreements allow a payment in lieu of a dedication of land or to mitigate a direct impact identified because of a proposed development, subdivision, or plat. The monies presently accumulated in the fund are for improvements at: Valley Mall Blvd. & Chestnut Street.

**126 - Crime Prevention Assessment Fund:**

The purpose of the Crime Prevention Assessment Fund is to account for payments by criminal defendants, upon conviction of each non-traffic crime committed in the City of Union Gap.

**127 - Commute Trip Reduction Fund:**

The purpose of the Commute Trip Reduction Fund is to account for the revenues received from the State of Washington, as a grant to administer a commute trip reduction program for the employers in Union Gap that qualify. The City now contracts with Yakima Valley Conference of Governments to administer the program in Union Gap. The State of Washington directly appropriates the grant to YCOG. The program requires employers of 100 employees or more, who report to work between 7 a.m. and 9 a.m. to have a Commute Trip Reduction Program. These employers have specified goals to meet to reduce the number of trips their employees make to and from their work site. The City will not receive, directly; any further grant monies from the State. The City of Union Gap will use the Fund Balance to administer the program until the Fund Balance is exhausted.

**128 - Transit System Fund:**

The purpose of the Transit System Fund is to account for the sales tax of point 2/10 percent (0.2%) which is collected as part of the total Union Gap sales tax of 8.1%. The State of Washington collects the tax and distributes the tax back to the City of Union Gap, to be used for the Union Gap Transit System.

**130 - Community Policing Fund:**

The purpose of the community Policing Fund is to purchase materials for crime prevention and block watch programs, National Night Out Against Crime activities, assist with the school safety patrol program, citizen's police academy, reserve police officer program, bicycle patrol, law enforcement explorers post, and the K-9 program. The sole source of revenue for the Community Policing Fund is from donations.

**131 – Drug Seizure Forfeiture Fund:**

The purpose of the drug Seizure Forfeiture Fund is for seized and forfeited money associated with drug crimes. That proceeds from such forfeiture should be placed into this fund for the Police Department's use in drug enforcement, training, equipment, and for drug related crimes.

**132 - Community Events Fund**

The purpose of the Community Events Fund is to pay for community events such as Old Town Days and Holiday Parade.

**170 - Housing Rehabilitation Fund:**

The purpose of the Housing Rehabilitation Fund is to utilize grant funding from the Dept. of Community Trade and Economic Development, for rehabilitation of residential housing in the City. Revenues are received from grant money and loan payments from participating citizens.

**Debt Service Funds:**

These funds in the 200-299 series, account for the accumulation of resources to pay principle, interest and related costs on general long-term debt.

**213 - 1993 General Obligation Bond Redemption Fund:**

The purpose of the 1993 General Obligation Bond Redemption Fund is to redeem the bonds used to finance the Police Station purchase, the Fire Station remodel, Fire Department equipment and property purchase of the South 3<sup>rd</sup> Avenue parcel. The bonds will mature every year from 1994 through 2013. The fund transfer for 2011 from the Current Expense Fund is \$95,430. The bonds mature from 1994 through 2013, with interest rates varying from 4.25% to 7%.

**Capital Projects Funds:**

These funds in the 300-399 series, account for financial resources, which are designated for the acquisition or construction of general government capital projects.

**304 - Valley Mall Blvd. IV Construction Fund:**

The purpose of the Valley Mall Blvd. IV Construction Fund is to account for the construction of Valley Mall Blvd. IV.

**Enterprise Funds:**

These funds in the 400-499 series, account for operations that provide goods or services to the general public and are supported primarily through user charges.

**401 - Water Fund:**

The purpose of the Water Fund is to account for the operations and maintenance of the City of Union Gap water system.

**402 - Garbage Fund:**

The purpose of the Garbage Fund is to account for the operations for refuse and recycling collection.

**403 - Sewer Fund:**

The purpose of the Sewer Fund is to account for the operations and maintenance of the City of Union Gap's sewer transmission system and the wholesale costs associated with sewer treatment provided by the City of Yakima Regional Sewer Treatment Plant.

**404 - Water/Sewer Improvement Reserve Fund:**

The purpose of the Water/Sewer Improvement Reserve Fund is to hold monies in reserve to finance capital improvements to the water system and/or the sewer system. A project can be funded 100% or by grants or low interest loans, with the City providing matching funds.

**431 - 1998/2003 Water/Sewer Bond Redemption Fund:**

The purpose of the 1998 Water/Sewer Bond Redemption Fund is to accumulate the assessment payments and interfund transfer from the Water Fund to pay the annual principal and interest payment for the revenue bonds redemption. The capital projects finance with the 1998/2003 Water/Sewer Revenue Bonds were: 16" transmission main, Cornell Ave sewer line, South 1<sup>st</sup> Ave sewer line, South 3<sup>rd</sup> Ave sewer line, Landon Ave sewer line and South 2<sup>nd</sup> Ave sewer line. The bonds mature from 1999 through 2015, with the interest rates varying from 2.0% to 5.45%

**Agency and Trust Funds:**

These funds in the 621-699 series, account for assets held by the City as an agent for individuals, private organization, other governments and/or other funds. The funds are for suspense, clearing, or custodial purposes. These funds for the City of Union Gap are as follows: Payroll Clearing (631); Claims Clearing (632); Petty Cash (635); Advance Travel Expense (636); Municipal Court Clearing/Trust (639).

## **CITY OF UNION GAP EXPLANATION OF FUND ACCOUNTING**

### **A. Reporting Entity**

The City of Union Gap was incorporated in November 1883, and as of April 21, 1998 operates under the laws of the State of Washington applicable to a non-charter code city Mayor-Council form of government. The City of Union Gap is a general-purpose government and provides public safety, fire protection, street improvement, parks and recreation, municipal court, health and social services, and general administrative services. In addition, the City provides transit, water, sewer, and garbage/recycling collection services.

### **B. Basis Of Presentation - Fund Accounting**

The accounts of the City of Union Gap are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single entry accounts that comprise its cash, investments, revenues and expenditures, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types and account groups used by the City:

#### **GOVERNMENTAL FUND TYPES:**

##### Current Expense Fund (Fund No. 001)

This fund is the general operating fund of the City. It accounts for all financial resources and transactions except those that are required to be accounted for in another fund.

##### Special Revenue Funds (Funds in the 100 series)

These funds account for revenues derived from specific taxes, grants, or other sources, which are designated to finance particular activities of the City.

##### Capital Project Fund Types (Funds in the 300 series)

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

#### **PROPRIETARY FUND TYPES:**

##### Enterprise Funds (Funds in the 400 series)

These funds account for operations that provide goods or services to the general public and are supported primarily 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 costs of providing goods or services to the general public on a continuing basis must be financed or recovered through user charges.

## **FIDUCIARY FUND TYPES:**

Fiduciary funds account for assets held by the City of Union Gap in a trustee capacity or as an agent on behalf of others.

### Expendable Trust Funds (Funds in the 621 - 630 Series)

These funds account for assets where both principal and interest may be spent.

### Agency Funds (Funds in the 631 – 699 Series)

These funds are used to account for assets the City of Union Gap holds for others in an agency capacity.

## **C. Basis Of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements.

Accounting records for the City of Union Gap are maintained in accordance with methods prescribed by the State Auditor under the authority of Washington State law, Chapter 43.09 RCW. The City uses the revenue and expenditure classifications contained in the Budgeting, Accounting and Reporting System (BARS) prescribed by the State Auditor.

In governmental and fiduciary funds, revenues are recognized only when received in cash and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law. This is a departure from generally accepted accounting principles, which require revenue and expenditure recognition on the accrual basis of accounting (GAAP). Purchases of fixed assets are expensed during the year acquired but no general fixed assets account group is established.

## **D. Revenue Categories**

Revenues are arranged by fund, categorized in a basic account format. Following is a brief summary of those basic accounts:

### 308 BEGINNING NET CASH AND INVESTMENTS

This account includes the estimated and actual amounts of cash and investments available for appropriation at the beginning of the year.

### 310 TAXES

This account includes tax assessments levied for the support of the City. Including property taxes, sales and use taxes, franchise fees, business and occupation taxes, excise taxes and gambling taxes.

### 320 LICENSES AND PERMITS

This account includes revenues for charges for the issuance of licenses and permits. Including, but not limited to, proceeds from the issuance of business licenses, animal licenses, land use permits (and fees) and parking fees. Licenses and permit fees are designed to cover the cost of

administration, inspection and continuing services in connection with regulation.

330 INTERGOVERNMENTAL REVENUE

This account includes revenues derived from Federal and State grants, State and Interlocal shared revenues, entitlements, and in-lieu taxes. Revenues collected in this account include motor vehicle fuel tax, criminal justice, liquor excise tax and liquor board profits.

340 CHARGES FOR GOODS AND SERVICES

This account includes fees and charges for professional or other services rendered. Included in this account are water and sewer collections, garbage collections, and late charges on utilities.

360 MISCELLANEOUS REVENUES

This account is used for all other resources collected, which are not otherwise provided for through the above referenced accounts. Included in this account are investment interest earnings and sales interest.

380/90 NON-REVENUES

This account is used for non-revenues such as investment sales and transfers between funds. This account is not recognized within the budget.

**CITY OF UNION GAP  
2013 BUDGET  
BASIS OF BUDGETING**

The City of Union Gap adopts annual appropriated budgets for all funds except for Utility Local Improvement District (U.L.I.D. and L.I.D.), Bond Reserve, Assessment Funds and Agency Funds. These budgets are appropriated at the fund level with the exception of the current expense fund, where budget is adopted at the department level). The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Budgeted amounts are authorized to be transferred between (departments within any fund/object classes within departments); however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the City of Union Gap's legislative body.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

<b>Fund</b>	<b>Department</b>	<b>2012 Budgeted Expenditures</b>	<b>2013 Budgeted Expenditures</b>	<b>Variance</b>
001	General Fund:			
001	Legislative Department	338,457	256,410	75.76%
001	Executive Department	357,564	512,505	143.33%
001	Finance Department	312,821	322,626	103.13%
001	Clerk Department	235,881	316,102	134.01%
001	Comm. Development Department	279,516	305,529	109.31%
001	Municipal Court Department	248,817	312,881	125.75%
001	Legal Department	165,088	155,917	94.44%
001	Public Works Department	371,994	361,169	97.09%
001	Police Department	2,573,473	2,702,212	105.00%
001	Fire Department	1,316,834	1,326,205	100.71%
001	Ending Fund Balance	425,176	324,688	76.37%
	<b>Total General Fund</b>	<b>6,625,621</b>	<b>6,896,244</b>	<b>104.08%</b>
101	Street Fund	848,327	924,210	108.95%
106	Park Development Reserve Fund	25,000	25,000	100.00%
107	Convention Center Reserve Fund	217,003	231,703	106.77%
108	Tourism Promotion Area Fund	88,400	100,400	113.57%
109	Contingency Fund	3,336	4,000	119.90%
110	Craft Night Reserve Fund	1,056	1,056	100.00%
112	Public Works Equipment Reserve Fund	447,827	322,378	71.99%
113	Fire Truck Reserve Fund	283,996	74,850	26.36%
114	Senior Activity Fund	1,161	1,177	101.38%
116	City Hall Building Reserve Fund	141,575	55,500	39.20%
118	Municipal Capital Improvement Fund	111,761	316,322	283.03%
120	City Hall Equipment Reserve Fund	36,223	0	0.00%
121	Street Development Reserve Fund	1,816,668	1,405,998	77.39%
123	Criminal Justice Fund	267,333	223,269	83.52%
124	Infrastructure Reserve Fund	312,797	686,621	219.51%



<b>Fund</b>	<b>Department</b>	<b>2012 Budgeted Expenditures</b>	<b>2013 Budgeted Expenditures</b>	<b>Variance</b>
125	Development Mitigation Reserve Fund	39,000	39,000	100.00%
126	Crime Prevention Assessment Fund	27,060	10,000	36.95%
127	Commute Trip Reduction Fund	3,154	3,000	95.12%
128	Transit System Fund	1,897,172	2,048,278	107.96%
130	Community Policing Fund	3,497	4,300	122.96%
131	Drug Seizure Forfeiture Fund	0	15,000	0.00%
132	Community Events Fund	9,599	9,677	100.81%
170	Housing Rehabilitation Fund	100,513	96,273	95.78%
213	1993 GO Bond Redemption Fund	95,407	93,150	97.63%
304	Valley Mall Blvd. IV Fund	574,089	145,071	25.27%
401	Water Fund	1,584,529	1,635,575	103.22%
402	Garbage Fund	1,106,100	1,107,900	100.16%
403	Sewer Fund	2,535,008	2,550,508	100.61%
404	Water/Sewer Improvement Reserve Fund	1,956,000	1,271,940	65.03%
431	1998 & 2003 Water/Sewer Bond Redemption Fund	252,315	229,967	91.14%
	<b>Grand Total</b>	<b>21,411,528</b>	<b>2,528,367</b>	<b>11.81%</b>

**CITY OF UNION GAP**  
**2013 CONSOLIDATED FINANCIAL SCHEDULE OF REVENUES AND EXPENDITURES**

	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Budget
<b>BEGINNING FUND BALANCE</b>	4,146,413	4,126,905	6,405,685	6,839,995	6,785,767	6,674,414
<b>REVENUE</b>						
Property Tax	1,380,981	1,431,599	1,443,787	1,479,969	1,464,944	1,510,764
Special Tax Revenue	1,169,480	1,223,292	1,256,116	1,372,887	1,369,070	1,499,126
Retail Sales & Use Tax	3,407,396	3,285,785	3,317,265	3,434,315	3,651,051	3,836,429
Utility tax	814,119	854,146	843,453	864,272	845,668	865,990
Other Taxes	143,456	45,458	37,830	39,570	41,612	32,410
Total Taxes	6,915,432	6,840,280	6,898,452	7,191,013	7,372,344	7,744,720
Licenses & Permits	62,283	98,411	75,212	60,535	118,137	68,844
Intergovernmental	6,370,982	3,257,572	1,814,118	2,061,988	1,758,917	1,383,165
Charges for Service	3,270,002	3,330,210	3,467,122	3,620,536	3,592,582	3,314,743
Fines & Forfeitures	398,702	445,383	347,537	356,705	199,012	294,043
Miscellaneous	231,519	316,780	210,024	188,869	398,365	123,676
Other Financing Sources	0	61,441	40,872	40,000	113,529	20,000
Non-Revenues	268,517	1,351,890	175,000	750,000	232,064	301,950
Transfers	805,731	1,315,692	542,666	457,476	475,288	602,812
<b>TOTAL REVENUE</b>	<b>18,323,167</b>	<b>17,017,659</b>	<b>13,571,003</b>	<b>14,727,122</b>	<b>14,260,238</b>	<b>13,853,953</b>
<b>EXPENDITURES</b>						
Salaries & Wages	3,643,879	3,419,406	3,504,509	3,751,855	3,592,840	3,832,418
Benefits	1,464,956	1,476,633	1,659,924	1,683,535	1,465,918	1,849,324
Supplies	351,630	280,816	426,619	439,076	360,756	413,149
Professional Services	808,762	975,635	1,102,634	1,138,890	978,075	1,027,294
Communication	86,183	94,500	90,911	93,138	96,595	94,588
Travel	27,106	26,441	21,641	34,147	19,993	41,650
Advertising	78,560	116,543	92,892	106,219	117,291	110,470
Operating Rentals & Leases	10,625	14,884	13,828	9,550	27,615	92,300
Insurance	183,527	213,015	197,326	220,088	162,246	189,104
Utilities	379,025	343,318	352,943	381,700	350,035	388,395
Repairs & Maintenance	154,300	150,879	148,776	150,092	109,081	153,960
Miscellaneous	1,152,881	1,211,394	1,287,497	972,026	1,188,952	1,442,400
Intergovernmental	1,713,252	1,456,252	1,517,065	1,555,995	1,390,842	1,468,257
Capital Outlay	7,246,563	1,273,156	1,196,045	2,647,600	1,794,411	2,128,748
Interfund Payments	1,158,566	1,548,898	308,639	227,792	202,868	311,354
Debt Service	777,811	844,328	895,853	822,814	809,812	785,454
Transfers	1,485,009	2,410,080	869,787	689,971	806,013	572,813
<b>TOTAL EXPENDITURES</b>	<b>20,722,634</b>	<b>15,856,178</b>	<b>13,686,887</b>	<b>14,924,489</b>	<b>13,473,342</b>	<b>14,901,677</b>
<b>NET CHANGES</b>	<b>(2,399,467)</b>	<b>1,161,480</b>	<b>(115,884)</b>	<b>(197,367)</b>	<b>786,896</b>	<b>(1,047,724)</b>
<b>ENDING FUND BALANCE</b>	<b>1,746,947</b>	<b>5,288,385</b>	<b>6,289,801</b>	<b>6,642,628</b>	<b>7,572,663</b>	<b>5,626,690</b>

## **DEBT MANAGEMENT OVERVIEW**

The City of Union Gap's long-term debt consists of General Obligation (GO) Bonds backed by the credit of the City, and Revenue Bonds backed by user fee revenues. The total outstanding principal debt owing as of January 1, 2013 is \$5.79 million with the breakdown as follows:

### **REVENUE DEBT:**

The City of Union Gap's Revenue Debt consists of Water/Sewer Revenue Bonds and Public Works Trust Fund (PWTF) Loans. As of January 1, 2013, there was \$4.29 million in principal outstanding which are: Water/Sewer Revenue Bonds at \$435,000 and PWTF Loans at \$3.86 million.

### **GENERAL OBLIGATION DEBT:**

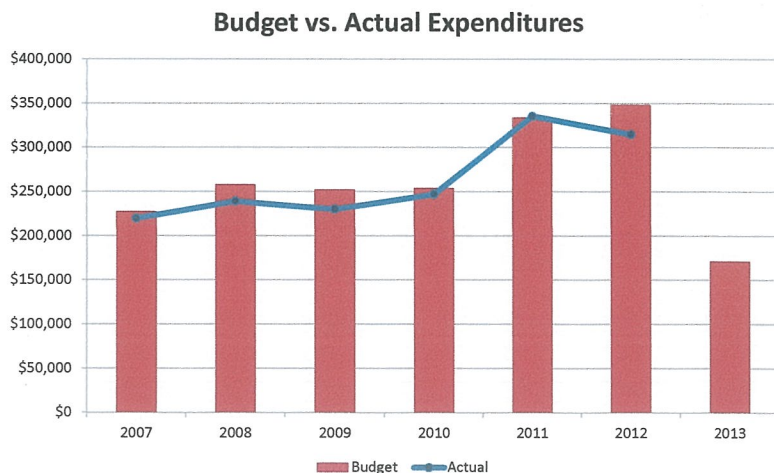
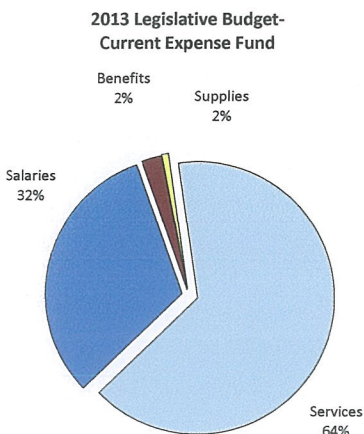
The City of Union Gap's General Obligation Debt consists of a General Obligation (GO) Bond, public safety vehicle leases, and SEID Loans. As of January 1, 2013, there was \$1.49 million in principal outstanding which are: one GO Bond at \$90,000, vehicle leases at \$273,710, and SEID loans at \$1.13 million.

DEBT MANAGEMENT								
Item	Interest Rate	Issue Date	Maturity Date	Total Amt Issued	Outstanding			12/31/2012
					1/1/2012	Issued	Redeemed	
<b>General Obligation Debt:</b>								
GO Bond Debt								
1993 GO Bond	4.25% - 7.00%	01/01/93	01/01/13	1,100,000	180,000	-	90,000	90,000
<b>Subtotal GO Bond Debt</b>				<b>1,100,000</b>	<b>180,000</b>	<b>0</b>	<b>90,000</b>	<b>90,000</b>
<b>GO Other Debt</b>								
Fire Truck Lease	4.59%	09/08/11	03/15/22	221,196	221,196	-	-	221,196
2009 Police Vehicle Lease	6.00%	01/16/09	04/01/13	96,472	39,612	-	19,229	20,383
2012 Police Vehicle Lease	3.90%	01/23/12	05/01/16	32,131	32,131	-	-	32,131
SEID Loan - Ahtanum & Longfibre RD Project	3.00%	05/11/04	06/01/20	700,000	433,159	-	42,638	390,521
SEID Loan - Longfibre RD Phase II Project	6.19%	06/01/08	06/01/17	278,000	184,509	-	26,327	158,182
SEID Loan - Valley Mall Blvd Extension Project	3.75%	06/03/08	06/01/24	500,000	464,279	-	29,430	434,850
SEID Loan - Valley Mall Blvd Extension Project	1.85%	03/26/02	06/01/17	400,000	173,867	-	27,666	146,201
<b>Subtotal Other GO Debt</b>				<b>2,227,799</b>	<b>1,548,753</b>	<b>0</b>	<b>145,289</b>	<b>1,403,464</b>
<b>Total General Obligation Debt</b>				<b>3,327,799</b>	<b>1,728,753</b>	<b>0</b>	<b>235,289</b>	<b>1,493,464</b>
<b>Water/Sewer Revenue Debt:</b>								
Water/Sewer Revenue Bonds								
1998 Water/Sewer Revenue Bonds	3.5% - 5.85%	12/01/98	11/01/14	2,560,000	555,000	-	180,000	375,000
2003 Water/Sewer Revenue Bonds	2.00% - 4.55%	05/01/03	05/01/15	250,000	80,000	-	20,000	60,000
<b>Subtotal Revenue Bond Debt</b>				<b>2,810,000</b>	<b>635,000</b>	<b>0</b>	<b>200,000</b>	<b>435,000</b>
<b>Water/Sewer Public Works Trust Fund Loans:</b>								
Cahalan Park Water Supply Well	1.00%	06/05/00	07/01/20	724,129	345,799	-	38,422	307,376
Master Lift Station Upgrade	0.50%	05/04/01	07/01/21	684,250	244,502	-	24,450	220,052
2004 Water System Improvements	0.50%	05/05/04	07/01/24	2,376,050	1,735,580	-	133,506	1,602,074
2005 Sewer System Improvements	0.50%	05/13/05	07/01/25	676,429	547,072	-	39,077	507,996
Wastewater Collection System Improvements	0.50%	05/30/06	07/01/26	838,514	731,778	-	48,785	682,993
Union Gap School Crossing Improvements	0.00%	07/01/09	07/01/49	227,000	204,300	20,442	-	224,742
Valley Mall Blvd Phase IV & Rudkin Rd Roundabouts	0.00%	10/06/09	07/01/13	700,000	502,483	2,678	194,839	310,321
Fulbright Reservoir & Transmission Main Intertie	1.00%	06/30/11	10/01/35	749,117	-	7,417	-	7,417
<b>Subtotal Public Works Trust Fund Loans</b>				<b>6,975,489</b>	<b>4,311,514</b>	<b>30,537</b>	<b>479,079</b>	<b>3,862,971</b>
<b>Total Water/Sewer Revenue Debt</b>				<b>9,785,489</b>	<b>4,946,514</b>	<b>30,537</b>	<b>679,079</b>	<b>4,297,971</b>
<b>Total Outstanding Debt</b>				<b>13,113,287</b>	<b>6,675,268</b>	<b>30,537</b>	<b>914,369</b>	<b>5,791,435</b>

**City of Union Gap  
2013 Program Expenditure Budget  
Legislative Department - Current Expense**

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 44,780	\$ 50,382	\$ 54,732	\$ 50,400	\$ 50,808	\$ 54,473
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	6,501	3,989	6,107	3,995	4,079	4,073
<b>Total Salary, Wages and Benefits</b>	<b>\$ 51,281</b>	<b>\$ 54,371</b>	<b>\$ 60,838</b>	<b>\$ 54,395</b>	<b>\$ 54,886</b>	<b>\$ 58,545</b>
31.00 SUPPLIES	\$ 3,188	\$ 3,779	\$ 4,438	\$ 3,550	\$ 3,707	\$ 1,350
32.00 FUEL	12	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	1,332	229	103,571	101,400	77,391	31,200
42.00 COMMUNICATIONS	6,625	9,440	6,657	5,050	3,556	4,500
43.00 TRAVEL	12,207	11,544	4,659	2,000	3,605	8,000
44.00 ADVERTISING	2,280	417	2,209	1,500	980	1,500
45.00 OPERATING RENTALS & LEASES	-	-	-	-	172	-
46.00 INSURANCE	2,020	2,666	2,052	2,387	2,000	3,978
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	4,096	3,504	2,511	2,500	1,705	2,500
49.00 MISCELLANEOUS	10,545	18,413	11,239	20,506	15,895	12,000
51.00 INTERGOVERNMENTAL PROF SVCS	136,984	143,226	137,797	155,300	146,951	47,837
53.00 EXTERNAL TAXES	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 179,290</b>	<b>\$ 193,219</b>	<b>\$ 275,132</b>	<b>\$ 294,193</b>	<b>\$ 255,962</b>	<b>\$ 112,865</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	4,718	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>4,718</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 230,571</b>	<b>\$ 247,590</b>	<b>\$ 335,971</b>	<b>\$ 348,588</b>	<b>\$ 315,567</b>	<b>\$ 171,410</b>

This is a summary page for the Legislative Department - Contingency Fund Budget. For more program expenditure details, see the following graph and chart for each program area.



**City of Union Gap  
2013 Program Expenditure Budget  
Legislative Department - Contingency Fund**

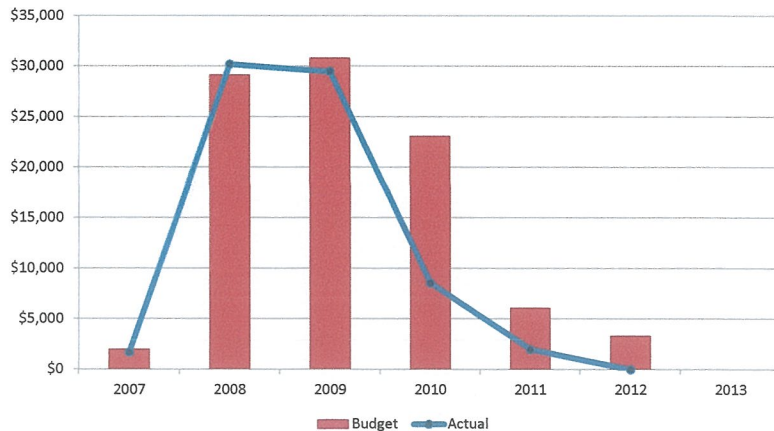
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ 711	\$ -	\$ 3,336	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	11,406	1,868	-	-	-	-
42.00 COMMUNICATIONS	594	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	129	5,970	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	2,000	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 12,129</b>	<b>\$ 8,549</b>	<b>\$ 2,000</b>	<b>\$ 3,336</b>	<b>\$ 0</b>	<b>\$ 0</b>
63.00 CAPITAL IMPROVEMENTS	17,393	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 17,393</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,523</b>	<b>\$ 8,549</b>	<b>\$ 2,000</b>	<b>\$ 3,336</b>	<b>\$ 0</b>	<b>\$ 0</b>

This is a summary page for the Legislative Department Budget - Contingency Fund. For more program expenditure details, see the following graph and chart for each program area.

**2013 Legislative Department -  
Contingency Fund Budget**

**2013 Budget = \$0.00**

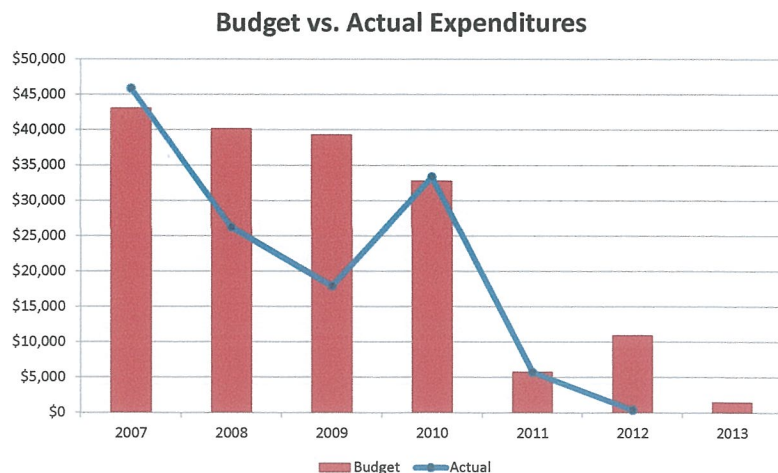
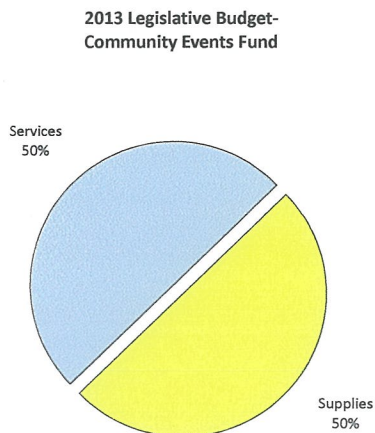
**Budget vs. Actual Expenditures**



City of Union Gap  
2013 Program Expenditure Budget  
Legislative Department - Community Events Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ 2,634	\$ 3,518	\$ -	\$ 10,999	\$ 353	\$ 750
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	2,073	23,004	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	13,260	1,200	-	-	80	750
45.00 OPERATING RENTALS & LEASES	-	686	-	-	-	-
46.00 INSURANCE	-	150	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	3,243	-	-	-	-
49.00 MISCELLANEOUS	-	1,600	33	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	5,752	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 17,967</b>	<b>\$ 33,401</b>	<b>\$ 5,785</b>	<b>\$ 10,999</b>	<b>\$ 433</b>	<b>\$ 1,500</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,967</b>	<b>\$ 33,401</b>	<b>\$ 5,785</b>	<b>\$ 10,999</b>	<b>\$ 433</b>	<b>\$ 1,500</b>

This is a summary page for the Legislative Department Budget - Community Events Fund. For more program expenditure details, see the following graph and chart for each program area.





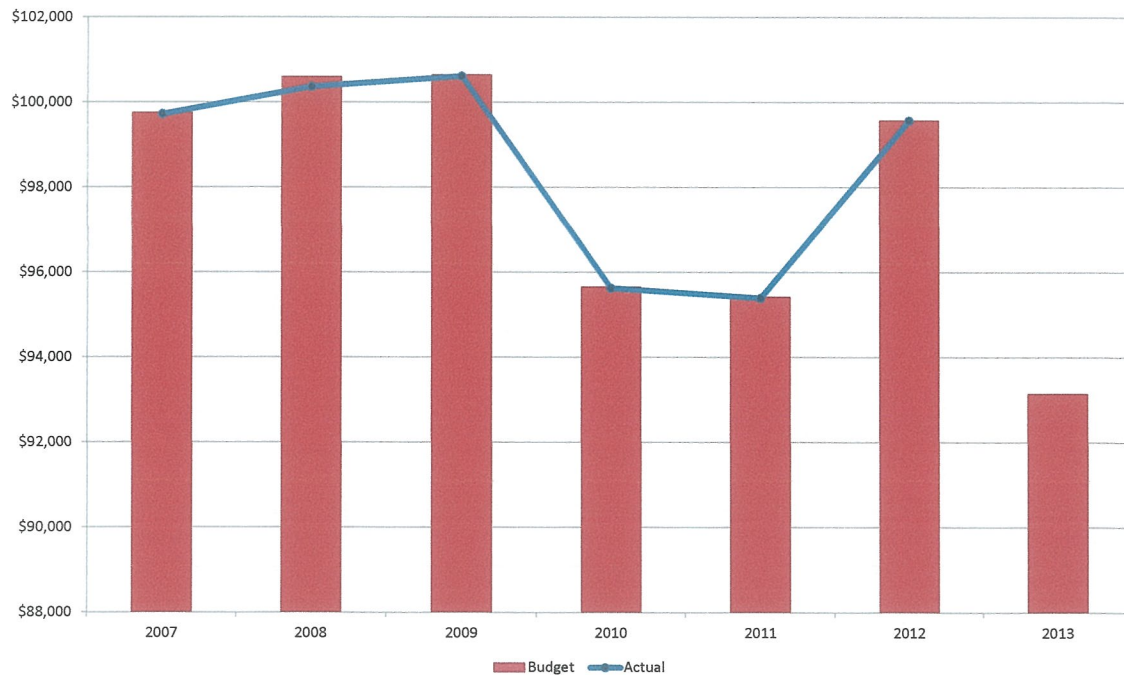
City of Union Gap  
2013 Program Expenditure Budget

Legislative Department - 1993 GO Bond Redemption Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
73.00 BOND DEBT	75,000	75,000	80,000	90,000	90,000	90,000
78.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
83.00 INTEREST ON LONG-TERM DEBT	25,625	20,640	15,405	9,582	9,580	3,150
<b>Total Other Expenditures</b>	<b>\$ 100,625</b>	<b>\$ 95,640</b>	<b>\$ 95,405</b>	<b>\$ 99,582</b>	<b>\$ 99,580</b>	<b>\$ 93,150</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 100,625</b>	<b>\$ 95,640</b>	<b>\$ 95,405</b>	<b>\$ 99,582</b>	<b>\$ 99,580</b>	<b>\$ 93,150</b>

This is a summary page for the Legislative Department Budget - 1993 GO Bond Redemption Fund. For more program expenditure details, see the following graph and chart for each program area.

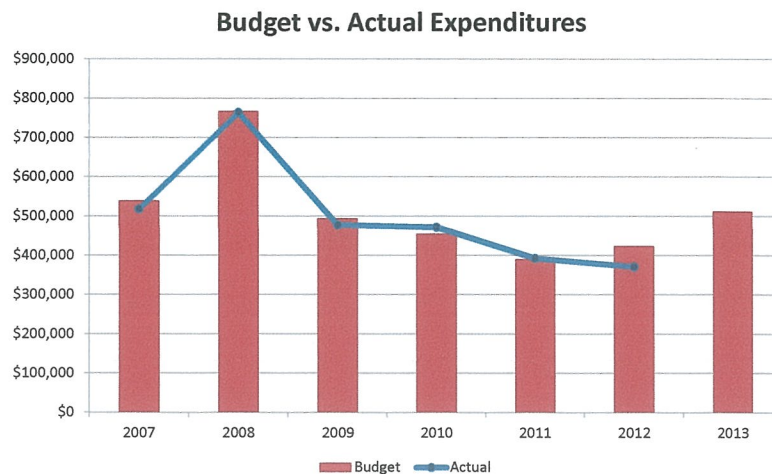
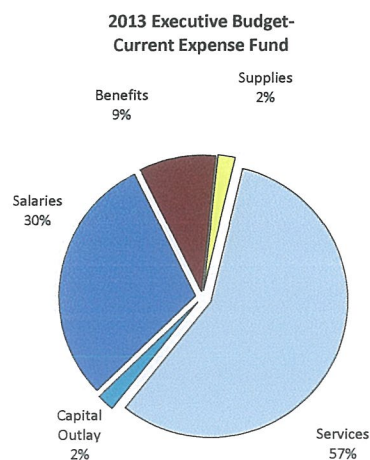
**Budget vs. Actual Expenditures**



**City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - Current Expense**

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 102,303	\$ 96,838	\$ 103,885	\$ 137,933	\$ 90,547	\$ 152,869
12.00 OVERTIME	369	61	267	-	134	-
21.00 PERSONNEL BENEFITS	31,635	29,079	30,012	28,534	15,582	46,531
<b>Total Salary, Wages and Benefits</b>	<b>\$ 134,306</b>	<b>\$ 125,978</b>	<b>\$ 134,165</b>	<b>\$ 166,467</b>	<b>\$ 106,262</b>	<b>\$ 199,400</b>
31.00 SUPPLIES	\$ 6,451	\$ 6,677	\$ 14,036	\$ 8,700	\$ 18,179	\$ 10,300
32.00 FUEL	242	562	1,192	500	1,006	500
41.00 PROFESSIONAL SERVICES	4,780	77,373	13,003	16,600	6,718	43,200
42.00 COMMUNICATIONS	3,678	4,047	3,436	3,100	7,419	4,300
43.00 TRAVEL	2,107	3,128	5,639	1,500	3,318	1,500
44.00 ADVERTISING	-	161	386	1,000	1,149	1,000
45.00 OPERATING RENTALS & LEASES	83	1,237	15	-	2,696	55,000
46.00 INSURANCE	5,600	8,029	7,479	9,700	5,598	5,323
47.00 PUBLIC UTILITY SERVICES	16,483	16,277	18,492	19,000	22,536	17,862
48.00 REPAIRS & MAINTENANCE	2,264	3,541	10,189	1,800	3,728	5,300
49.00 MISCELLANEOUS	1,854	4,277	4,190	3,750	5,495	3,750
51.00 INTERGOVERNMENTAL PROF SVCS	21	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	16	-
55.00 INTERFUND SUBSIDIES	300,650	221,305	181,155	191,787	184,151	154,570
<b>Total Other Expenditures</b>	<b>\$ 344,213</b>	<b>\$ 346,615</b>	<b>\$ 259,212</b>	<b>\$ 257,437</b>	<b>\$ 262,009</b>	<b>\$ 302,605</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	500	3,672	10,500
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>3,672</b>	<b>10,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 478,519</b>	<b>\$ 472,593</b>	<b>\$ 393,377</b>	<b>\$ 424,404</b>	<b>\$ 371,944</b>	<b>\$ 512,505</b>

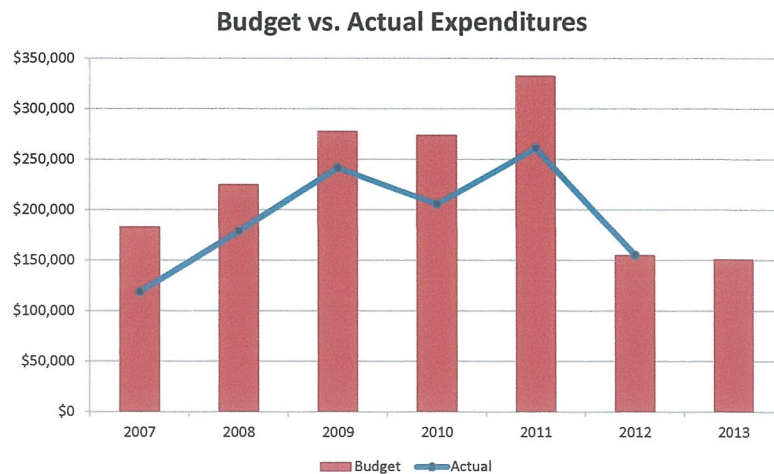
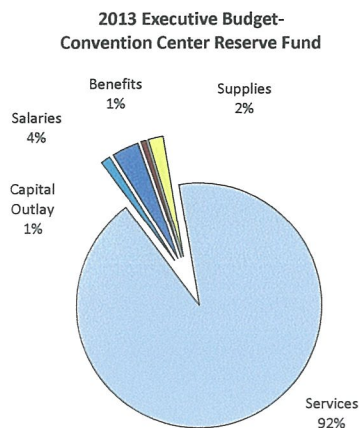
This is a summary page for the Executive Department - Current Expense Fund Budget. For more program expenditure details, see the following graph and chart for each program area.



City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - Convention Center Reserve

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ 53	\$ 5,350	\$ 820	\$ 5,350
12.00 OVERTIME	-	-	637	-	216	-
21.00 PERSONNEL BENEFITS	-	-	25	1,050	51	1,050
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 715</b>	<b>\$ 6,400</b>	<b>\$ 1,087</b>	<b>\$ 6,400</b>
31.00 SUPPLIES	\$ 3,019	\$ 590	\$ 2,661	\$ 3,000	\$ 3,366	\$ 3,000
32.00 FUEL	-	-	-	100	-	100
41.00 PROFESSIONAL SERVICES	56,893	63,042	108,975	91,000	93,744	91,000
42.00 COMMUNICATIONS	1,272	1,226	1,159	3,200	2,222	3,200
43.00 TRAVEL	5,428	6,547	954	-	-	-
44.00 ADVERTISING	61,079	104,686	81,289	37,700	35,587	28,200
45.00 OPERATING RENTALS & LEASES	1,200	1,650	1,500	-	746	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	549	215	-	10,500	9,107	10,500
48.00 REPAIRS & MAINTENANCE	-	-	-	1,000	1,500	1,000
49.00 MISCELLANEOUS	753	3,195	9,068	1,000	6,184	1,000
51.00 INTERGOVERNMENTAL PROF SVCS	41,176	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	70,612	-	20,000	-	-	-
90.00 INTERFUND PAYMENT FOR SERVICE	-	-	-	-	-	4,752
<b>Total Other Expenditures</b>	<b>\$ 241,981</b>	<b>\$ 181,152</b>	<b>\$ 225,606</b>	<b>\$ 147,500</b>	<b>\$ 152,455</b>	<b>\$ 142,752</b>
63.00 CAPITAL IMPROVEMENTS	-	25,000	35,200	1,500	2,161	2,000
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 25,000</b>	<b>- 35,200</b>	<b>- 1,500</b>	<b>2,161</b>	<b>2,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 241,981</b>	<b>\$ 206,152</b>	<b>\$ 261,521</b>	<b>\$ 155,400</b>	<b>\$ 155,703</b>	<b>\$ 151,152</b>

This is a summary page for the Executive Department - Convention Center Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

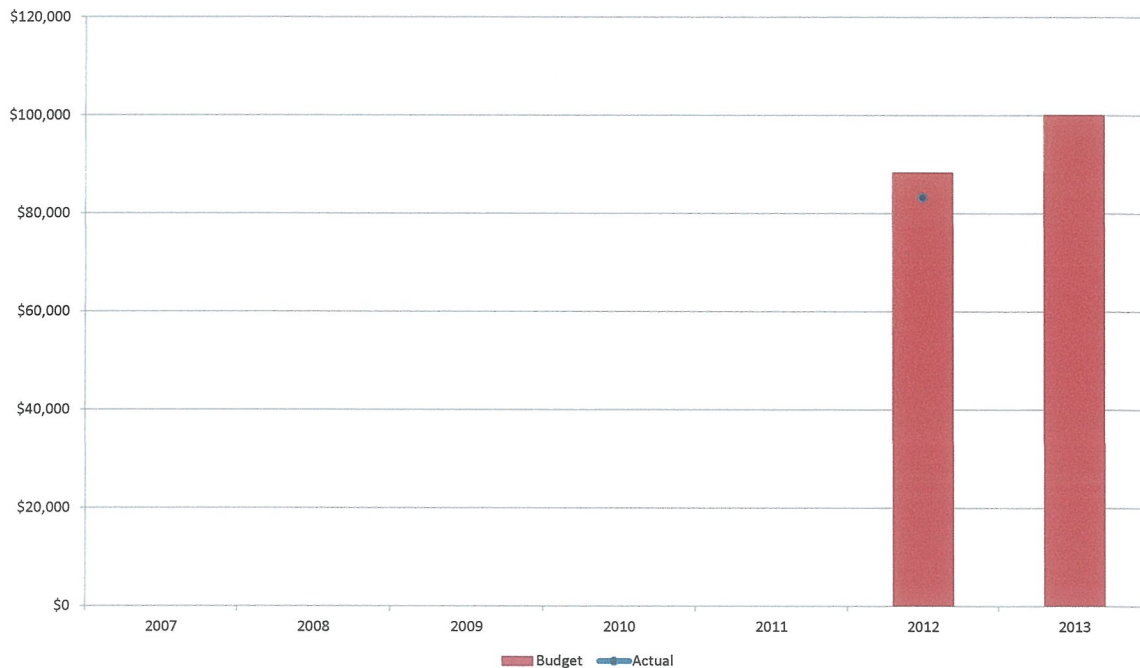


City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - Tourism Promotion Assessment

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	22,000	11,666	20,000
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	7,300	2,828	7,300
44.00 ADVERTISING	-	-	-	52,000	66,083	63,000
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	7,100	2,844	5,100
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
90.00 INTERFUND PAYMENT FOR SERVICE	-	-	-	-	-	4,752
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 88,400</b>	<b>\$ 83,421</b>	<b>\$ 100,152</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 88,400</b>	<b>\$ 83,421</b>	<b>\$ 100,152</b>

This is a summary page for the Executive Department - Tourism Promotion Assessment Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**



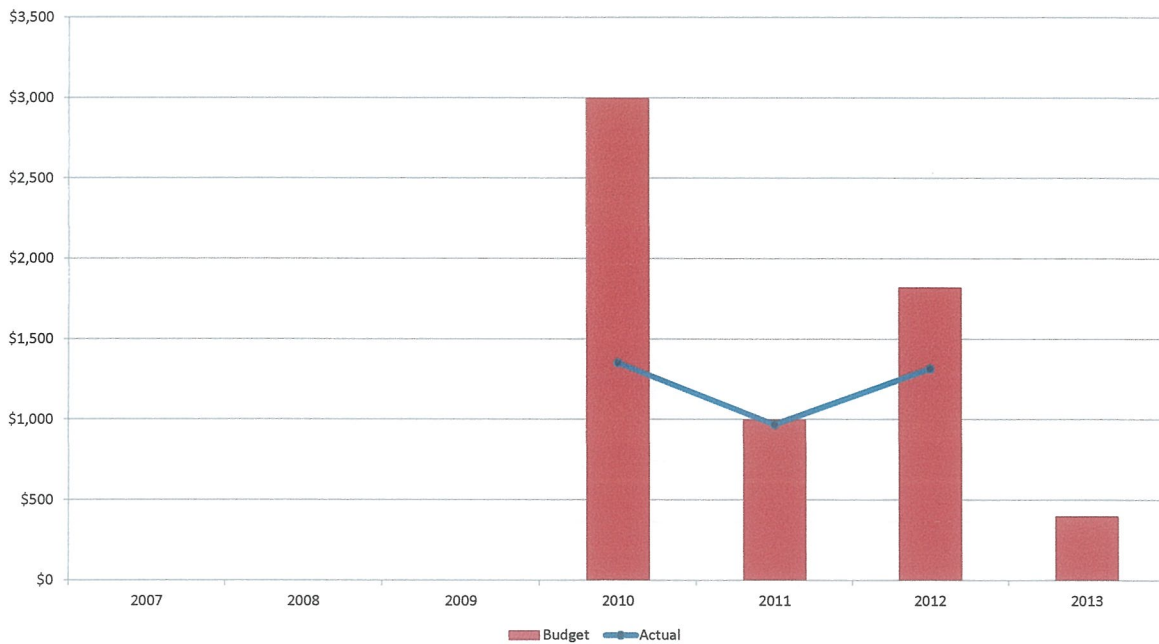


City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - Senior Activity Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ 1,151	\$ 906	\$ 1,161	\$ 1,318	\$ 400
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	203	65	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
90.00 INTERFUND PAYMENT FOR SERVICE	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 1,354</b>	<b>\$ 972</b>	<b>\$ 1,161</b>	<b>\$ 1,318</b>	<b>\$ 400</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 1,354</b>	<b>\$ 972</b>	<b>\$ 1,161</b>	<b>\$ 1,318</b>	<b>\$ 400</b>

This is a summary page for the Executive Department - Senior Activity Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**

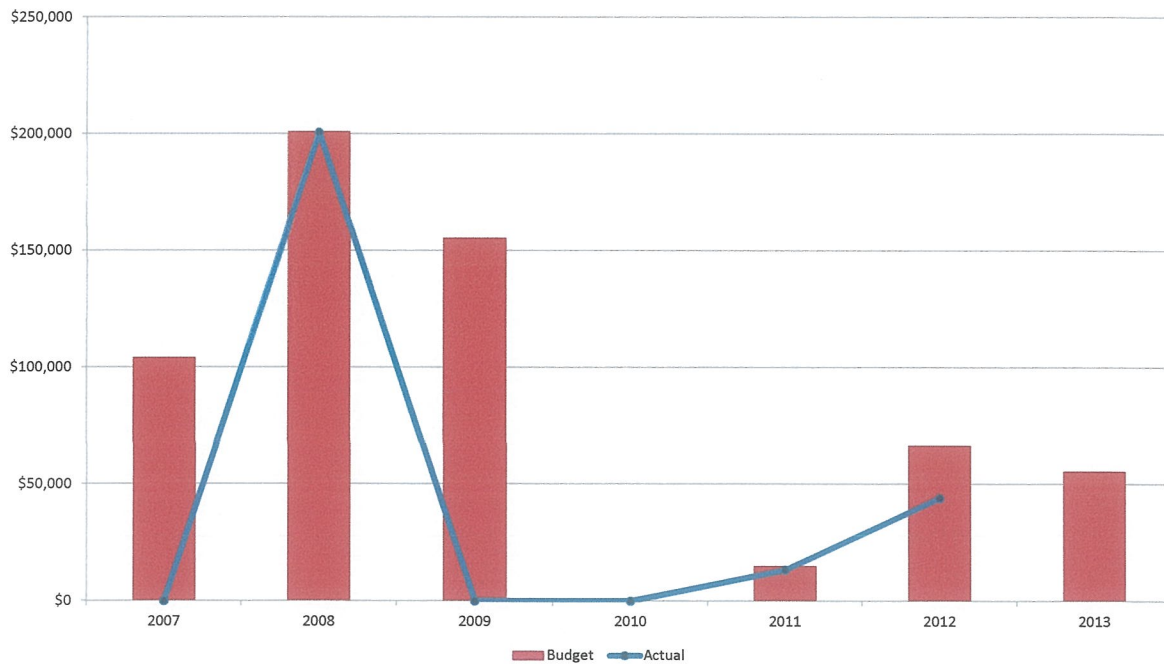


City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - City Hall Equipment Reserve Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	21,340	1,960	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	40,000	40,000	-
90.00 INTERFUND PAYMENT FOR SERVICE	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 61,340</b>	<b>\$ 41,960</b>	<b>\$ 0</b>
63.00 CAPITAL IMPROVEMENTS	-	-	13,401	5,100	2,145	55,500
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 13,401</b>	<b>- 5,100</b>	<b>- 2,145</b>	<b>- 55,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 13,401</b>	<b>\$ 66,440</b>	<b>\$ 44,105</b>	<b>\$ 55,500</b>

This is a summary page for the Executive Department - City Hall Equipment Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**



City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - City Hall Building Reserve Fund

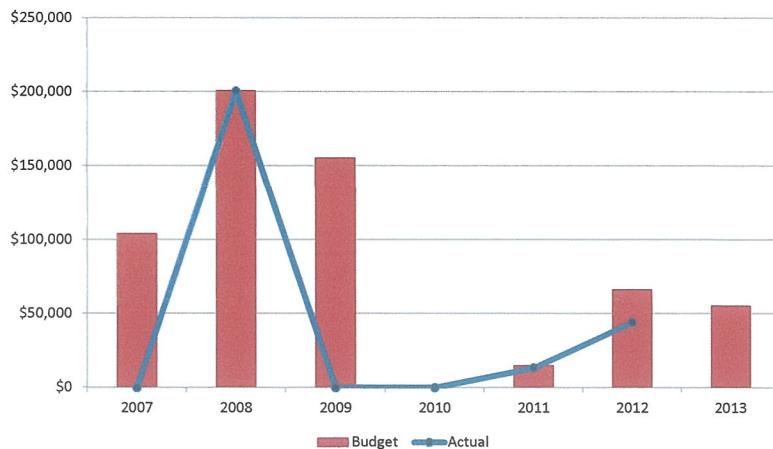
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	284	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	28,020	28,020	-
90.00 INTERFUND PAYMENT FOR SERVICE	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 284</b>	<b>\$ 0</b>	<b>\$ 28,020</b>	<b>\$ 28,020</b>	<b>\$ 0</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	15,193	10,202	10,203	10,202	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 15,193</b>	<b>- 10,202</b>	<b>- 10,203</b>	<b>10,202</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 15,477</b>	<b>\$ 10,202</b>	<b>\$ 38,223</b>	<b>\$ 38,222</b>	<b>\$ 0</b>

This is a summary page for the Executive Department - City Hall Building Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

2013 Executive Budget-  
City Hall Building Reserve Fund

2013 Budget = \$0.00

**Budget vs. Actual Expenditures**



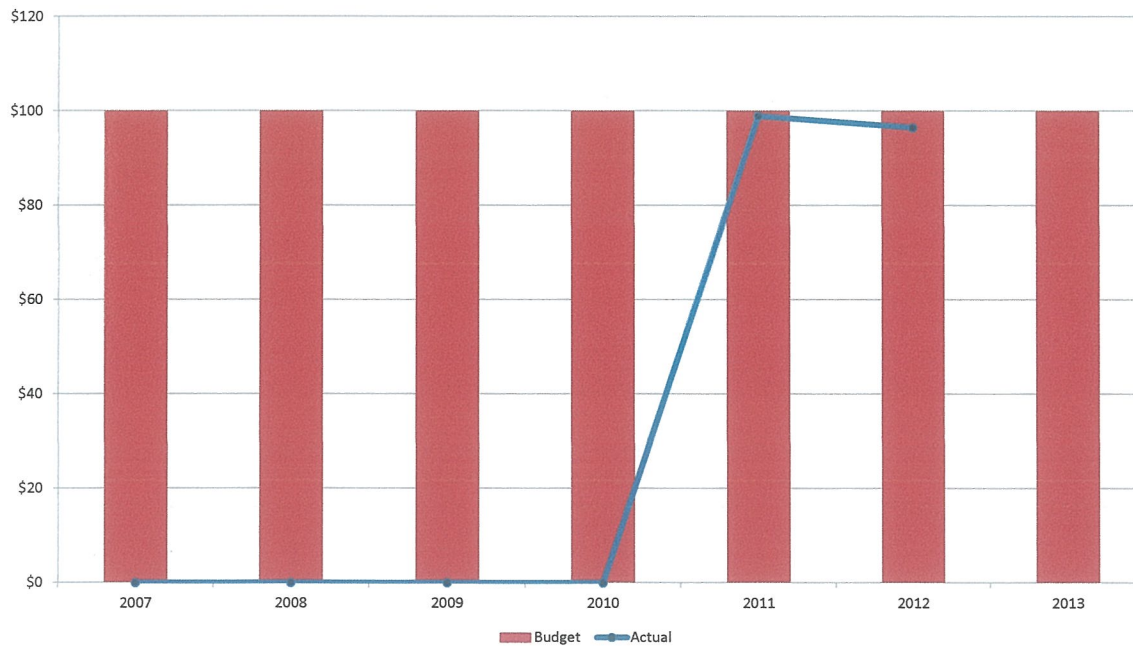


City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - Commute Trip Reduction Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ 99	\$ 100	\$ 97	\$ 100	\$ 100
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
90.00 INTERFUND PAYMENT FOR SERVICE	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 99</b>	<b>\$ 100</b>	<b>\$ 97</b>	<b>\$ 100</b>	<b>\$ 100</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 99</b>	<b>\$ 100</b>	<b>\$ 97</b>	<b>\$ 100</b>	<b>\$ 100</b>

This is a summary page for the Executive Department - Commute Trip Reduction Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

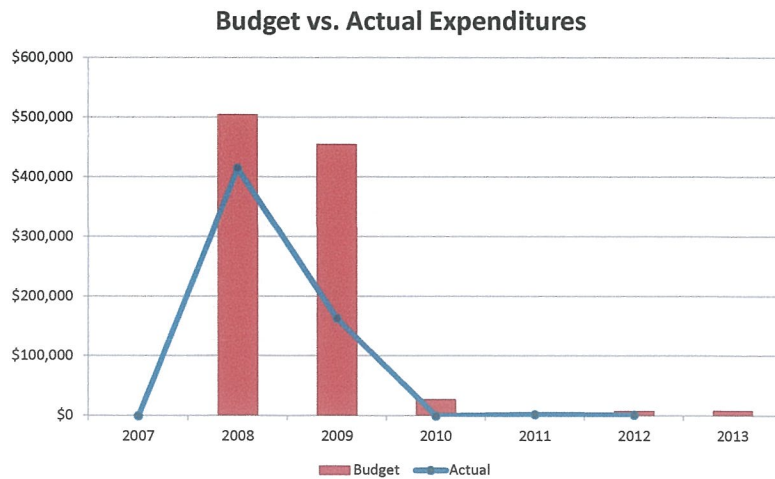
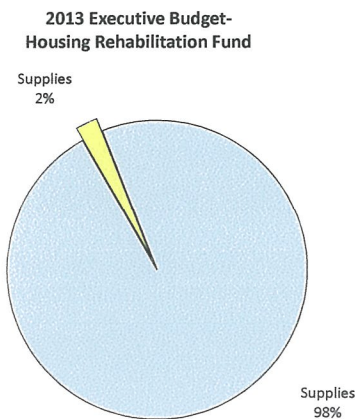
**Budget vs. Actual Expenditures**



City of Union Gap  
2013 Program Expenditure Budget  
Executive Department - Housing Rehabilitation Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 147	\$ 200
32.00 FUEL	-	-	-	8,000	-	-
41.00 PROFESSIONAL SERVICES	162,600	-	1,949	-	1,354	8,000
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	18	200
44.00 ADVERTISING	587	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	150	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
90.00 INTERFUND PAYMENT FOR SERVICE	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 163,187</b>	<b>\$ 0</b>	<b>\$ 2,099</b>	<b>\$ 8,000</b>	<b>\$ 1,519</b>	<b>\$ 8,400</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 163,187</b>	<b>\$ 0</b>	<b>\$ 2,099</b>	<b>\$ 8,000</b>	<b>\$ 1,519</b>	<b>\$ 8,400</b>

This is a summary page for the Executive Department - Housing Rehabilitation Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

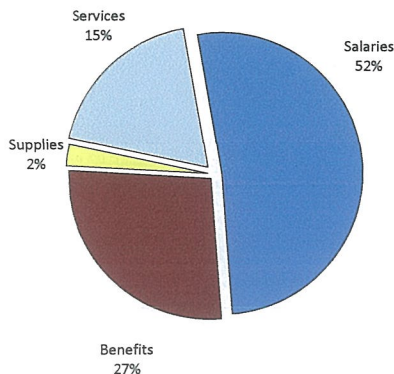


**City of Union Gap  
2013 Program Expenditure Budget  
Finance Department**

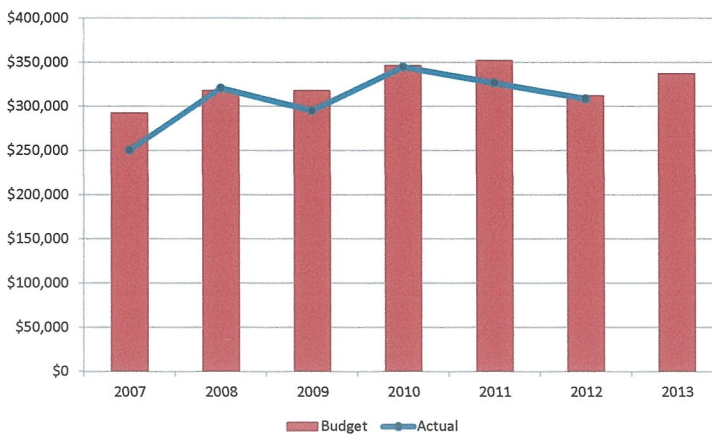
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 172,659	\$ 168,775	\$ 186,942	\$ 164,251	\$ 167,819	\$ 173,009
12.00 OVERTIME	1,097	3,335	41	1,000	4,584	1,000
21.00 PERSONNEL BENEFITS	79,100	91,842	93,992	83,171	85,726	91,714
<b>Total Salary, Wages and Benefits</b>	<b>\$ 252,856</b>	<b>\$ 263,952</b>	<b>\$ 280,975</b>	<b>\$ 248,422</b>	<b>\$ 258,129</b>	<b>\$ 265,723</b>
31.00 SUPPLIES	\$ 3,264	\$ 4,167	\$ 3,395	\$ 8,000	\$ 2,569	\$ 8,000
32.00 FUEL	111	10	17	250	41	250
41.00 PROFESSIONAL SERVICES	21,958	51,907	20,344	30,000	27,397	25,000
42.00 COMMUNICATIONS	4,059	7,417	4,094	5,000	2,816	5,000
43.00 TRAVEL	1,456	260	624	2,000	1,765	2,000
44.00 ADVERTISING	213	1,221	569	200	895	200
45.00 OPERATING RENTALS & LEASES	-	-	-	-	318	150
46.00 INSURANCE	6,500	7,997	7,301	8,250	5,000	6,103
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	3,470	969	2,225	3,500	727	3,000
49.00 MISCELLANEOUS	1,876	7,422	7,605	7,200	9,040	7,200
51.00 ELECTION COSTS	-	-	-	-	-	15,000
53.00 EXTERNAL TAXES	6	3	-	-	19	-
<b>Total Other Expenditures</b>	<b>\$ 42,912</b>	<b>\$ 81,374</b>	<b>\$ 46,175</b>	<b>\$ 64,400</b>	<b>\$ 50,587</b>	<b>\$ 71,903</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	524	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>524</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 295,767</b>	<b>\$ 345,326</b>	<b>\$ 327,150</b>	<b>\$ 312,822</b>	<b>\$ 309,240</b>	<b>\$ 337,626</b>

This is a summary page for the Finance Department Budget and includes Finance Administration program area. For more program expenditure details, see the following graph and chart for each program area.

**2013 Finance Budget**



**Budget vs. Actual Expenditures**



## **Finance Department - City Treasurer**

### **General Overview**

The Finance Department provides financial management for the City and is responsible for the oversight of the financial activities of the City. This includes budget development and maintenance; debt management; accounting of the City's financial transactions; investments; financial reporting; utility billing; accounts payable and receivable; and payroll.

### **Strategies**

- **City Treasurer**

1. Prepare and monitor annual budget.
2. Prepare monthly financial reports for the Council and provide financial information to Department Directors and Management.
3. Prepare budget amendments ordinances for the Council meetings.
4. Provide financial information for public records requests.
5. Prepare and submit annual financial reports to the State Auditor's Office.
6. Monitor and update daily banking information and reconcile monthly bank statements.
7. Reconcile the general ledger on a monthly basis.
8. Manage the Debt of the City.
9. Oversight of City investments.
10. Act as financial liaison for the annual state audit.
11. Supervise employees within the Finance Department.

- **Accounts Payable and Receivable**

1. Maintain accurate accounts payable records and files.
2. Establish vendor accounts and lists.
3. Prepare purchase orders for payment
4. Verify purchase orders and invoices are accurate and are coded correctly.
5. Prepare checks and verify accuracy before mailing to vendors
6. Reconcile vendor invoices to statements.
7. File invoices, vouchers and other records.
8. Prepare and distribute U.L.I.D assessments for collection.
9. Maintain records for Excise Taxes.
10. Process Advance travel requests and write advance travel checks.

- **Payroll**

1. Utilize accounting software to coordinate and process payroll information and issue payroll checks.
2. Maintain accurate employee records and payroll files.
3. Check employee timesheets for accuracy and conformance with personnel policies and union contracts.
4. Process new employee's payroll information and maintain changes to existing employee's information.
5. Maintain compensation and employee benefits programs.
6. Submit Federal and State reports.

- **Utilities**

1. Prepare, process and utility service ins/outs, billing changes, water meter applications and utility related items.
2. Prepare monthly utility billing including input of meter readings, strong waste billings and extra garbage billings.
3. Process work orders for utility disconnections, re-connections, new orders, and other public works service requests.
4. Process meter reading data; prepare and mail utility bills.
5. Maintain current customer account files.
6. Receive telephone calls and customer inquiries related to utility billings or services. Handle questions and matters of a more technical nature and responds to customer complaints.
7. Pursue collection of delinquent utility accounts including preparation and mailing of final notices, short-off and turn-on orders.
8. Prepare and file utility liens.

### **Trends and Major Challenges Influencing the Department**

- **Investment Returns:** Due to the current economy the returns on in the City's investments are very low compared to several years ago.
- **Banking Costs:** Due to the current economy the credits that the City receives on its banking analysis are no longer large enough to cover banking costs forcing the City to pay much higher annual banking fees than several years ago.
- **Facilities:** During 2012 City Hall was evacuated due to black mold. This has caused our department to be physically separated and City files and equipment to be spread over different areas within the City.
- **Reduced Revenues:** Over the last several years the revenue streams of the City have decreased due to the economy, while expenditures continue to increase. It has been a challenge trying to provide the same level of service with less money.

### **New Initiatives**

- Send out request for proposals for a new banking institution in order to reduce costs and improve the city's banking services.
- Implement new financial reporting format for the Council.
- Improvement of internal controls in the utility area of the department and assist in implementation of internal controls in other departments.
- Work toward the Finance Officer Certification through conferences and study.
- Research ways to make our processes more efficient and cost effective.

### **Ongoing Commitments**

- To ensure the long-term financial health of the City of Union Gap.
- To protect the City's financial integrity and credibility.
- To provide excellent customer service.
- To behave professionally, kindly, and transparently with customers, citizens, council, management, and staff.

### **2012 Accomplishments**

- Implementation of Payroll Direct Deposit.
- Converted from using warrants to using checks for payroll and accounts payable.
- Received clean state financial audits for 2010 and 2011 with no material errors.
- Change-over to new 2013 BARS coding through during our budget process.
- Implementation of the new AWC medical insurance program.
- Assisted the Interim City Manager in developing and presenting a balanced budget to the Council, using an improved format.

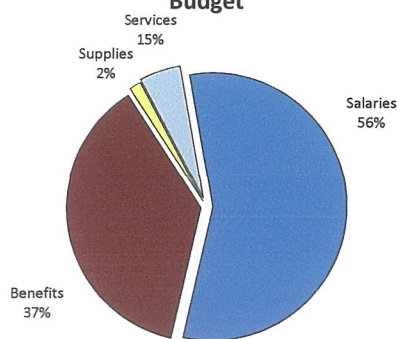


**City of Union Gap  
2013 Program Expenditure Budget  
Administrative Services Director/Clerk Department**

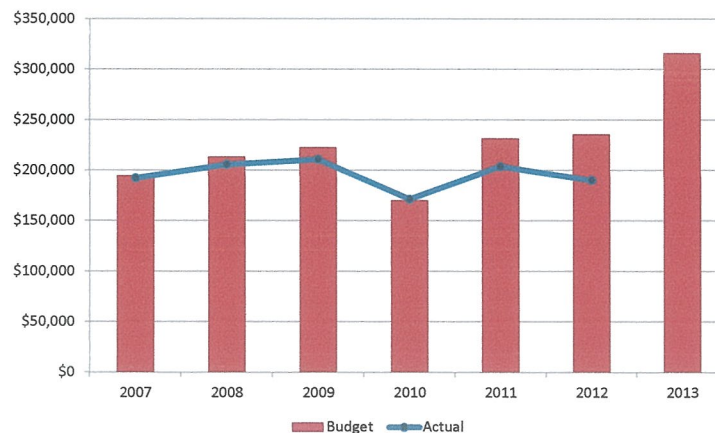
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 138,858	\$ 105,969	\$ 121,424	\$ 133,132	\$ 128,931	\$ 173,009
12.00 OVERTIME	63	14	260	1,000	1,019	1,000
21.00 PERSONNEL BENEFITS	63,090	56,781	68,849	84,049	47,610	91,714
<b>Total Salary, Wages and Benefits</b>	<b>\$ 202,011</b>	<b>\$ 162,764</b>	<b>\$ 190,534</b>	<b>\$ 218,181</b>	<b>\$ 177,560</b>	<b>\$ 265,723</b>
31.00 SUPPLIES	\$ 1,287	\$ 656	\$ 1,630	\$ 2,000	\$ 2,657	\$ 8,000
32.00 FUEL	84	10	17	300	103	250
41.00 PROFESSIONAL SERVICES	94	-	3,298	2,500	656	25,000
42.00 COMMUNICATIONS	1,585	1,368	1,302	1,600	3,006	5,000
43.00 TRAVEL	43	644	1,083	1,500	92	2,000
44.00 ADVERTISING	-	-	183	500	303	200
45.00 OPERATING RENTALS & LEASES	-	-	-	-	202	150
46.00 INSURANCE	5,000	5,332	4,913	6,000	5,000	6,103
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	151	52	113	800	68	3,000
49.00 MISCELLANEOUS	868	938	956	2,500	960	7,200
53.00 EXTERNAL TAXES	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 9,112</b>	<b>\$ 8,998</b>	<b>\$ 13,495</b>	<b>\$ 17,700</b>	<b>\$ 13,048</b>	<b>\$ 56,903</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 211,123</b>	<b>\$ 171,762</b>	<b>\$ 204,028</b>	<b>\$ 235,881</b>	<b>\$ 190,608</b>	<b>\$ 322,626</b>

This is a summary page for the Finance Department Budget and includes Finance Administration program area. For more program expenditure details, see the following graph and chart for each program area.

**2013 Admin. Services /Clerk  
Budget**



**Budget vs. Actual Expenditures**





## **Administrative Services Department-City Clerk**

### **General Overview**

The Administrative Services Department is a new department within the city and is responsible Executive level support to City Council and other departments and is directly responsible for Human Resources, Risk Management Claims, City Clerk, Record Management and Public Information and Information Technology. The department is comprised of the Administrative Services Department-City Clerk; one Executive Assistant (vacant) and two Clerk/Receptionists.

### **Strategies**

- **City Clerk**

1. Record and document required meeting minutes and prepare City Council's Agenda and supporting documents.
2. Process request for Council actions and other official documents.
3. Provide consultation on procedural matters, Council action items and maintain official City records.
4. Update and publish legal advertisements.
5. Assist in coordinating the legal review of the Union Gap Municipal Code.
6. Administer the City Business License Program.

- **Human Resources**

1. Assist departments to define essential job functions through job analysis and ensure job descriptions are current and accurate.
2. Develop, monitor and coordinate employment testing processes in accordance with Civil Services examinations and best management practices in Human Resource Management.
3. To become a resource for managers and employees on benefit programs within the City.
4. Manage the recruitment and retention programs of the City including the Civil Service Commission.

- **Risk Management Claims**

1. Manage and process claims and litigation files on behalf of the City.
2. Evaluate the risk management plan for the City and coordinate it with Washington Cities Insurance Authority.
3. Develop risk reduction, transfer and prevention practices and policies.

- **Information Technology**

1. Create and release a request for proposal for Information Technology complying with the 2012 Cyber Audit guidelines.
2. Create and release a request for proposal for a New City Website.
3. Create an asset list of all computer hardware and software.

### **Trends and Major Challenges Influencing the Department**

- This is a new a department with new employees that is being built from the ground up with many existing inadequate or inefficient systems and processes and outdated equipment.
- Workload demands may exceed available staffing resources in the initial phases of creation but overtime and building effective and efficient systems and process will balance the department's responsibilities with staff.
- Increases in public records request and the potential for new legislative action will determine future impacts. Until then we will continue to be impacted with increasing request.
- The City and the Council have recently begun to move into the electronic age for City Council agendas in an effort to save money and staff time. We anticipate this increase into technology to continue as we look to improve our electronic file storage capabilities and reduce paper files.

### **New Initiatives**

- Create a management information system that is compliant with recognized standards and best management practices.
- Coordinate and develop a new City Website
- Organize City records and ensure that they are accounted for in the records archive system.
- Ensure that the City's Business License Program is accurate and provides meaningful data.
- Create new Department forms, logs, and information to ensure that employees and the public are receiving accurate and timely information.

### **Ongoing Commitments**

- We are committed to providing the best customer service to our internal and external customers.
- We will be a resource for citizens, City Council. Department Managers and employees.

- We are committed to improving the image of the City through our programs and responsibilities that are being created by being responsible, transparent, and accountable.

### **2012 Accomplishments**

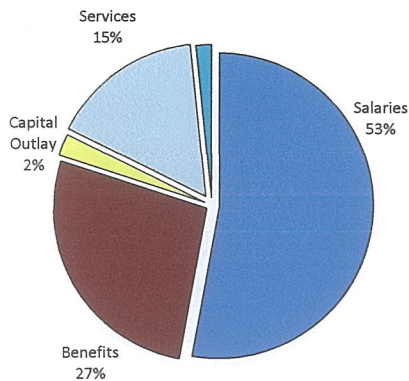
- Managed 27 City Council Agendas resulting in 52 Ordinances; 59 Resolutions and 202 Council Communications.
- Processed 83 Public Records Request.
- Created and processed over 200 applicants for City positions through open recruitment processes including applications, interviews, assessment centers, and background verifications.
- Responded to and coordinated with Washington Cities Insurance Authority 10 Claim Files.
- Archived old and set up new employee files.
- Issued and renewed 667 City Business Licenses

City of Union Gap  
2013 Program Expenditure Budget  
Community and Economic Development Department

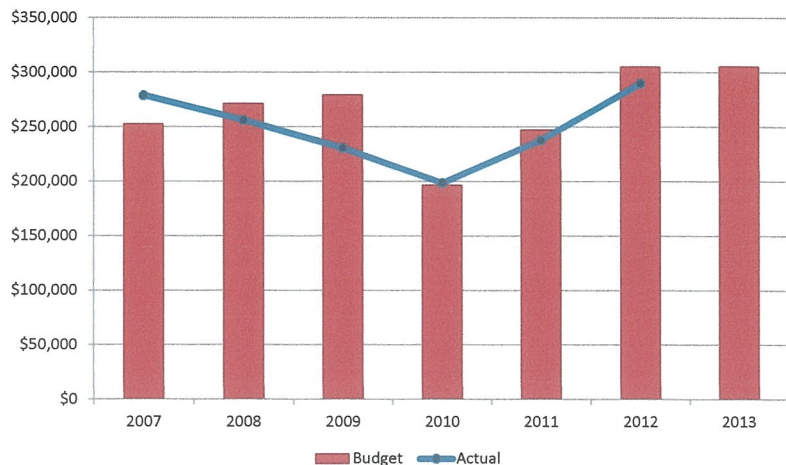
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 133,926	\$ 110,916	\$ 125,777	\$ 170,780	\$ 167,555	\$ 159,993
12.00 OVERTIME	25	412	841	1,000	232	1,326
21.00 PERSONNEL BENEFITS	59,473	41,431	70,967	76,736	75,716	83,159
<b>Total Salary, Wages and Benefits</b>	<b>\$ 193,424</b>	<b>\$ 152,759</b>	<b>\$ 197,585</b>	<b>\$ 248,516</b>	<b>\$ 243,504</b>	<b>\$ 244,477</b>
31.00 SUPPLIES	\$ 1,734	\$ 4,085	\$ 6,082	\$ 5,000	\$ 5,493	\$ 7,000
32.00 FUEL	535	1,179	806	3,000	1,143	2,750
41.00 PROFESSIONAL SERVICES	14,133	12,277	8,680	12,000	16,188	12,000
42.00 COMMUNICATIONS	4,400	5,154	4,907	5,000	5,914	7,000
43.00 TRAVEL	42	2,318	2,826	7,500	899	4,000
44.00 ADVERTISING	6,209	1,957	3,293	6,000	5,460	5,500
45.00 OPERATING RENTALS & LEASES	-	69	-	-	363	400
46.00 INSURANCE	4,868	6,665	6,157	8,000	5,000	5,901
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	233	-
48.00 REPAIRS & MAINTENANCE	4,648	3,891	2,850	5,000	2,343	5,000
49.00 MISCELLANEOUS	715	7,637	4,089	5,000	2,378	6,000
51.00 INTERGOVERNMENTAL PROF SVCS	130	164	-	500	143	500
53.00 EXTERNAL TAXES	-	339	615	-	720	-
<b>Total Other Expenditures</b>	<b>\$ 37,413</b>	<b>\$ 45,735</b>	<b>\$ 40,307</b>	<b>\$ 57,000</b>	<b>\$ 46,276</b>	<b>\$ 56,051</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	334	5,000
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>334</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 230,838</b>	<b>\$ 198,494</b>	<b>\$ 237,891</b>	<b>\$ 305,516</b>	<b>\$ 290,115</b>	<b>\$ 305,528</b>

This is a summary page for the Community and Economic Development Department Budget. For more program expenditure details, see the following graph and chart for each program area.

2013 Community & Economic Development  
Budget



Budget vs. Actual Expenditures



## **Community and Economic Development**

### **General Overview**

The Community and Economic Development Department is responsible for the programmatic management of (4) four divisions under one department. The Department is staffed and managed by (3) three full-time employees; the Director, Administrative Secretary, and Code Enforcement Officer. The Divisions managed under the Community and Economic Development Department are the following:

#### Building:

The functions of the Building Division are to work with citizens, property owners, contractors, architects, and building designers to ensure all construction that occurs in Union Gap meets the International Building, Mechanical, Plumbing, and Energy Codes as adopted and amended by the State of Washington. The Building Division also coordinates many building projects with the Fire and Public Works Departments, as well as the Planning Division. Major activities involve meetings with people proposing building projects prior to submittal of an application, plan review, and field inspections.

#### Code Enforcement:

The Code Enforcement Division enforces City zoning, building, and other land use regulations within the municipal boundaries of the City of Union Gap. This is accomplished by making sure that construction activities and other forms of development have received the necessary City permits and are being carried out in compliance with the terms of permit approvals. It also involves responding to situations where property is being used in a manner that does not comply with zoning requirements, and by addressing public nuisances created by a lack of property maintenance.

The staff of Code Enforcement Program is committed to working cooperatively with residents, property owners, and other interested parties to prevent and resolve land use and building violations in a fair and efficient manner. In cases where voluntary compliance cannot be achieved, the Code Enforcement section may issue citations, levy fines, and use its authority to abate the problem.

#### Planning:

The Planning Division is charged with the short range and long range land use planning functions. Through the implementation and enforcement of planning regulations, we are able to minimize land use conflicts while preserving and enhancing the quality of life throughout the City.

The functions of the Planning Division are to work with the City Council, Planning Commission and the Hearing Examiner in support of the City's current and long range planning, and provide citizens, property and business owners accurate and time information about land use issues.

Long range planning consists of the development and maintenance of the City's Comprehensive Land Use Plan and ordinances, which implement the plan. Current planning issues include the day-to-day administration of the City's land use ordinances, the processing of zoning reclassifications, and various other levels of review required under the zoning ordinance. Also included are shoreline management permits, environmental checklists, subdivision review, critical areas, and floodplain permits. The division also serves to coordinate the review of land decisions with other city departments and divisions as well as state and federal agencies.

#### Economic Development:

The Economic Development Division creates, coordinates and encourages new development and redevelopment throughout the city of Union Gap. It increases and diversifies the city's economy and creates jobs through business attraction, retention and expansion programs.

### **Strategies**

- Departmental Stability
  1. Fill vacant positions and return department to whole.
  2. Maintain skilled and qualified staffing thru selection process, training and
  3. Promote environment where staff have a vested interest and stake in department.
- Community Outreach and Education
  1. Maintain involvement in community events and expand into other events not currently participating in.
  2. Produce and maintain educational flyers, pamphlets and website when completed.
  3. Promote and acknowledge departmental accomplishments with community and elected officials.
  4. Improve upon business involvement and cooperation with department thru communication and new programs.
- Department Modernization/Efficiencies
  1. Expand upon electronic permitting software and promote use by other departments.
  2. Continue update and creation of electronic forms and permits with technology in mind. (Tablets, mobile devices and web)
  - 3.

### **Trends and Major Challenges Influencing the Department**

- The lack of understanding and/or perceived responsibilities of the department by the community and elected officials.

- The unpredictable nature of commercial development.
- The uncertainty of the 2008 recession and its impacts on residential and commercial development. “Is there an end in sight?”
- The County’s push back on Urban Growth areas of local jurisdictions and the future of annexations.
- The continued push for un-funded mandates from the State.

### **New Initiatives**

- Work with local business’s on the scheduling of a “Business Forum”
- Explore interest and viability of a Union Gap Business Association.
- Explore options and develop plan for Main Street Re-Development/Revitalization
- Work with parties of interest in including Union Gap projects in the Regional Economic Development Plan

### **Ongoing Commitments**

- Continue involvement in and representation in HOME Consortium
- Continue partnership with Yakima County health District Healthy Communities Initiative
- Maintain involvement with Washington Association of Building Officials regarding the adoption and amendments of building codes.
- Maintain involvement with Planning Association of Washington in the direction of land-use and development laws within Washington State.
- Maintain the Cities compliance with the Growth Management Act.
- Coordinate with Yakima County Development Association on Economic Development Opportunities for the City.
- Staff training and maintenance of certifications.
- Continue coordination with other City Departments and parties of interest.
- Continued public outreach and education of elected officials and community of department responsibilities.

### **2012 Accomplishments**

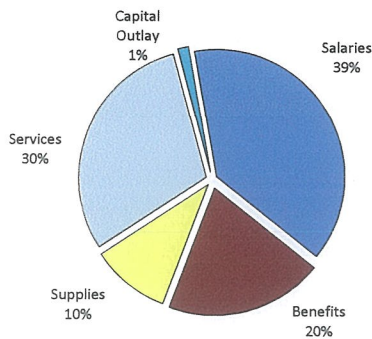
- Brought City into compliance with Growth Management Act (GMA).
- Update and adoption of Critical Areas Ordinance
- Update and adoption of development regulation updates for GMA compliance
- Implemented electronic permitting software.
- Processed 229 development permits (Equivalent to City with Population of 10K-25K, AWC 2012 Tax and User Fee Survey)
- \$15,253,644 value of new taxable development.

**City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Current Expense Fund**

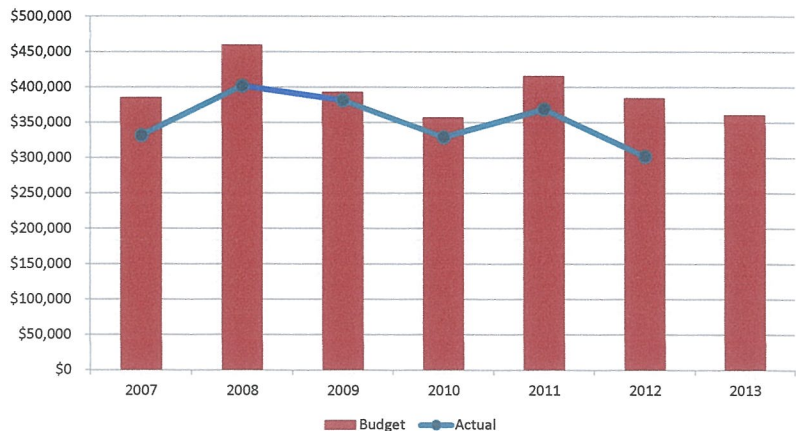
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 142,769	\$ 103,558	\$ 131,453	\$ 155,355	\$ 117,388	\$ 139,181
12.00 OVERTIME	3,683	8,158	4,557	5,000	6,723	-
21.00 PERSONNEL BENEFITS	69,834	62,247	65,196	66,581	51,573	72,181
<b>Total Salary, Wages and Benefits</b>	<b>\$ 216,285</b>	<b>\$ 173,963</b>	<b>\$ 201,206</b>	<b>\$ 226,936</b>	<b>\$ 175,684</b>	<b>\$ 211,362</b>
31.00 SUPPLIES	\$ 27,433	\$ 23,520	\$ 35,123	\$ 32,200	\$ 25,167	\$ 36,300
32.00 FUEL	11,723	6,706	7,783	10,800	12,705	11,300
35.00 SMALL TOOLS & MINOR EQUIP	974	221	357	1,000	-	1,600
41.00 PROFESSIONAL SERVICES	5,049	204	1,055	1,700	3,214	1,700
42.00 COMMUNICATIONS	6,780	5,673	5,433	6,500	3,028	5,000
43.00 TRAVEL	20	-	-	300	-	300
44.00 ADVERTISING	3,449	3,472	2,732	3,500	2,981	3,500
45.00 OPERATING RENTALS & LEASES	3,874	4,656	6,504	3,400	3,081	3,900
46.00 INSURANCE	7,093	8,664	7,893	700	600	6,695
47.00 PUBLIC UTILITY SERVICES	91,890	77,994	82,771	67,000	51,310	41,500
48.00 REPAIRS & MAINTENANCE	16,115	22,062	10,150	19,200	9,203	19,200
49.00 MISCELLANEOUS	1,618	2,336	4,112	3,100	4,899	1,700
51.00 INGOVTL PROFESSIONAL SERV.	174	40	165	4,100	6,501	3,100
53.00 EXTERNAL TAXES	-	524	4,288	4,020	4,133	4,020
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	5,000
<b>Total Other Expenditures</b>	<b>\$ 176,194</b>	<b>\$ 156,072</b>	<b>\$ 168,365</b>	<b>\$ 157,520</b>	<b>\$ 126,822</b>	<b>\$ 144,815</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	316	5,000
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 392,479</b>	<b>\$ 330,035</b>	<b>\$ 369,571</b>	<b>\$ 384,456</b>	<b>\$ 302,821</b>	<b>\$ 361,177</b>

This is a summary page for the Public Works Department - Current Expense Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department  
- Current Expense Fund Budget**



**Budget vs. Actual Expenditures**



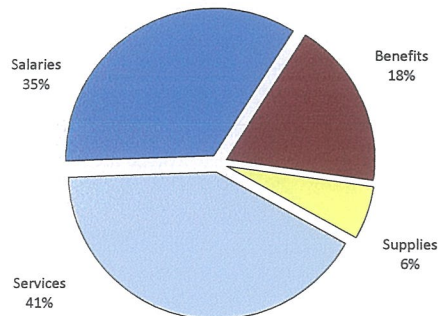


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Street Fund

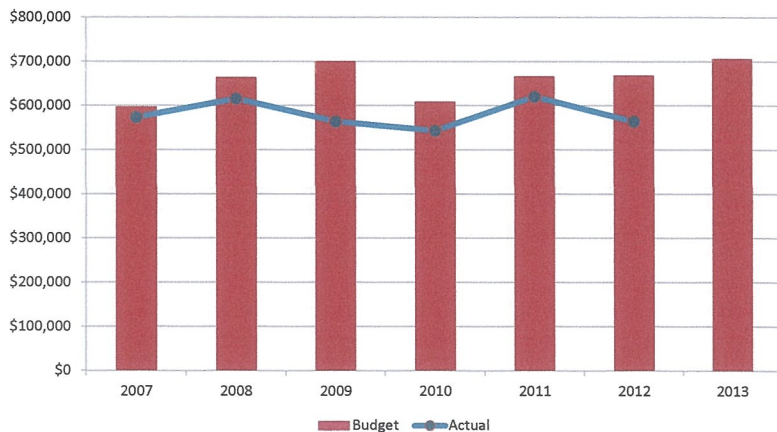
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 167,652	\$ 180,704	\$ 221,730	\$ 225,871	\$ 187,038	\$ 236,056
12.00 OVERTIME	6,645	8,246	5,890	8,000	9,505	8,000
21.00 PERSONNEL BENEFITS	80,916	85,505	110,339	106,558	90,178	129,081
<b>Total Salary, Wages and Benefits</b>	<b>\$ 255,212</b>	<b>\$ 274,455</b>	<b>\$ 337,959</b>	<b>\$ 340,429</b>	<b>\$ 286,720</b>	<b>\$ 373,137</b>
31.00 SUPPLIES	\$ 41,842	\$ 30,359	\$ 46,396	\$ 41,300	\$ 31,613	\$ 41,300
32.00 FUEL	10,038	11,307	16,054	16,300	17,834	16,300
35.00 SMALL TOOLS & MINOR EQUIP	1,041	1,523	1,015	1,000	-	1,000
41.00 PROFESSIONAL SERVICES	17,021	3,507	8,342	12,500	9,528	12,500
42.00 COMMUNICATIONS	4,091	5,208	6,734	7,100	6,178	6,800
43.00 TRAVEL	453	-	24	400	13	400
44.00 ADVERTISING	224	410	405	400	535	400
45.00 OPERATING RENTALS & LEASES	1,137	989	478	600	895	600
46.00 INSURANCE	10,429	16,234	14,997	16,000	14,000	16,000
47.00 PUBLIC UTILITY SERVICES	114,402	118,610	126,203	157,000	127,755	157,178
48.00 REPAIRS & MAINTENANCE	29,673	25,016	16,011	17,960	18,017	17,960
49.00 MISCELLANEOUS	1,415	1,398	929	950	2,791	950
51.00 INTERGOVERNMENTAL PROF SVCS	19,141	55,246	45,822	47,000	39,295	52,000
53.00 External Taxes	-	-	-	-	252	300
55.00 TRANSFER-OUT	15,000	-	-	10,000	10,000	10,000
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 265,906</b>	<b>\$ 269,806</b>	<b>\$ 283,410</b>	<b>\$ 328,510</b>	<b>\$ 278,704</b>	<b>\$ 333,688</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	316	-
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
78.00 REDEMPTION OF LONG-TERM DEBT	3,442	-	-	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	69	-	-	-	-	-
90.00 INTERFUND PAYMENTS FOR SERVICE	40,622	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>44,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 565,251</b>	<b>\$ 544,262</b>	<b>\$ 621,369</b>	<b>\$ 668,939</b>	<b>\$ 565,741</b>	<b>\$ 706,824</b>

This is a summary page for the Public Works Department - Street Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Street Fund Budget**



**Budget vs. Actual Expenditures**

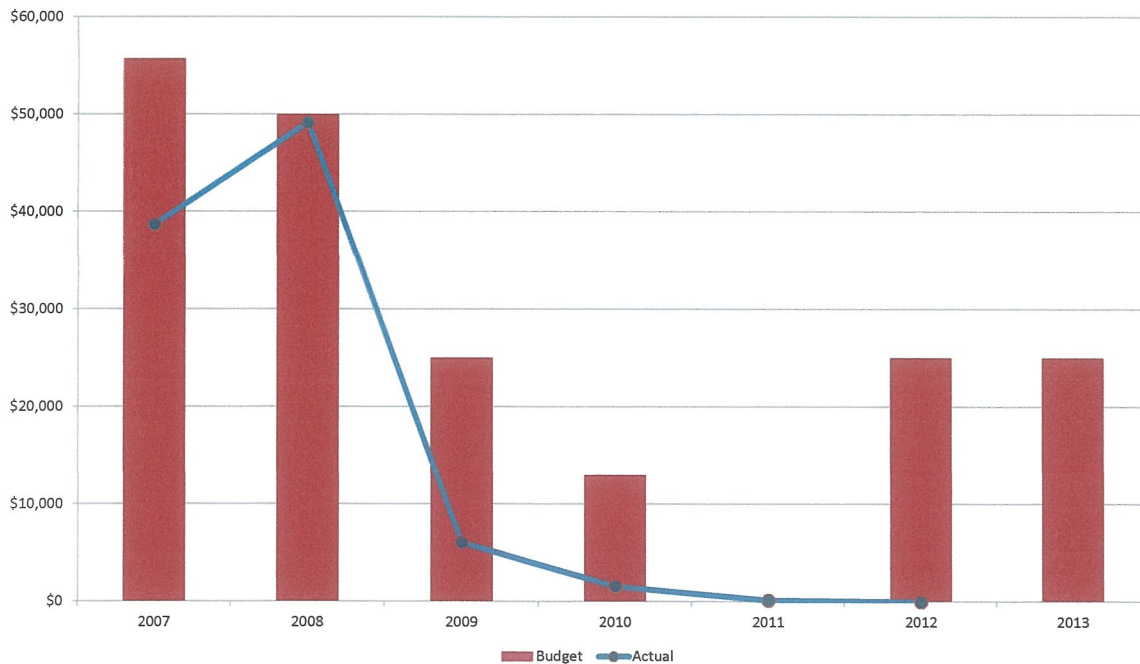


City of Union Gap  
2013 Program Expenditure Budget  
Public Works - Park Development Reserve Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	443	1,579	173	-	-	-
55.00 TRANSFER-OUT	-	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 443</b>	<b>\$ 1,579</b>	<b>\$ 173</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
62.00 BUILDINGS & STRUCTURES	-	-	-	-	-	-
63.00 CAPITAL IMPROVEMENTS	5,649	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	25,000	-	25,000
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	-	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>5,649</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,091</b>	<b>\$ 1,579</b>	<b>\$ 173</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 25,000</b>

This is a summary page for the Public Works - Park Development Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

### Budget vs. Actual Expenditures



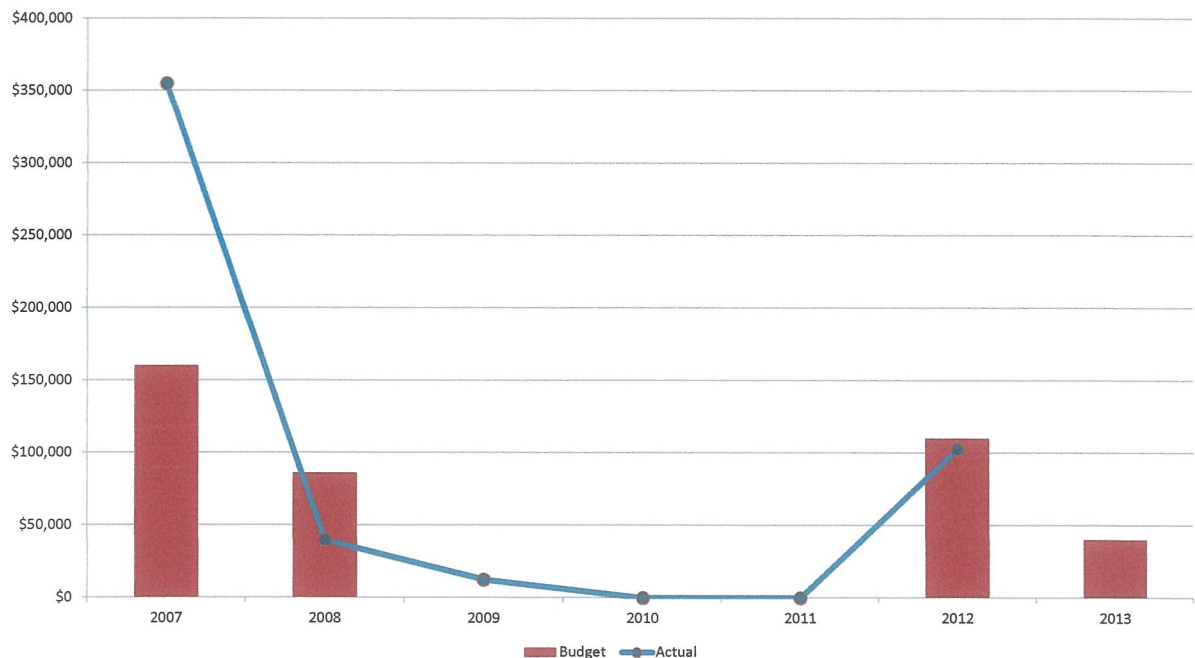
City of Union Gap  
2013 Program Expenditure Budget

Public Works Department - Equipment Reserve Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
55.00 TRANSFER-OUT	-	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
62.00 BUILDINGS & STRUCTURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	12,476	-	-	110,000	-	40,000
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	-	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>\$ 12,476</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 110,000</b>	<b>\$ 0</b>	<b>\$ 40,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,476</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 110,000</b>	<b>\$ 0</b>	<b>\$ 40,000</b>

This is a summary page for the Public Works Department - Equipment Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**

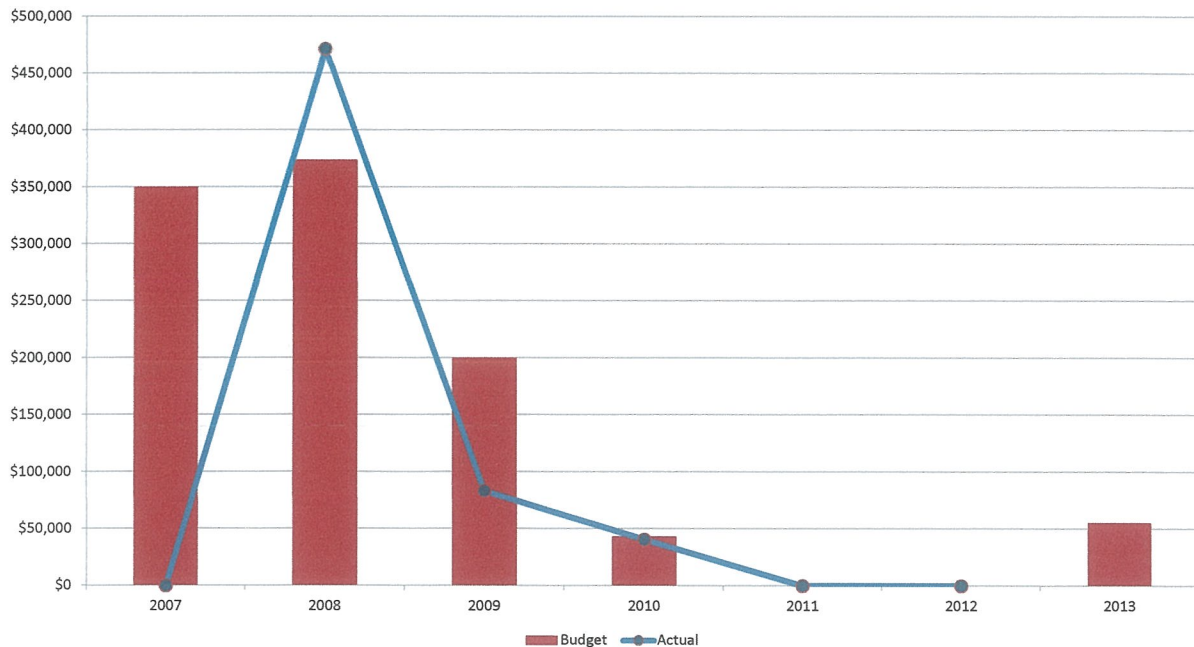


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Real Estate Excise Tax Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	55,272
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
55.00 TRANSFER-OUT	83,333	40,637	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 83,333</b>	<b>\$ 40,637</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,272</b>
62.00 BUILDINGS & STRUCTURES	-	-	-	-	-	-
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	-	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 83,333</b>	<b>\$ 40,637</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 55,272</b>

This is a summary page for the Public Works Department - Real Estate Excise Tax Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**



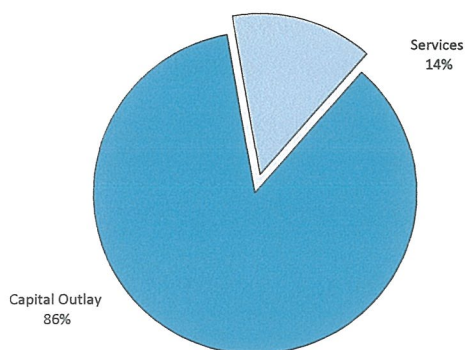


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Street Development Reserve Fund

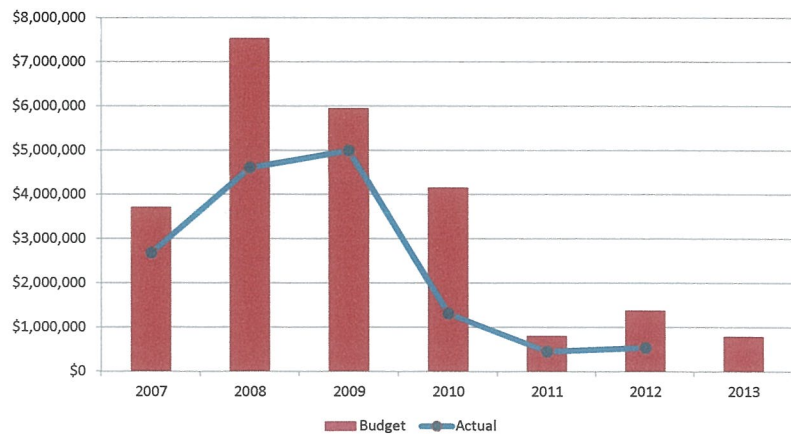
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	93,688	43,761	-	156,928	111,500
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	1,000
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
55.00 TRANSFER-OUT	-	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 93,688</b>	<b>\$ 43,761</b>	<b>\$ 0</b>	<b>\$ 156,928</b>	<b>\$ 112,500</b>
63.00 CAPITAL IMPROVEMENTS	268,206	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	388,191	-
64.00 CONSTRUCTION	4,735,978	265,038	263,894	1,381,548	-	677,000
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	952,451	145,000	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	-	7,185	5,089	-	-	-
<b>Total Capital Outlay</b>	<b>5,004,183</b>	<b>1,224,673</b>	<b>413,982</b>	<b>1,381,548</b>	<b>388,191</b>	<b>677,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,004,183</b>	<b>\$ 1,318,362</b>	<b>\$ 457,743</b>	<b>\$ 1,381,548</b>	<b>\$ 545,118</b>	<b>\$ 789,500</b>

This is a summary page for the Public Works Department - Street Development Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Street Devel.Reserve Fund Budget**



**Budget vs. Actual Expenditures**

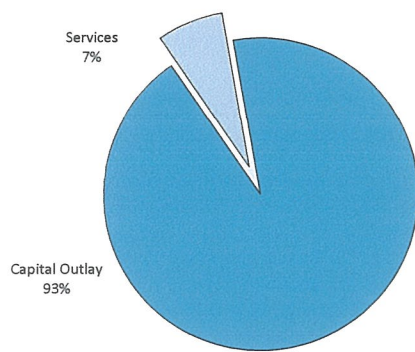


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Infrastructure Reserve Fund

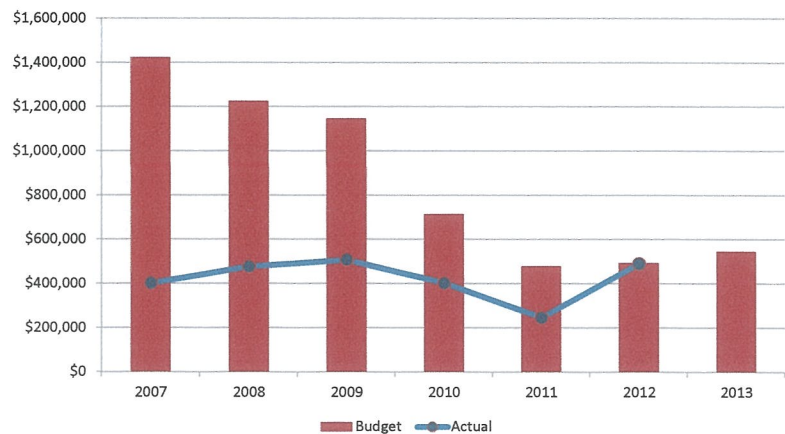
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	5,983	453	-	24,355	24,355	235,272
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	1,100	1,374	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
55.00 TRANSFER-OUT	223,750	60,000	-	-	-	153,275
78.00 INTERFUND LOAN DISBURSEMENT	102,031	120,693	124,997	124,997	-	120,255
<b>Total Other Expenditures</b>	<b>\$ 331,764</b>	<b>\$ 181,146</b>	<b>\$ 124,997</b>	<b>\$ 150,452</b>	<b>\$ 25,729</b>	<b>\$ 508,802</b>
63.00 CAPITAL IMPROVEMENTS	-	-	100,000	276,900	292,316	-
65.00 CONSTRUCTION	896	16,579	-	2,991	2,991	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	-	-	124,997	-
83.00 INTEREST ON LONG-TERM EXTERNAL	71,446	49,342	45,038	45,091	45,091	37,325
<b>Total Capital Outlay</b>	<b>72,342</b>	<b>65,921</b>	<b>145,038</b>	<b>324,981</b>	<b>465,394</b>	<b>37,325</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 404,106</b>	<b>\$ 247,067</b>	<b>\$ 270,035</b>	<b>\$ 475,433</b>	<b>\$ 491,122</b>	<b>\$ 546,127</b>

This is a summary page for the Public Works Department - Infrastructure Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Infrastructure Reserve Fund Budget**



**Budget vs. Actual Expenditures**



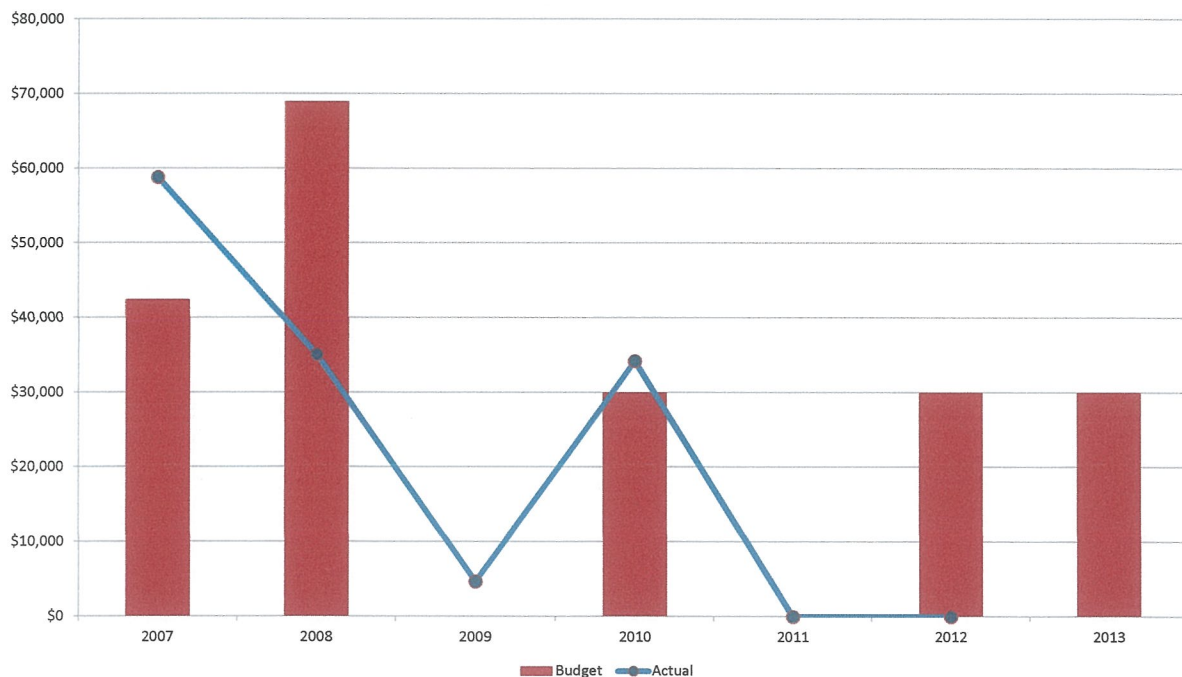
City of Union Gap  
2013 Program Expenditure Budget

Public Works Department - Development Mitigation Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
55.00 TRANSFER-OUT	-	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 CONSTRUCTION	4,699	34,249	-	30,000	-	30,000
65.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	-	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>4,699</b>	<b>34,249</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,699</b>	<b>\$ 34,249</b>	<b>\$ 0</b>	<b>\$ 30,000</b>	<b>\$ 0</b>	<b>\$ 30,000</b>

This is a summary page for the Public Works Department - Development Mitigation Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**



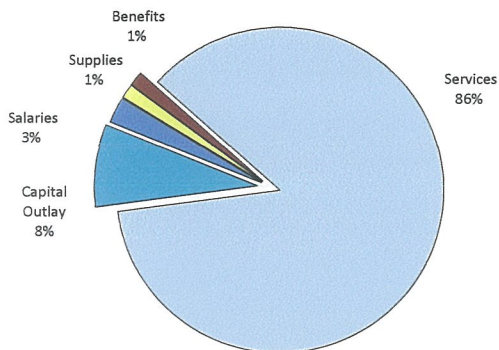


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Transit Fund

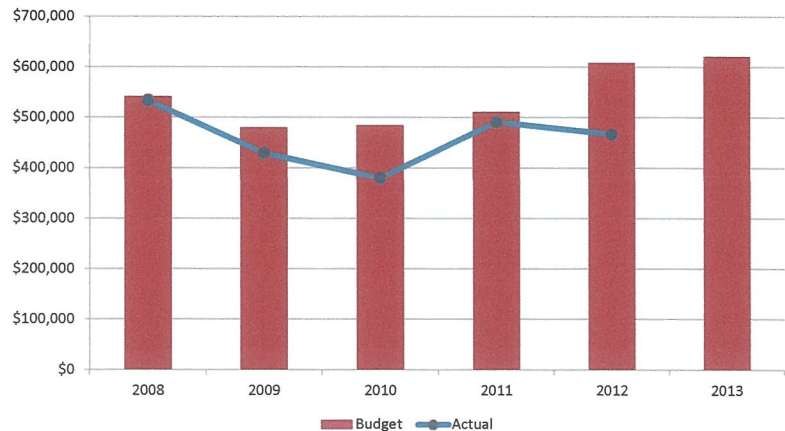
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 2,847	\$ 6,659	\$ 26,124	\$ 21,216	\$ 19,121	\$ 16,081
12.00 OVERTIME	-	191	-	100	-	100
21.00 PERSONNEL BENEFITS	1,157	1,685	11,272	11,081	7,904	8,736
<b>Total Salary, Wages and Benefits</b>	<b>\$ 4,003</b>	<b>\$ 8,535</b>	<b>\$ 37,396</b>	<b>\$ 32,397</b>	<b>\$ 27,025</b>	<b>\$ 24,917</b>
31.00 SUPPLIES	\$ 8,171	\$ 724	-	\$ 9,000	\$ 177	\$ 9,000
32.00 FUEL	-	-	293	3,300	556	3,300
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	500	-	1,000
41.00 PROFESSIONAL SERVICES	-	-	284	440,000	2,088	-
42.00 COMMUNICATIONS	-	-	-	1,000	-	1,200
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	101	96	96	1,000	-	1,000
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	500
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	1,000	-	1,428
48.00 REPAIRS & MAINTENANCE	-	-	165	500	603	1,000
49.00 MISCELLANEOUS	245,011	371,487	413,546	-	379,077	500,000
51.00 INTERGOVERNMENTAL PROF SVCS	154,106	-	-	23,500	-	16,841
55.00 TRANSFER-OUT	50,000	-	40,000	45,000	45,000	10,000
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	6,286	-
<b>Total Other Expenditures</b>	<b>\$ 457,388</b>	<b>\$ 372,307</b>	<b>\$ 454,383</b>	<b>\$ 524,800</b>	<b>\$ 433,786</b>	<b>\$ 545,269</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	45,000	6,632	45,000
64.00 CONSTRUCTION	-	-	-	-	-	-
65.00 MACHINERY & EQUIPMENT	-	-	-	6,000	-	6,000
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	-	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,000</b>	<b>6,632</b>	<b>51,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 461,391</b>	<b>\$ 380,842</b>	<b>\$ 491,779</b>	<b>\$ 608,197</b>	<b>\$ 467,443</b>	<b>\$ 621,186</b>

This is a summary page for the Public Works Department - Transit Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Transit Fund Budget**



**Budget vs. Actual Expenditures**

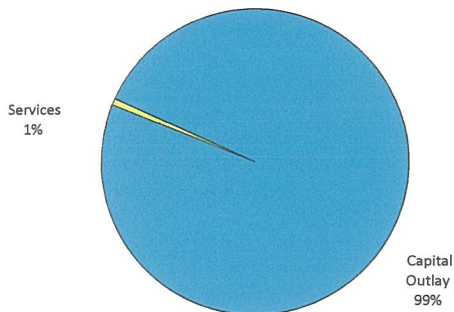


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Valley Mall Blvd. IV Fund

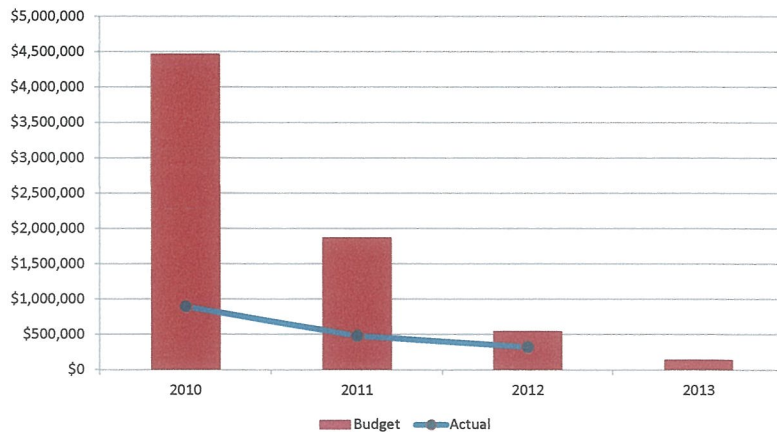
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	183,461	282,784	25,000	455	1,000
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	634	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
55.00 TRANSFER-OUT	-	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 0</b>	<b>\$ 184,095</b>	<b>\$ 282,784</b>	<b>\$ 25,000</b>	<b>\$ 455</b>	<b>\$ 1,000</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 CONSTRUCTION	-	717,623	206,074	525,000	329,179	144,071
65.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
66.00 CAPITALIZED LEASES	-	-	-	-	-	-
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	-	-	-	-
83.00 INTEREST ON LONG-TERM EXTERNAL	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>0</b>	<b>717,623</b>	<b>206,074</b>	<b>525,000</b>	<b>329,179</b>	<b>144,071</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 901,718</b>	<b>\$ 488,858</b>	<b>\$ 550,000</b>	<b>\$ 329,634</b>	<b>\$ 145,071</b>

This is a summary page for the Public Works Department - Valley Mall Blvd. IV Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Valley Mall Blvd. IV Fund Budget**



**Budget vs. Actual Expenditures**

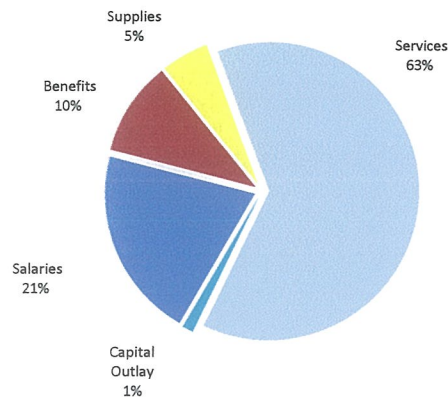


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Valley Mall Blvd. IV Fund

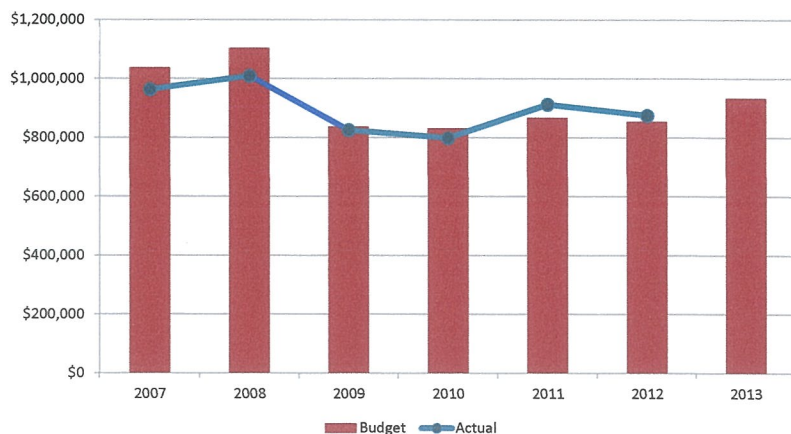
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 203,161	\$ 209,936	\$ 188,249	\$ 187,834	\$ 187,521	\$ 187,834
12.00 OVERTIME	5,352	(2,963)	4,507	5,500	5,658	5,500
21.00 PERSONNEL BENEFITS	96,155	100,231	94,523	95,114	88,113	95,114
<b>Total Salary, Wages and Benefits</b>	<b>\$ 304,668</b>	<b>\$ 307,204</b>	<b>\$ 287,279</b>	<b>\$ 288,448</b>	<b>\$ 281,291</b>	<b>\$ 288,448</b>
31.00 SUPPLIES	\$ 36,316	\$ 41,603	\$ 51,130	\$ 48,000	\$ 32,459	\$ 48,000
32.00 FUEL	7,542	9,417	12,135	10,000	10,376	10,000
35.00 SMALL TOOLS & MINOR EQUIP	687	453	-	1,500	54	1,500
41.00 PROFESSIONAL SERVICES	9,959	20,044	29,464	13,000	11,029	13,000
42.00 COMMUNICATIONS	10,337	10,959	12,376	10,500	12,866	10,500
43.00 TRAVEL	544	6	1,139	1,000	192	1,000
44.00 ADVERTISING	33	593	340	500	170	500
45.00 OPERATING RENTALS & LEASES	483	605	684	800	921	800
46.00 INSURANCE	15,312	18,518	17,088	19,000	15,000	19,000
47.00 PUBLIC UTILITY SERVICES	92,098	82,917	82,432	74,000	98,233	105,000
48.00 REPAIRS & MAINTENANCE	20,556	25,939	22,460	20,000	9,431	20,000
49.00 MISCELLANEOUS	7,577	7,172	8,271	7,500	8,686	7,500
51.00 INGOVT'L PROFESSIONAL SERV.	2,835	2,999	2,970	4,000	1,726	4,000
53.00 EXTERNAL TAXES	43,993	47,489	43,930	3,000	45,569	23,000
55.00 INTERFUND SUBSIDIES	80,000	-	87,369	85,362	87,862	85,856
78.00 PWTF LOAN - PRINCIPAL	130,526	133,506	171,928	168,948	171,928	171,928
83.00 PWTF LOAN - INTEREST	8,809	9,932	13,188	11,943	12,136	11,084
90.00 INTERFUND PAYMENTS FOR SERVICE	44,096	81,355	54,891	76,740	70,740	101,997
<b>Total Other Expenditures</b>	<b>\$ 511,703</b>	<b>\$ 493,507</b>	<b>\$ 611,793</b>	<b>\$ 555,793</b>	<b>\$ 589,379</b>	<b>\$ 634,665</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	10,789	-	15,324	11,000	6,098	11,000
<b>Total Capital Outlay</b>	<b>10,789</b>	<b>0</b>	<b>15,324</b>	<b>11,000</b>	<b>6,098</b>	<b>11,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 827,160</b>	<b>\$ 800,710</b>	<b>\$ 914,397</b>	<b>\$ 855,241</b>	<b>\$ 876,768</b>	<b>\$ 934,113</b>

This is a summary page for the Public Works Department - Water Fund Budget, For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Water Fund Budget**



**Budget vs. Actual Expenditures**



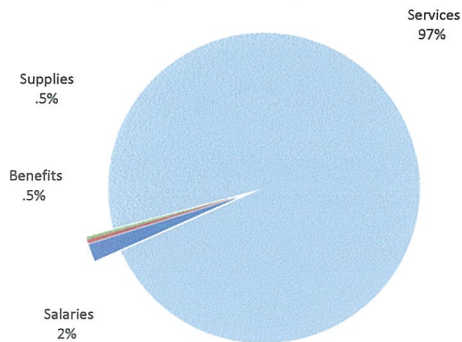


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Garbage Fund

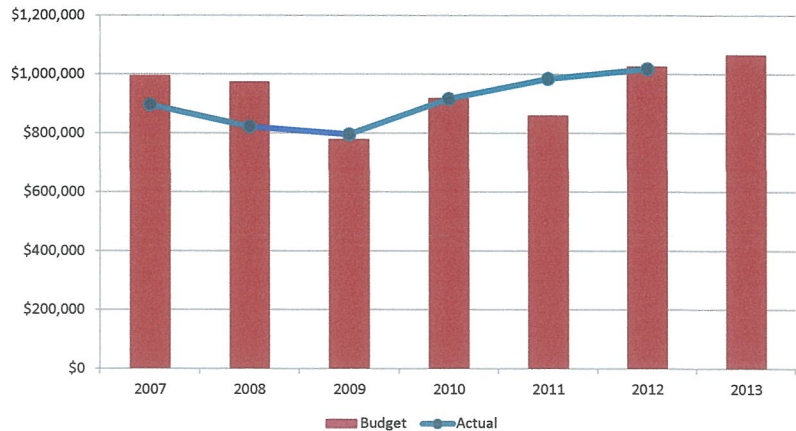
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 29,349	\$ 29,281	\$ 5,016	\$ 18,523	\$ 4,574	\$ 18,523
12.00 OVERTIME	513	822	-	880	-	880
21.00 PERSONNEL BENEFITS	14,089	14,723	3,225	4,332	2,763	4,332
<b>Total Salary, Wages and Benefits</b>	<b>\$ 43,951</b>	<b>\$ 44,825</b>	<b>\$ 8,241</b>	<b>\$ 23,735</b>	<b>\$ 7,337</b>	<b>\$ 23,735</b>
31.00 SUPPLIES	\$ 1,005	\$ 951	\$ 937	\$ 2,750	\$ 1,699	\$ 2,750
32.00 FUEL	2,124	1,183	1,685	2,500	686	1,500
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	100	-	100
41.00 PROFESSIONAL SERVICES	473	8	24	500	150,878	3,650
42.00 COMMUNICATIONS	5,812	6,001	6,678	7,000	7,164	7,000
43.00 TRAVEL	253	-	6	-	41	50
44.00 ADVERTISING	33	33	34	-	170	170
45.00 OPERATING RENTALS & LEASES	78	48	-	-	603	500
46.00 INSURANCE	16,962	17,936	16,556	19,272	15,000	19,272
47.00 PUBLIC UTILITY SERVICES	458	1,364	351	1,200	1,917	1,428
48.00 REPAIRS & MAINTENANCE	5,613	4,236	2,379	1,000	1,123	2,000
49.00 MISCELLANEOUS	1,224	525	2,984	700	4,310	700
51.00 INGOV'T'L PROFESSIONAL SERV.	8	23	87	100	30	100
53.00 EXTERNAL TAXES	35,182	44,478	50,918	55,000	53,112	60,000
55.00 INTERFUND SUBSIDIES	-	16,750	31,053	-	-	-
60.00 CONTRACTED SERVICES	655,323	735,974	831,885	850,000	715,110	860,000
90.00 INTERFUND PAYMENTS FOR SERVICE	28,938	43,272	32,182	57,650	55,400	82,856
97.00 TRANSFER-OUTS	-	-	-	5,000	5,000	-
<b>Total Other Expenditures</b>	<b>\$ 753,485</b>	<b>\$ 872,782</b>	<b>\$ 977,758</b>	<b>\$ 1,002,772</b>	<b>\$ 1,012,245</b>	<b>\$ 1,042,076</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	316	-
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>316</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 797,435</b>	<b>\$ 917,607</b>	<b>\$ 985,999</b>	<b>\$ 1,026,507</b>	<b>\$ 1,019,898</b>	<b>\$ 1,065,811</b>

This is a summary page for the Public Works Department - Garbage Fund Budget, For more program expenditure details, see the following graph and chart for each program area.

2013 Public Works Department -  
Garbage Fund Budget



Budget vs. Actual Expenditures

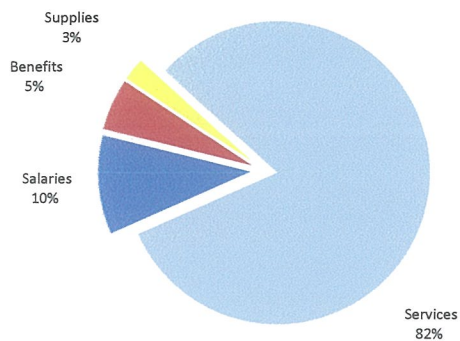


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Sewer Fund

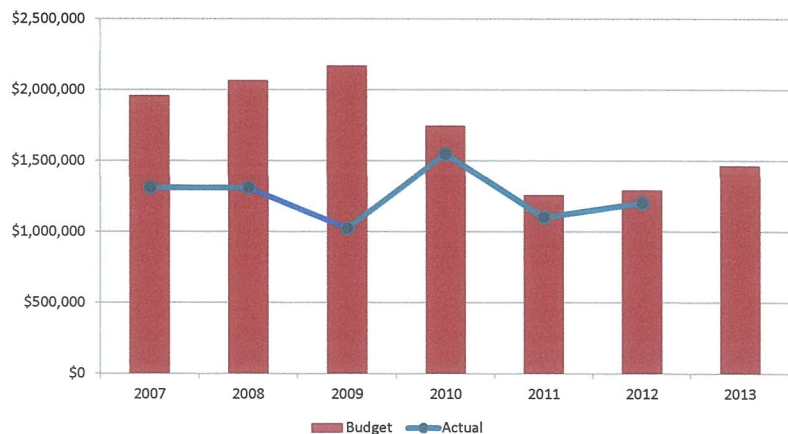
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 136,751	\$ 138,925	\$ 155,937	\$ 146,141	\$ 157,876	\$ 146,141
12.00 OVERTIME	4,221	3,187	2,843	7,000	3,792	7,000
21.00 PERSONNEL BENEFITS	60,993	61,710	83,745	80,162	80,855	80,162
<b>Total Salary, Wages and Benefits</b>	<b>\$ 201,965</b>	<b>\$ 203,821</b>	<b>\$ 242,525</b>	<b>\$ 233,303</b>	<b>\$ 242,522</b>	<b>\$ 233,303</b>
31.00 SUPPLIES	\$ 37,406	\$ 19,808	\$ 28,313	\$ 35,000	\$ 16,742	\$ 35,000
32.00 FUEL	7,482	8,292	11,215	9,000	8,648	9,000
35.00 SMALL TOOLS & MINOR EQUIP	434	395	-	1,000	74	1,000
41.00 PROFESSIONAL SERVICES	27,311	18,743	17,673	30,000	14,765	25,000
42.00 COMMUNICATIONS	5,874	6,054	6,722	7,000	7,176	7,000
43.00 TRAVEL	543	6	6	500	434	500
44.00 ADVERTISING	33	404	209	500	170	500
45.00 OPERATING RENTALS & LEASES	477	524	478	500	921	500
46.00 INSURANCE	25,213	26,595	24,586	26,000	15,000	26,000
47.00 PUBLIC UTILITY SERVICES	29,229	27,961	27,407	26,000	21,307	26,000
48.00 REPAIRS & MAINTENANCE	13,732	5,958	18,028	20,000	6,519	20,000
49.00 MISCELLANEOUS	4,090	4,336	4,057	4,000	5,118	4,000
51.00 INGOVTL PROFESSIONAL SERV.	519,208	527,370	518,797	650,000	613,108	650,000
53.00 EXTERNAL TAXES	35,161	36,548	23,992	38,000	20,340	38,000
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
78.00 PWTF LOAN - PRINCIPAL	-	-	132,312	112,312	150,503	112,312
83.00 PWTF LOAN - INTEREST	-	-	8,698	7,617	7,617	7,055
90.00 INTERFUND PAYMENTS FOR SERVICE	34,910	65,202	40,424	76,402	70,442	101,655
97.00 TRANSFER-OUTS	80,000	600,000	-	5,000	5,000	159,112
<b>Total Other Expenditures</b>	<b>\$ 821,104</b>	<b>\$ 1,348,196</b>	<b>\$ 862,917</b>	<b>\$ 1,048,831</b>	<b>\$ 963,885</b>	<b>\$ 1,222,634</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	4,699	-	-	11,000	316	-
<b>Total Capital Outlay</b>	<b>4,699</b>	<b>0</b>	<b>0</b>	<b>11,000</b>	<b>316</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,027,768</b>	<b>\$ 1,552,017</b>	<b>\$ 1,105,442</b>	<b>\$ 1,293,134</b>	<b>\$ 1,206,722</b>	<b>\$ 1,455,937</b>

This is a summary page for the Public Works Department - Sewer Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Sewer Fund Budget**



**Budget vs. Actual Expenditures**

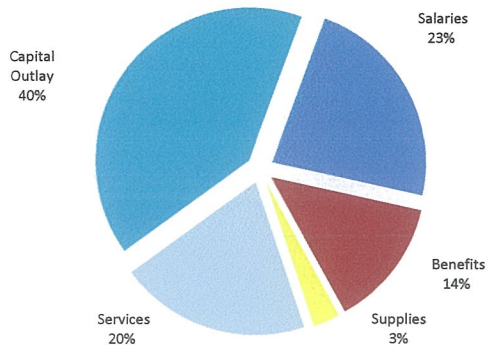


City of Union Gap  
2013 Program Expenditure Budget  
Public Works Department - Storm Water Fund

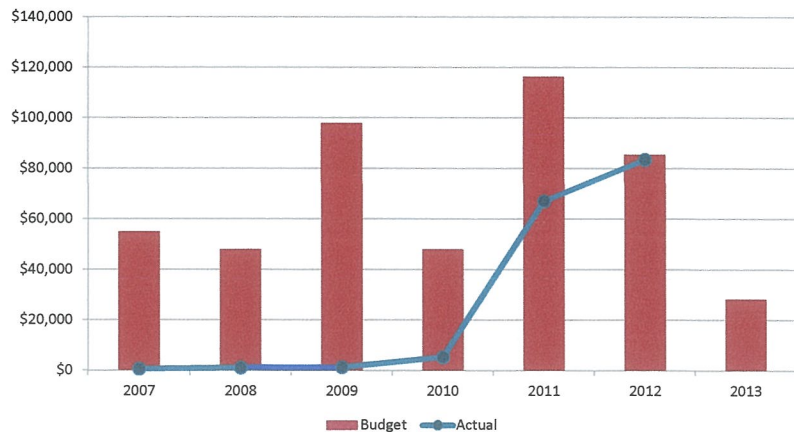
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ 686	\$ 9,580	\$ 6,493	\$ 7,749	\$ 6,493
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	229	4,218	3,842	2,960	3,842
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 914</b>	<b>\$ 13,798</b>	<b>\$ 10,335</b>	<b>\$ 10,709</b>	<b>\$ 10,335</b>
31.00 SUPPLIES	\$ 6,809	\$ 954	\$ 9,638	\$ 6,260	\$ 2,117	\$ 800
32.00 FUEL	-	-	-	-	178	100
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	(8,260)	2,526	40,580	-	768	1,000
42.00 COMMUNICATIONS	-	-	-	-	3	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	85	-	169	-	500
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	165	-	833	100
49.00 MISCELLANEOUS	-	-	-	-	589	100
51.00 INGOVT'L PROFESSIONAL SERV.	2,906	976	2,661	2,700	3,437	3,900
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
97.00 TRANSFER-OUTS	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 1,455</b>	<b>\$ 4,541</b>	<b>\$ 53,043</b>	<b>\$ 9,129</b>	<b>\$ 7,924</b>	<b>\$ 6,500</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	470	66,000	65,000	11,500
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>470</b>	<b>66,000</b>	<b>65,000</b>	<b>11,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,455</b>	<b>\$ 5,456</b>	<b>\$ 67,311</b>	<b>\$ 85,464</b>	<b>\$ 83,633</b>	<b>\$ 28,335</b>

This is a summary page for the Public Works Department - Storm Water Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Storm Water Fund Budget**



**Budget vs. Actual Expenditures**





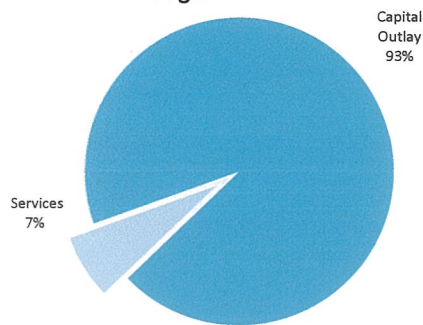
City of Union Gap  
2013 Program Expenditure Budget

Public Works Department - Water/Sewer Improvement Reserve Fund

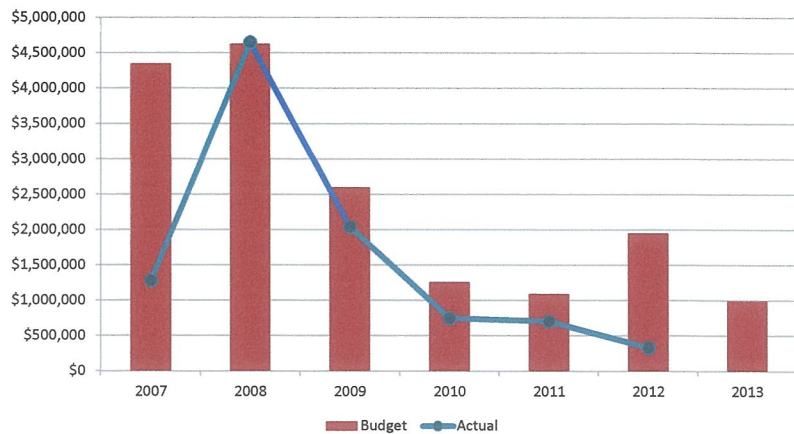
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ 4,888	\$ -	\$ 715	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	350	-	53	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,238</b>	<b>\$ 0</b>	<b>\$ 768</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	73,945	208,937	195,991	-	69,351	66,000
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	561	1,000
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	82,485	(405)	(75,694)	110,000	-	-
51.00 INGOVT'L PROFESSIONAL SERV.	-	-	-	100,000	-	-
53.00 EXTERNAL TAXES	-	137	212	-	177	-
78.00 INTERGOVERNMENTAL LOAN - PRINC	-	159,899	-	-	-	-
83.00 INTERGOVERNMENTAL LOAN - INT	-	12,001	-	-	-	-
97.00 TRANSFER-OUTS	-	200,000	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 156,430</b>	<b>\$ 580,569</b>	<b>\$ 120,508</b>	<b>\$ 210,000</b>	<b>\$ 70,090</b>	<b>\$ 67,000</b>
63.00 CAPITAL IMPROVEMENTS	60,287	1,023	1,916	890,000	264,964	928,000
64.00 MACHINERY & EQUIPMENT	675	-	579,524	750,000	-	-
65.00 CONSTRUCTION	1,827,787	171,960	1,221	100,000	-	-
<b>Total Capital Outlay</b>	<b>1,888,749</b>	<b>172,982</b>	<b>582,661</b>	<b>1,740,000</b>	<b>264,964</b>	<b>928,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,045,179</b>	<b>\$ 753,551</b>	<b>\$ 708,407</b>	<b>\$ 1,950,000</b>	<b>\$ 335,822</b>	<b>\$ 995,000</b>

This is a summary page for the Public Works Department - Water/Sewer Improvement Reserve Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Public Works Department -  
Water/Sewer Impr. Reserve Fund  
Budget**



**Budget vs. Actual Expenditures**



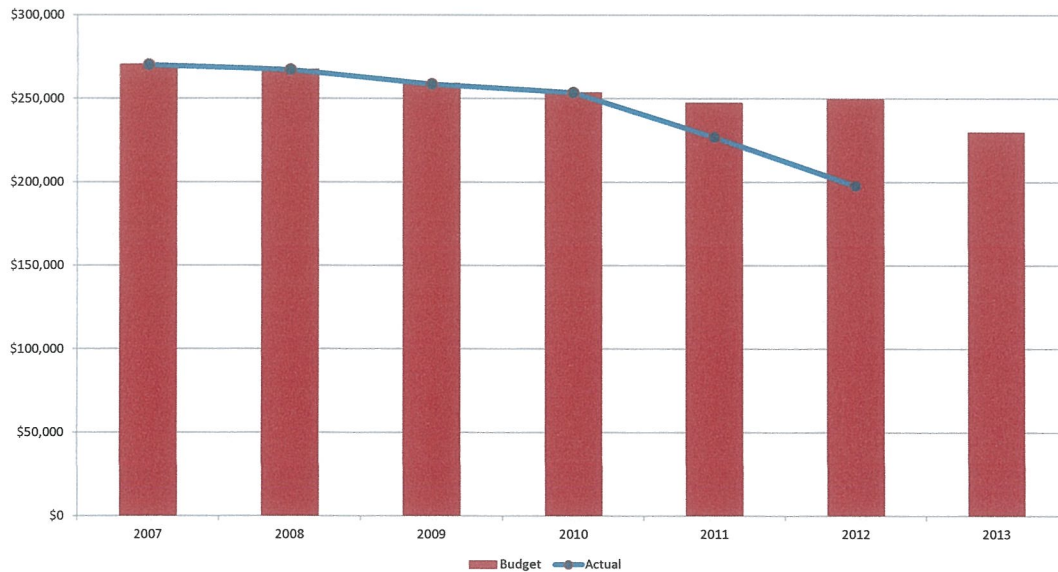
City of Union Gap  
2013 Program Expenditure Budget

Public Works Department - 1998 & 2003 Bond Redemption Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	190,000	195,000	181,750	200,000	161,809	205,000
83.00 INTERGOVERNMENTAL LOAN - INT	68,914	58,839	45,456	50,000	36,151	24,968
<b>Total Other Expenditures</b>	<b>\$ 258,914</b>	<b>\$ 253,839</b>	<b>\$ 227,206</b>	<b>\$ 250,000</b>	<b>\$ 197,960</b>	<b>\$ 229,968</b>
63.00 Capital Improvements	-	-	-	-	-	-
64.00 Machinery & Equipment	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 258,914</b>	<b>\$ 253,839</b>	<b>\$ 227,206</b>	<b>\$ 250,000</b>	<b>\$ 197,960</b>	<b>\$ 229,968</b>

This is a summary page for the Public Works Department - 1998 & 2003 Bond Redemption Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**



## **Public Works Department**

### **General Overview**

The Public Works Department is committed to providing cost effective maintenance and operation solutions through the highest possible professionalism, which protects, preserves and improves the City of Union Gap's infrastructure. Our focus shall include Traffic, Streets, Stormwater, Water, Sewer, Garbage, Parks and Transit.

The Water, Sewer and Stormwater Divisions consist of the water distribution, sanitary sewer and the stormwater systems located within the City. In addition, fire protection services are also provided to the users of the water system and made possible by the Water Division. The expenses of the Divisions are fully funded by revenue from user fees.

The Street Division strives to provide the highest level of service and maintenance on local access roads, as well as major arterials, so that motorists have access to safe, functional roadways at the lowest possible cost. Cost effective planning, design and implementation of services necessary, to maintain and enhance the safety and efficiency of the City's roadways, bridges and traffic control facilities, provide for economic growth and vitality as well as for the traveling public. The Street Division strives to enhance the appearance of the community, and to ensure a safe, well maintained street system that provides for effective access to all parts of the community.

The Sanitation / Garbage Division's responsibilities include weekly collection and disposal of residential, commercial and industry refuse, yard waste and recyclables. Residential and Commercial refuse is hauled to the landfill, which is owned and operated by Yakima County. The Public Works Department administers the Solid Waste contract with Basin Disposal Incorporated. The purpose of the contract is for the removal of solid waste, and for the recycling programs, within the City.

The Park Division maintains four (4) City parks - Loudon, Cahalan, Fullbright and the Youth Activities Park; as well as 1.5 miles of pedestrian pathway, and several associated greenway spaces throughout the City. All Parks combined are approximately one hundred and thirty (130) acres of developed area. Fullbright Park has approximately fifty (50) acres for additional future expansion. The Youth Activities Park (YAP) is seventy-four (74) acres, offering two (2) rental buildings, the Senior Center, numerous picnic areas, and shelters. Loudon, Fullbright, and the Youth Activities Park all have playground equipment. Park maintenance provides for the development and maintenance of the City's parks, greenway space, recreation facility grounds, athletic fields, and other City owned property in order to aesthetically reflect community

identity, enrich the quality of life, and provide accessible and safe open space for leisure time activities.

The Transit Division was newly created in 2008 and is fully funded through a 0.2 % sales tax. Funding supports free passenger fares for both fixed route and Para transit services. This Division's purpose is to administer the Union Gap Transit contract and to provide essential management and support services to the division through oversight, coordination and technical assistance. The current contract is with *T.C. Transportation Services, LLC* providing a full array of public transit services; including those who are Americans with Disabilities Act (ADA) Para transit eligible within the City boundaries.

## **Strategies**

1. To ensure that the City's domestic water supply is safe, healthy and meets or exceeds all State and Federal requirements, while producing adequate fire flow protection.
2. Maintain safe and dependable infrastructure in all Public Works divisions to ensure high quality services are provided cost effectively, while meeting the needs of the citizens.
3. Provide consistent Public Works functions and operations that afford future excellence in growth and expansion for the City of Union Gap.

## **Trends and Major Challenges Influencing the Department**

- Federal and State requirements are far out-pacing the Public Works Department's current ability to properly manage effectively. The Department provides management of six Public Works Divisions and multiple youth, senior and destination type programs; prepares and administers consultant contracts and capital improvement projects; performs inspection services for street, water, sewer, parks, stormwater and construction projects; applies for, coordinates, and administers grants; completes quarterly project reports; annual water, sewer, street and stormwater reports; complies with all federal, state and local requirements.

Over the last decade, demands have become more than just "boots on the ground". Administrative duties have reached epidemic levels; reorganization of each division in order to meet compliance is inevitable. Now is the time to address the situation and develop and implement a strategic reorganizational plan; meeting the current and future needs of all Divisions within the Public Works Department.

- While most of the country has seen relatively flat to mild growth, Union Gap has continued to experience substantial overall growth. With the new JCP, Cabela's and

Famous Dave's Restaurant our revenues in 2013 should see an increase that other jurisdictions will not. Over the last several months, the City has received four million dollars in grants; more grant money is available and the City must position itself to take advantage of these funds. Capital investment into our infrastructure will encourage new development and facilitates expansion of existing businesses.

As an example, the City invested approximately one million to leverage twelve million in grants for the Valley Mall Boulevard (VMB) II project. If this new corridor, in Union Gap, had remained undevelopable we could have lost Costco to an area outside our boundary. However, because the VMB area was opened up, we not only retained Costco, but the Toyota Dealership relocated from Yakima; Splash Carwash and FedEx Ground opened; and numerous inquiries of the other parcels, in the adjacent area, have occurred. The VMB II area alone, generates more than five hundred thousand dollars annually to our general fund budget. Grant and low interest loan money is available, the City can continue to grow and remain fiscally responsible by taking advantage of these grants and leverage our resources to their fullest extent. Capital Investment into our community will serve, protect and promote the community and citizens of Union Gap.

## **New Initiatives**

- Develop strategic long-range plans for the future
- Create a facilities maintenance management division; ensuring responsible maintenance of all City building facilities. This division, through short and long-term maintenance programs and better management practices, will ensure that the large public investment of City buildings/facilities will be protected.

## **Ongoing Commitments**

- To make a positive difference in the community by efficiently managing the Public Works Department and providing effective services and leadership that exceed the expectations of our citizens.
- Offer a wide variety of programs to citizens; athletic, senior citizen and youth, through the facilitation of convenient, affordable, and accessible activities and services.
- Operate within established budgets while maximizing the quality and timeliness of all services provided.
- Protect, invest, and leverage public resources for the good and betterment of the community.

## **2012 Accomplishments**

### *Street Division*

- Management of Grants

- Completion and submittals of Grant Applications
- Completion and submittal of all State and Federal Street related reports
- East Washington Avenue and South 18<sup>th</sup> Street preservation Project.
- North Rudkin Road Restoration project
- Secured Design and Construction funding for the Main Street Improvements project “Main Street Revitalization” Phase I

### *Transit Division*

- East Washington Avenue Transit bus pull-out
- Completion and submittal of the annual update to the Six Year Transit Plan

### *Water Division*

- Ensured the domestic water supply is safe, healthy and meets or exceeds all State and Federal requirements, while producing adequate fire flows
- Award and construction of the Water Reservoir Intertie project.
- Completion and close-out of the South Broadway Area Water Transmission Main Community Development Block Grant (CDBG) Project.
- Achieved State & Federal requirements for our water system
- Prepared / distributed the annual Consumer Confidence Report (CCR) to all users
- Completed the annual Water Use Efficiency (WUE) reporting
- Completed plan reviews and inspections of various water line extension projects
- Continued efforts to acquire new water rights for Well #5 & Well #6
- Completed the Cross-Connection Control program testing of back flow devices and required reporting.
- Continued implementation of the water meter accuracy testing
- Water System Flushing Program (mainline flushing and valve exercising)
- Locate, identify and repair main leaks
- Completed various fire hydrant upgrades
- Installed new water services

### *Sewer Division*

- Completion and submittal of all State, Federal and Local related reports
- Achieved State, Federal and Local requirements for the wastewater system
- Sewer System Plan update; provided information to the Engineers
- Sampling and site inspections completed for the Minor Industrial Users (M.I.U.) program
- Sampling and site inspections completed for the Significant Industrial Users (S.I.U.) program
- Inspected all Contractor activities



- Responded to citizen calls, requests, and / or concerns
- Completed flushing / jetting sewer lines
- Infiltration / Inflow (I & I) suspect areas, damaged areas, and numerous other areas were video taped
- Master Lift Station pumps maintained weekly and rebuild of one pump
- Monitored three (3) flow meters
- Rodding of all lines with tree root susceptibility
- Rodding of City's under-drains

### *Stormwater Division*

- Completion and submittal of all State and Federal related reports
- Management of the Department of Ecology Stormwater Grant
- Manage the wastewater and stormwater systems in accordance with State and Federal regulations
- Implementation of Regional Storm Water Management Plan
- Continued to work with Yakima County and the City of Yakima to develop a "*Yakima Regional Storm Water Management Plan*"
- Inspected Contractor activities

### *Parks Division*

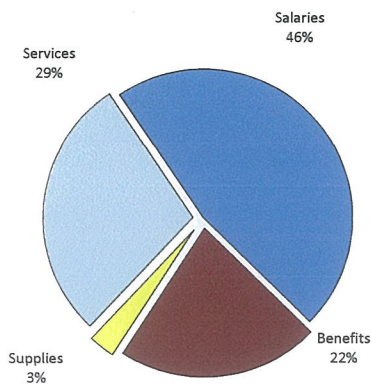
- Entered into numerous reservation agreements / contracts
- Provide support for other community events
- Prepared for reserved and non-reserved events at YAP & Fullbright
- Provided the Summer Youth Program
- Provided weekend inspection services to ensure adequate garbage pick-up and general assistance to the public
- Maintained and prepared rental buildings for various events
- Maintained and prepared Senior Center building for various events
- Mowed vacant City property
- Maintain Valley Mall Boulevard and City Greenway's irrigation system
- Continued tree trimming / removal
- Graffiti Removal
- Litter Pick-Up
- Maintained picnic day-use areas
- Repaired water line breaks / sprinkler system

**City of Union Gap  
2013 Program Expenditure Budget  
Municipal Court - Current Expense**

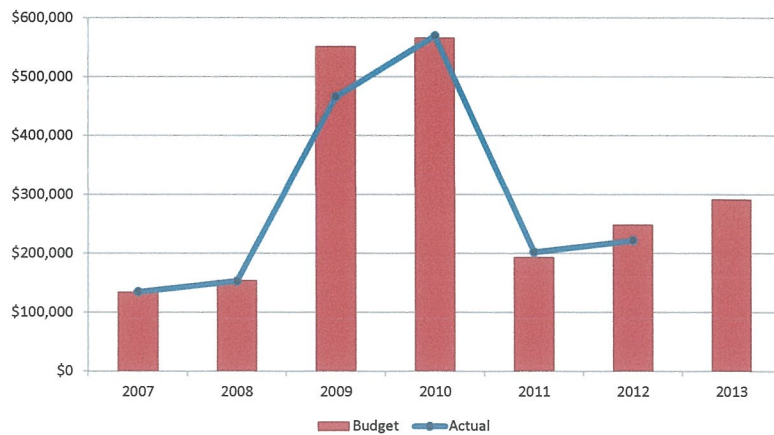
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 91,307	\$ 71,837	\$ 89,619	\$ 97,507	\$ 85,393	\$ 127,346
12.00 OVERTIME	4,587	1,681	3,162	3,060	9,181	9,060
21.00 PERSONNEL BENEFITS	33,270	28,191	33,629	36,220	32,367	63,786
<b>Total Salary, Wages and Benefits</b>	<b>\$ 129,165</b>	<b>\$ 101,709</b>	<b>\$ 126,410</b>	<b>\$ 136,787</b>	<b>\$ 126,941</b>	<b>\$ 200,193</b>
31.00 SUPPLIES	\$ 4,962	\$ 6,633	\$ 4,232	\$ 7,300	\$ 3,547	\$ 7,300
32.00 FUEL	-	476	686	660	1,639	1,000
41.00 PROFESSIONAL SERVICES	29,860	74,546	51,081	50,000	64,679	30,000
42.00 COMMUNICATIONS	2,509	4,759	3,249	5,488	3,788	5,488
43.00 TRAVEL	419	-	670	1,000	983	1,000
44.00 ADVERTISING	-	896	103	250	-	250
45.00 OPERATING RENTALS & LEASES	-	-	-	-	8,366	25,200
46.00 INSURANCE	3,030	3,999	3,078	4,000	3,000	4,950
47.00 PUBLIC UTILITY SERVICES	662	1,644	-	-	1,728	7,500
48.00 REPAIRS & MAINTENANCE	3,591	4,276	1,086	832	2,448	1,000
49.00 MISCELLANEOUS	-	-	3,340	42,500	5,339	8,000
51.00 INTERGOVERNMENTAL PROF SVCS	292,326	371,445	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 337,359</b>	<b>\$ 468,675</b>	<b>\$ 67,524</b>	<b>\$ 112,030</b>	<b>\$ 95,517</b>	<b>\$ 91,688</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	271	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>271</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 466,524</b>	<b>\$ 570,383</b>	<b>\$ 193,934</b>	<b>\$ 248,817</b>	<b>\$ 222,730</b>	<b>\$ 291,881</b>

This is a summary page for the Municipal Court - Current Expense Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Municipal Court Budget-  
Current Expense Fund**



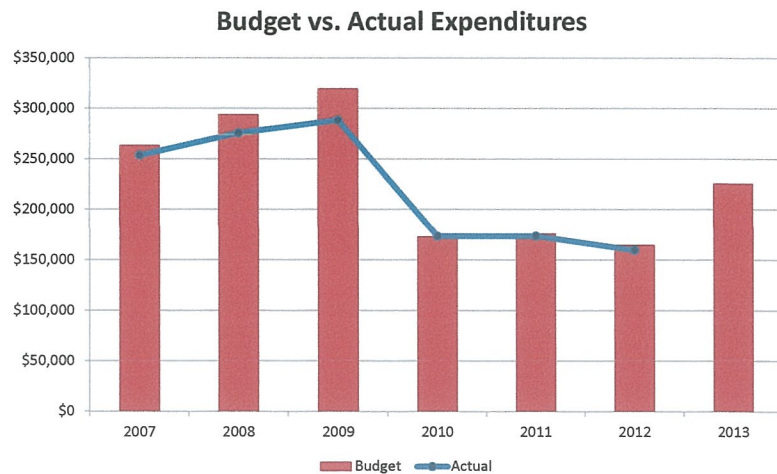
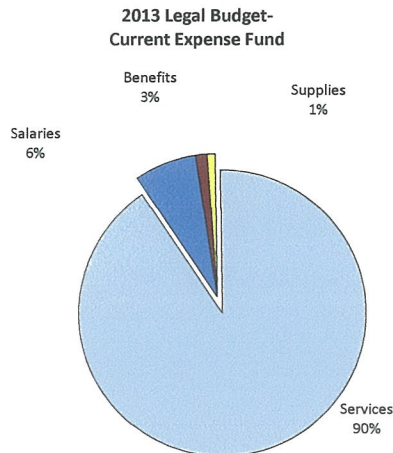
**Budget vs. Actual Expenditures**



City of Union Gap  
2013 Program Expenditure Budget  
Legal Department - Current Expense

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 38,375	\$ 21,222	\$ 17,463	\$ 22,718	\$ 14,143	\$ 15,954
12.00 OVERTIME	1,896	726	-	-	-	-
21.00 PERSONNEL BENEFITS	21,440	11,603	9,011	-	1,767	2,985
<b>Total Salary, Wages and Benefits</b>	<b>\$ 61,710</b>	<b>\$ 33,551</b>	<b>\$ 26,475</b>	<b>\$ 22,718</b>	<b>\$ 15,909</b>	<b>\$ 18,939</b>
31.00 SUPPLIES	\$ 1,005	\$ 284	\$ 647	\$ 500	\$ 1,296	\$ 500
32.00 FUEL	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	218,580	132,163	137,165	132,000	133,391	202,000
42.00 COMMUNICATIONS	1,382	1,001	1,383	1,300	1,973	1,300
43.00 TRAVEL	-	-	-	-	13	-
44.00 ADVERTISING	-	-	139	-	119	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	190	-
46.00 INSURANCE	5,300	5,968	6,137	7,300	5,000	2,928
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	902	974	1,295	1,250	1,108	-
49.00 MISCELLANEOUS	167	38	1,003	20	462	250
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 227,335</b>	<b>\$ 140,428</b>	<b>\$ 147,769</b>	<b>\$ 142,370</b>	<b>\$ 143,552</b>	<b>\$ 206,978</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	973	-
<b>Total Capital Outlay</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>- 0</b>	<b>973</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 289,046</b>	<b>\$ 173,979</b>	<b>\$ 174,244</b>	<b>\$ 165,088</b>	<b>\$ 160,434</b>	<b>\$ 225,917</b>

This is a summary page for the Legal Department - Current Expense Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

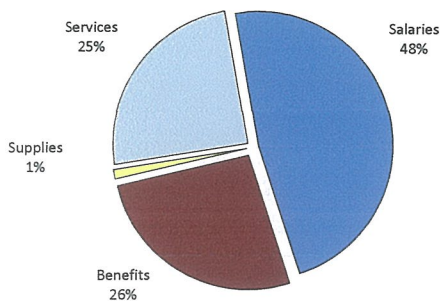


**City of Union Gap  
2013 Program Expenditure Budget  
Police Department - Current Expense**

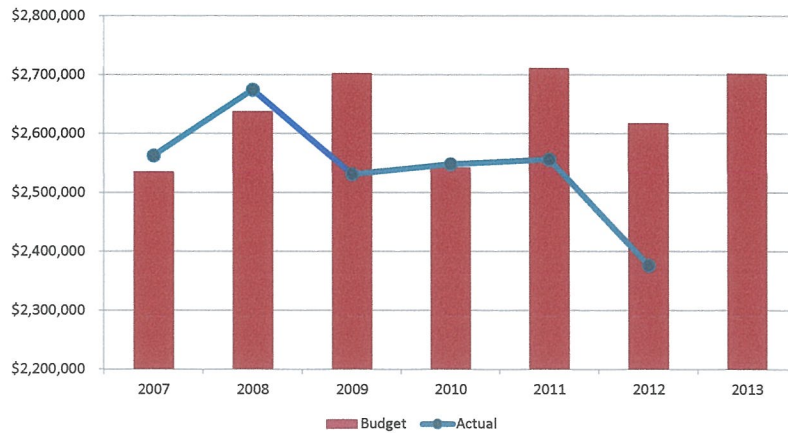
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 1,294,437	\$ 1,237,288	\$ 1,112,213	\$ 1,248,649	\$ 1,211,719	\$ 1,252,714
12.00 OVERTIME	34,926	51,916	25,331	33,300	43,750	38,800
21.00 PERSONNEL BENEFITS	576,566	605,407	660,414	642,925	585,389	712,651
<b>Total Salary, Wages and Benefits</b>	<b>\$ 1,905,930</b>	<b>\$ 1,894,611</b>	<b>\$ 1,797,958</b>	<b>\$ 1,924,874</b>	<b>\$ 1,840,858</b>	<b>\$ 2,004,165</b>
31.00 SUPPLIES	\$ 23,065	\$ 18,517	\$ 21,698	\$ 35,520	\$ 20,269	\$ 30,050
32.00 FUEL	48,030	12,021	19,312	36,349	40,398	53,349
35.00 SMALL TOOLS & MINOR EQUIP	-	448	393	725	-	100
41.00 PROFESSIONAL SERVICES	28,966	26,364	29,176	31,125	30,254	31,400
42.00 COMMUNICATIONS	21,558	22,145	22,937	22,300	24,314	22,000
43.00 TRAVEL	2,033	1,333	2,223	7,400	4,293	9,400
44.00 ADVERTISING	-	103	-	1,000	448	500
45.00 OPERATING RENTALS & LEASES	2,279	3,778	4,037	4,250	3,391	4,250
46.00 INSURANCE	48,000	53,318	49,845	58,500	44,000	43,849
47.00 PUBLIC UTILITY SERVICES	10,575	7,801	1,907	10,000	-	10,500
48.00 REPAIRS & MAINTENANCE	25,424	27,267	26,275	20,950	20,666	25,700
49.00 MISCELLANEOUS	6,300	2,952	6,504	4,950	5,465	6,950
51.00 INGOVT'L PROFESSIONAL SERV.	408,814	477,446	563,941	460,000	341,883	460,000
53.00 EXTERNAL TAXES	-	-	-	-	202	-
<b>Total Other Expenditures</b>	<b>\$ 625,045</b>	<b>\$ 653,493</b>	<b>\$ 748,248</b>	<b>\$ 693,069</b>	<b>\$ 535,583</b>	<b>\$ 698,048</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	1,050	920	10,683	-	622	-
<b>Total Capital Outlay</b>	<b>1,050</b>	<b>920</b>	<b>10,683</b>	<b>-</b>	<b>622</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,532,024</b>	<b>\$ 2,549,025</b>	<b>\$ 2,556,889</b>	<b>\$ 2,617,943</b>	<b>\$ 2,377,063</b>	<b>\$ 2,702,213</b>

This is a summary page for the Police Department Budget - Current Expense and includes Police Administration program area. For more program expenditure details, see the following graph and chart for each program area.

**2013 Police Department Budget -  
Current Expense**



**Budget vs. Actual Expenditures**



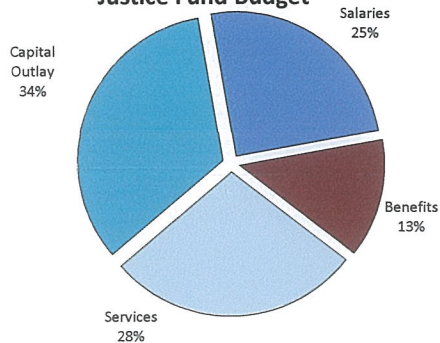


City of Union Gap  
2013 Program Expenditure Budget  
Police Department - Criminal Justice Fund

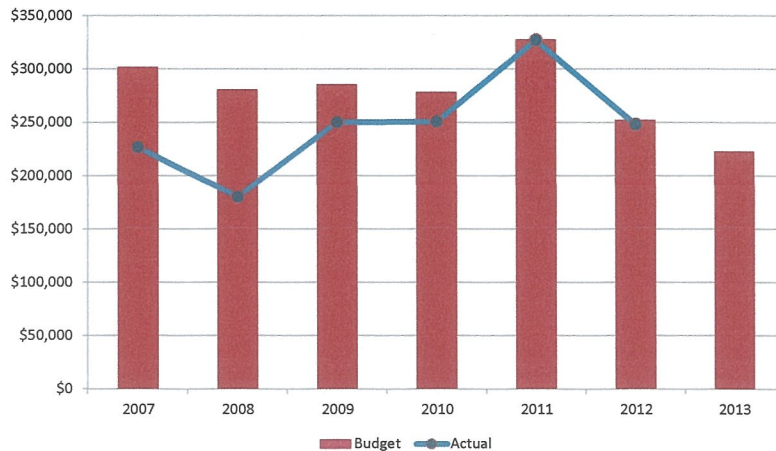
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 44,059	\$ 39,629	\$ 40,998	\$ 43,116	\$ 39,842	\$ 40,526
12.00 OVERTIME	29,907	1,340	30,965	23,060	37,510	15,060
21.00 PERSONNEL BENEFITS	25,184	25,339	31,839	27,698	34,123	29,583
<b>Total Salary, Wages and Benefits</b>	<b>\$ 99,150</b>	<b>\$ 66,307</b>	<b>\$ 103,802</b>	<b>\$ 93,874</b>	<b>\$ 111,475</b>	<b>\$ 85,170</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	34,272	38,922	28,000	22,187	11,000
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	5,100	5,000	8,580	2,000
48.00 REPAIRS & MAINTENANCE	-	-	13,926	15,000	13,968	10,000
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	50,000	73,493	76,000	76,000	59,126	40,000
55.00 TRANSFER-OUT	-	-	10,000	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 50,000</b>	<b>\$ 107,765</b>	<b>\$ 143,948</b>	<b>\$ 124,000</b>	<b>\$ 103,861</b>	<b>\$ 63,000</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	2,806	13,000	-	13,000
66.00 CAPITALIZED LEASES	92,692	71,080	-	19,229	32,994	59,356
82.00 REDEMPTION OF LONG-TERM DEBT	-	-	71,080	-	-	-
83.00 INTEREST ON LONG-TERM DEBT	8,744	6,000	6,000	2,377	-	2,377
<b>Total Capital Outlay</b>	<b>101,436</b>	<b>77,080</b>	<b>79,886</b>	<b>34,606</b>	<b>32,994</b>	<b>74,733</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 250,586</b>	<b>\$ 251,152</b>	<b>\$ 327,636</b>	<b>\$ 252,480</b>	<b>\$ 248,329</b>	<b>\$ 222,903</b>

This is a summary page for the Police Department - Criminal Justice Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

2013 Police Department -  
Criminal  
Justice Fund Budget



Budget vs. Actual Expenditures



City of Union Gap  
2013 Program Expenditure Budget

Police Department - Crime Prevention Assessment Fund

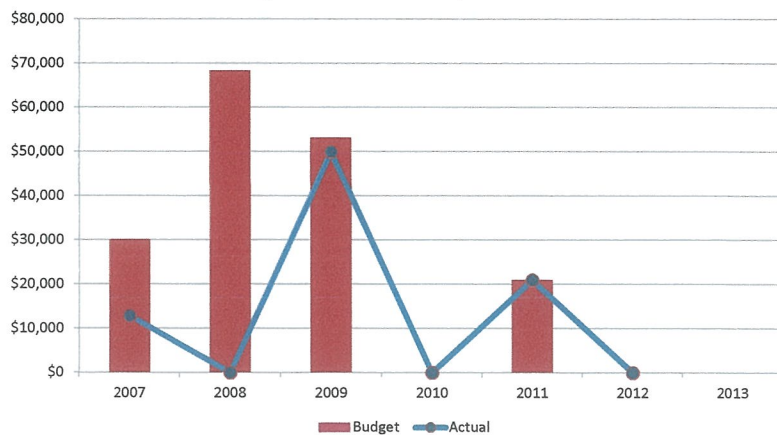
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	50,000	-	-	-	-	-
55.00 INTERFUND SUBSIDIES	-	-	21,000	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	\$ 50,000	\$ 0	\$ 21,000	\$ 0	\$ -	\$ 0
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	\$ 50,000	\$ 0	\$ 21,000	\$ 0	\$ 0	\$ 0

This is a summary page for the Police Department - Crime Prevention Assessment Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Police Department - Crime  
Prevention Assessment Fund  
Budget**

**2013 Budget = \$0.00**

**Budget vs. Actual Expenditures**



City of Union Gap  
2013 Program Expenditure Budget  
Police Department - Community Policing Fund

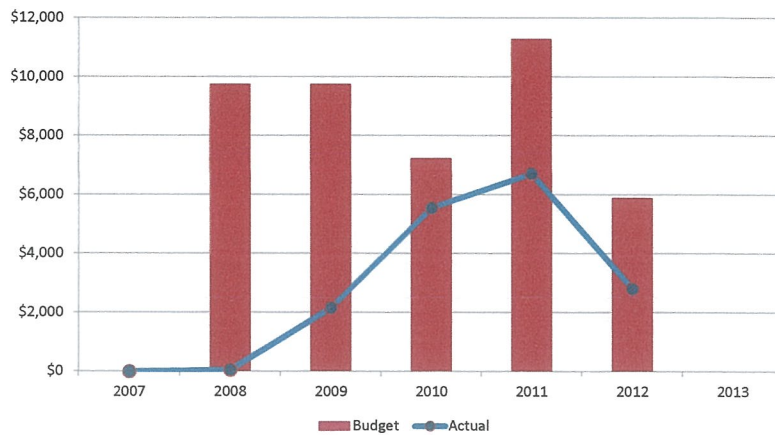
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ 334	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	908	2,400	263	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 334</b>	<b>\$ 908</b>	<b>\$ 2,400</b>	<b>\$ 263</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ 1,672	\$ 4,166	\$ 2,522	\$ 750	\$ (13,604)	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	530	-	750	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	324	500	594	747	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	60	-	-	500	-	-
49.00 MISCELLANEOUS	811	27	1,172	750	350	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
53.00 EXTERNAL TAXES	-	-	-	-	55	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 2,867</b>	<b>\$ 5,222</b>	<b>\$ 4,288</b>	<b>\$ 3,497</b>	<b>\$ (13,199)</b>	<b>\$ 0</b>
63.00 CAPITAL IMPROVEMENTS	-	-	1,521	-	15,750	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>1,521</b>	<b>-</b>	<b>15,750</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,867</b>	<b>\$ 5,557</b>	<b>\$ 6,717</b>	<b>\$ 5,897</b>	<b>\$ 2,814</b>	<b>\$ 0</b>

This is a summary page for the Police Department - Community Policing Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**2013 Police Department -  
Community Policing Fund Budget**

**2013 Budget = \$0.00**

**Budget vs. Actual Expenditures**



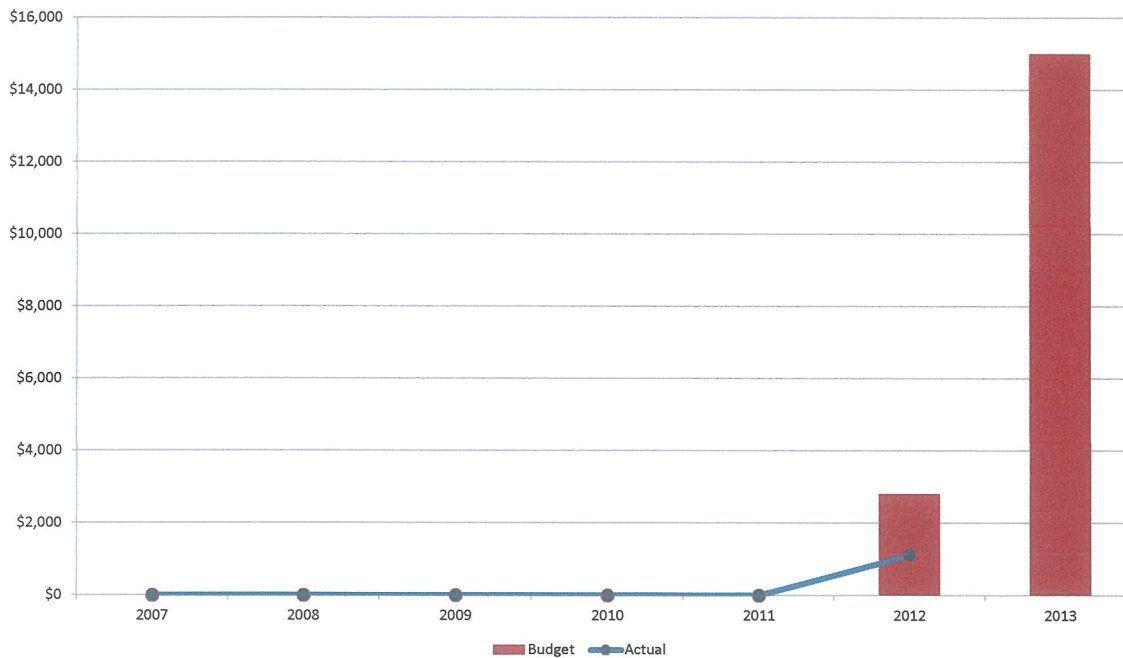


City of Union Gap  
2013 Program Expenditure Budget  
Police Department - Drug Seizure Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32.00 FUEL	-	-	-	-	-	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	-	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	15,000
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15,000</b>

This is a summary page for the Police Department - Drug Seizure Fund Budget. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**



## **Police Department**

### **General Overview**

The Union Gap Police Department is responsible for the safety and welfare of the 6,000 plus citizens of the City of Union Gap as well as the thousands of visitors, shoppers and employees that frequent our city every day. Our department is currently authorized 16 commissioned officers and staffed with 15 as we have a vacant Chief's position at this time. We are also authorized 3 civilian personnel with two positions staffed currently.

The Police Department is broken down into two different divisions. The largest and most recognizable division is Patrol. They handle initial response to calls for service, traffic enforcement, school related issues and referrals from outside agencies. The Detective Division handles referrals from patrol, large investigations, narcotics, search warrants, etc.

Civilian staff includes two Records clerks and one Administrative Secretary, currently one position is unfilled. The responsibilities of these positions include records, evidence, front counter, phones, data entry, processing of confidential information, Public Disclosure requests, etc.

The Union Gap Police Department prides itself in community involvement and outreach. Some of the events that we annually participate in are National Night Out and Santa Cop. Additionally we make crimereports.com available for our citizens to be aware of the things going on in their neighborhoods and our city. We are continuously looking for ways to better increase police-community partnerships.

### **Strategies**

- **Teamwork**

1. Mutual reliability of teammates and community partners.
2. Operating as team through flexibility, openness and cooperation with our partners in order to accomplish our goals.

3. In partnership with the community we will enhance the safety and quality of life of the citizens we serve.

- **Integrity**

1. A firm adherence to a code of moral and ethical values.
2. Characterized by honesty and respect for others.
3. Being accountable, consistent and sincere comprises the best practices of police work.

- **Professionalism**

1. Treating those we serve with dignity and fairness.
2. Knowledgeable and ethical policing.
3. Responsiveness to the community's needs.

### **Trends and Major Challenges Influencing the Department**

- Transient populations: The City has a large influx of people during the daytime and evening hours compared to our population. This causes a large number of crimes and other calls for service that a city our size doesn't normally have to deal with.
- The economic climate has continued to impact the regular replacement of old or outdated equipment that is crucial to our mission.
- Facilities issues: The current building is run down, has major health and safety issues and lacks the proper space for the department to run efficiently
- Training: The department has had a complete turnover of civilian staff. Hiring and training new personnel is a major challenge while maintaining training requirements for commissioned staff.
- Jail costs continue to rise, controlling and reducing those costs continue to be a major challenge.

### **New Initiatives**

- Crime Free Rental Housing: This is proven to be an essential tool in keeping crime rates low and discouraging gangs and gang violence.
- Citizens Academy: This is crucial tool in community oriented policing. A Citizen Academy allows citizens see "the method to the madness" of policing and builds strong relationships between the officers and the citizens who attend the academy.

**Ongoing Commitments**

- Training staff to CJTC requirements.
- Maintaining a proactive patrol / enforcement philosophy.
- Finding new ways maintain staffing model and program efficiencies.

**2012 Accomplishments**

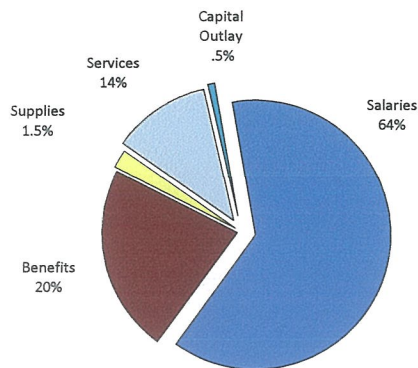
- Continued to build partnerships with the community through programs like National Night Out
- Major increase in case clearance
- Increased efficiencies in records management.

City of Union Gap  
2013 Program Expenditure Budget  
Fire Department

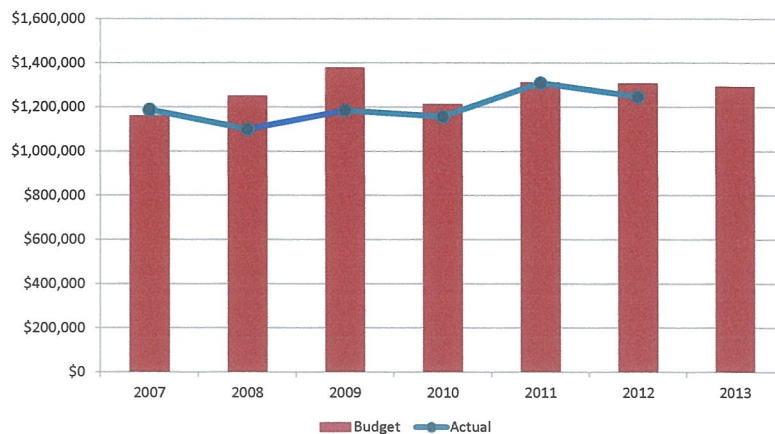
EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ 735,562	\$ 724,613	\$ 771,459	\$ 776,185	\$ 741,091	\$ 773,805
12.00 OVERTIME	66,390	41,223	40,812	51,500	76,638	60,500
21.00 PERSONNEL BENEFITS	232,258	252,992	281,242	315,437	262,987	277,929
<b>Total Salary, Wages and Benefits</b>	<b>\$ 1,034,209</b>	<b>\$ 1,018,827</b>	<b>\$ 1,093,513</b>	<b>\$ 1,143,122</b>	<b>\$ 1,080,715</b>	<b>\$ 1,112,234</b>
31.00 SUPPLIES	\$ 27,083	\$ 13,670	\$ 73,196	\$ 17,034	\$ 33,632	\$ 26,952
32.00 FUEL	6,923	5,878	7,345	11,000	13,190	8,765
35.00 SMALL TOOLS & MINOR EQUIP	302	-	-	1,333	-	1,000
41.00 PROFESSIONAL SERVICES	3,897	1,469	9,874	5,600	4,627	5,100
42.00 COMMUNICATIONS	5,016	4,048	3,935	2,000	4,614	1,800
43.00 TRAVEL	468	156	1,195	1,000	1,499	4,500
44.00 ADVERTISING	-	460	904	-	225	1,000
45.00 OPERATING RENTALS & LEASES	928	642	132	-	246	632
46.00 INSURANCE	28,200	30,658	29,244	34,979	28,000	24,235
47.00 PUBLIC UTILITY SERVICES	18,887	10,179	8,281	11,000	7,328	7,500
48.00 REPAIRS & MAINTENANCE	18,785	22,583	18,948	16,800	10,332	15,136
49.00 MISCELLANEOUS	5,298	6,077	20,968	11,500	10,640	14,700
51.00 INGOVT'L PROFESSIONAL SERV.	37,468	44,172	43,759	53,000	54,218	60,000
53.00 EXTERNAL TAXES	-	-	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 153,255</b>	<b>\$ 139,991</b>	<b>\$ 217,782</b>	<b>\$ 165,246</b>	<b>\$ 168,550</b>	<b>\$ 171,320</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	-	-	10,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,187,464</b>	<b>\$ 1,158,818</b>	<b>\$ 1,311,295</b>	<b>\$ 1,308,368</b>	<b>\$ 1,249,265</b>	<b>\$ 1,293,553</b>

This is a summary page for the Finance Department Budget and includes Finance Administration program area. For more program expenditure details, see the following graph and chart for each program area.

2013 Fire Department Budget



Budget vs. Actual Expenditures

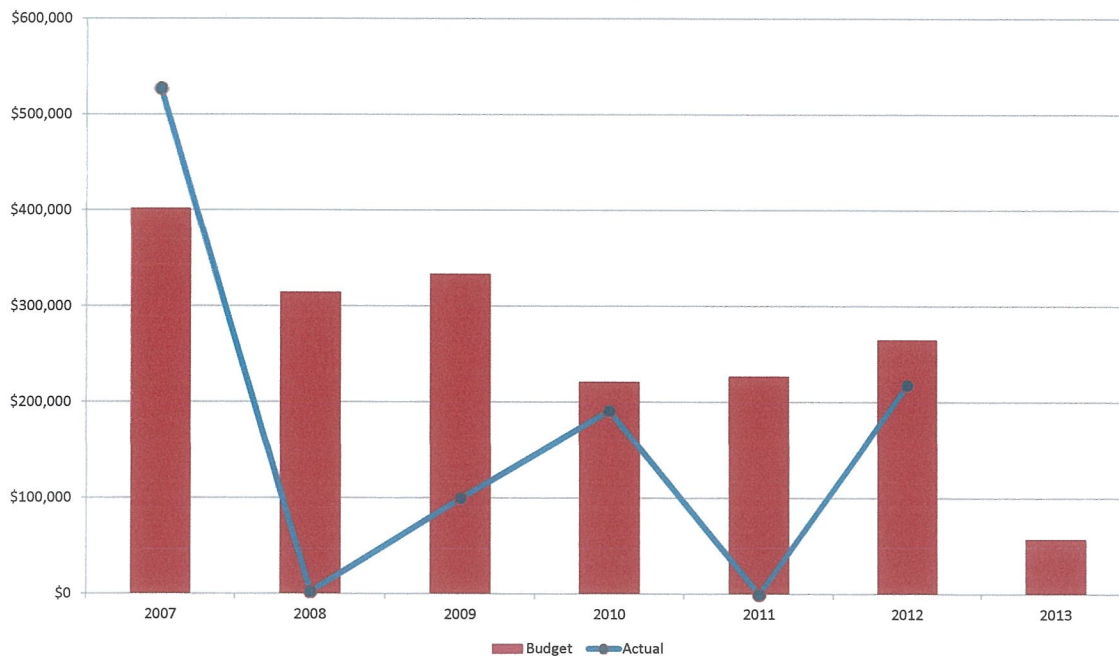


City of Union Gap  
2013 Program Expenditure Budget  
Fire Department - Fire Truck Reserve Fund

EXPENDITURES	2009 Actual	2010 Actual	2011 Actual	2012 Budgeted	2012 Actual	2013 Adopted
10.00 SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.00 OVERTIME	-	-	-	-	-	-
21.00 PERSONNEL BENEFITS	-	-	-	-	-	-
<b>Total Salary, Wages and Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
31.00 SUPPLIES	\$ -	\$ -	\$ -	\$ 15,000	\$ 13,312	\$ -
32.00 FUEL	-	-	-	-	4,759	-
35.00 SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-
41.00 PROFESSIONAL SERVICES	-	-	-	-	-	-
42.00 COMMUNICATIONS	-	-	-	-	-	-
43.00 TRAVEL	-	-	-	-	-	-
44.00 ADVERTISING	-	-	-	-	-	-
45.00 OPERATING RENTALS & LEASES	-	-	-	-	-	-
46.00 INSURANCE	-	-	-	-	-	-
47.00 PUBLIC UTILITY SERVICES	-	-	-	-	-	-
48.00 REPAIRS & MAINTENANCE	-	-	-	-	-	-
49.00 MISCELLANEOUS	-	-	-	-	-	-
51.00 INTERGOVERNMENTAL PROF SVCS	100,000	-	-	-	-	-
78.00 INTERFUND LOAN DISBURSEMENT	-	191,323	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 100,000</b>	<b>\$ 191,323</b>	<b>\$ 0</b>	<b>\$ 15,000</b>	<b>\$ 18,072</b>	<b>\$ 0</b>
63.00 CAPITAL IMPROVEMENTS	-	-	-	-	-	-
64.00 MACHINERY & EQUIPMENT	-	-	-	250,000	200,000	57,442
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>200,000</b>	<b>57,442</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 100,000</b>	<b>\$ 191,323</b>	<b>\$ 0</b>	<b>\$ 265,000</b>	<b>\$ 218,072</b>	<b>\$ 57,442</b>

This is a summary page for the Finance Department Budget and includes Finance Administration program area. For more program expenditure details, see the following graph and chart for each program area.

**Budget vs. Actual Expenditures**





## **FIRE & EMS DEPARTMENT**

### **General Overview**

The City Fire and EMS Department is an “all-risk” service provider responding to medical emergencies, traffic accidents, fires, hazardous material incidents and community and public service request. The department is a combination fire department employing 10 career Firefighter/EMT’s, 15 Volunteer Firefighter/EMT’s who augment the career staffing model and 1 Administrative Secretary. The department responds to an average of 1,100 calls for service each year. The department also provides community education, fire prevention inspection services and performs mandatory service testing for its apparatus and equipment.

### **Strategies**

- Prevent the loss of life and reduce property loss through proactive fire prevention and education services that targets those at risk.
- 

### **Trends and Major Challenges Influencing the Department**

- Responses continue to increase and continue to be diverse. As calls increase so does the costs associated with providing perishable supplies and wear and tear on equipment.
- Maintaining an active volunteer force that continues to augment the career staffing model but keeps costs associated with overtime and needed staff to a reasonable service level.
- Facilities continue to challenge the functionality and operations of the fire department. Facilities are outdated, dilapidated, and additional space is needed to function, store and allow for training and incident clean up.
- Apparatus and equipment are approaching their service life with no funding mechanism in place to replace them.

### **New Initiatives**

- The department continues to provide training and education to the community and will increase these services to include first aid, CPR and fire prevention education.
- The department will complete a three to five year strategic plan, standards of cover and a business plan that will provide the vision and direction of the department in the coming years.

### **Ongoing Commitments**

- Continue to professionalize the organization with certifications that translate into service delivery.
- Continue to improve the fire prevention program that keeps loss to a minimum.
- Continue to foster the volunteer program with an emphasis on training and emergency response augmentation.

### **2012 Accomplishments**

- Built the specifications, requirements and delivery of a new fire E-One fire engine.
- The City had no loss of life due to fire and one significant burn injury relating to an electrical incident.
- Dollar loss was reduced to \$10,000 in 2013.
- Three documented successful CPR saves.

*Thanks for visiting*

**UNION GAP**

**1883**

1883-1948  
HOME  
OF THE  
MUSKIE  
SINCE 1948



Miller