

Citywide Services

2003 Budget

Department Overview

Contingencies

Provides contingencies for unforeseen operational needs, service demands or opportunities and an insurance reserve

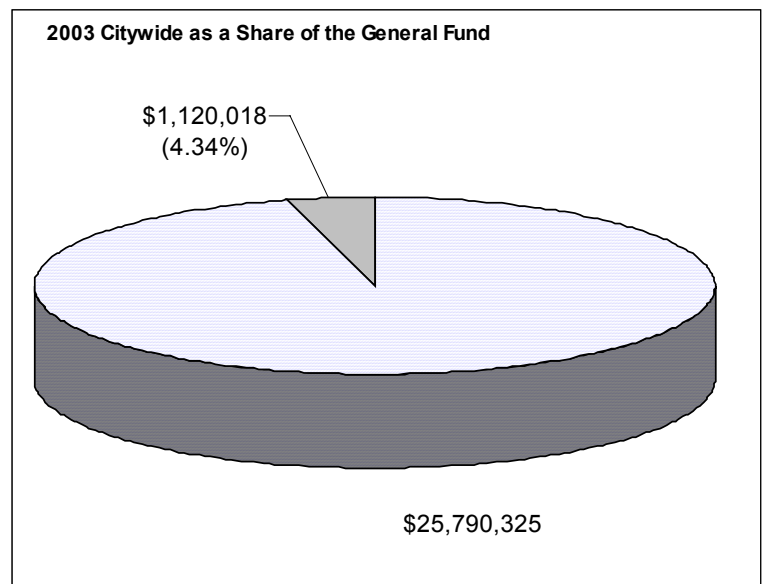
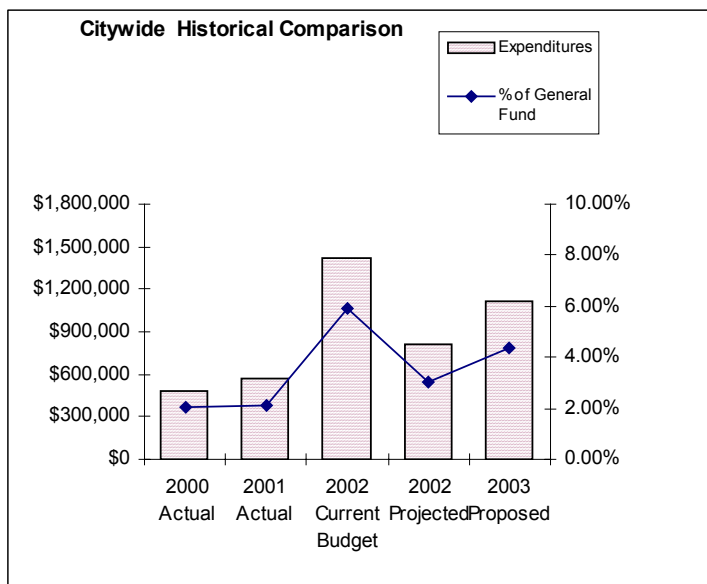
0.00 FTE

Non-Departmental

Provides funding for Citywide equipment, insurance, association dues and election costs.

0.00 FTE

	2000 Actual	2001 Actual	2002 Current Budget	2002 Projected	2003 Proposed	2002 Current Budget versus 2003 Proposed	Percentage Change
Expenditures	\$ 477,664	\$ 564,090	\$ 1,424,099	\$ 806,275	\$ 1,120,018	-\$304,081	-21.4%
% of General Fund	2.05%	2.14%	5.88%	3.03%	4.34%	-1.5%	-26.2%
Number of FTE's	0	0	0	0	0	0.0%	0.0%



Department Overview

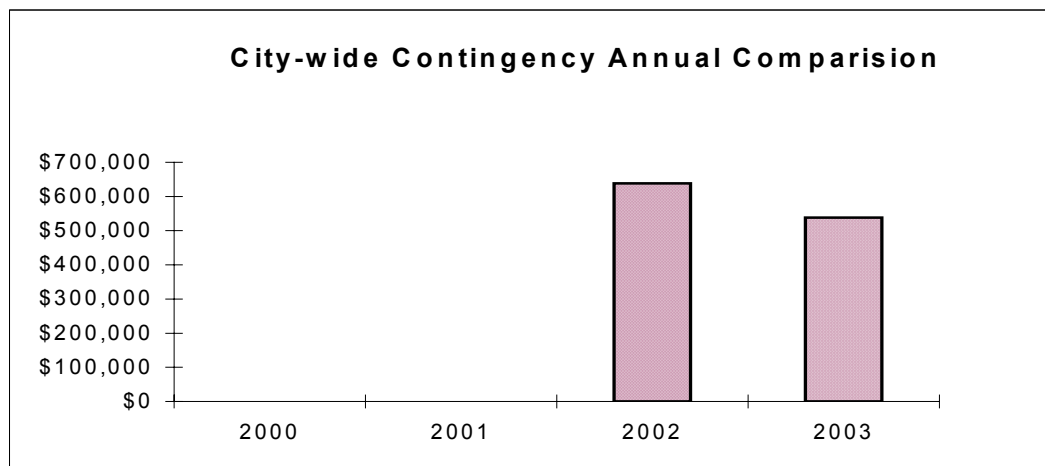
2002 Key Department Accomplishments:

- ◆ During 2001, volunteers provided over 8,000 hours of service to the City. In acknowledgement of this accomplishment, a recognition breakfast was held in April 2002 to honor these volunteers.
- ◆ 12 new copiers were purchased during 2002. All new copiers in City Hall and the Annex have been connected to the City's network, allowing users to send documents directly to the copiers from their computers. Two of the copiers also have scanning capabilities which can be used for archival purposes.

2000 - 2003 Budget Comparison							
Objects by Department	2000 Actual	2001 Actual	2002 Current Budget	2002 Projected	2003 Proposed	2002 Current Budget versus 2003 Proposed	
						2003 Proposed	Percentage Change
Salary & Benefits	0	0	0	0	0	0	0.0%
Supplies	27,390	28,449	45,600	40,500	39,510	(6,090)	(13.4%)
Services	378,032	435,198	398,285	396,162	395,333	(2,952)	(0.7%)
Intergovernmental Services	56,591	98,443	62,900	102,675	79,810	16,910	26.9%
Capital	0	0	213,517	203,000	0	(213,517)	(100.0%)
Interfund Payment for Services	15,651	2,000	703,797	63,938	605,365	(98,432)	(14.0%)
Total Citywide Budget	\$ 477,664	\$ 564,090	\$ 1,424,099	\$ 806,275	\$ 1,120,018	(304,081)	(21.4%)
Division							
Contingencies	0	0	637,859	0	538,321	(99,538)	(15.6%)
Non-Departmental	477,664	564,090	786,240	806,275	581,697	(204,543)	(26.0%)
Expenditure Total	\$ 477,664	\$ 564,090	\$ 1,424,099	\$ 806,275	\$ 1,120,018	(304,081)	(21.4%)
Revenue Source							
Revenue	0	0	0	0	0	0	0.0%
General Fund Subsidy	\$ 477,664	\$ 564,090	\$ 1,424,099	\$ 806,275	\$ 1,120,018	(304,081)	(21.35%)
Total Revenue	\$ 477,664	\$ 564,090	\$ 1,424,099	\$ 806,275	\$ 1,120,018	(304,081)	(21.35%)

DIVISION DESCRIPTIONS:**CONTINGENCIES**

An amount of \$350,000 is set aside in an operational contingency in order to cover unknown operational adjustments, service demands or opportunities which may arise during the year. Based on a review of the City's assets, the potential long-term insurance risks, and discussions with the Washington Cities Insurance Authority, the City set aside an amount approximately equal to 2% of the City's assets (not including the roads and surface water facilities) or \$255,000 as an Insurance Reserve. The funds are set aside for potential substantial events (street damage, inverse condemnation, etc.) and infrastructure repair not covered by insurance policies or other sources such as the Federal Emergency Management Act (FEMA).



NON-DEPARTMENTAL

Funds are provided for citywide equipment (fax machines, copiers, postal machine); supplies (City letterhead, envelopes, toner, and miscellaneous office supplies), City insurance; association dues for regional and national organizations that the City is a member of such as: Puget Sound Regional Council, Association of Washington Cities, National League of Cities, etc.; election costs; City car and van; and Volunteer Breakfast.

