

2017 PRELIMINARY BUDGET

Vision Statement:

Pullman's vision is to continue to be a welcoming, active, visionary community that values its college town atmosphere, high technology research and industries and that fosters quality of life for all age groups, a business friendly environment, and fiscal integrity in its government.

Mission Statement:

The mission of the City of Pullman is to provide for the essential infrastructure, ensure public safety, and support managed growth and improved quality of life within the constraints of fiscally responsible government.

Motto:

HIGH Tech
HIGHER Education
HIGHEST Quality of Life

PRESENTED:

November 1, 2016

2017 Preliminary Budget

City of Pullman

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DIRECTORY OF OFFICIALS

Mayor Glenn A. Johnson

CITY COUNCIL

Jeff Hawbaker
Fritz Hughes
Eileen Macoll
Ann Parks

Al Sorensen
Nathan Weller
Pat Wright

ADMINISTRATION

Mark Workman
City Supervisor

Joanna Bailey
Library Services Director

Wayne Brannock
Information Systems Manager

Kurt Dahmen
Recreation Manager

Alan Davis
Parks Manager

Pete Dickinson
Planning Director

Kevin Gardes
Director of Public Works

Mike Heston
Fire Chief

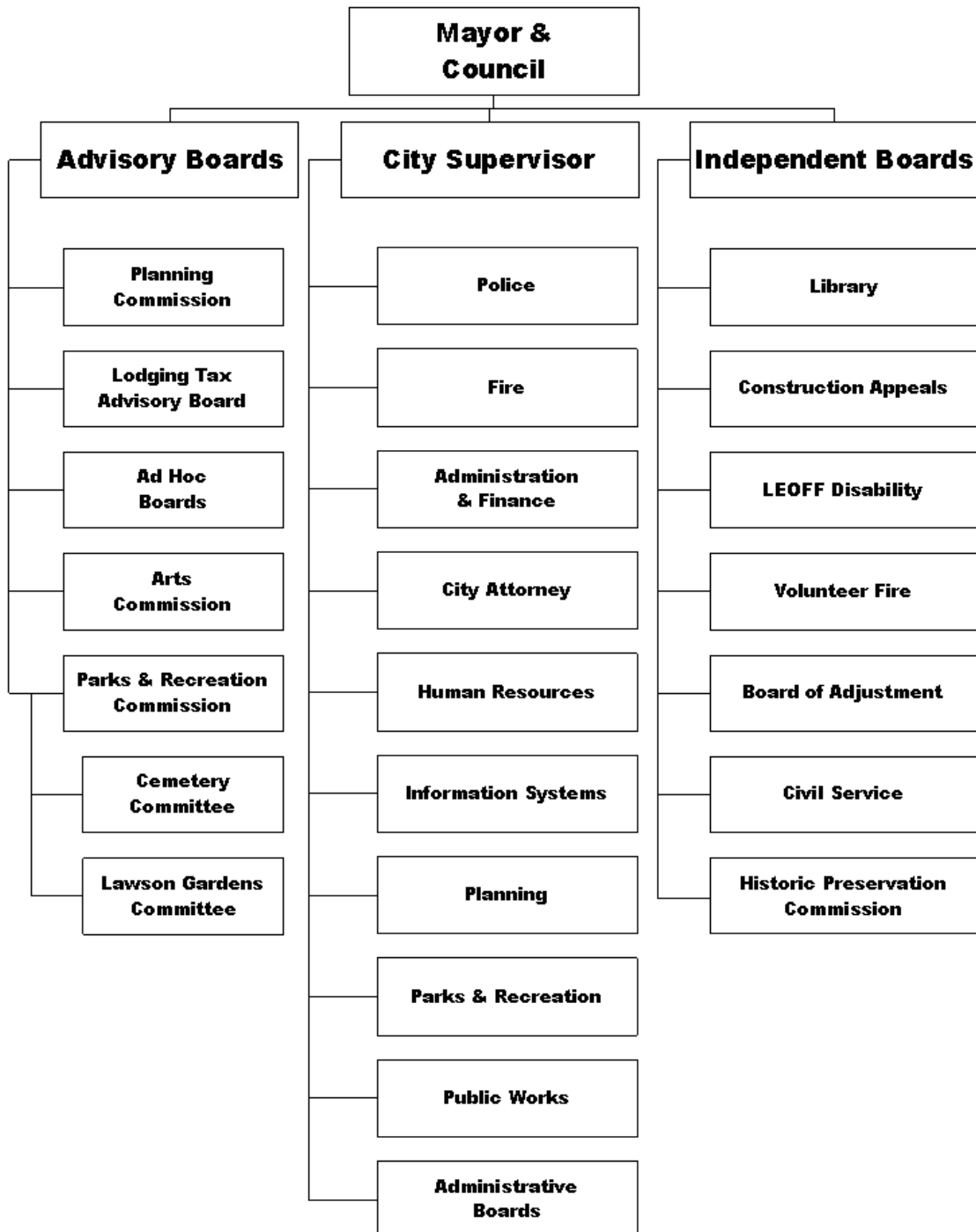
Leann Hubbard
Finance Director

Gary Jenkins
Chief of Police

Laura McAloon
City Attorney

Karen Sires
Human Resources Manager

City of Pullman



M E M O R A N D U M

TO: City Councilmembers and the Citizens of Pullman

FROM: Glenn A. Johnson, Mayor

RE: Mayor's 2017 Budget Message

DATE: October 17, 2016

It is a pleasure to present our 2017 budget that meets most of our needs this coming year and provides enough funding to actually exceed our 13 percent minimum reserves. Considering the challenges we faced as we started 2016 with a projected budget that accounted for just slightly more than eight percent reserves, we have made a lot of progress. Our Executive Finance Committee worked hard with our great team of department heads at the end of 2015 and the early months of 2016 to restore the 13 percent. As a result of this effort, a building inspector position and a police information technology position were held vacant for the year; over \$275,000 in capital projects were deferred affecting police, fire, parks, and government buildings; \$60,000 for the removal of junipers on Stadium Way was eliminated, and selected minor equipment and training were eliminated or deferred. By April, the projected reserve goal of 13 percent had again been attained.

From that starting point, 2016 had the normal fluctuations of savings and unanticipated expenses along with the settlement of labor agreements, but the 2016 general fund ending cash reserve is now estimated to be 21.6 percent of the amended 2016 operating budget. In addition, a second fire prevention position was added to assist with the increased plan review and inspection workload from assuming those responsibilities for WSU, an additional information systems technician was approved for hire at mid-year, a new splash pad was constructed at Reaney Park, and \$650,000 was transferred to the Airport Runway Realignment project bringing that total to \$1.9 million toward Pullman's commitment of \$2.5 million. A commitment was made by the public works and parks departments to address the removal of junipers on Stadium Way in-house and that effort was begun in 2016 with a goal to complete it in 2017. The 2017 general fund beginning cash is projected to be \$4,329,544. This is down just slightly from the 2016 beginning cash of \$4,697,369.

Pullman's robust economy and growth are helping with our projections for 2017 and our projected revenue reflects that. General fund revenues for 2017 are projected to be increased from 2016 by \$1,779,650, mostly due to an increase of \$1.1 million in retail sales tax from construction activity and a \$200,000 increase in property tax. While we have limited expansions

of programs for 2017 to attain a balanced budget, the general fund budget does include filling the building inspector and police technology specialist positions that were held vacant in 2016. We are budgeting \$540,099 in capital projects with the most significant ones slated for improvements at Mary's Park and Emerald Pointe Park for a total of \$247,740. Additional funding is being provided for the city's information systems department as a final step in funding that department at a level that allows it to support the city's basic but crucial technology needs and that impacts every department's budget. We are transferring \$300,000 from our general fund to the airport fund to meet our obligation. That leaves only \$300,000 for our portion in the next two to three years to make the \$2.5 million. Other increases in 2017 general fund budgets are related to earned salary step increases, minor equipment replacements, and increases in building and vehicle maintenance expenses.

We believe that we are justifiably optimistic with reports that we have received that our outstanding construction activity, which has broken all of our previous records, will continue for the foreseeable future. This is important because construction is the largest component of retail sales tax revenue in Pullman as well as creating vitality in the community. Construction permitting is way up in 2016 with permit valuation at \$139 million through September. This compares to our previous record of \$98.7 million for the entire year of 2014 and \$46 million for all of 2015. Some of this remarkable increase is due to having assumed building permitting and inspection for the WSU campus in July 2015, but much of it is also due to general activity around Pullman. Projects permitted in 2014 and 2015 and still under construction in 2016 are the Pullman High School, Golden Hills Apartments, and The Flats Apartments on Terre View Drive. Projects permitted in 2016 include WSU Chinook Center, WSU Multicultural Center, WSU Digital Classroom, WSU Troy Hall Rebuild, SEL Zocholl Beta building, Food Safety Building (Ferdinands), Marriott Courtyard Inn, a 4 classroom addition to Jefferson Elementary, Pullman-Moscow Regional Airport Runway Realignment, and 50 single family homes. Other projects still anticipated to be permitted in 2016 are the SEE Manufacturing building, Pullman Regional Hospital Surgery Center remodel, and an additional 15 single family homes. Projects anticipated to be permitted in 2017 include Avalon Care Center and the Learning Center in the Palouse Business Park development, Kamiak Elementary School on West Terre View Drive, Starbucks on Stadium Way, Skyview Apartments (161 units), Birch Hills Apartments (100 units), Hill Top Suites (28 units), Old Pullman Building Supply Retail Center, commercial development and up scale condominiums on North Fairway Drive, the New Fine Arts Museum replacing the old WSU Public Safety building, WSU Soccer Stadium, and a new WSU Pedestrian Bridge over Stadium Way. Then add to this list, what we are hearing from contractors and developers for 2017 and you can understand our optimism.

For the most part, the major funds for the city are adequate and stable including the utility, street, and stormwater funds. Having acquired the council's approval earlier, the 2017 budget provides for the addition of two public works maintenance and operations positions and one equipment rental division position for fleet maintenance; the first additions to those departments in over 12 years. The transit fund has had a relatively flat revenue trend in recent years but not so for expenses. That has forced transit to just maintain existing service without accounting for the increasing needs of a growing city. Similarly, the general fund revenue trend has allowed maintenance of service levels, but not significant growth; police, fire, parks, recreation, and library have all made compelling arguments for additional personnel which simply are not able to be filled at this time.

The proposed 2017 budget for the general fund, including capital expenditures and transfers, is \$21,693,172, an increase of 6.4 percent from 2016. The one-time capital expenditures included in that total is \$540,099. Even though 2017 general fund expenditure budgets exceed anticipated revenue by \$1,087,427 and reserve cash is being used to provide a balanced budget, the 2017 year end reserve is still projected to be 16 percent of the 2017 general fund operating budget. To ensure the ongoing viability of the general fund, the plan for 2017 is to restrict non-essential minor equipment purchases and all of the police capital expenditures, except a Spillman Touch module to provide Spillman records access to smart phones and tablets, until near mid-year when the final 2016 numbers are known and we have a sense for how 2017 is going financially. In addition, all department heads have been encouraged to be especially frugal with their general fund budgets the remainder of 2016 and into 2017. The proposed 2017 budget for all funds, which includes the full airport budget, is \$85,729,026. This is an increase of \$15,268,393, or 21.7 percent, from 2016. The airport budget is increased \$8,804,661 from 2016 to \$29,097,211 due to increased construction activity on the Airport Runway Realignment project. Other significant changes in the 2017 budget from 2016 include an increase of \$1,418,334 in arterial streets due to a \$1.6 million street resurfacing project planned on College Hill funded by a grant; an increase of \$2,062,672 in water and sewer utility budgets primarily due to planned projects including the replacement of the water line on North Grand and the design of a major ultraviolet light disinfection project at the waste water treatment plant; and an increase of \$1,184,659 in the Equipment Rental Division budget due to a \$1 million project to construct a new fuel island facility.

As we have mentioned earlier, this is a far more encouraging budget than we have presented in the past few years and we certainly enjoy the refreshing change. But we must all be mindful of our limitations as well. We are counting on our department heads to monitor their budgets now and in 2017. And as promised, before we authorize some deferred expenses in 2017 we will make sure our mid-year numbers are on target with this budget.

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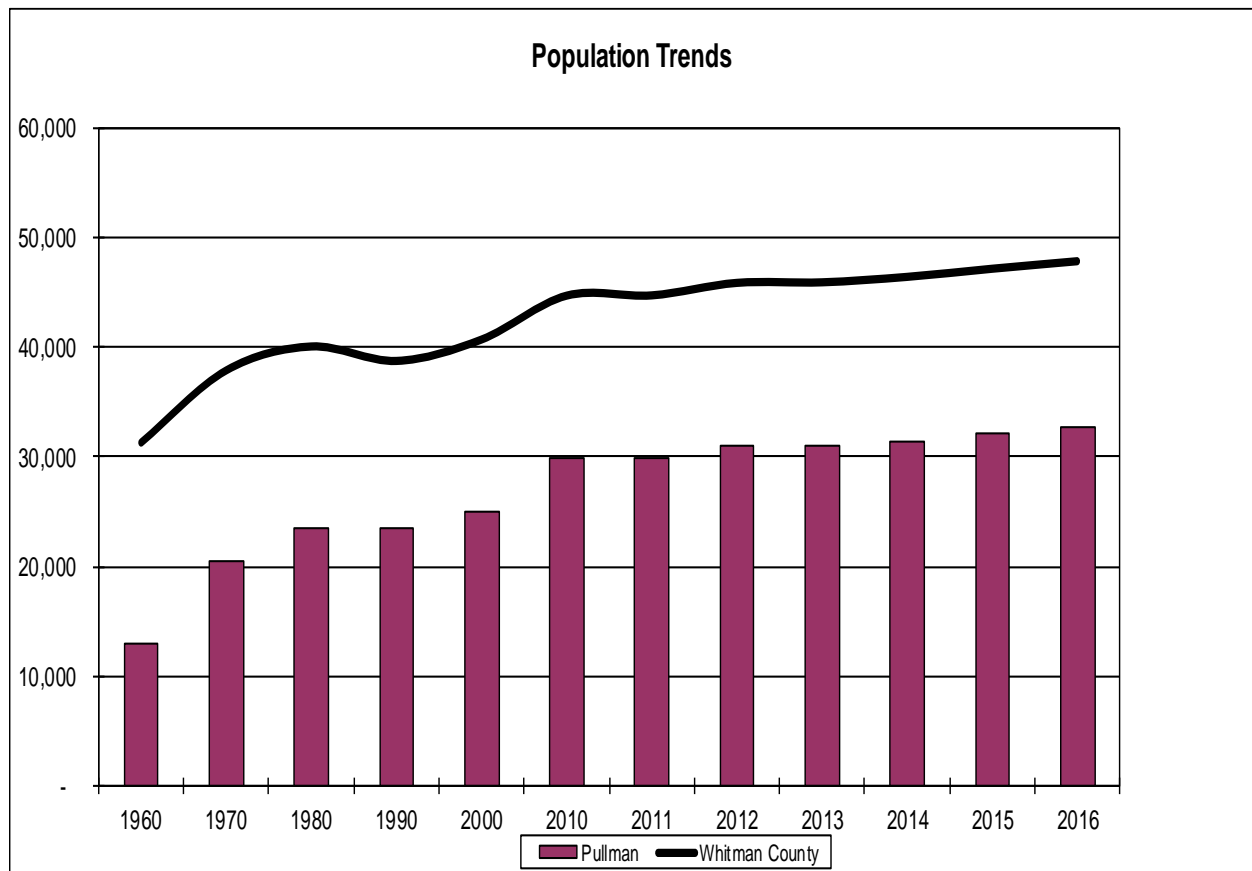
City of Pullman

Statistical Data

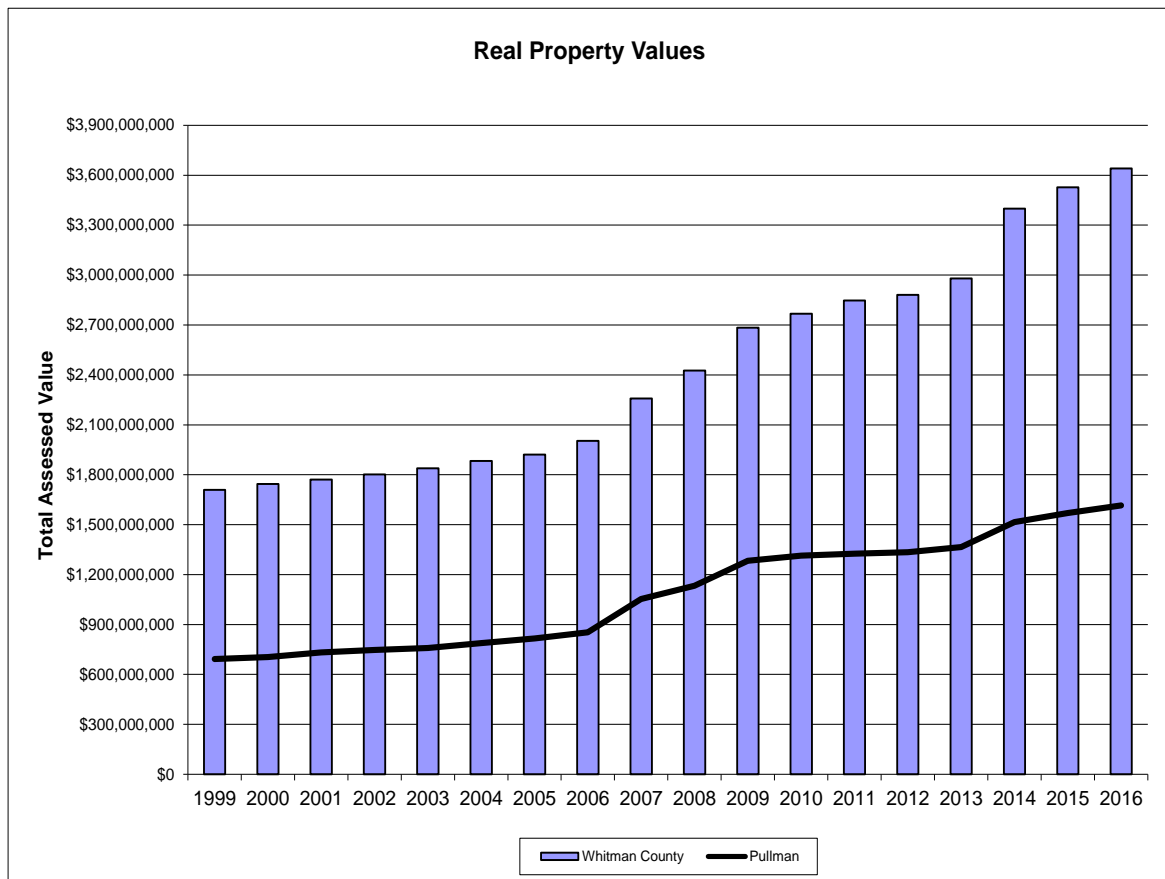
City of Pullman
Population Trend Compared with Whitman County (All) and State
Last Five Primary Census Reports and History

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2016	32,650	1.7%	47,940	1.5%	7,183,700	1.7%
2015	32,110	2.2%	47,250	1.6%	7,061,410	1.3%
2014	31,420	1.4%	46,500	1.1%	6,968,170	1.2%
2013	30,990	0.0%	46,000	0.1%	6,882,400	0.9%
2012	31,000	4.0%	45,950	2.6%	6,817,770	0.7%
2011	29,820	0.1%	44,800	0.1%	6,767,900	0.6%
2010	29,799	19.4%	44,776	9.9%	6,724,540	14.1%
2000	24,948	6.3%	40,740	5.1%	5,894,121	21.1%
1990	23,478	-4.0%	38,775	-3.3%	4,866,700	17.8%
1980	23,579	15.0%	40,103	5.8%	4,132,000	21.1%
1970	20,509	58.3%	37,900	21.2%	3,413,000	19.6%
1960	12,957	N/A	31,263	N/A	2,853,200	N/A

2001 - 2016 OFM Estimate



Whitman County			
Year	Taxable Assessed Valuation	Pullman Assessed Valuation	Pullman Percent of County
1999	\$ 1,708,690,237	\$ 692,568,491	40.53%
2000	\$ 1,744,593,764	\$ 704,366,955	40.37%
2001	\$ 1,771,093,551	\$ 731,866,141	41.32%
2002	\$ 1,802,334,972	\$ 747,028,780	41.45%
2003	\$ 1,839,301,040	\$ 759,219,040	41.28%
2004	\$ 1,883,007,645	\$ 787,985,172	41.85%
2005	\$ 1,921,463,388	\$ 815,734,885	42.45%
2006	\$ 2,002,922,470	\$ 852,539,862	42.56%
2007	\$ 2,258,939,073	\$ 1,052,917,091	46.61%
2008	\$ 2,426,416,344	\$ 1,133,131,234	46.70%
2009	\$ 2,683,830,771	\$ 1,282,687,595	47.79%
2010	\$ 2,768,111,240	\$ 1,314,040,526	47.47%
2011	\$ 2,846,465,044	\$ 1,325,528,045	46.57%
2012	\$ 2,880,273,459	\$ 1,334,549,225	46.33%
2013	\$ 2,980,256,323	\$ 1,365,359,174	45.81%
2014	\$ 3,399,588,521	\$ 1,514,893,689	44.56%
2015	\$ 3,527,434,003	\$ 1,569,845,813	44.50%
2016	\$ 3,639,866,323	\$ 1,615,523,756	44.38%



City of Pullman

Building and Housing PERMIT Data

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Number of Living Units															
Single Family	3,270	3,323	3,386	3,514	3,587	3,687	3,781	3,880	3,926	3,963	3,987	4,036	4,104	4,157	4,207
Duplex	797	811	821	833	839	869	887	889	893	901	903	905	909	913	923
Multiple Dwellings	5,053	5,076	5,243	5,395	5,665	5,993	6,151	6,211	6,360	6,360	6,416	6,627	6,929	7,068	7,184
Mobile Homes	522	527	531	543	541	530	581	577	528	522	522	524	526	529	529
Annual Housing Unit Increase															
Single Family		53	63	128	73	100	94	99	46	37	24	49	68	53	50
Duplex		14	10	12	6	30	18	2	4	8	2	2	4	4	10
Multiple Dwellings		23	167	152	270	328	158	60	149	-	56	211	302	139	116
Mobile Homes		5	4	12	(2)	(11)	51	(4)	(49)	(6)	-	2	2	3	-
Note:															
1) Data for permits issued compiled in January.															

Trends in Building Permit Value

Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2015

<u>YEAR</u>	<u>NO. OF PERMITS</u>	<u>VALUATION</u>
2015	50	\$ 13,246,910
2014	53	\$ 14,541,077
2013	68	\$ 15,962,877
2012	49	\$ 10,116,173
2011	24	5,679,173
2010	37	7,795,839
2009	46	9,264,708
2008	47	10,386,502
2007	96	16,988,724
2006	79	15,167,756
2005	103	19,666,288
2004	87	13,065,329
2003	81	11,739,729
2002	63	8,085,484
2001	53	6,202,506
2000	50	5,394,589
1999	58	6,754,741
1998	75	8,122,733
1997	38	4,191,113
1996	50	5,342,359
1995	89	7,928,058
1994	41	4,328,036
1993	26	3,011,568
1992	31	3,697,683
1991	33	3,826,943
1990	16	1,853,280
1989	11	1,120,060
1988	17	1,568,923
1987	11	1,106,390
1986	14	1,431,020
1985	21	1,849,408
1984	12	782,216
1983	18	932,136
1982	0	-
1981	15	771,011
1980	11	583,836
1979	31	1,720,359
1978	71	4,175,116
1977	57	2,560,533
1976	60	2,822,841
1975	43	1,896,335
1974	16	746,471

NUMBER OF SINGLE FAMILY AND MULTI-FAMILY UNITS RECEIVING BUILDING PERMITS FROM 1983-2015			
YEAR	NUMBER OF SINGLE FAMILY PERMITS	NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS	TOTAL
2015	50	124	174
2014	53	143	196
2013	68	304	372
2012	49	213	262
2011	24	58	82
2010	37	28	65
2009	46	12	58
2008	57	24	81
2007	96	261	357
2006	79	241	320
2005	103	300	403
2004	87	174	261
2003	81	189	270
2002	63	177	240
2001	53	37	90
2000	50	202	252
1999	58	12	70
1998	75	6	81
1997	38	139	177
1996	50	127	177
1995	89	313	402
1994	41	74	115
1993	26	229	255
1992	31	8	39
1991	33	62	95
1990	16	142	158
1989	11	6	17
1988	17	0	17
1987	11	14	25
1986	14	10	24
1985	21	364	385
1984	12	54	66
1983	18	101	119

City of Pullman

Public Works Statistics

Service Area	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
City Area (Sq Miles)	8.88	9.19	9.44	9.44	9.60	9.67	9.67	9.68	10.48	10.51	10.51	10.51	10.51	10.51
Population	25,905	25,905	26,590	27,030	26,860	27,150	27,600	27,920	29,820	31,000	30,990	31,420	32,110	32,650
Street Miles(1)	59.0	59.0	61.2	61.2	62.9	63.3	63.3	63.4	63.4	64.1	64.5	65.6	66.9	67.3
State Highways (Miles)	9.9	9.9	9.9	9.9	9	8.99	8.99	8.99	9.00	9.31	9.31	9.31	9.31	9.31
Traffic Signals (No.)	17	17	17	17	17	17	17	19	19	19	19	19	20	20
Street Lights (No.)	1,273	1,273	1,273	1,273	1,292	1,314	1,314	1,321	1,351	1,337	1,337	1,337	1,349	1,356
Number of Water Wells	5	5	5	5	5	5	5	6	6	6	6	6	6	6
Well Capacity (Gal/Minute)	6,960	5,899	6,960	6,960	6,960	6,960	6,960	7,500	7,500	7,323	7,650	7,650	7,650	7,650
Storage reservoirs	9	9	9	9	9	9	9	11	11	11	11	11	11	11
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3	7.7	7.7	7.7	7.7	7.7	7.7	7.7
Water Mains (Miles)	87.0	89.5	92.6	92.6	96.9	97.6	97.6	100.0	101.3	101.4	102.2	104.70	106.63	107.38
Est. Population served	19,870	20,508	20,970	20,970	21,352	21,293	21,293	21,439	22,439	22,749	25,275	25,278	25,908	26,344
Active Services	4,374	4,459	4,565	4,557	4,557	4,943	4,943	4,978	5,002	5,002	5,072	5,137	5,253	5,284
Fire Class	4	4	4	4	4	4	4	4	4	4	4	5	5	5
Year's Pumpage (Mill Gals)	897	842	871	923	910	895	895	894	835	878	896	892	907	947
Peak Day (Mill Gals)	5.70	4.80	5.30	5.50	5.30	5.10	5.10	4.77	5.21	5.80	5.44	4.60	5.30	5.30
Water Hardness (mg/liter)	124	124	124	124	115	117	117	108	108	109	109	115	115	115
Sanitary Sewer Mains(Miles)	80.40	84.70	87.50	87.50	89.90	90.30	90.30	90.60	91.16	91.16	91.48	93.16	94.40	95.00
Flow Treated (Mill Gals)	1,106	1,108	996	1,071	1,004	985	985	998	860	920	1,087	1,006	1,041	851
Peak Day Flow Treated (Mill Gals)	6.72	8.60	4.41	5.73	5.69	5.93	5.93	7.40	4.20	5.77	7.80	4.60	5.30	4.90
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6
(1) Excluding Washington State University														

CITY OF PULLMAN STATISTICS

2016 General Fund Operating Budget	\$20,024,009
2016 TOTAL General Fund Budget	\$20,966,283
2016 TOTAL City Budget for all funds	\$75,595,300
Assessed Value 2015 for 2016 Collections	\$1,615,523,756
City of Pullman General Levy Rate	\$3.5907/\$1,000
Emergency Medical Services (EMS) Rate	\$0.4987/\$1,000
Go Bond Levy Rate	\$0.1763/\$1,000
Metropolitan Park District	\$0.3150/\$1,000
TOTAL City Property Tax Rate	\$4.5807/\$1,000
Full-Time Employees	199
Regular Part-Time (20 HRS +) Employees	33
Additional Monthly Casual or Seasonal	93
TOTAL Employees for an Average Month	344
City Area	10.51 miles
Population	32,650 (OFM est. April 2016)
Streets (Excluding WSU)	67.26 miles
State Highway	9.31 miles
Traffic Signals	20
Street Lights	1,356
Bicycle/Pedestrian Paths	16.24 miles
Number of Water Wells	6
Well Capacity	7,650 gallons/minute-designed 7,323 gallons/minute-throttled
Storage Reservoirs	11
Storage Capacity	7.7 million gallons
Water Mains	107.38 miles
Population Served	26,344
Active Services	5,284
Pumpage	946.536 million gallons 2015
Peak Day	5.3 million gallons (July 9)
Water Hardness	115 mg/ltr. (5 year average)

Sanitary Sewer Mains	95.0 miles
Flow Treated	850.8 million gallons
Peak Day Flow Treated	4.9 million gallons (Feb 10)
Treatment Plant Capacity	8.6 million gallons/winter peak
Snow Load	30 psf
Frost Depth	30"
Wind Load	105 mph
Seismic Zone	B
State/NW Energy Code Zone	5
Soil Bearing Value (generally)	1500 psf
Latitude	N. 46°43'40"
Longitude	W. 117°11'00"
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

BUILDING/HOUSING PERMIT DATA

Single Family Dwellings	4,207 units
Duplexes	923 units
Multiple Dwellings	7,184 units
Mobile Homes	529 units

PARKS

Reaney Park	1.64 acres	Kruegel Park	7.92 acres
Sunnyside Park	26.001 acres	Lawson Gardens	13 acres
McGee Park	3.04 acres	Military Hill Park	25 acres
Harrison Tot Lot	.233 acres	Woodcraft Park	.84 acres
City Playfield	8.66 acres	City RV Park	24 spaces
Terre View Park	3.25 acres	Spring Street Park	2.75 acres
Itani Park	7.45 acres	Petry Natural Area	1.96 acres
Itani Linear Park	7.12 acres	Mary's Park	5+/- acres
Conservation	15.85 acres	Sunrise Park	.08 acres
Emerald Point Park	2.625 acres		

FIRE DEPARTMENT

Fire Protection Rating	5
Fire Alarms	688
Emergency Medical Services (EMS) calls	1,928

POLICE DEPARTMENT

INCIDENT	<u>2014</u>	<u>2015</u>
Assault	273	219
Arson	1	1
Burglary	129	121
Forcible Sex Offenses	17	12
Murder	0	0
Homicide	0	1
Larceny/Theft	378	236
Motor Vehicle Theft	15	10
Robbery	4	5

LIBRARY

Circulation	323,766 items
Collection Size with Downloadables	106,918
Weekly visits	4,584
Registered cardholders	14,645

TRANSIT 2015 RIDERSHIP FIGURES

Fixed-Route	1,357,906
Dial-A-Ride	23,121

PULLMAN-MOSCOW REGIONAL AIRPORT

Enplanements in 2015	50,883
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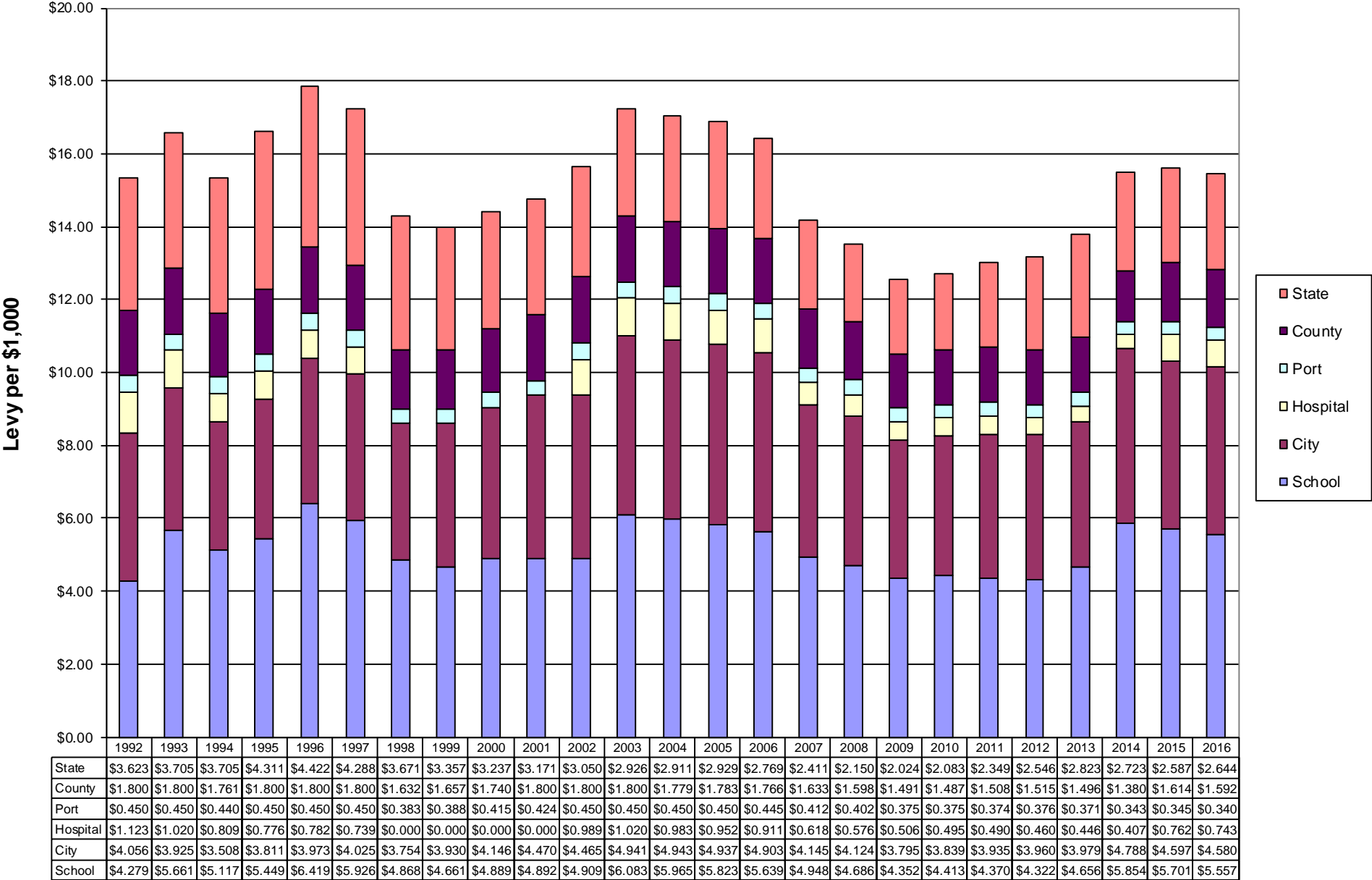
City of Pullman
Property Tax Levies 2007-2011

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2007	School District #267	\$4.9485	\$5,210,360	34.0%	\$192.76	\$989.70
	City	\$4.1459	\$4,363,929	28.5%	\$161.45	\$829.18
	Hosp. Bond	\$0.6180	\$647,664	4.2%	\$23.96	\$123.60
	Port	\$0.4122	\$434,012	2.8%	\$16.06	\$82.44
	County	\$1.6339	\$1,720,361	11.2%	\$63.65	\$326.78
	State	\$2.4119	\$2,539,531	16.6%	\$93.95	\$482.38
TOTAL		\$14.1704	\$14,915,857		\$551.83	\$2,834.08
2008	School District #267	\$4.6860	\$5,309,853	34.6%	\$197.69	\$937.20
	City	\$4.1245	\$4,672,146	30.5%	\$173.94	\$824.90
	Hosp. Bond	\$0.5769	\$650,600	4.2%	\$24.22	\$115.38
	Port	\$0.4028	\$456,425	3.0%	\$16.99	\$80.56
	County	\$1.5980	\$1,810,744	11.8%	\$67.41	\$319.60
	State	\$2.1505	\$2,436,799	15.9%	\$90.72	\$430.10
TOTAL		\$13.5387	\$15,336,567		\$570.98	\$2,707.74
2009	School District #267	\$4.3522	\$6,449,690	38.0%	\$237.56	\$870.44
	City	\$3.7950	\$4,866,468	28.7%	\$179.24	\$759.00
	Hosp. Bond	\$0.5064	\$646,753	3.8%	\$23.82	\$101.28
	Port	\$0.3759	\$482,162	2.8%	\$17.76	\$75.18
	County	\$1.4914	\$1,913,000	11.3%	\$70.46	\$298.28
	State	\$2.0246	\$2,596,929	15.3%	\$95.65	\$404.92
TOTAL		\$12.5455	\$16,955,002		\$624.49	\$2,509.10
2010	School District #267	\$4.4137	\$6,733,170	38.3%	\$243.96	\$882.74
	City	\$3.8399	\$5,044,536	28.7%	\$182.77	\$767.98
	Hosp. Bond	\$0.4953	\$648,033	3.7%	\$23.48	\$99.06
	Port	\$0.3750	\$492,717	2.8%	\$17.85	\$75.00
	County	\$1.4877	\$1,954,872	11.1%	\$70.83	\$297.54
	State	\$2.0839	\$2,691,693	15.3%	\$97.53	\$416.78
TOTAL		\$12.6955	\$17,565,020		\$636.41	\$2,539.10
2011	School District #267	\$4.3708	\$6,749,455	38.4%	\$244.55	\$874.15
	City	\$3.9359	\$5,215,338	29.7%	\$188.96	\$787.19
	Hosp. Bond	\$0.4907	\$647,480	3.7%	\$23.46	\$98.14
	Port	\$0.3749	\$496,876	2.8%	\$18.00	\$74.97
	County	\$1.5082	\$1,999,180	11.4%	\$72.43	\$301.64
	State	\$2.3490	\$3,058,304	17.4%	\$110.81	\$469.79
TOTAL		\$12.6954	\$17,565,020		\$636.41	\$2,539.10

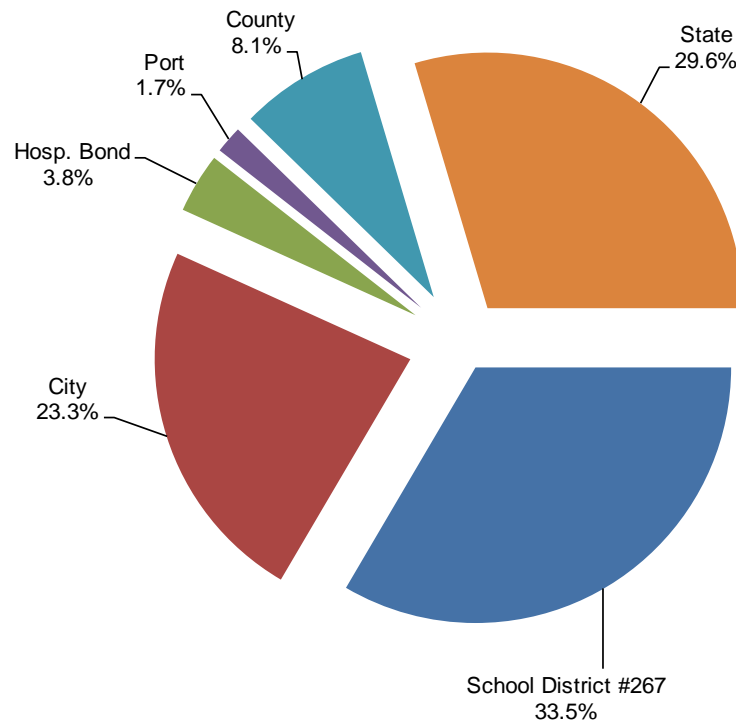
City of Pullman
Property Tax Levies 2012-2016

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2012	School District #267	\$4.3223	\$6,750,000	26.7%	\$226.36	\$864.46
	City	\$3.9609	\$5,284,735	20.9%	\$177.22	\$792.19
	Hosp. Bond	\$0.4600	\$611,180	2.4%	\$20.50	\$92.00
	Port	\$0.3767	\$1,085,048	4.3%	\$36.39	\$75.33
	County	\$1.5157	\$4,365,506	17.3%	\$146.40	\$303.14
	State	\$2.5464	\$7,187,111	28.4%	\$241.02	\$509.27
TOTAL		\$13.1820	\$25,283,580		\$847.87	\$2,636.39
2013	School District #267	\$4.6562	\$7,271,402	27.1%	\$234.56	\$931.24
	City	\$3.9793	\$5,432,006	20.2%	\$175.23	\$795.87
	Hosp. Bond	\$0.4469	\$593,792	2.2%	\$19.15	\$89.38
	Port	\$0.3718	\$1,108,040	4.1%	\$35.74	\$74.35
	County	\$1.4969	\$4,461,051	16.6%	\$143.90	\$299.38
	State	\$2.8231	\$7,968,006	29.7%	\$257.03	\$564.61
TOTAL		\$13.7742	\$26,834,297		\$865.62	\$2,754.83
2014	School District #267	\$5.8549	\$8,869,621	37.9%	\$286.12	\$1,170.98
	City	\$4.7880	\$7,252,411	31.0%	\$233.95	\$957.61
	Hosp. Bond	\$0.4070	\$614,601	2.6%	\$19.83	\$81.40
	Port	\$0.3431	\$519,754	2.2%	\$16.77	\$68.61
	County	\$1.3807	\$2,091,583	8.9%	\$67.47	\$276.14
	State	\$2.7232	\$4,030,909	17.2%	\$130.03	\$544.63
TOTAL		\$15.4969	\$23,378,879		\$754.16	\$3,099.37
2015	School District #267	\$5.7019	\$10,550,002	40.8%	\$340.32	\$1,140.38
	City	\$4.5974	\$7,216,431	27.9%	\$232.79	\$919.49
	Hosp. Bond	\$0.7626	\$1,194,174	4.6%	\$38.52	\$152.52
	Port	\$0.3455	\$542,353	2.1%	\$17.50	\$69.09
	County	\$1.6142	\$2,534,037	9.8%	\$81.74	\$322.84
	State	\$2.5872	\$3,829,553	14.8%	\$123.53	\$517.43
TOTAL		\$15.6088	\$25,866,550		\$834.40	\$3,121.75
2016	School District #267	\$5.5579	\$10,617,323	33.5%	\$330.65	\$1,111.58
	City	\$4.5807	\$7,399,663	23.3%	\$230.45	\$916.15
	Hosp. Bond	\$0.7436	\$1,200,950	3.8%	\$37.40	\$148.72
	Port	\$0.3404	\$549,953	1.7%	\$17.13	\$68.07
	County	\$1.5928	\$2,573,163	8.1%	\$80.14	\$318.56
	State	\$2.6444	\$9,394,734	29.6%	\$292.58	\$528.87
TOTAL		\$15.4598	\$31,735,786		\$988.35	\$3,091.95

Pullman Property Tax Levy History

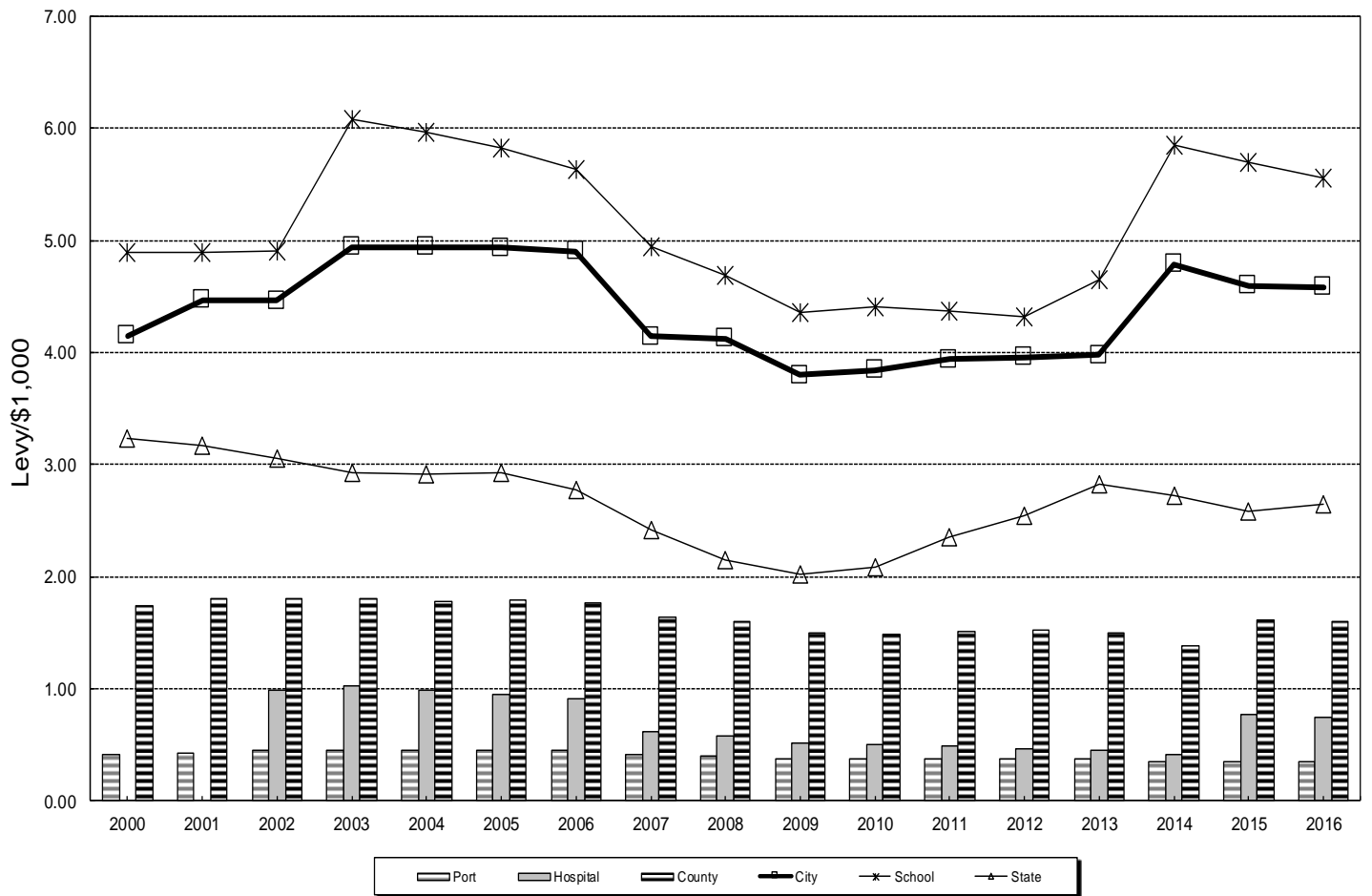


**Year 2016 Property Tax Levies
Within City of Pullman**



Property Tax Levies

Within City of Pullman

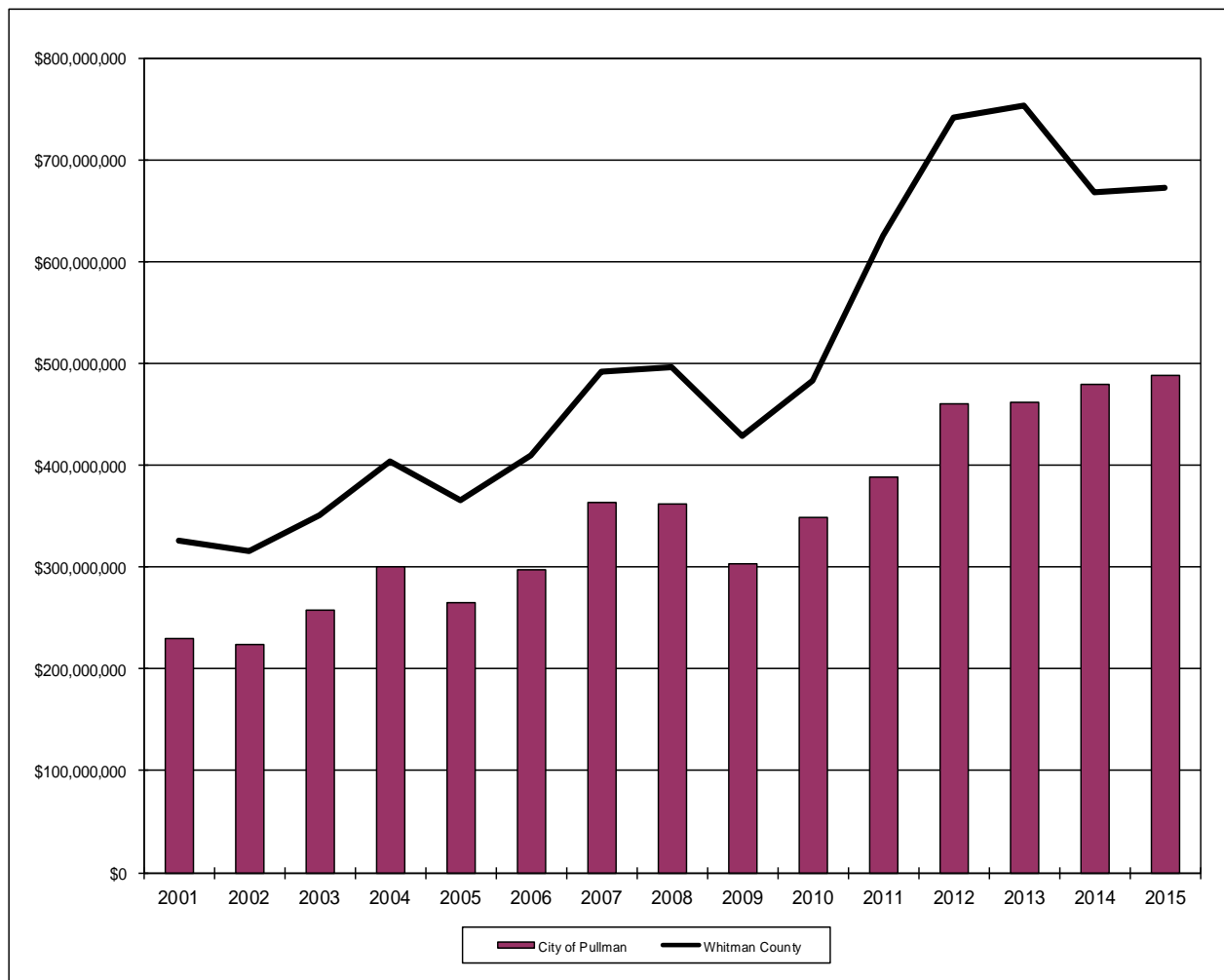


City of Pullman Major Employers

<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	6,157
Schweitzer Engineering	Electrical Engineering	2,215
Pullman Regional Hospital	Medical Care	457
City of Pullman	Local Government	344
Pullman School District	Education	310
Wal-Mart Stores	Discount Warehouse Store	270
Safeway	Supermarket	150
Dissmore's IGA	Supermarket	91
Shopko	Department Store	51

**City of Pullman
Taxable Retail Sales**

Year	City of Pullman	Whitman County	Pullman % of County
2001	230,097,059	326,313,164	70.5%
2002	224,620,425	316,244,959	71.0%
2003	258,256,743	351,296,643	73.5%
2004	299,871,863	403,670,557	74.3%
2005	264,751,271	366,249,168	72.3%
2006	297,566,027	410,510,705	72.5%
2007	363,264,839	492,004,675	73.8%
2008	362,042,613	497,239,432	72.8%
2009	303,928,693	428,920,689	70.9%
2010	348,650,289	483,031,819	72.2%
2011	388,885,530	625,315,678	62.2%
2012	459,971,429	741,454,557	62.0%
2013	461,610,336	753,272,153	61.3%
2014	480,121,242	669,177,376	71.7%
2015	487,938,879	672,380,054	72.6%

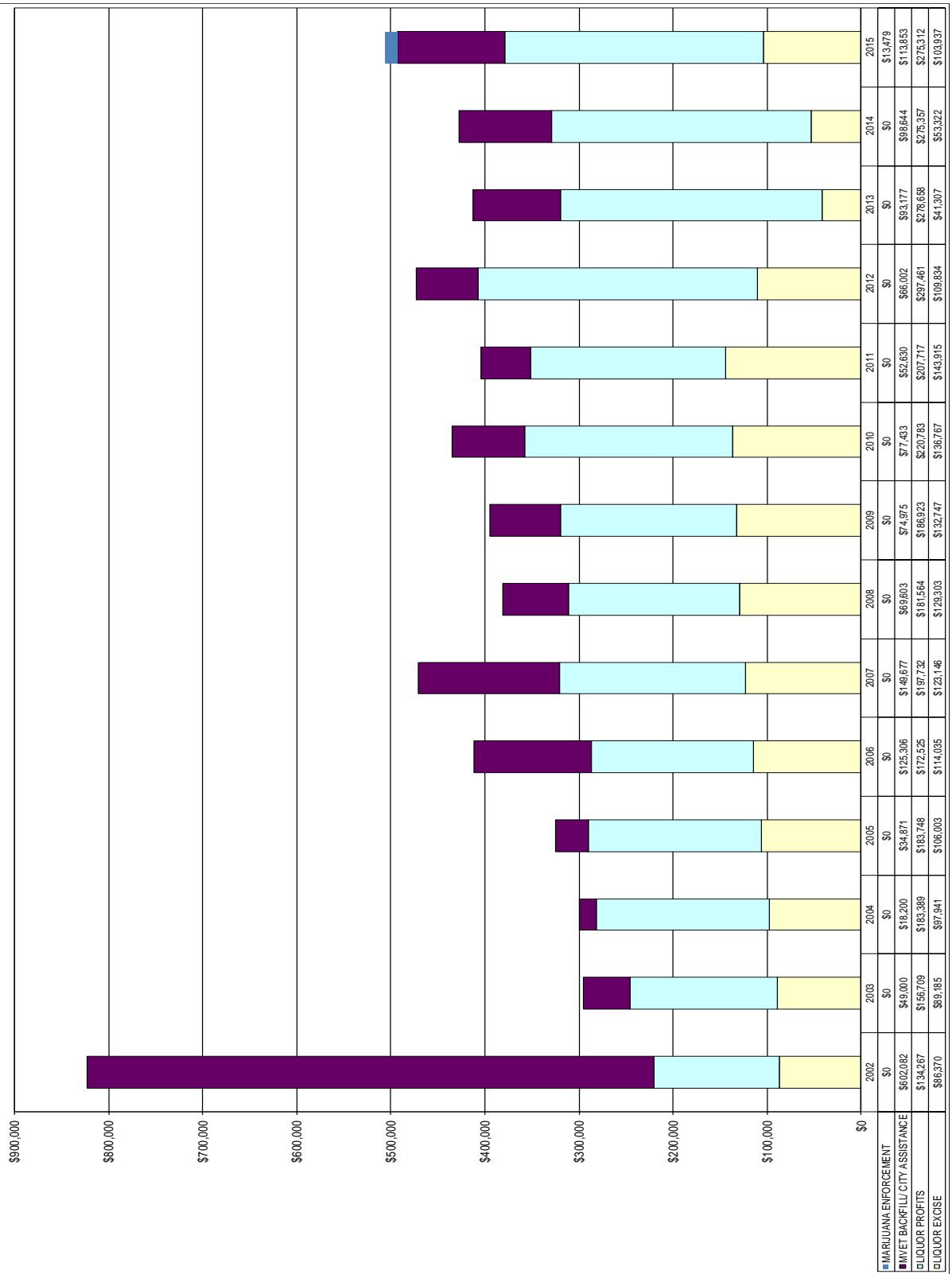


City of Pullman
Schedule of General Obligation Debt Service
2017 - 2029

Year	Water and Sewer Revenue Bond		Voted G.O Debt 2007 Parks, Paths, Sidewalks		Total Debt Service
	Principal	Interest(1)	Principal	Interest(1)	
2017	275,754	122,463	270,000	13,500	681,717
2018	280,841	112,874			393,715
2019	296,094	102,822			398,916
2020	301,519	92,196			393,715
2021	312,122	81,394			393,516
2022	322,907	70,208			393,115
2023	338,880	58,460			397,340
2024	155,000	47,483			202,483
2025	160,000	40,662			200,662
2026	165,000	33,623			198,623
2027	175,000	26,362			201,362
2028	185,000	18,050			203,050
2029	195,000	9,262			204,262
TOTAL	\$3,163,117	\$815,859	\$270,000	\$13,500	\$4,262,476

(1) Several of the Bond Interest figures have been rounded.

STATE-SHARED REVENUES



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GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

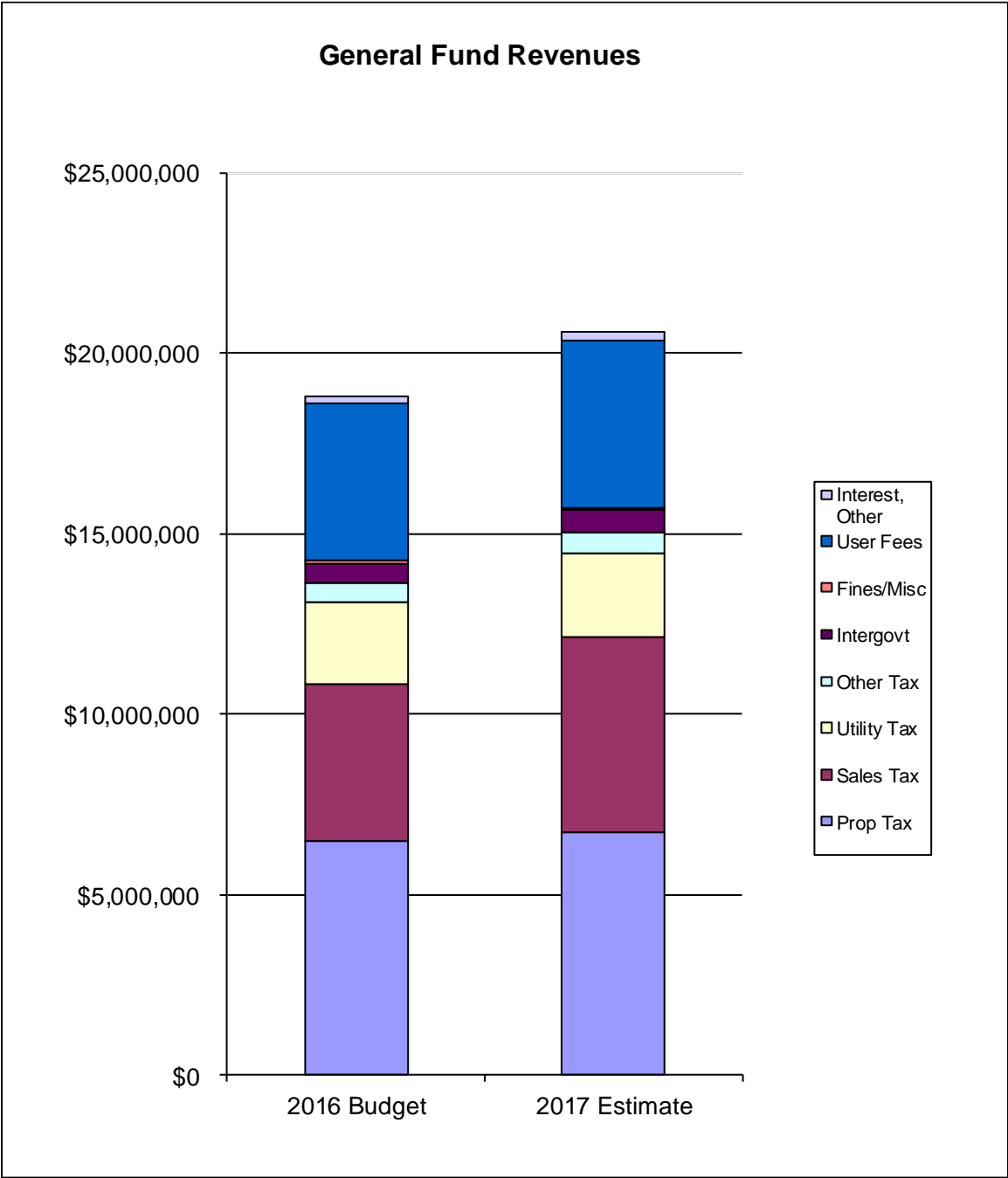
1. Should the service being considered be provided at all?
2. If the service is justified, is it most appropriate to let the private sector meet the demand without any public sector involvement or encouragement?
3. If public sector involvement is determined to be appropriate, should the public sector contract with the private sector to provide the service or provide the service as a public function?
4. If the service is determined to be best provided as a public function, what unit of government is most appropriate to provide the service?
5. If it is determined that municipal government would more appropriately deliver the service than would the federal government, state government, or a special purpose district, how will the funding for the new municipal service be provided?
6. The proposer(s) of a new service will be required to identify a specific funding source.

2016 - 2017 BUDGET SUMMARY BY FUND

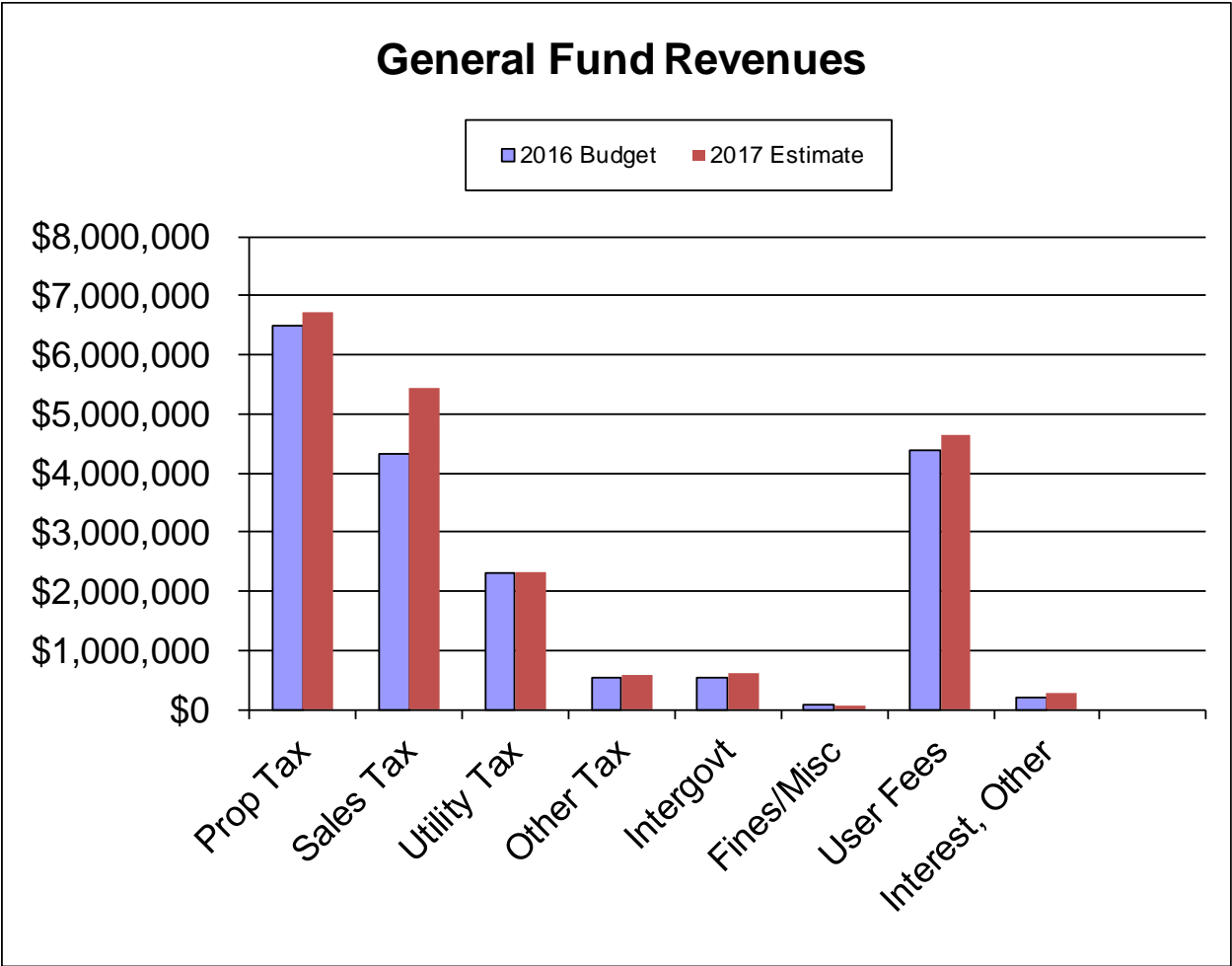
2016 AMENDED BUDGET*				2017 BUDGET REQUEST		
FUND	TITLE	REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE
001	GENERAL FUND:					
	ADMINISTRATION/FINANCE		1,456,336		1,507,569	51,233
	POLICE/SUPPORT SERVICE		6,359,389		6,814,794	455,405
	FIRE/RESCUE		5,512,381		6,061,238	548,857
	PROTECTIVE INSPECTIONS		663,628		731,713	68,085
	PLANNING		335,926		351,231	15,305
	PUBLIC SERVICES		2,968,234		3,187,510	219,276
	LIBRARY		1,544,814		1,605,081	60,267
	GENERAL GOVERNMENT		244,285		281,255	36,970
	<u>OPERATING TRANSFERS:</u>					
	AIRPORT		682,013		332,013	(350,000)
	OTHER		6,505		31,141	24,636
TOTAL OPERATING EXPENDITURES:			\$19,773,511	\$20,903,545	\$1,130,034	
				OPERATING PERCENTAGE CHANGE: 5.7%		
	<u>CAPITAL EXPENDITURES & TRANSFERS:</u>					
	CAPITAL EXPENDITURES		371,805		540,099	168,294
	NON-OPERATING EXPENDITURES		241,300		249,528	8,228
	TO OTHER FUNDS					
TOTAL CAPITAL:			\$613,105	\$789,627	\$176,522	
TOTAL GENERAL FUND:		\$18,826,095	\$20,386,616	\$20,605,745	\$21,693,172	\$1,306,556
				TOTAL FUND PERCENTAGE CHANGE: 6.4%		
104	ARTERIAL STREETS	482,150	527,700	1,680,800	1,946,034	1,418,334
105	STREETS	1,829,805	2,073,927	1,973,830	2,251,026	177,099
120	CIVIC IMPROVEMENT	351,000	350,000	361,500	359,000	9,000
125	FIREMEN'S PENSION	34,200	60,000	34,500	40,000	(20,000)
310	CEMETERY EXPANSION	1,000	6,500	500	14,450	7,950
315	2005 LTGO BOND FUND					
316	2007 BOND FUND	324,300	324,300	322,000	322,000	(2,300)
317	2009 AIRPORT WATER BOND FUND	392,400	392,400	398,781	398,781	6,381
401	UTILITIES **	10,372,536	11,656,540	10,795,536	12,998,212	1,341,672
403	UTILITY CAPITAL PROJECTS	1,894,000	1,894,000	2,615,000	2,615,000	721,000
404	STORMWATER **	1,405,628	1,712,711	1,169,000	1,743,677	30,966
405	TRANSIT **	5,353,720	5,523,293	5,467,009	5,484,776	(38,517)
501	EQUIPMENT RENTAL **	2,488,647	3,004,313	2,541,413	4,188,972	1,184,659
504	GOV'T BUILDINGS	962,800	1,082,703	1,094,838	1,284,957	202,254
507	INFORMATION SYSTEMS **	1,071,087	1,049,495	1,130,779	1,175,455	125,960
651	AIRPORT AGENCY **	20,292,550	20,292,550	29,097,211	29,097,211	8,804,661
707	LAWSON GARDENS ENDOW	66,000	123,085	110,500	115,803	(7,282)
710	CEMETERY CARE FUND	4,400	500	3,500	500	
TOTAL ALL FUNDS:		\$66,152,318	\$70,460,633	\$79,402,442	\$85,729,026	\$15,268,393
				PERCENTAGE CHANGE: 21.7%		

* Includes Budget Amendments Approved on June 14, 2016.

** Expenditures exclude non-cash depreciation of \$4,555,000 in 2016 and \$5,145,000 in 2017.

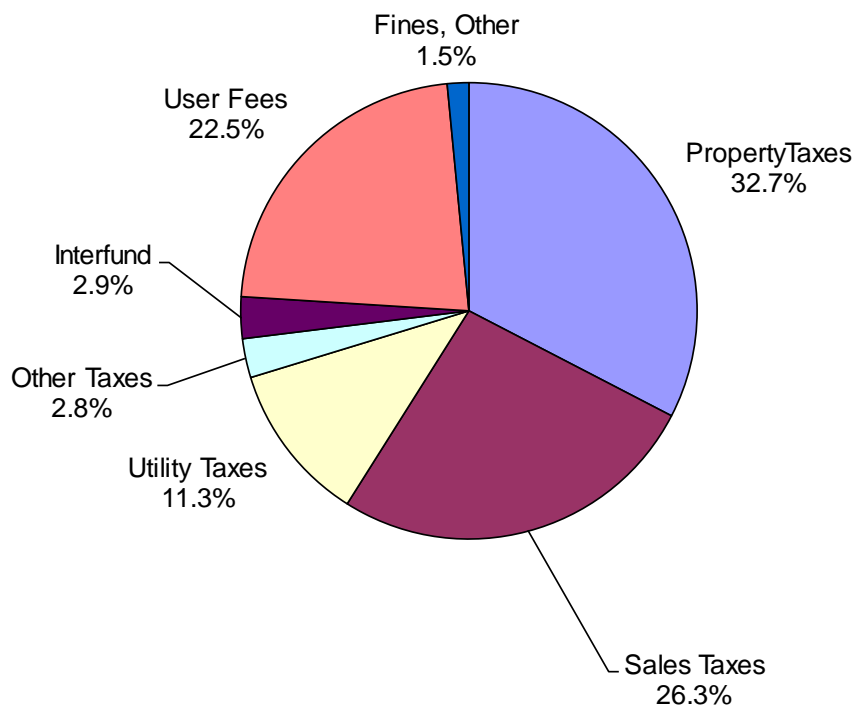


2017 Total: \$20,605,745

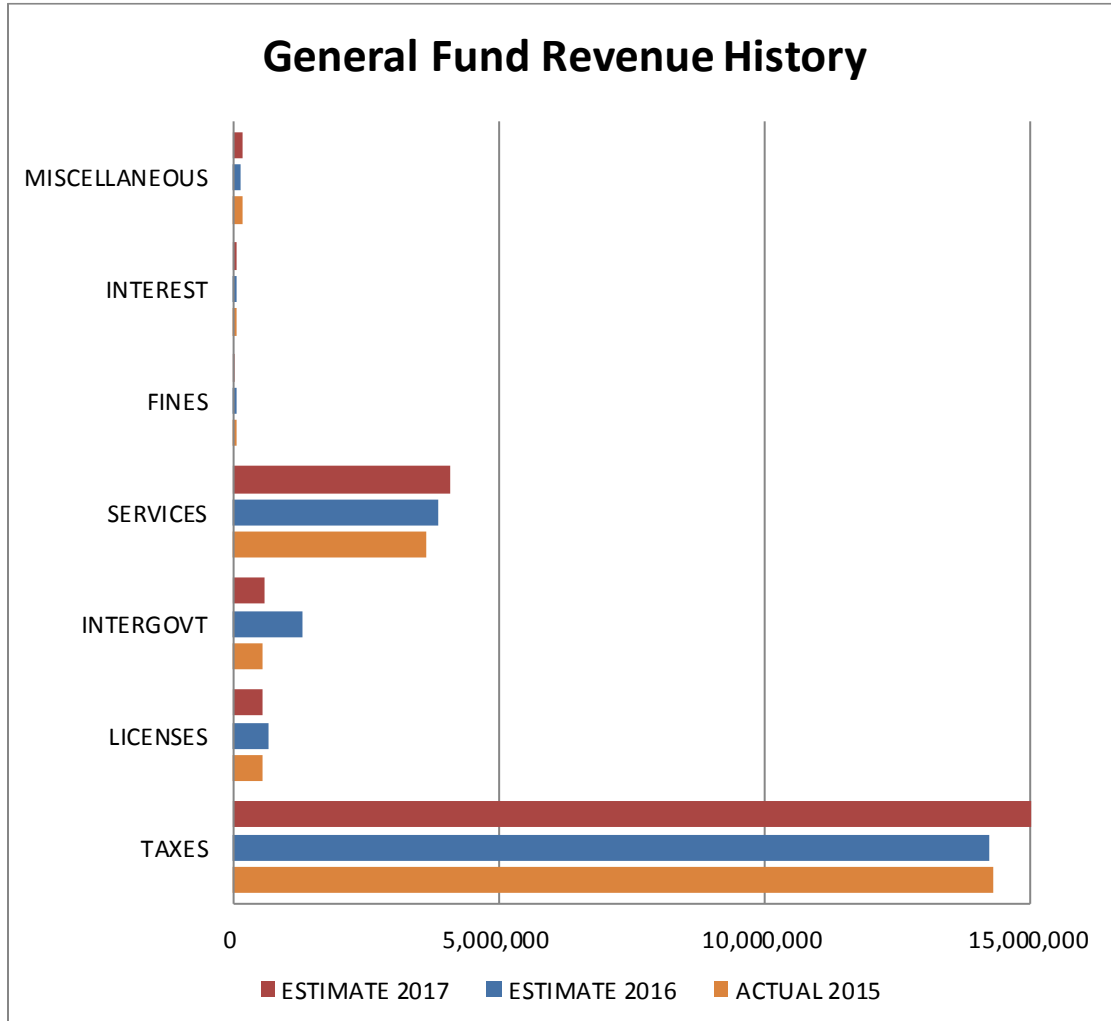


2017 Total: \$20,605,745

Pullman's General Fund 2017 Budget
Estimated Revenues: \$20,605,745



2017 Total: \$20,605,745



2017 Total: \$20,605,745

FUND NUMBER**TITLE****001****GENERAL FUND - REVENUES**

PURPOSE: The General Fund receives virtually all unrestricted revenues required by the City to support general governmental services such as Police and Fire protection, Recreation, Parks, Cemetery, Planning, Building Inspection, Library and Administration/Finance. The General Fund also provides operating support to the Pullman - Moscow Airport and the Information Systems Fund for government access channel services. In addition, the General Fund provides major funding for capital projects previously approved under the City's Capital Improvement Program.

REVENUES: Revenues to support these functions are derived primarily from various taxes collected both locally and also state-shared, together with fees, permits, grants, charges for services, fines, income from investments and miscellaneous other sources.

2017 ESTIMATES:

INTRODUCTION: General Fund cash reserves at year-end 2017 should equal approximately \$3.242 million. We estimate that 2017 total revenues will increase 9.5 percent or \$1,779,650 from the budgeted 2016 total. Details on various revenue elements follow:

TAXES: On February 11, 2014, the voters of Pullman approved a levy lift for the County and a new levy for the Hospital. This resulted in a reduction in the Metropolitan Park Levy amount of approximately \$289,000 due to its junior taxing district status in 2015, an estimated reduction of approximately \$290,000 in 2016 and an estimated reduction of approximately \$306,000 in 2017. Metropolitan Park District funds are transferred to the General Fund to support Parks and Recreation operations and capital projects. Together the general property tax revenue and the EMS levy comprise 32.7 percent of General Fund revenues.

From 2009 through 2012, during the Great Recession, construction activity was significantly down. 2013 was a rebound year in permitting activity. 2014 was a record year in building permitting activity. Building permit issues in 2015 were strong, but not as strong as 2014 or 2013. Building permit issues indicate that 2016 will be the strongest construction year yet. Sales taxes collected were: 2010 \$2,910,597; 2011 \$3,355,678; 2012 \$3,966,306; 2013 \$3,928,923; 2014 \$4,503,261; and 2015 \$4,336,017. 2017 Sales tax

revenue projections are \$5.0 million based on a continued stable economy in Pullman sales base and an increase in construction activity. Expected sales tax revenues of \$5.0 million will provide about 24.3 percent of total General Fund revenues. The one-tenth of 1 percent sales tax for criminal justice purposes enacted countywide and distributed on a per capita basis should generate approximately \$428,000 and will provide 2.1 percent of total General Fund revenues in 2017. It should be noted that 2013 through 2015 sales taxes were aided by football related building activities, apartment construction and other WSU projects and 2016 sales taxes remained stable due to completion of these major construction projects. Related 2016 construction at Pullman High School will carry through 2017. WSU projects for 2017 are expected to be increased from 2016. The Pullman-Moscow Regional Airport construction project for 2017 will increase the sales tax. Consequently, sales tax revenue for 2017 is currently projected to increase approximately \$1,100,000.

For admissions taxes, the forecast is for a \$25,000 increase in 2017 receipts. Utility taxes are expected to increase \$46,000 in 2017 due to an increase in solid waste offset by declining telephone use. Local taxes in total will provide about \$15,051,500, or 73.0 percent of the General Fund's total revenues. This is a 10.2 percent increase from 2016 and a 5.9 percent increase from projected 2016 estimated revenues.

LICENSES AND PERMITS: The cable TV franchise fee should generate approximately \$135,000. Building permits revenues should increase \$10,000 to \$360,000 from the 2016 budget of \$350,000. 2016 building permits revenues are expected to be \$475,000 but the budget was estimated at a normal year's revenue. Other licenses are expected to remain stable.

INTERGOVERNMENTAL REVENUE: This category includes state-imposed and collected taxes and profits, which are shared primarily on a per capita basis with the state's cities. The Washington State Office of Financial Management estimated Pullman's 2015 population at 32,650. The state's estimates of per capita shares in 2017 are Liquor Tax: \$4.55 and Liquor Profits: \$8.47. Starting September 30, 2015 the city of Pullman started receiving \$6,739.38 quarterly distributions of state collected excise tax on taxable marijuana sales in the jurisdiction. \$26,957.50 was received from September 30, 2015 to June 30, 2016. Starting September 30, 2016 the city of Pullman started receiving \$6,316.62 quarterly distributions of state collected excise tax on taxable marijuana sales in the jurisdiction. \$25,266.48 will be received from September 30, 2016

to June 30, 2017. The 2017 projected marijuana enforcement revenue is \$27,500.

State-shared and other intergovernmental and known grant revenue in 2017 will provide 2.9 percent of General Fund revenues. Overall State-shared and other intergovernmental revenues are projected to increase 14.2 percent compared to 2016.

CHARGES FOR SERVICES: This category consists of service fees and user charges. Ambulance fees, Parks and Recreation program fees, and Metropolitan Park District service fees are included in this category. We estimate that fee income will total approximately \$3,633,089, which is \$235,038 more than the 2016 budget. Approximately 17.6 percent of General Fund revenues are derived from service fees and user charges. Approximately 22.5 percent of General Fund revenues are derived from total user fees that consist of cable franchise fees, other licenses, service charges and interfund charges.

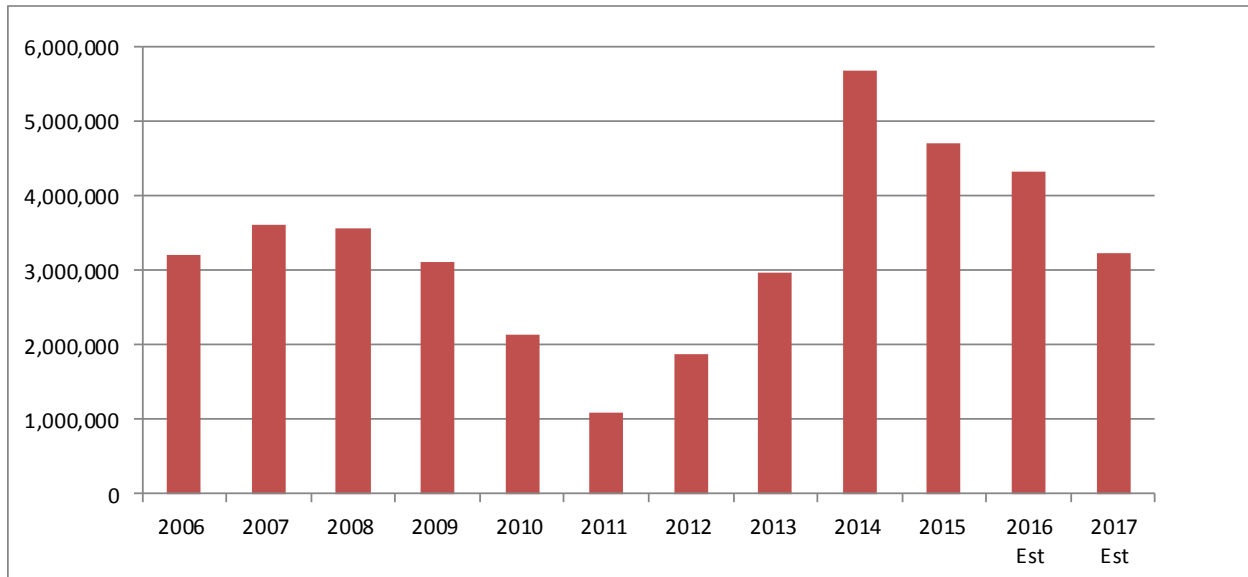
Per the Interlocal Agreement with Washington State University to provide fire protection services to the university campus the fee charged is re-calculated annually based on the fire department budget and call volume. In 2016, the university will provide the City \$1,326,000 to offset the costs to provide those services. For 2017, this amount should be approximately \$1,340,000.

FINES AND FORFEITS: A decrease of \$18,500 is projected for Fine estimates. This category is projected to contribute 0.3 percent of total General Fund revenues.

INVESTMENT INTEREST: Interest rates remain at record lows. Investment and miscellaneous income categories provide about 1.3 percent or \$261,300 of General Fund revenues.

ESTIMATED BEGINNING CASH: This estimate is included as a revenue item, although it does not represent continuing income. It is composed of a working capital element of approximately eight percent of expenditures that must be preserved to smooth out the gaps between ongoing monthly expenditures and an uneven revenue stream. It also should include a five percent contingency reserve that the Council established in 1984 as a goal for unanticipated emergency expenditures or revenue decreases. The estimated 2017 beginning allocated and unreserved contingency cash reserve totals \$4.330 million, or 21.62 percent of the 2016 original operating requests and 20.71 percent of 2017 operating request.

General Fund Cash Balance



Year	Ending Balance		Percent of Original Operating Request	Change	
2011	\$1,104,864		7.4%	\$(1,032,713)	
2012	\$578,098	Orig	3.5%	\$(526,766)	
2012	\$1,854,201		11.2%	\$749,337	From 2011
2013	\$2,975,269		16.8%	\$1,121,068	
2014	\$5,680,708		31.1%	\$2,705,439	
2015	\$4,697,369		25.71%	\$(983,339)	
2016	\$4,329,544	Est	21.62%	\$(367,825)	
2017	\$3,242,117	Est	15.51%	\$(1,087,427)	

The chart shows the effect of balancing the budget from 2011 to 2012 with cash, as opposed to 2013 and 2014 where reserves are not used. Reserves were used for 2015 to accommodate one time Fire Department CIP Expenses. Reserves were used for 2016 to accommodate an operating transfer of \$650,000 for grant match provided to the Pullman-Moscow Regional Airport and to balance increasing staff costs with relatively flat revenue. Reserves are used for 2017 to accommodate an operating transfer of \$300,000 for grant match provided to the Pullman-Moscow Regional Airport and to balance increasing staff costs with relatively flat revenue.

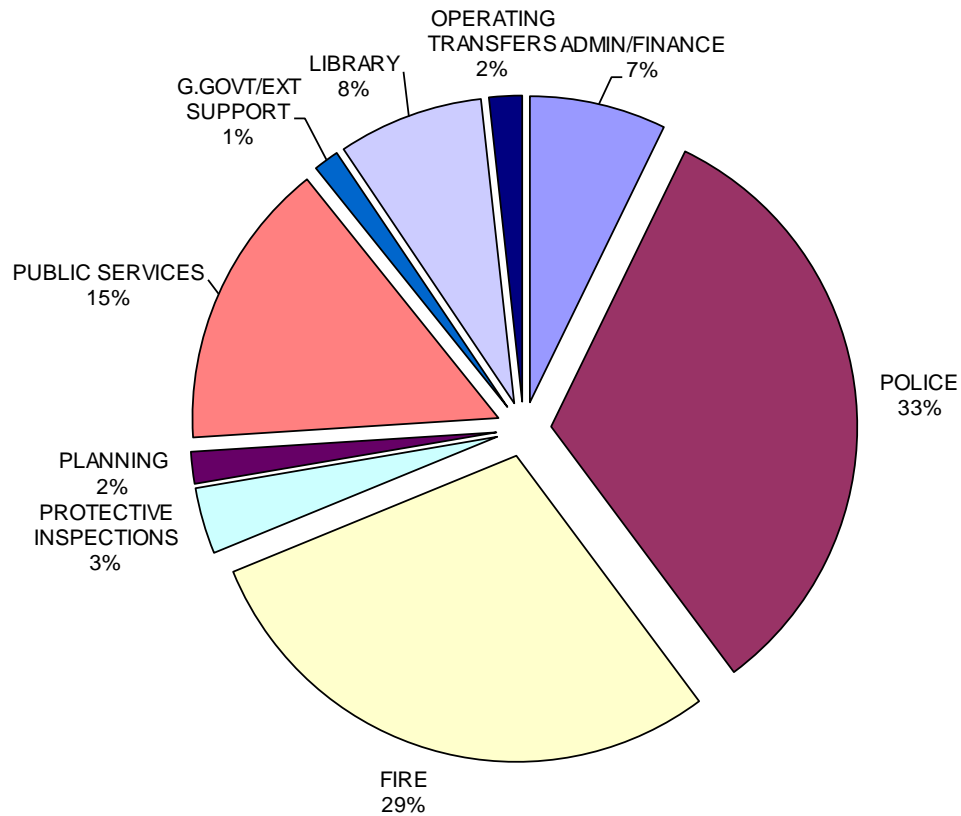
TOTAL REVENUES: Total 2017 revenues are expected to increase \$1,779,650 from the 2016 amended budget. Estimated 2017 General Fund revenues together with year-end 2016 reserves and savings are sufficient to sustain the 2017 budget.

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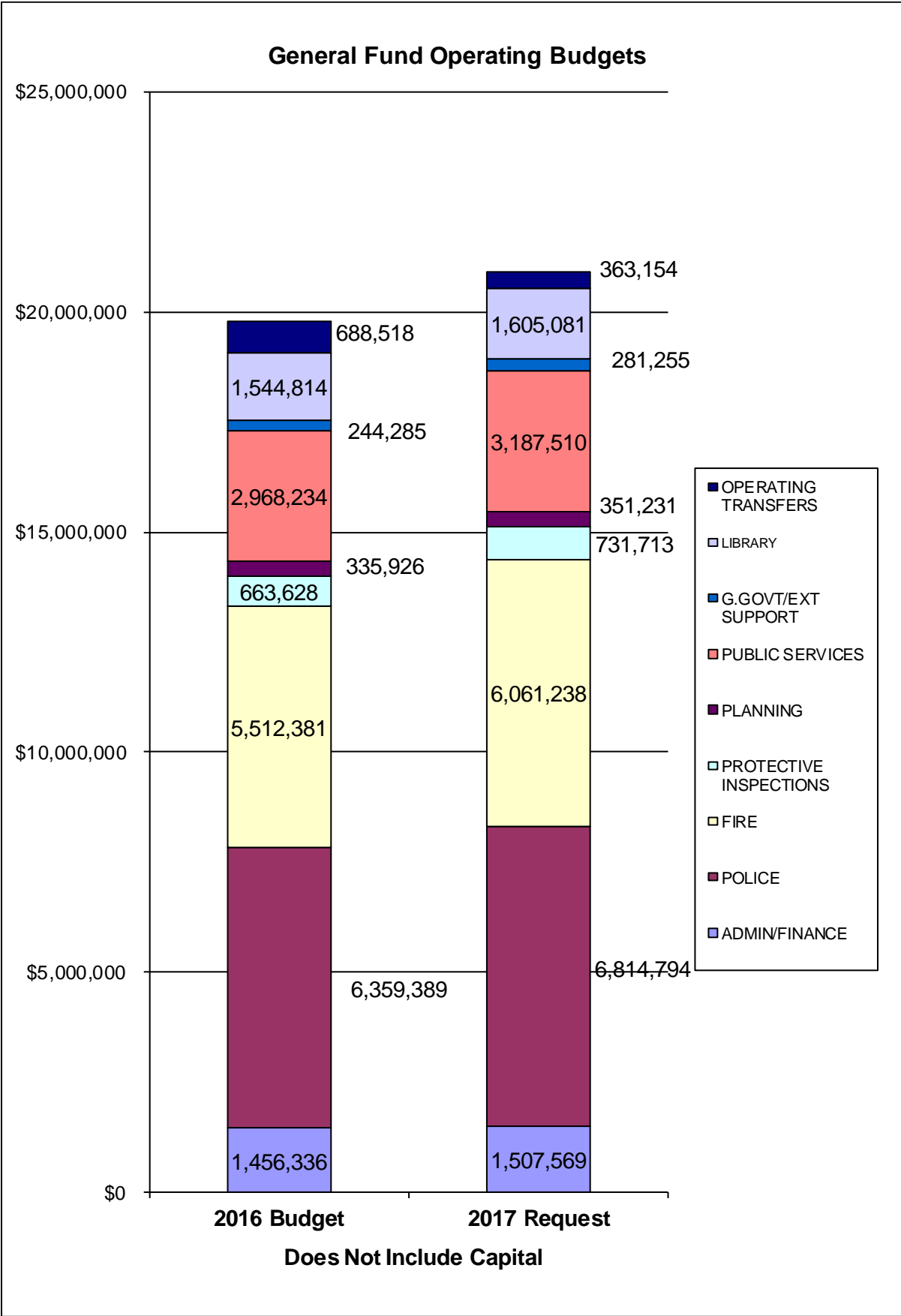
2017 GENERAL FUND REVENUE ESTIMATE SUMMARY

	ACTUAL 2015	AMENDED BUDGET 2016	YTD 06/30/16	YEAR END ESTIMATE 2016	PRELIMINARY ESTIMATE 2017	\$ CHANGE ESTIMATES 2016-2017	% CHANGE ESTIMATES 2016-2017	% OF BUDGET
TAXES:								
PROPERTY	5,616,391	5,700,000	3,111,452	5,720,000	5,900,000	200,000	3.5%	28.6%
EMS TAX LEVY	780,057	800,000	432,148	800,000	820,000	20,000	2.5%	4.0%
RETAIL SALES	4,336,017	3,900,000	2,139,086	4,400,000	5,000,000	1,100,000	28.2%	24.3%
NATURAL GAS USE	112,104	110,000	57,126	75,000	75,000	(35,000)	-31.8%	0.4%
LOCAL CRIM JUST SALES TAX	433,321	411,000	214,090	428,000	428,000	17,000	4.1%	2.1%
IF TAXES - UTILITIES - WATER	225,305	195,000	94,282	200,000	210,000	15,000	7.7%	1.0%
IF TAXES - UTILITIES - SEWER	205,447	195,000	94,064	195,000	200,000	5,000	2.6%	1.0%
IF TAXES - UTILITIES - STORMWATER	44,456	45,000	23,480	45,000	45,500	500	1.1%	0.2%
ADMISSIONS	413,961	400,000	149,564	425,000	425,000	25,000	6.3%	2.1%
UTIL TAX-ENERGY	1,415,653	1,235,000	610,897	1,250,000	1,280,000	45,000	3.6%	6.2%
UTIL TAX-SOLID WASTE	154,671	132,000	64,441	145,000	150,000	18,000	13.6%	0.7%
UTIL TAX-SOLID WASTE 3%	112,868	115,000	47,024	114,000	113,000	(2,000)	-1.7%	0.5%
UTIL. TAX-TELEPHONE	316,759	275,000	132,810	275,000	260,000	(15,000)	-5.5%	1.3%
LEASEHOLD EXCISE	78,777	75,000	36,122	75,000	75,000	0	0.0%	0.4%
GAMBLING	69,764	70,000	22,930	70,000	70,000	0	0.0%	0.3%
TOTAL TAXES:	\$14,315,550	\$13,658,000	\$7,229,515	\$14,217,000	\$15,051,500	\$1,393,500	10.2%	73.0%
CABLE FRANCHISE	135,012	135,000	33,876	130,000	135,000	0	0.0%	0.7%
OTHER LICENSES:	425,919	400,450	379,440	524,395	410,150	9,700	2.4%	2.0%
INTERGOVERNMENT:								
FEDERAL GRANT TOTALS	15,805	10,400	3,304	699,944	8,400	(2,000)	-19.2%	0.0%
STATE GRANT TOTALS	4,761	900	1,501	1,790	500	(400)	-44.4%	0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	0	0	0	0	0		0.0%
EQUALIZATION	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	113,853	100,000	51,691	107,300	93,000	(7,000)	-7.0%	0.5%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0		0.0%
MVET - CRIMINAL JUSTICE	39,157	38,000	20,090	38,400	38,400	400	1.1%	0.2%
CTED CRIMINAL JUSTICE	4,760	5,000	2,511	5,000	5,000	0	0.0%	0.0%
MARIJUANA ENFORCEMENT	13,479	0	13,479	27,200	27,500	27,500		0.1%
LIQUOR EXCISE	103,937	103,000	42,603	155,000	160,000	57,000	55.3%	0.8%
LIQUOR PROFITS	275,312	275,000	138,417	277,000	275,000	0	0.0%	1.3%
TOTAL INTERGOVT:	\$571,063	\$532,300	\$273,596	\$1,311,634	\$607,800	\$75,500	14.2%	2.9%
SERVICE CHARGES:	3,158,993	3,398,051	1,630,883	3,421,506	3,633,089	235,038	6.9%	17.6%
INTERFUND CHGS:	474,174	438,294	162,647	438,294	454,406	16,112	3.7%	2.2%
FINES:	74,222	71,000	25,689	53,000	52,500	(18,500)	-26.1%	0.3%
INVESTMENT INCOME	92,226	35,000	63,506	88,000	88,000	53,000	151.4%	0.4%
OTHER MISC.	199,403	158,000	162,099	159,060	173,300	15,300	9.7%	0.8%
TOTAL MISC:	\$291,629	\$193,000	\$225,604	247,060	\$261,300	\$68,300	35.4%	1.3%
TOTAL REVENUES:	\$19,446,561	\$18,826,095	\$9,961,249	\$20,342,889	\$20,605,745	\$1,779,650	9.5%	100.0%
BEGINNING CASH:	5,680,708	4,697,369	4,697,369	4,697,369	4,329,544	(367,825)	-7.8%	

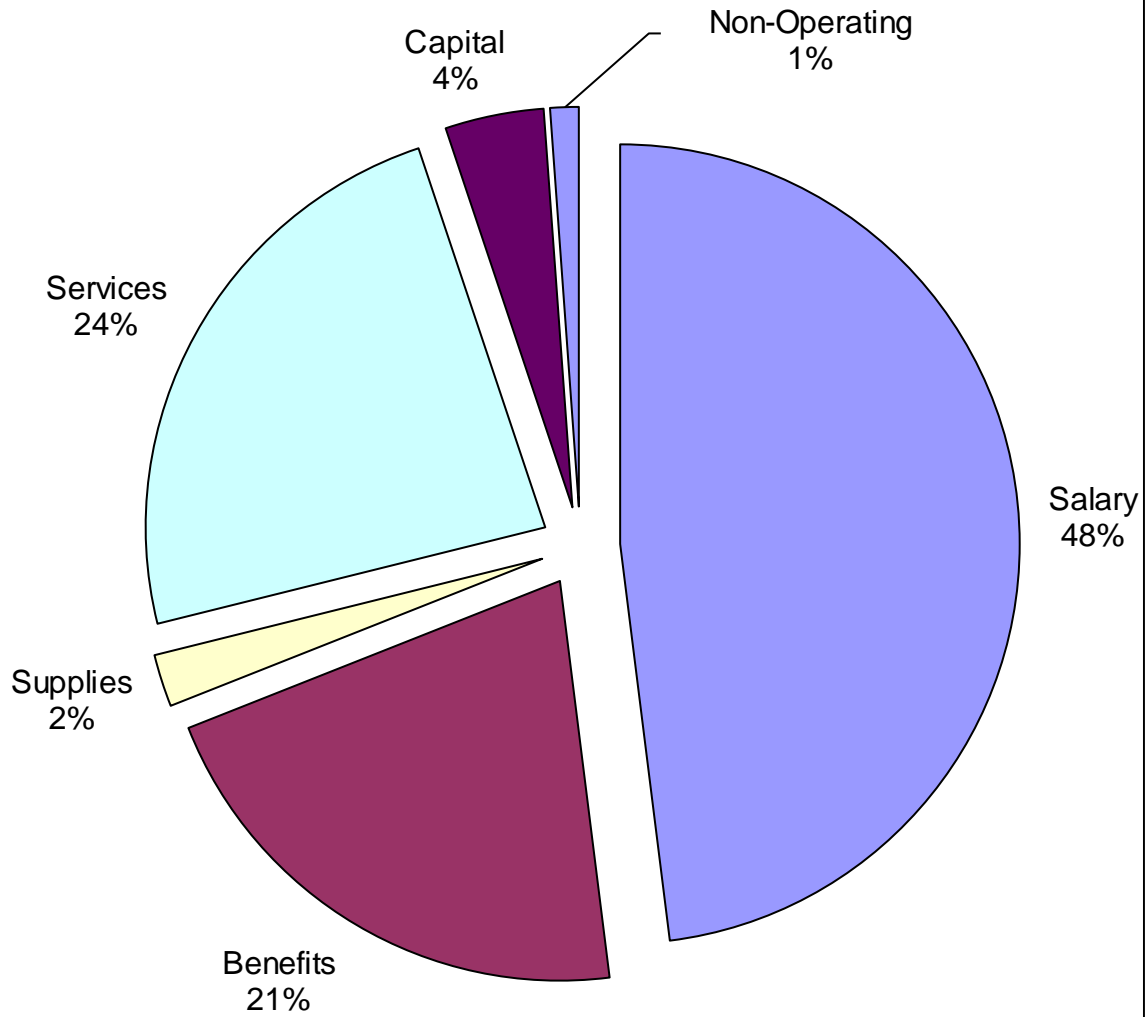
**2017
General Fund Budget: Operating Requests**



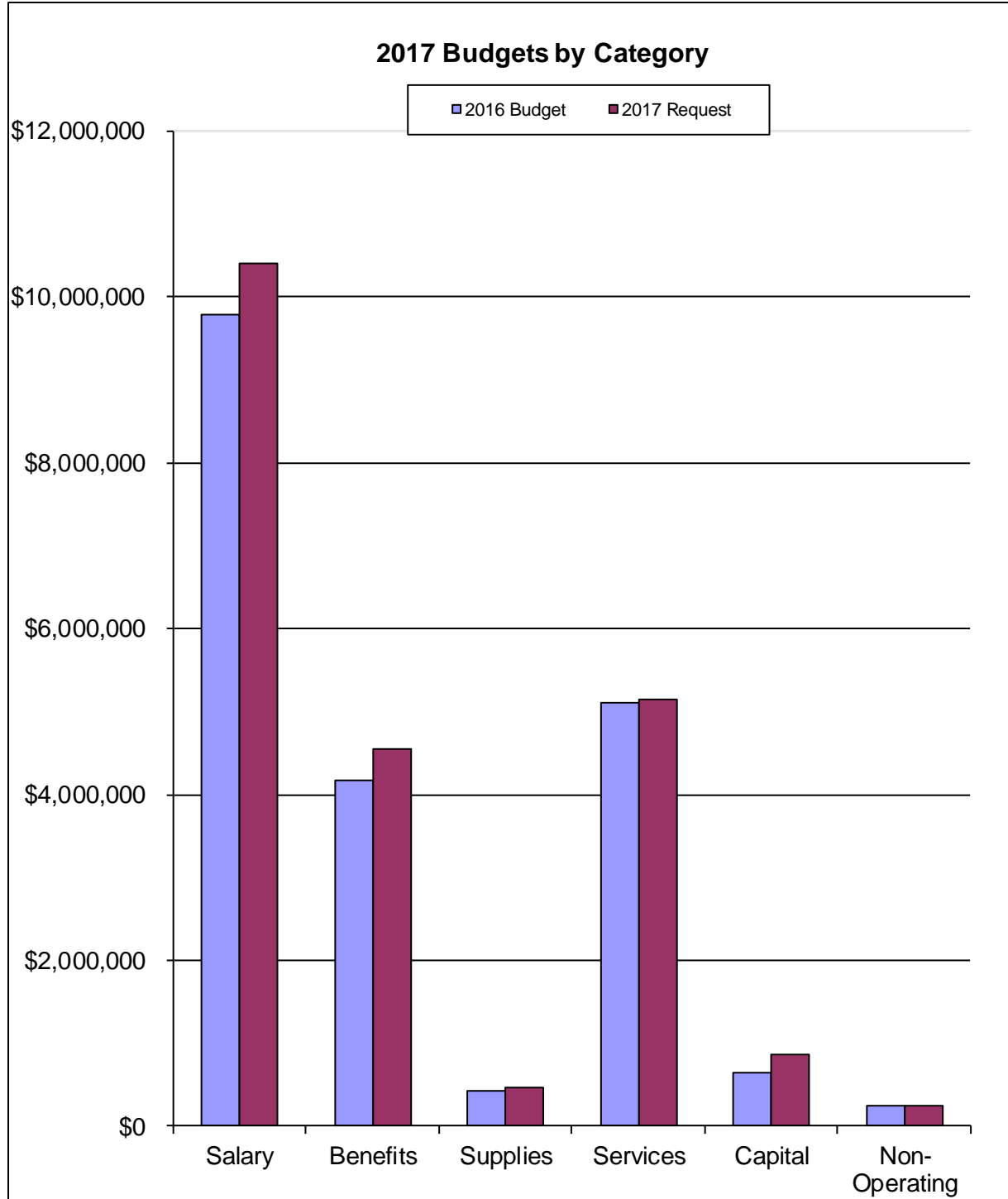
**2017 Total Operating Requests:
\$20,903,545**



**2017 General Fund Budget Requests
By Category**



**2017 Total Requests:
\$21,693,172**



FUND NUMBER**TITLE****001****GENERAL FUND - EXPENDITURES**

EXPENDITURES: The Departmental Budget Request summary table lists 2017 General Fund Operating Expenditure requests totaling \$20,903,545. Overall, total operating requests represent an increase of 5.7 percent above the 2016 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$21,693,172. This is a 6.4 percent increase from the 2016 amended budget. Capital expenditure requests total \$540,099.

ESTIMATED ENDING CASH: This proposal establishes an estimated ending cash balance of \$3,242,117. It is the City Council's goal that this balance represent working capital equal to eight percent of operating expenditures (one month's expenditures) plus a five percent emergency reserve to provide funding for any unexpected expenditure requirements. The estimated cash balance exceeds this 13 percent goal. The projected ending cash balance, after CIP set aside, equals 15.51 percent of operating requests or about \$524,656 over goal.

OBJECT TOTALS: The following tables indicate the General Fund departmental requests by department and by expenditure category: salaries, benefits, supplies, general government expenditures, external support expenditures, operating transfers and capital expenditures, and transfers.

Notice: Readers may be used to seeing statements for financial activities showing both revenues and expenditures of an organization in one statement. For the General Fund, revenues into the General Fund are for the use of all the departments in the General Fund unless otherwise restricted. On the detail sheets and departmental sheets, listed under the Total lines are numbers that represent either the restricted use of the revenues or revenues that can be attributable to the department. This will enable the reader to see for expenditures how much was collected to offset those expenditures.

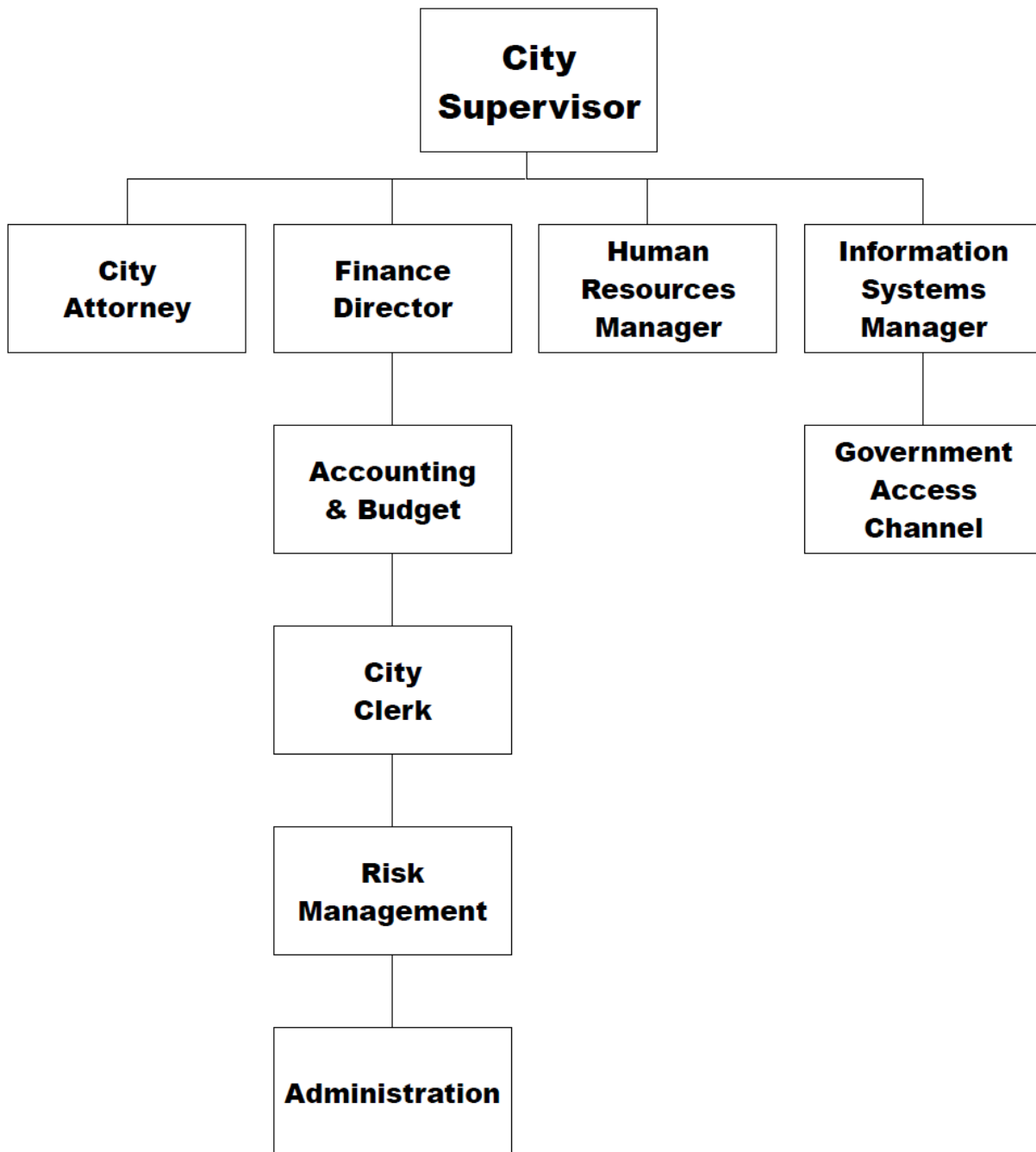
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>	% CHANGE	SHARE OF TOTAL
DEPARTMENT TOTALS:							
ADMIN/FINANCE	1,322,282	1,456,336	695,362	1,507,569	51,233	3.5%	7.2%
POLICE	5,969,101	6,359,389	2,977,742	6,814,794	455,405	7.2%	32.6%
FIRE	5,961,444	5,512,381	2,743,066	6,061,238	548,857	10.0%	29.0%
PROTECTIVE INSPECTIONS	490,773	663,628	345,241	731,713	68,085	10.3%	3.5%
PLANNING	296,344	335,926	151,838	351,231	15,305	4.6%	1.7%
PUBLIC SERVICE	2,855,283	2,968,234	1,376,834	3,187,510	219,276	7.4%	15.2%
G.GOV'T/EXT SUPPORT	227,222	244,285	200,726	281,255	36,970	15.1%	1.3%
LIBRARY	1,294,815	1,544,814	668,721	1,605,081	60,267	3.9%	7.7%
OPERATING TRANSFERS							
EQUIPMENT RENTAL DIVISION	0	0	0	0	0		
INFO SYS-GOV'T ACCESS CHANNEL	5,083	6,505	6,505	5,689	(816)		0.0%
GOVT BUILDINGS	0	0	0	25,452	25,452		
AIRPORT	1,282,013	682,013	32,013	332,013	(350,000)	-51.3%	1.6%
TOTAL OPERATING:	\$19,704,360	\$19,773,511	\$9,198,048	\$20,903,545	\$1,130,034	5.7%	100.0%
PERCENTAGE CHANGE:						5.7%	
NON-OPERATING EXPENDITURES	181,419	241,300	109,130	249,528	8,228	4.5%	
<u>CAPITAL OUTLAYS:</u>							
C.I.P. PROJECTS	561,028	371,805	125,987	540,099	168,294	30.0%	
CAPITAL TRANSFERS:							
OTHER FUNDS	0	0	0	0	0		
TOTAL CAPITAL:	\$561,028	\$371,805	\$125,987	\$540,099	\$168,294	45.3%	
TOTAL GENERAL FUND:	\$20,446,807	\$20,386,616	\$9,433,165	\$21,693,172	\$1,306,556	6.41%	
PERCENTAGE CHANGE:						6.4%	
+ ENDING CASH	4,697,369	3,136,848	5,225,407	3,242,117	105,269		
TOTAL USES:	\$25,144,177	\$23,523,464	\$14,658,573	\$24,935,289	\$1,411,825		

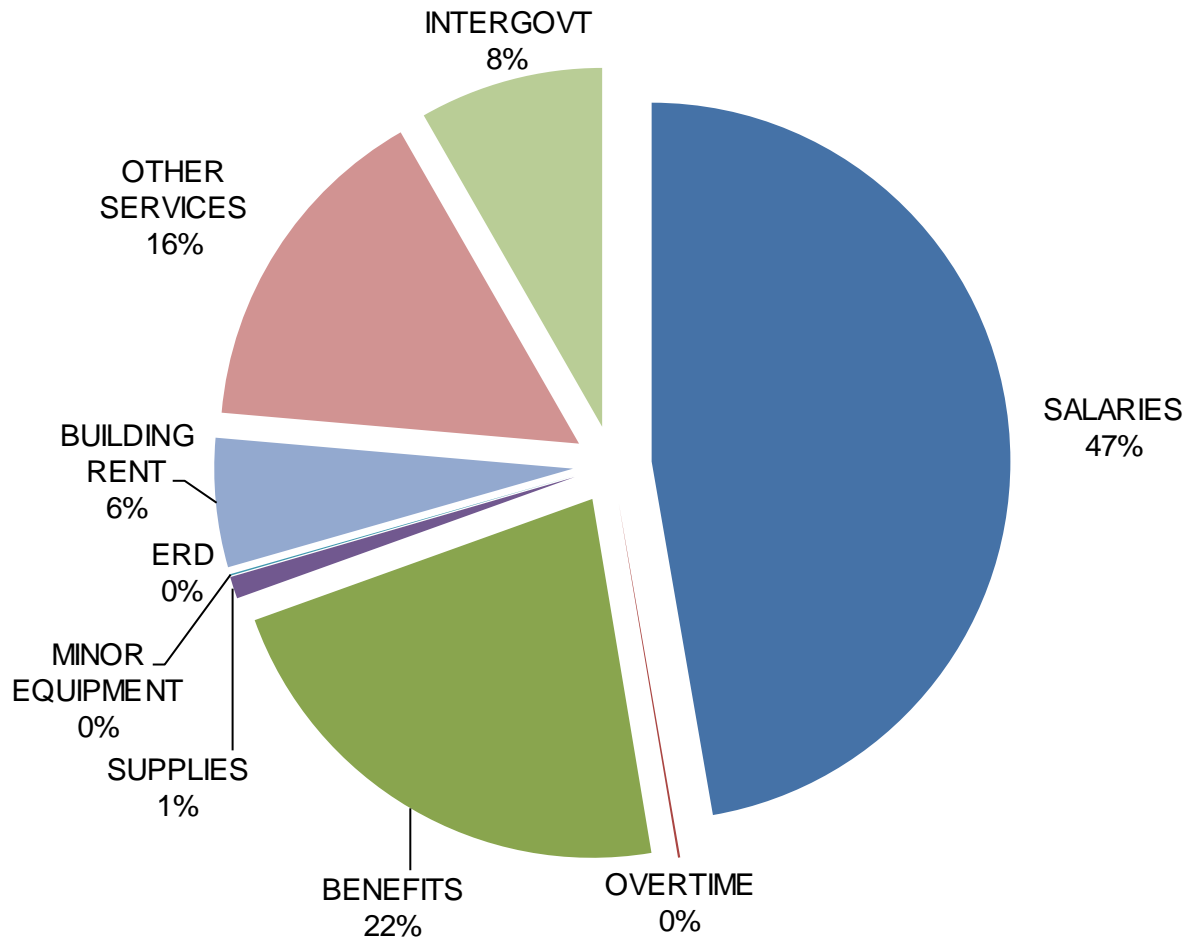
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>	% CHANGE	SHARE OF TOTAL
ALL DEPARTMENTS							
SALARIES	8,865,508	9,312,330	4,578,427	9,818,772	506,442	5.4%	49.4%
OVERTIME	697,933	486,659	230,497	597,199	110,540	22.7%	2.6%
BENEFITS	3,523,317	4,171,531	1,905,965	4,552,982	381,451	9.1%	22.1%
SUPPLIES	343,014	424,846	180,424	459,515	34,669	8.2%	2.3%
MINOR CAPITAL, BOOKS	198,759	266,060	89,995	325,072	59,012	22.2%	1.4%
ERD RENTAL	1,358,044	924,177	458,199	944,518	20,341	2.2%	4.9%
BUILDING RENT	893,847	754,748	377,374	858,486	103,738	13.7%	4.0%
OTHER SERVICES	402,830	1,311,567	606,624	1,453,598	142,031	10.8%	7.0%
INFO SYS/INTERGOVT	1,906,790	1,188,790	531,346	1,248,994	60,204	5.1%	3.8%
TOTAL DEPT OPERATING:	\$18,190,042	\$18,840,708	\$8,958,851	\$20,259,136	\$1,418,428	7.5%	97.4%
GENERAL GOV'T	219,637	236,725	204,878	272,555	35,830	15.1%	
EXTERNAL SUPPORT	7,585	7,560	(4,152)	8,700	1,140	15.1%	
OPER. TRANSFERS:	1,287,096	688,518	38,518	363,154	(325,364)	-47.3%	
NON-OPERATING EXPENDITURES	181,419	241,300	109,130	249,528	8,228	0	
TOTAL OPERATING:	\$19,885,779	\$19,773,511	\$9,198,095	\$21,153,073	\$1,138,262	5.8%	
CAPITAL OUTLAYS	561,028	371,805	125,987	540,099	168,294	45.3%	
GRAND TOTAL:	\$20,446,807	\$20,386,616	\$9,433,212	\$21,693,172	\$1,306,556	6.4%	

City of Pullman
Administration & Finance



ADMINISTRATION AND FINANCE



TOTAL OPERATING REQUEST:
\$1,507,569

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
ADMINISTRATION AND FINANCE					
SALARIES	682,473	716,532	351,843	712,562	(3,970)
OVERTIME	598	1,500	233	1,500	0
BENEFITS	253,764	301,459	134,518	333,924	32,465
SUPPLIES	10,161	14,600	3,896	14,900	300
MINOR EQUIPMENT	2,728	3,000	956	1,000	(2,000)
ERD	0	0	0	0	0
BUILDING RENT	90,699	92,012	46,006	87,536	(4,476)
OTHER SERVICES	103,676	205,400	74,641	231,270	25,870
INFO SYS/INTERGOVT	178,184	121,833	83,269	124,877	3,044
TOTAL OPERATING:	\$1,322,282	\$1,456,336	\$695,362	\$1,507,569	\$51,233
	\$393,849	\$361,086	\$226,498	\$430,110	

ACTIVITY:

Legislative

ACTIVITY DESCRIPTION:

Policy direction and guidance of future municipal activities.

GOAL:

The mission of the Pullman City Council is to provide visionary leadership in policy making to enable the city to provide quality services at reasonable rates.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responding to public input. Increasing public awareness. Adoption of annual City goals. Knowledge of overall city activities. Conducting City Council meetings each month which address relevant and timely issues. Participating in assigned boards, commissions, and committees.

BUDGET:

\$192,408

MAJOR BUDGET CHANGES:

Municipal elections and related costs occur in odd numbered years; this results in a \$20,000 increase for the 2017 budget. Voter registration costs are budgeted at \$40,000. Support of the Palouse Knowledge Corridor is budgeted at \$1,000 and support for the Community Relief Fund administered by the Community Action Center is included in the 2017 budget at \$500.

MEASUREMENT TECHNIQUE:

Council to provide legally required decisions, policy direction by means of identified goals, implementation of policy goals through budget and public contact/awareness/education.

GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
LEGISLATIVE					
SALARIES	25,200	37,200	18,600	37,200	0
OVERTIME	0	0	0		
BENEFITS	2,011	2,937	1,468	2,940	3
SUPPLIES	2,275	3,000	1,512	3,200	200
MINOR EQUIPMENT	1,396	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	40,177	40,750	20,375	38,768	(1,982)
OTHER SERVICES	20,581	25,800	8,003	48,800	23,000
AWC;INTGOVT	65,977	71,000	57,853	61,500	(9,500)
TOTAL:	\$157,617	\$180,687	\$107,810	\$192,408	\$11,721

AUTHORIZED STAFFING	
Position	Number Elected
Councilmembers	7.00
Total	7.00

ACTIVITY:

Mayor

ACTIVITY DESCRIPTION:

Overall administrative coordination of municipal activities. Major spokesperson for city before state agency hearings and legislative activities. Responsible for board and commission appointments. Serves as chair for Pullman-Moscow Regional Airport Board as well as maintaining contact with other regional organizations. Provide for public education and contact as appropriate.

GOAL:

Ensure that City Council policies are carried out in a timely manner. Maintain necessary state and regional contacts in order to provide representation of city position(s) on issues. Maintain a full roster of members on various boards and commissions. Increase public awareness of municipal activities and issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Delegation of appropriate activities to City Supervisor and others, especially administrative coordination and carrying out City Council policies. Quality representation of city before state and regional bodies. Boards and commissions have a full roster of members. Public awareness of municipal government activities enhanced by news releases, public group talks/presentations, and individual contacts. Represent the city at community events. The budgeted service level provides for the carrying out of these responsibilities by one budgeted position.

BUDGET:

\$27,709

MAJOR BUDGET CHANGES:

No major budget changes for 2017.

MEASUREMENT TECHNIQUE:

City Council and public review of Mayor's activities and providing of feedback as appropriate.

GENERAL FUND 2017 BUDGET REQUESTS

	<u>2015</u>	<u>2016</u>		<u>2017</u>	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
		<u>BUDGET</u>			
MAYOR					
SALARIES	17,000	17,000	8,500	17,000	0
OVERTIME	0	0	0		
BENEFITS	1,409	1,506	708	1,409	(97)
SUPPLIES	0	50	0	50	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	5,865	9,250	3,201	9,250	0
INTERGOVERNMENT		0	0		
TOTAL:	\$24,274	\$27,806	\$12,409	\$27,709	(\$97)

AUTHORIZED STAFFING	
Position	Number Elected
Mayor	1.00
Total	1.00

ACTIVITY:

City Supervisor

ACTIVITY DESCRIPTION:

Supervises, administers, and coordinates the activities of city departments.

GOAL:

Create an organizational environment which is characterized by responsiveness to the citizens of Pullman, effectiveness in carrying out city Council directives, and competence in managerial practices conducive to employee motivation, cost efficiencies, and overall productivity.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to citizen needs based on citywide perspective rather than narrow interests.

Presentation directly and through department of quality staff reports so that the City Council will have the necessary information needed to make rational policy decisions.

Effectiveness in carrying out City Council directive through ordinances, resolutions, program development, or other vehicles.

Competence in managerial practices as reflected by balanced budgets, motivated employees, and high overall organizational productivity.

The budgeted service level provides funding for carrying out these responsibilities by one full-time position.

BUDGET:

\$175,142

MAJOR BUDGET CHANGES:

2017 budget includes estimated salary and benefit costs for a new City Supervisor.

MEASUREMENT TECHNIQUE:

Feedback on performance will be given through performance evaluations, and discussions at goal-setting sessions, City Council workshops, employee chats, etc.

GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
CITY SUPERVISOR					
SALARIES	129,175	132,864	66,432	120,516	(12,348)
OVERTIME	0	0	0		
BENEFITS	38,094	41,313	21,220	49,526	8,213
SUPPLIES	47	100	46	100	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	945	5,000	0	5,000	0
INTERGOVERNMENT		0	0		0
TOTAL:	\$168,260	\$179,277	\$87,698	\$175,142	(\$4,135)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
City Supervisor	1.00
Total	1.00

ACTIVITY:

Finance

ACTIVITY DESCRIPTION:

Provide accounting, budgeting, auditing, and financial reporting services for all City activities plus the Pullman-Moscow Regional Airport; maintain official City records and City clerk functions; provide administrative support to the elected officials, management and staff; establish and manage financial and accounting functions; oversee all City risk management and insurance programs covering property and liability exposures; serve on labor contract negotiation team.

GOAL:

Produce, interpret and disseminate correct and timely financial data and services to ensure that the City's resources are used in the most efficient manner, consistent with City Council's budget directives.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monitor overall City budget; confirm that resources are sufficient to sustain this budget.

Maintain the City's financial/accounting and reporting systems free of major audit findings.

BUDGET:

\$908,061

MAJOR BUDGET CHANGES:

2017 budget includes programmed salary step increases and increases in building rental and information technology systems fees.

Minor equipment includes \$1,000 for unanticipated equipment needs.

MEASUREMENT TECHNIQUE:

Maintain annual reports free of major audit findings. Install accounting and reporting methods to conform to federal and state standards. Provide timely and relevant data to departments for improved budget management. Ensure access to, and location of, all official files and records as well as Public Records requests. Minimize liability exposures and

insurance costs.

GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
FINANCE					
SALARIES	429,131	445,156	216,155	453,534	8,378
OVERTIME	598	1,500	233	1,500	0
BENEFITS	187,339	228,385	97,978	251,712	23,327
SUPPLIES	5,732	8,350	1,754	8,350	0
MINOR EQUIPMENT	1,332	3,000	956	1,000	(2,000)
ERD RENTAL	0	0	0	0	0
BUILDING RENT	50,522	51,262	25,631	48,768	(2,494)
OTHER SERVICES	63,794	77,150	19,341	79,820	2,670
INFOSYS/INTGOVT	37,699	50,833	25,417	63,377	12,544
TOTAL:	\$776,146	\$865,636	\$387,464	\$908,061	\$42,425
	393,849	361,086	226,498	430,110	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Finance Director	1.00
Accounting Manager	1.00
Accountant	1.00
Accounting Specialist	2.00
Deputy City Clerk	1.00
Executive Assistant	1.00
Administrative Clerk	0.50
Total	7.50

ACTIVITY:

City Attorney

ACTIVITY DESCRIPTION:

Perform necessary legal work and provide legal advice to the City Council, Mayor, Commissions and Boards, City Supervisor, and various City departments.

GOAL:

Strive to have City policies, procedures, and actions formulated and conducted within the scope of its legal authority.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Preservation of the City's legal integrity. Maintenance of City Code to conform with state and local legislative changes.

BUDGET:

\$84,100

MAJOR BUDGET CHANGES:

No major budget changes for 2017.

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2017 BUDGET REQUESTS

	2015	2016		2017	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
CITY ATTORNEY					
SALARIES	0	0	0		
OVERTIME	0	0	0		
BENEFITS	0	0	0		
SUPPLIES	0	100	0	100	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
INFO SYSTEMS	0	0	0		
OTHER SERVICES	84,000	84,000	42,000	84,000	0
INTERGOVERNMENT	0	0	0		
TOTAL:	\$84,000	\$84,100	\$42,000	\$84,100	\$0

AUTHORIZED STAFFING	
Position	Number
City Attorney	1.00
Total	1.00

ACTIVITY:

Human Resources

ACTIVITY DESCRIPTION:

Provides comprehensive human resource management services for all City departments; maintains and administers employee benefits and the pay and classification plan; develops and monitors an equal employment recruitment program; serves as the safety officer; and coordinates Drug and Alcohol Testing program; administers all other personnel matters including New Hire and Employee Assistance Programs; participates in labor negotiations.

GOAL:

Locate best qualified candidates for open positions within a reasonable time frame.

Provide assistance to management and staff in all areas of human resource management so that a cohesive working relationship is maintained in accordance with professional standards, state and federal laws, labor contracts, and City policies and procedures.

To obtain the best available training materials within the budget provided.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to the needs of department heads, City employees, and job applicants.

Effectiveness in filling employment positions within the City.

Ability to provide training methods and other functions to assist staff development.

Ability to track federal and state mandated programs such as the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPAA), and the New Hire Reporting Act.

The budgeted service level allows for the provision of these responsibilities through one full-time position and provides the additional resources needed to provide and track citywide training that includes Diversity Training, Effective Supervisory Training, Sexual Harassment, Employment and Labor Law, Safety, and other training as needed. Manage the labor relations activities of the City.

BUDGET:

\$120,149

MAJOR BUDGET CHANGES:

Increase to Wellness line item to meet mandates for Wellness City designation.

MEASUREMENT TECHNIQUE:

Through performance evaluation and goal-setting sessions with City Supervisor.

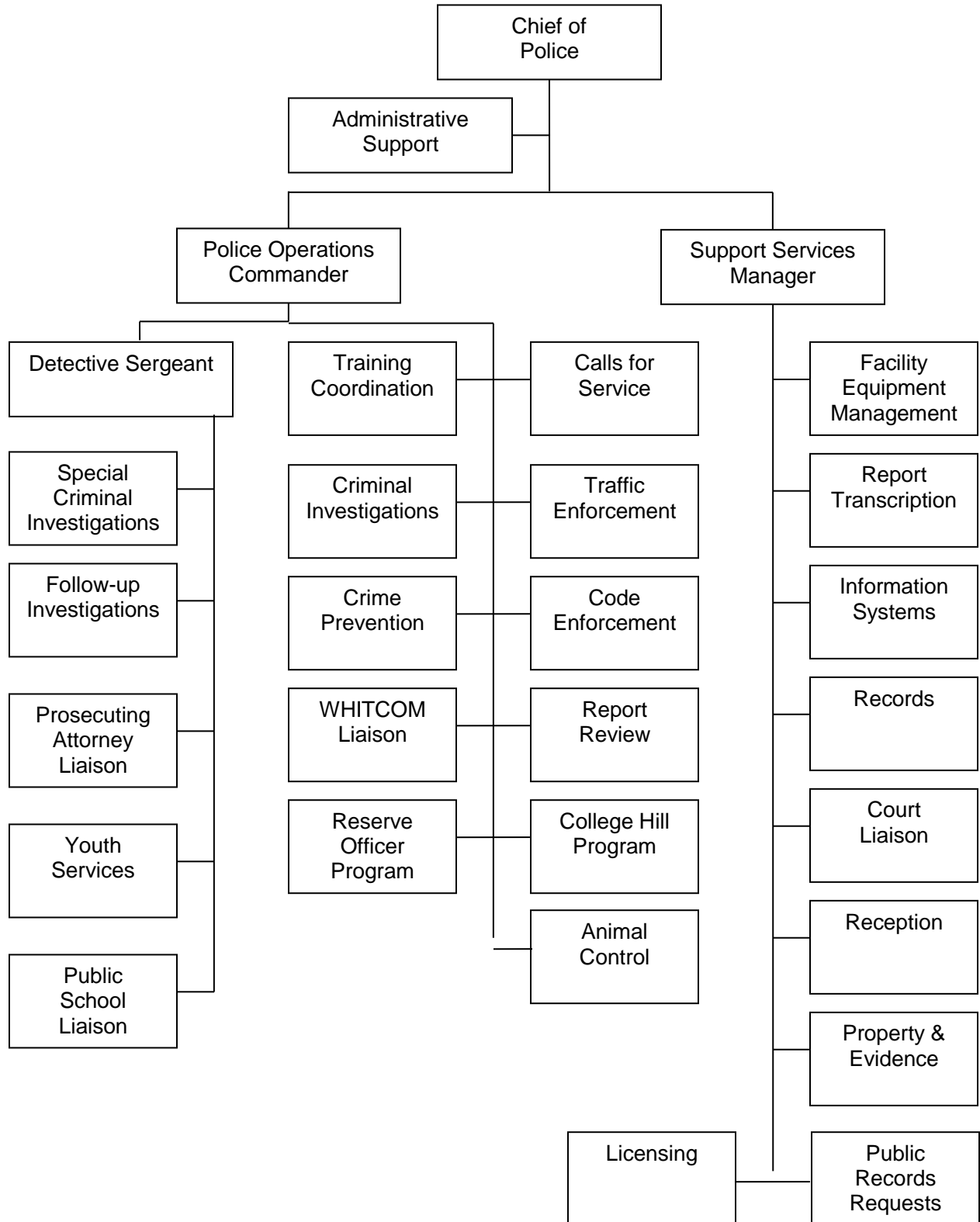
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GENERAL FUND 2017 BUDGET REQUESTS

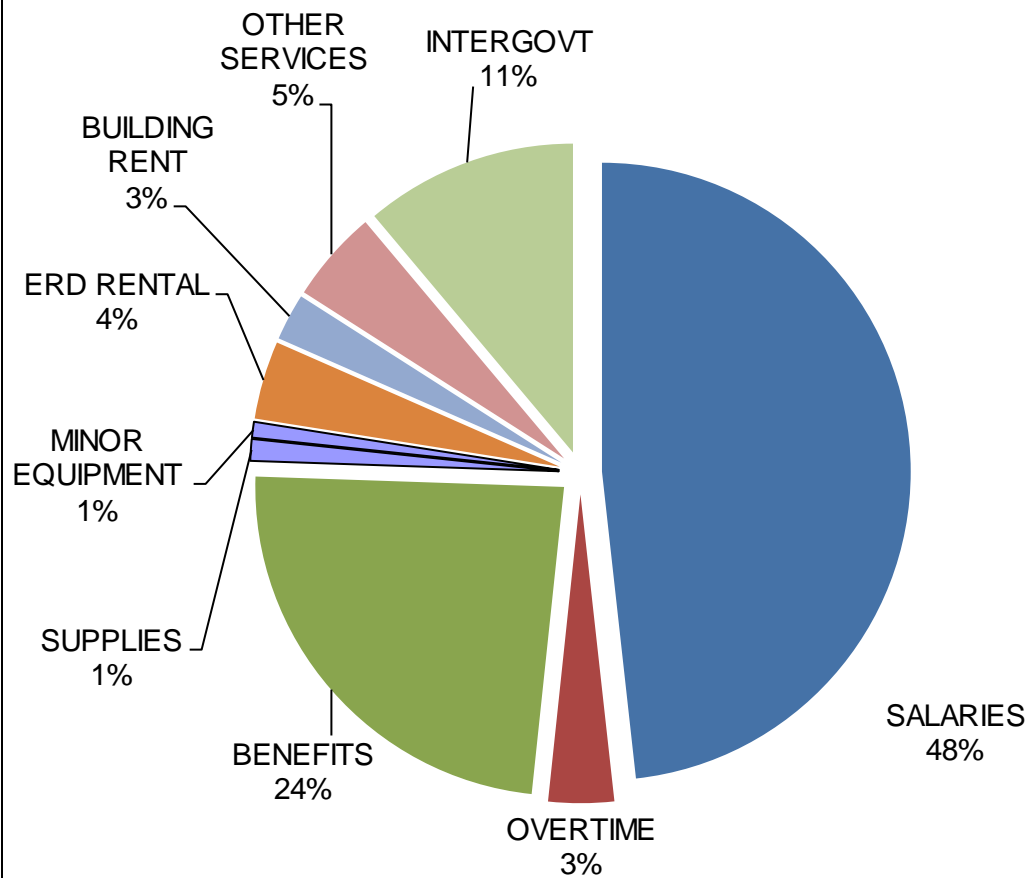
	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
HUMAN RESOURCES					
SALARIES	81,967	84,312	42,156	84,312	0
OVERTIME	0	0	0		
BENEFITS	24,912	27,318	13,145	28,337	1,019
SUPPLIES	2,107	3,000	584	3,100	100
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	2,999	4,200	2,096	4,400	200
INTERGOVERNMENT		0	0	0	
TOTAL:	\$111,985	\$118,830	\$57,981	\$120,149	\$1,319

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Human Resources Manager	1.00
Total	1.00

CITY OF PULLMAN POLICE DEPARTMENT



POLICE



TOTAL OPERATING REQUEST:
\$6,814,794

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2015	2016	YTD	2017	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
POLICE					
SALARIES	3,046,758	3,172,441	1,584,417	3,287,672	115,231
OVERTIME	171,306	189,603	96,845	233,990	44,387
BENEFITS	1,183,885	1,445,373	614,410	1,626,058	180,685
SUPPLIES	69,855	64,916	10,163	77,225	12,309
MINOR EQUIPMENT	41,562	36,430	22,198	56,212	19,782
ERD RENTAL	311,807	261,651	130,826	278,782	17,131
BUILDING RENT	132,778	150,153	75,077	167,439	17,286
OTHER SERVICES	680,323	270,137	147,270	329,217	59,080
INFO SYS/INTERGOVT	330,827	768,685	296,536	758,199	(10,486)
TOTAL:	\$5,969,101	\$6,359,389	\$2,977,742	\$6,814,794	\$455,405
	\$712,210	\$649,888	\$348,881	\$665,751	

ACTIVITY:

Law Enforcement and Detention

ACTIVITY DESCRIPTION:

Serve and protect persons and property in the City of Pullman. Enforce Pullman City Code, federal and state laws; maintain peace and order; protect property; assure personal safety; and assist citizens in urgent situations. Provide for general animal control, enforcement of laws pertaining to domestic animals and selected City Codes, and parking violation enforcement. This activity includes uniformed police officers, records specialists, parking enforcement officers/code enforcement officers, technology specialist, and property/evidence specialist.

GOAL:

Identify and arrest criminals. Aggressively pursue crime prevention and problem solving approaches utilizing a community policing philosophy, including the College Hill officer concept and the school resources officer in the public schools. Provide traffic safety with consistent traffic enforcement. Address narcotics with enforcement on a local and regional level. Address City Council goals and the recommendations provided by the Washington Association of Sheriffs and Police Chiefs assessment. Provide and coordinate emergency management services.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback regarding levels of safety in the community; properly addressing traffic safety; impact crime through successful investigations and crime prevention. Feedback from police staff, Police Advisory Committee and City Council regarding the department being progressive and positively addressing goals and concerns.

BUDGET:

\$6,832,944 (including \$184,528 LEOFF and \$123,988 capital)

MAJOR BUDGET CHANGES:

The salary increase is due to: 1) Filling the vacant Police Information Services Specialist position, which was vacant all of 2016, with a Police Technology Specialist; 2) Reorganizing the Records Section by combining the Records Specialist I and II classifications into a single Records Specialist Classification, providing more capacity to respond to public records requests, and; 3) Salary step increases. Overtime budgets for Investigations and Patrol show an increase because the 2016 overtime budgets were cut mid-year. Minor capital increases are due mostly to repairing and upgrading failing security camera systems. There is a notable increase to the Information Services charge, as well as increases to Equipment Rental and Building Rental Charges.

Major Capital includes police facility stairs resurfacing (\$10,586), "Total Station" collision and crime scene mapping device (\$27,490), Spillman touch software (\$11,512), Police facility remodel plans (\$15,400), and an additional patrol car (\$59,000).

Minor Capital includes Adams Mall camera system upgrades (\$7,500), two printer replacements (\$850), Police facility security camera system upgrade (\$9,500), FAX machine replacement (\$320), office chair (\$600), laptop computer (\$1,500), radio equipment at PRH (\$6,700), three patrol rifle replacements and accessories (\$5,330), two night vision devices for SWAT (\$7,400), quad copter with camera (\$9,500), portable ticket writing printer (\$512), and unanticipated equipment needs (\$6,500).

MEASUREMENT TECHNIQUE:

Feedback from the Police Advisory Committee, City Council, police staff and the public; crime and clearance rate changes.

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GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
LAW ENFORCEMENT AND DETENTION					
SALARIES	3,046,758	3,172,441	1,584,417	3,287,672	115,231
OVERTIME	171,306	189,603	96,845	233,990	44,387
BENEFITS	1,183,605	1,445,373	614,410	1,626,058	180,685
SUPPLIES	69,688	64,916	10,160	77,225	12,309
MINOR EQUIPMENT	41,562	36,430	22,198	56,212	19,782
ERD RENTAL	311,807	261,651	130,826	278,782	17,131
BUILDING RENT	132,778	150,153	75,077	167,439	17,286
INFO SYSTEMS	112,247	143,413	71,707	177,729	34,316
OTHER SERVICES	276,915	270,137	147,267	272,321	2,184
INTERGOVERNMENT	347,000	347,000	86,750	347,000	0
TOTAL:	\$5,693,665	\$6,081,117	\$2,839,656	\$6,524,428	\$443,311
	705,252	644,888	345,356	659,751	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Police Chief	1.00
Police Operations Commander	1.00
Support Services Manager	1.00
Police Administrative Assistant	1.00
Police Technology Specialist	1.00
Patrol Sergeant	3.00
Patrol Officer	18.00
Detective Sergeant	1.00
Detective	4.00
Officer:Youth Services	1.00
Code Enforcement Officers	3.00
Records Specialist	6.80
Property/Evidence Specialist	1.00
Total	42.80

ACTIVITY:

Communications

ACTIVITY DESCRIPTION:

Services provided by WHITCOM, consolidated dispatch and call taking, under interlocal agreement.

GOAL:

Quality dispatching of Pullman police, fire and emergency medical services.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback from officers and the public on the service level provided by WHITCOM.

BUDGET:

\$233,470

MAJOR BUDGET CHANGES:

WHITCOM contributions increased by \$10,000 to fund a Whitcom capital budget; similar contributions will be made by the other two interlocal partners.

MEASUREMENT TECHNIQUE:

Number of calls received and dispatched. Reports from police staff, the public and the WHITCOM executive board.

GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
COMMUNICATIONS					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	9	0	3		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	17	0			0
INTERGOVERNMENT	221,076	221,376	111,132	233,470	12,094
TOTAL:	\$221,102	\$221,376	\$111,138	\$233,470	\$12,094
	0	0	0	0	

ACTIVITY:

Animal Control

ACTIVITY DESCRIPTION:

Fulfillment of the contract extension with Whitman County Humane Society (WCHS). Maintenance of the shelter facility and additional animal mitigation costs.

GOAL:

Provide for shelter facilities for animals impounded by code enforcement officers and problem animal mitigation. Promote responsible pet ownership, increase adoptions and reduce euthanasia.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monthly reports submitted by the Whitman County Humane Society, and feedback from police staff and the public.

BUDGET:

\$56,896

MAJOR BUDGET CHANGES:

The contract cost with the WCHS has not changed. An additional \$3,000 has been budgeted to address problem animal mitigation if needed.

MEASUREMENT TECHNIQUE:

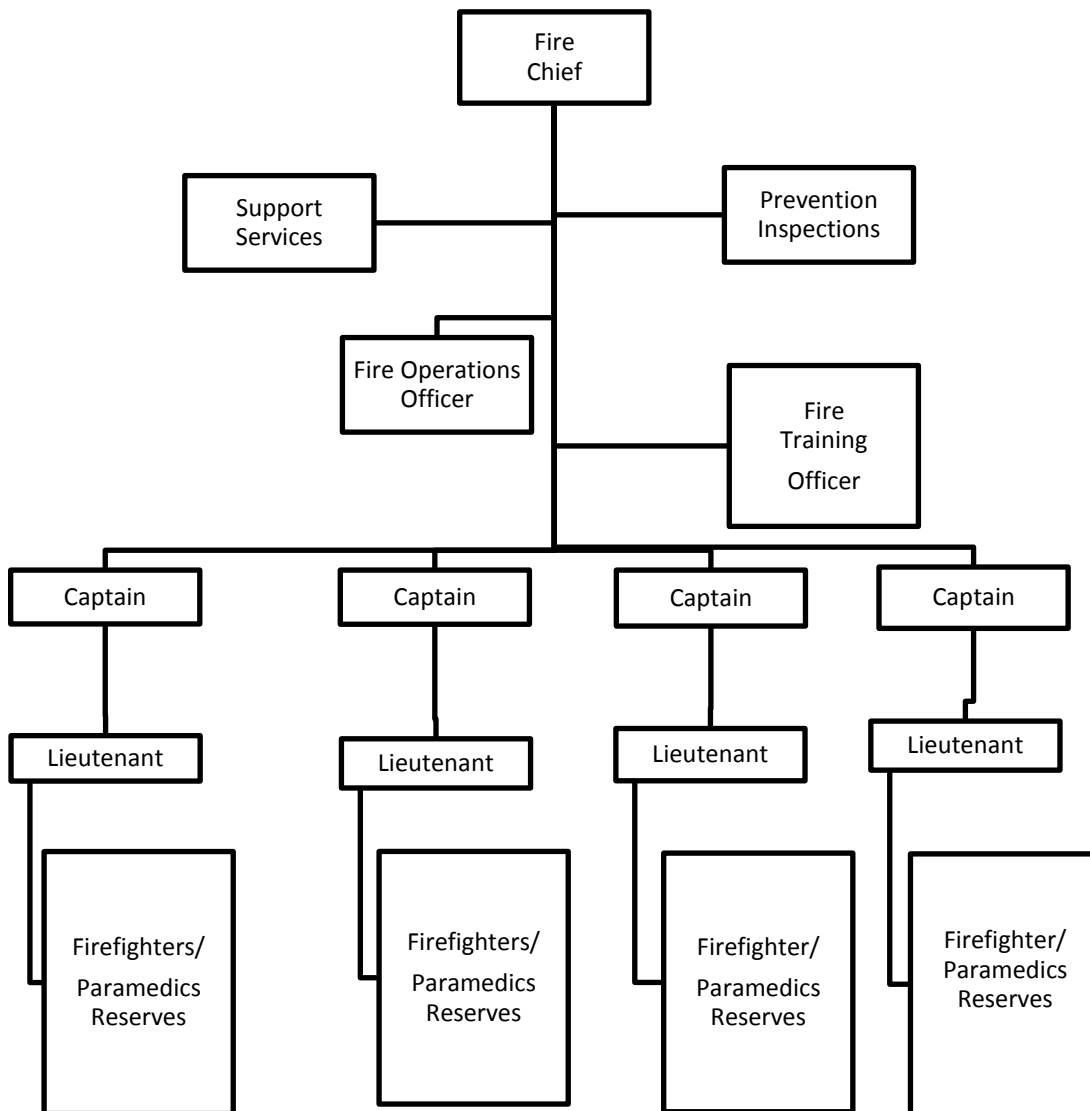
Monthly report of activity from the Humane Society. Reports from police staff and the public.

GENERAL FUND 2017 BUDGET REQUESTS

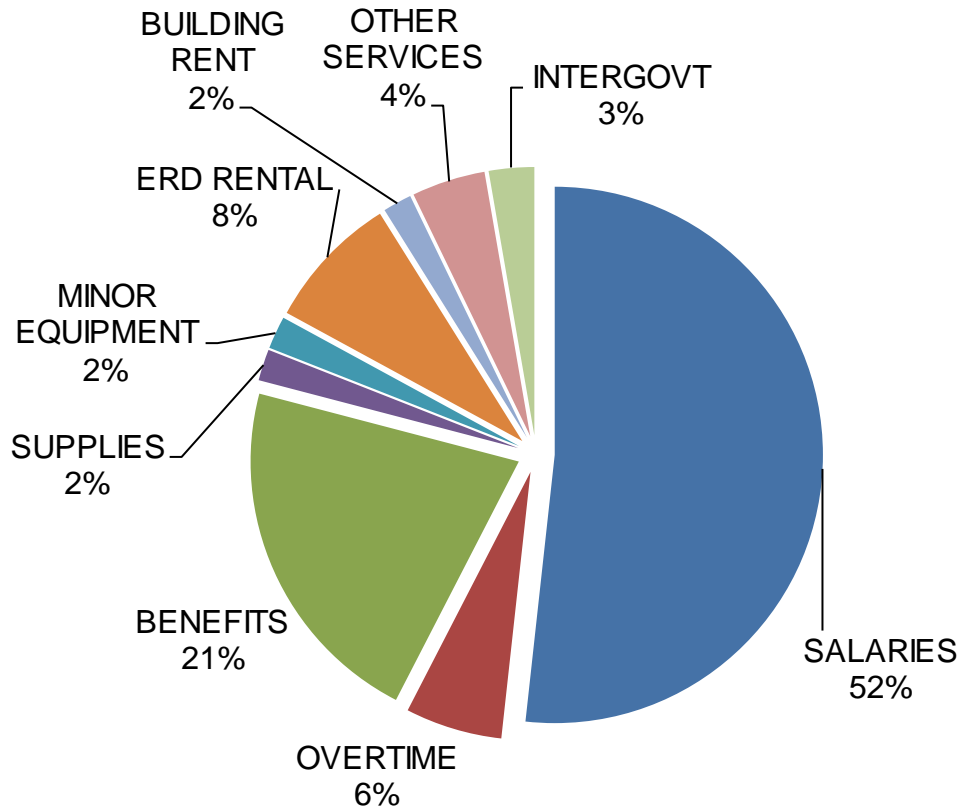
	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
ANIMAL CONTROL					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	280	0	0		0
SUPPLIES	158	0	0		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	53,896	56,896	26,948	56,896	0
INTERGOVERNMENT					
TOTAL:	\$54,334	\$56,896	\$26,948	\$56,896	\$0
	6,958	5,000	3,525	6,000	

City of Pullman

Fire Department



FIRE SERVICES



TOTAL OPERATING REQUEST:
\$6,061,238

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2015	2016	YTD	2017	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE SERVICES					
SALARIES	2,783,061	2,856,156	1,421,653	3,136,101	279,945
OVERTIME	521,979	288,370	130,784	353,564	65,194
BENEFITS	1,099,231	1,229,834	639,581	1,303,252	73,418
SUPPLIES	83,432	111,090	50,394	114,600	3,510
MINOR EQUIPMENT	68,571	77,750	11,541	119,200	41,450
ERD RENTAL	859,933	484,582	242,291	494,921	10,339
BUILDING RENT	191,545	76,126	38,063	105,314	29,188
OTHER SERVICES	206,089	250,930	139,988	268,742	17,812
INFO SYS/INTERGOVT	147,603	137,543	68,772	165,544	28,001
TOTAL OPERATING:	\$5,961,444	\$5,512,381	\$2,743,066	\$6,061,238	\$548,857
	\$2,519,701	\$2,887,200	\$1,311,598	\$2,845,625	

ACTIVITY:

Fire Operations and Prevention Activities

ELEMENTS:

Administration, Suppression Operations, Prevention Operations, Fire Training, Facility Maintenance, Fire Apparatus Maintenance, and Information Systems.

ACTIVITY DESCRIPTION:

Administration operations.

Fire suppression operations, fire equipment and fire training for all fire related activities.

Fire prevention operations to include pre-fire plan planning, plan review, inspections, fire investigation and public education.

Fire station facility maintenance for two fire stations, one training facility, one aerial platform, three fire engines and four staff vehicles.

GOAL:

To provide suppression, prevention and public education services to the citizens of Pullman and Washington State University.

To reduce the incidents of fires through plan reviews, public education, inspections and fire cause determination.

To enhance the skills of the department and provide for the safety of the community through pre-planning, training and after action evaluations.

To provide the necessary leadership, supervision, equipment, training and employee well-being to support safe and efficient departmental operations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a positive and engaging work environment that promotes a healthy physical and mental workplace with the goal of reducing sick leave and minimizing injuries.

Provide an 80 second enroute time and a five minute or less response for an initial arriving personnel and response apparatus to the incidents 90 percent of the time.

Reduction of the number of fires by fire prevention and public education activities and cause determinations.

To provide and maintain a quality and effective suppression and prevention training program so that all members perform with proficiency and maintain certifications.

BUDGET:

\$3,756,425 (including \$65,000 LEOFF and \$43,000 capital)

MAJOR BUDGET CHANGES:

The Fire operating budget was increased by a total of \$379,499.

The main reason for the overall increase in the 2017 fire budget was the adjustments of salaries and benefits due to a new three year labor contract. Overtime is reduced in anticipation of scheduling flexibility from a new 4-platoon schedule.

Other minor increases to the fire budget were in supplies, minor capital, personal protective fire gear, fire apparatus maintenance/amortization, building maintenance and informational services, and the exhaust removal system remodel of fire station 1.

Fire budget supplies were increased by a total of \$2,150.

Minor Fire Capital was increased by a total of \$30,550. Items include officer chair replacements (\$650), office printers (\$650), office furniture (\$2,500), office cabinets (\$2,000), outdoor message signs (\$1,000), portable scene light replacements (\$2,500), wireless headset replacements (\$2,000), miscellaneous tool/small equipment replacements (\$2,500), circular saw replacement (\$2,000), work station computer monitors (\$800), wildland nozzles/appliances (\$2,000), computer workstations chairs (\$1,000), hose testing machine replacement (\$4,000), radiation detector monitors (\$900), water monitor (\$4,000), cordless power tools (\$2,600), new engine mounting brackets (\$2,000), structural fire nozzle/coupling replacement (\$5,000), Wi-Fi hotspot devices for vehicles (\$10,000), fire hose replacement (\$7,500), voice pagers (\$5,500), prevention spin wheel (\$400), fire plans viewing monitor (\$600), prevention vehicle tool kit (\$500), prevention misc. LED light and tool replacements (\$800), filing cabinet for plan reviews (\$1,000), iPads for fire training (\$1,500) training room

monitor (\$1,000), turnout gear drying rack (\$900), 2 air compressor replacements (\$1,000), fitness star machine (\$4,000), mattress replacements (\$1,200), kitchen bar stool replacements (\$1,600), dishwasher replacement (\$1,000), weight equipment for station 2 replacement (\$500).

Major Fire Capital includes the exhaust removal system remodel of fire station 1 to prepare for the arrival of the new fire engine replacement (12,000) and the remainder of the new fire engine replacement (\$31,000).

MEASUREMENT TECHNIQUE:

Review time for dispatch, enroute, travel to the scene, departmental critiques of fire related calls, customer questionnaires, department and public feedback, monthly overtime reports and the monitoring of all fire budget items.

GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE CONTROL					
SALARIES	1,562,355	1,592,120	813,618	1,751,283	159,163
OVERTIME	296,481	91,870	23,464	163,564	71,694
BENEFITS	664,678	768,037	422,878	812,694	44,657
SUPPLIES	35,184	45,950	22,538	48,100	2,150
MINOR EQUIPMENT	32,260	46,550	8,459	77,100	30,550
ERD RENTAL	801,386	338,725	169,362	343,051	4,326
BUILDING RENT	106,545	76,126	38,063	105,314	29,188
INFO SYSTEMS	147,603	137,543	68,772	165,544	28,001
OTHER SERVICES	157,719	172,005	109,420	181,775	9,770
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$3,804,211	\$3,268,926	\$1,676,575	\$3,648,425	\$379,499
	1,143,811	1,370,500	637,142	1,347,500	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Fire Chief	1.00
Operations Officer	1.00
Captain	4.00
Lieutenant	4.00
Fire Marshal	1.00
Deputy Fire Marshal	1.00
Fire Training Officer	1.00
Firefighter	22.00
Administrative Assistant	1.00
Administrative Specialist	1.00
Total	37.00
Reserve Firefighter	25.00

ACTIVITY:

Ambulance, Rescue and Reserve Operations

ELEMENTS:

Ambulance Transport, Technical Rescue, Medical Training, Maintenance, Reserve Activities and Ambulance Billing.

ACTIVITY DESCRIPTION:

Advanced Life Support (ALS) and Basic Life Support (BLS) medical operations for responses to 911 calls in the response areas and limited transfers out of the area.

Full ambulance billing services for all ambulance transports.

Technical level rescue operations for hazardous materials, rope rescue and confined space to City of Pullman, Washington State University and the county response area.

Reserve firefighter fire, medical and rescue training and operations for one rescue and one engine.

GOAL:

To provide medical transport and rescue services to the Citizens of Pullman, Washington State University, Pullman Regional Hospital and the outlying rural areas.

To enhance the skills of the department and provide for the safety of the community through pre-planning, training, certifications and after action evaluations with the local medical control at Pullman Regional Hospital.

To engage and educate the community by providing First aid, Cardio-Pulmonary Resuscitation (CPR) and educational classes.

To provide the necessary leadership, supervision, equipment, training and the guidance to support efficient and safe departmental operations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a positive and engaging work environment that promotes a healthy physical and mental workplace with the goal of reducing sick leave and minimizing injuries.

Provide a 60 second enroute time and a five minute or less response for initial arriving personnel and response apparatus to incidents 90 percent of the time.

To provide and maintain a quality and effective medical and rescue training program so that all members perform with proficiency and maintain certification.

BUDGET:

\$2,461,420 (including \$48,607 capital)

MAJOR BUDGET CHANGES:

The Ambulance operating budget was increased by a total of \$169,358.

The major increases in the 2017 budget were the adjustment of salaries and benefits due to a new three year contract and the repayment program for the defibrillators. Overtime is reduced in anticipation of scheduling flexibility from a new 4-platoon schedule.

Other minor increases to the ambulance budget were in supplies, minor capital, ambulance amortization/maintenance rates and ambulance computer licenses.

Ambulance supplies were increased by a total of \$1,360.

Minor ambulance capital was increased by a total of \$10,900. Items include technical rescue equipment replacements (\$8,000), haz mat equipment replacement (\$2,500), 2 four gas detectors (\$4,000), forcible entry tool (\$3,500), patient simulator (\$1,200), airway mannequin (\$2,500), emergency strobe lights (\$1,000), 5 iPads (\$3,800), mass casualty equipment (\$2,500), 7 single gas CO monitors (\$1,500), tactical EMS equipment (\$5,000), 4 AED's (\$6,600).

Major ambulance capital includes the repayment plan for replacement of departmental defibrillators; year two of a five year payment plan of \$48,607 annually.

MEASUREMENT TECHNIQUE:

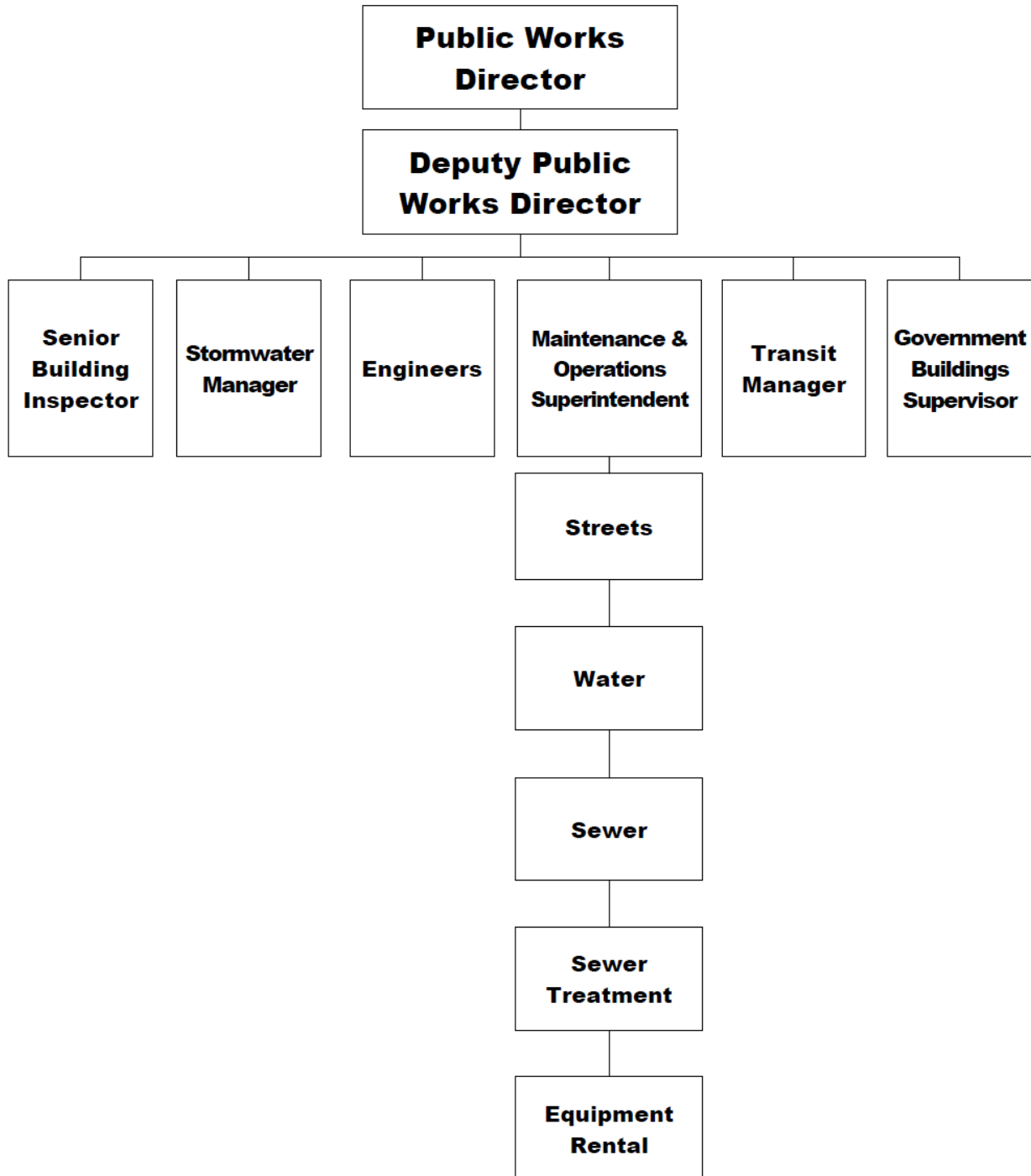
Review time for dispatch, enroute, travel, arrival to the patient and on scene. Quality assurance programs of medical calls, customer questionnaires, department, hospital and public feedback and the monitoring of all ambulance budget items.

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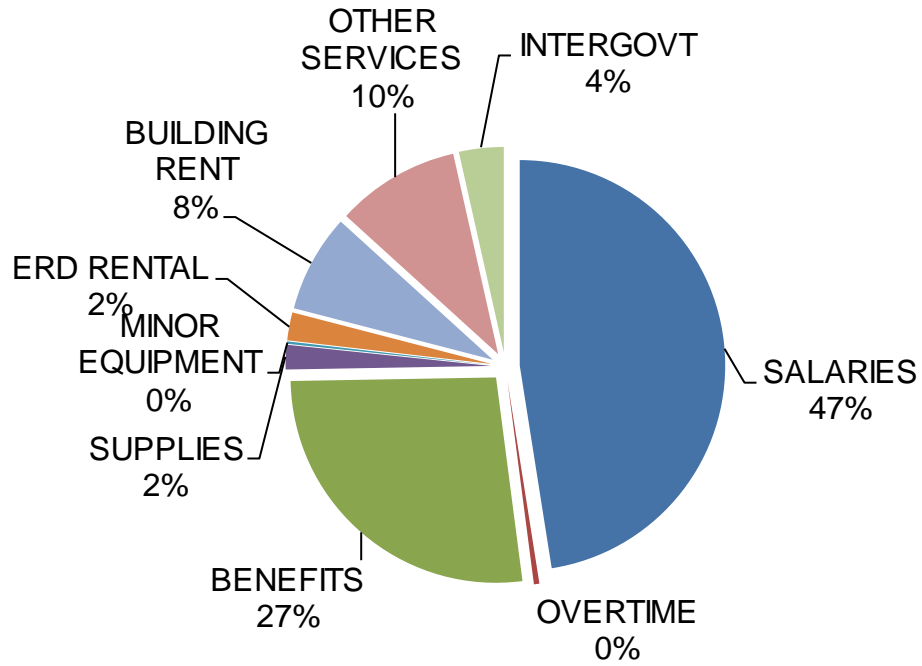
GENERAL FUND 2017 BUDGET REQUESTS

	2015	2016		2017	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
AMBULANCE & EMERGENCY AID					
SALARIES	1,220,706	1,264,036	608,035	1,384,818	120,782
OVERTIME	225,498	196,500	107,320	190,000	(6,500)
BENEFITS	434,553	461,797	216,703	490,558	28,761
SUPPLIES	48,248	65,140	27,856	66,500	1,360
MINOR EQUIPMENT	36,311	31,200	3,082	42,100	10,900
ERD RENTAL	58,548	145,857	72,928	151,870	6,013
BUILDING RENT	85,000	0	0	0	0
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	48,370	78,925	30,568	86,967	8,042
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	<u>\$2,157,234</u>	<u>\$2,243,455</u>	<u>\$1,066,491</u>	<u>\$2,412,813</u>	<u>\$169,358</u>
	1,375,890	1,516,700	674,455	1,498,125	

**City of Pullman
Public Works Department**



PROTECTIVE INSPECTIONS



TOTAL OPERATING REQUEST:
\$731,713

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ACTIVITY:

Protective Inspections

ACTIVITY DESCRIPTION:

Provide technical plan review, inspections of structures under construction, and supervision of special inspections. Provide education concerning state building code requirements to the public, contractors, developers, architects, engineers and business people through meetings, classes and newsletters.

GOAL:

Provide a level of service adequate to safeguard life or limb, health, property, and public welfare in the City of Pullman by fostering compliance with the State Building Codes in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 650+ building permits, including plan reviews. Provide 2,800 regular inspections and review 500 special inspections.

The state building code requires that a special inspector be hired by the project owner for large, complicated projects or projects which require extra quality control to ensure code compliance. City staff reviews inspections and reports done by special inspectors.

BUDGET:

\$766,713 (including \$35,000 capital)

MAJOR BUDGET CHANGES:

The 2017 budget includes programmed salary step increases and a contribution to a software (permitting)/integration study (\$10,000). Included are a total of five building inspectors, two of which were first authorized in 2015 with the inclusion of building permitting on WSU's campus. In 2016, only one of the two new positions was filled. The 2017 budget includes filling the second new position.

Minor Capital includes gas detector (\$250); 1 four-foot ladder (\$150); and miscellaneous minor equipment (\$1,000).

Capital includes a new vehicle (\$35,000) for the (fifth) new building inspector.

MEASUREMENT TECHNIQUE:

Performance based on responsiveness to work load, i.e., inspections per month or permits per year and feedback from the public.

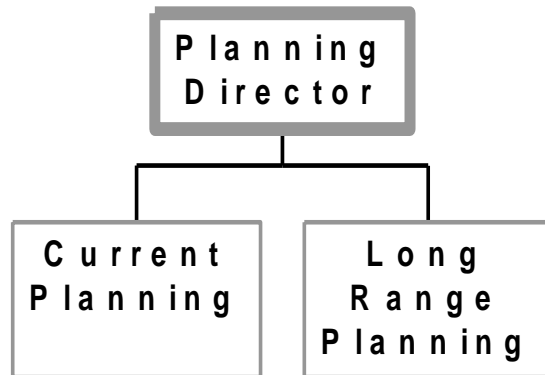
GENERAL FUND 2017 BUDGET REQUESTS

	2015 ACTUAL	2016 AMENDED BUDGET	06/30/16	2017 REQUEST	\$ CHANGE
INSPECTIONS					
SALARIES	270,844	285,245	148,207	347,654	62,409
OVERTIME	985	3,186	1,767	3,145	(41)
BENEFITS	130,675	146,872	76,208	195,953	49,081
SUPPLIES	7,019	18,790	7,130	14,090	(4,700)
MINOR EQUIPMENT	0	3,960	114	1,400	(2,560)
ERD RENTAL	16,857	15,563	7,782	16,075	512
BUILDING RENT	20,931	27,745	13,873	26,396	(1,349)
INFO SYSTEMS	11,801	20,547	10,274	23,730	3,183
OTHER SERVICES	31,661	139,720	79,887	101,270	(38,450)
INTERGOVERNMENT	0	2,000	46	2,000	0
TOTAL:	\$490,773	\$663,628	\$345,288	\$731,713	\$68,085
	497,921	431,000	427,584	459,000	

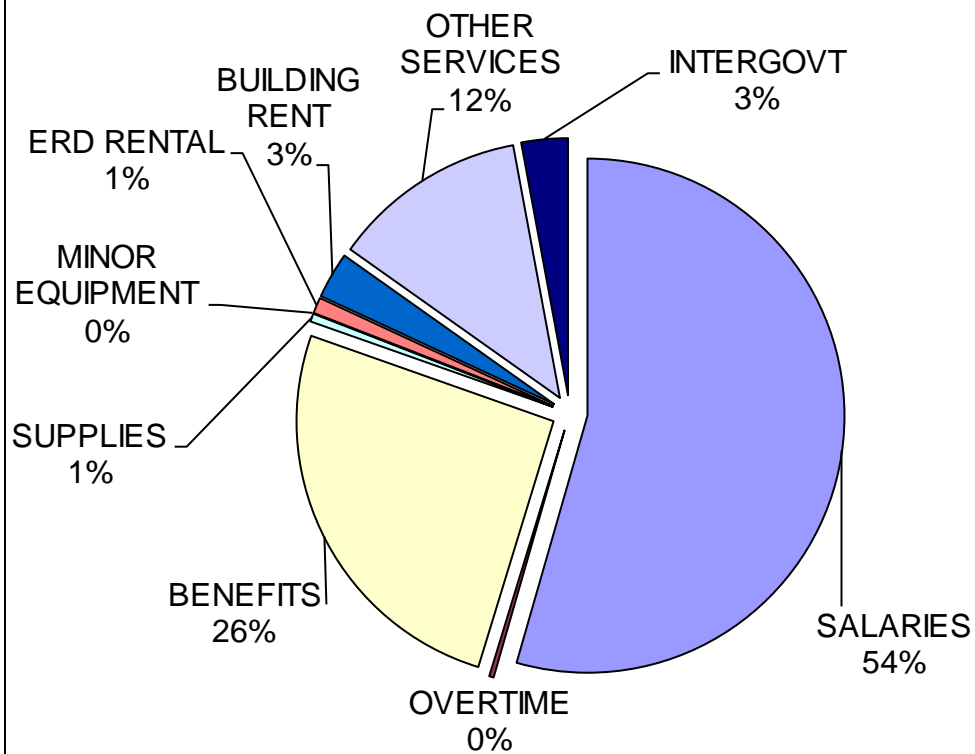
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	4.00
Clerical	0.60
Total	5.80

C i t y o f P u l l m a n

P l a n n i n g



PLANNING



TOTAL OPERATING REQUEST:
\$351,231

ACTIVITY:

Planning

ACTIVITY DESCRIPTION:

Develop the City's Comprehensive Plan and implement its policies through administration of the zoning code, subdivision ordinance, historic preservation rules, and environmental laws; formulation of various programs related to land use; and advancement of projects through the Capital Improvement Program.

GOAL:

Effect continuous positive change in the community.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process applications received in accordance with the City's procedural timelines.

Respond to alleged violations of land use and environmental regulations in accordance with applicable city code provisions.

As warranted, present proposed Comprehensive Plan amendments, development regulation revisions, and land use programs to the Planning Commission and City Council for review.

Solicit public input as appropriate for planning matters of interest to the community.

Fulfill the City's contract with the Washington State Department of Archaeology and Historic Preservation regarding Certified Local Government obligations.

Prepare population estimate information for the Washington Office of Financial Management by the state-mandated deadline.

BUDGET:

\$351,231

MAJOR BUDGET CHANGES:

The 2017 budget includes programmed salary step increases and a new provision for overtime in the amount of \$1,000. In the "Other Services" category, the budget includes an increase of \$10,000 for the planning department's share of permitting

software, and a decrease of \$9,600 in the ongoing allocation for the Comprehensive Plan update.

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

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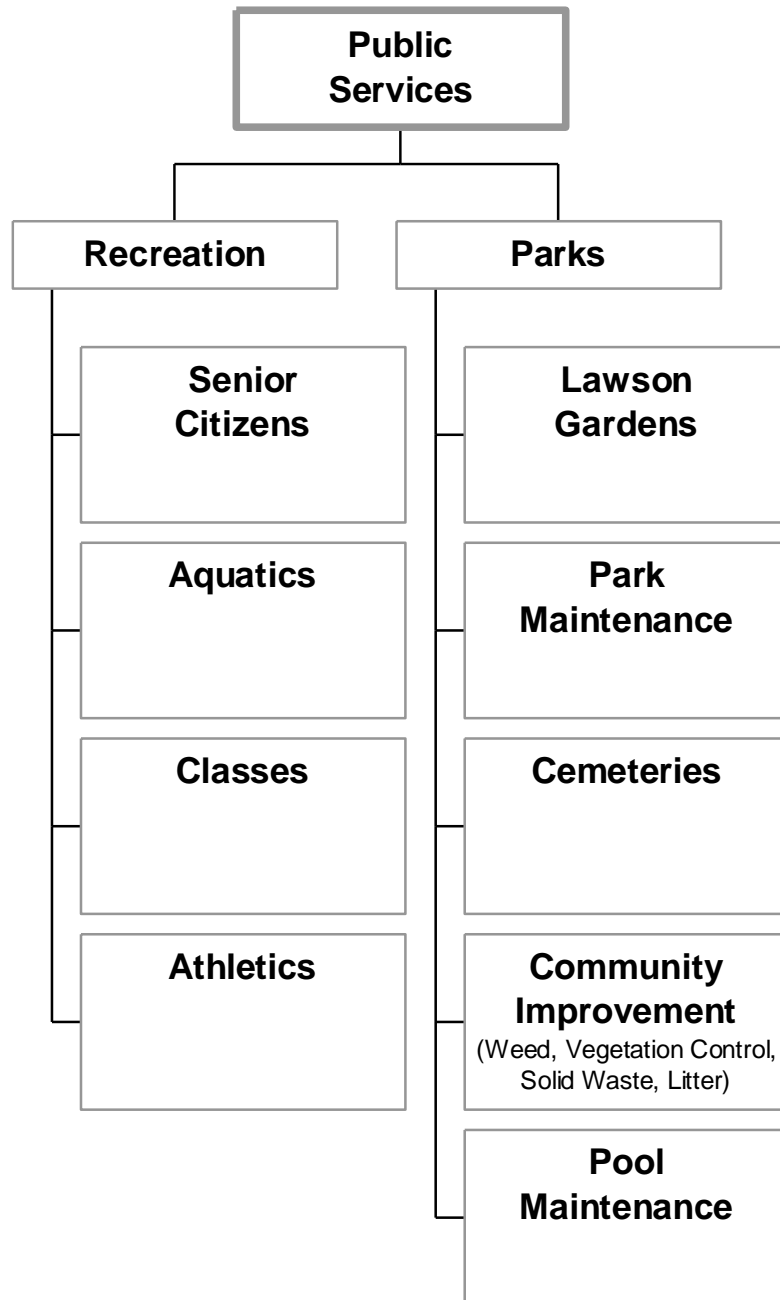
GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
PLANNING					
SALARIES	176,672	185,175	90,972	191,242	6,067
OVERTIME	0	0	630	1,000	1,000
BENEFITS	78,220	84,691	41,524	90,129	5,438
SUPPLIES	888	1,800	230	1,800	0
MINOR EQUIPMENT	0	770	53	0	(770)
ERD RENTAL	2,411	9,500	714	3,500	(6,000)
BUILDING RENT	11,789	10,732	5,366	10,209	(523)
INFO SYSTEMS	3,303	5,723	2,862	8,416	2,693
OTHER SERVICES	22,560	35,702	8,988	43,102	7,400
INTERGOVERNMENT	500	1,833	500	1,833	0
TOTAL:	\$296,344	\$335,926	\$151,838	\$351,231	\$15,305
	101,143	77,170	69,162	79,470	

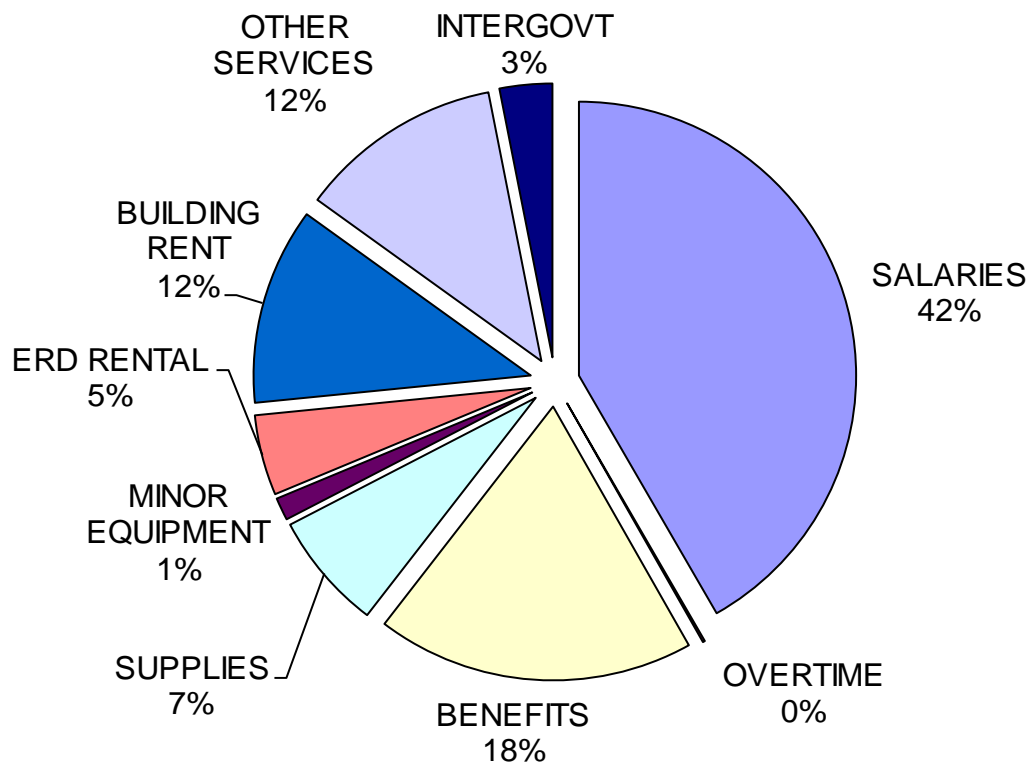
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.40
Total	2.40

City of Pullman

Public Services Department



PUBLIC SERVICES



TOTAL OPERATING REQUEST:
\$3,187,510

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2015	2016	YTD	2017	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC SERVICES					
SALARIES	1,212,713	1,312,710	615,404	1,329,973	17,263
OVERTIME	3,066	4,000	0	4,000	0
BENEFITS	495,932	552,610	258,439	591,549	38,939
SUPPLIES	156,372	197,650	102,529	220,700	23,050
MINOR EQUIPMENT	6,052	45,250	20,772	42,400	(2,850)
ERD RENTAL	167,035	152,881	76,586	151,240	(1,641)
BUILDING RENT	351,767	283,036	141,518	370,141	87,105
OTHER SERVICES	38,537	357,631	126,577	379,750	22,119
INFO SYS/INTERGOVT	423,808	62,466	35,008	97,757	35,291
TOTAL OPERATING:	\$2,855,283	\$2,968,234	\$1,376,834	\$3,187,510	\$219,276
	\$1,521,415	\$1,432,500	\$689,791	\$1,748,700	

ACTIVITY:

Recreation Services

ACTIVITY DESCRIPTION:

Implement, coordinate, and supervise a comprehensive year-round recreation program that includes opportunities for a variety of interests and ages.

GOAL:

To enhance the quality of life for residents of Pullman through access to recreation opportunities and facilities for all ages and abilities in the most cost effective manner possible. Be creative and responsive to current trends, public requests and ideas. Collaborate with other organizations and businesses not only in Pullman but in the surrounding communities to utilize facilities and programs to their fullest extent for the enjoyment of recreation.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide recreation programs and special events that appeal to a variety of age groups and interests and that are creative, inclusive, resourceful and effective.

Allow for constant communication with the citizens of Pullman to receive input, ideas and feedback on programs and activities.

Constant evaluation of recreation programs both by participants and staff.

Meet or exceed projected revenues from program participation and rentals of facilities on an annual basis.

BUDGET:

\$1,103,076

MAJOR BUDGET CHANGES:

2017 budget includes programmed salary step increases, (\$6,756), benefit increases (\$9,002), supplies increase

(\$12,000), building rent increase (\$29,144), and information system increase (\$6,024).

Minor Capital includes the replacement of youth sports equipment (\$2,300).

MEASUREMENT TECHNIQUE:

Ongoing evaluation of programming levels, cost effectiveness, responsiveness to public input, program quality, and diversity of programs.

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GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
RECREATION SERVICES					
SALARIES	439,007	462,349	228,872	469,105	6,756
OVERTIME	(402)	0	0	0	0
BENEFITS	183,972	199,153	96,758	208,155	9,002
SUPPLIES	74,977	70,000	40,056	82,000	12,000
MINOR EQUIPMENT	1,872	1,000	0	2,300	1,300
ERD RENTAL	28,291	33,013	16,507	33,735	722
BUILDING RENT	131,689	112,155	56,078	141,299	29,144
INFO SYSTEMS	15,709	20,958	10,479	26,982	6,024
OTHER SERVICES	191,835	140,700	41,550	139,500	(1,200)
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$1,066,949	\$1,039,328	\$490,300	\$1,103,076	\$63,748
	505,720	472,950	285,294	594,050	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Recreation Manager	1.00
Recreation Supervisor	1.00
Senior Citizen Program Coordinator	1.00
Preschool Program Coordinator	1.00
Administrative Specialist	1.75
Total	5.75

ACTIVITY:

Parks General

ACTIVITY DESCRIPTION:

Maintenance and operation of City-owned parks, public properties, water tower sites (reimbursed from the Water Utility Fund), street trees (reimbursed from the Street Fund), garbage collection and litter pickup in parks and City properties (reimbursed up to \$20,000 from Storm Water), maintenance of City paths and trail system and Reaney Pool facility.

GOAL:

Maintain parks, playgrounds, ball fields, and RV Park at a level to provide a safe and pleasant setting for the public. Maintain highly visible areas to a level that presents a good image of the City. Perform appropriate maintenance on outdoor swimming pools when in operation. Provide snow removal and spring gravel cleanup from City parking lots, sidewalks and City properties. Maintain parks at a standard that reflects pride in the park system and the City. Provide for the beautification and maintenance of downtown Pullman planter beds, seasonal hanging baskets and seasonal lighting displays.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Budgeted service level provides for:

Mowing parks and City-owned property as follows:

- (1) Playfields and highly visible areas once per week.
- (2) Low use and outlying areas every other week or as appropriate for property.

Check daily and clean park shelters and restrooms three times per week, respond to vandalism or public complaints within three working days of notification and resolve in a timely fashion.

Design and implementation of City beautification improvements, and maintenance of downtown landscapes and hanging baskets.

Design and installation/removal of seasonal lighting display.

Respond to street tree citizen requests within three days and emergencies within 24 hours of notification.

BUDGET:

Parks General \$ 1,372,411 (including \$264,052 capital)

MAJOR BUDGET CHANGES:

Programmed Salary and Benefit increases. Substantial decrease in ERD maintenance costs. Information systems and utility rate increases. Intergovernmental charges for design of Sunnyside accessible shelter path.

Minor Capital expenditures include replacement weed eaters (\$800), lightning detector (\$800), chainsaw (\$700), miscellaneous tools (\$3,000), and at Reaney Pools, an ADA lift (\$8,000), ADA Steps, (\$6,000), Back Stroke Flags & Post (\$2,200), and a Pace Clock & Stand (\$600).

Major Capital expenditures which are included separately within the CIP Budget include \$16,312 for the City's share of the roofing project on the Sunnyside School Gymnasium, \$117,700 for the Emerald Pointe Playground, and \$130,040 carryover from the 2015/2016 budgets for Mary's Park improvements.

MEASUREMENT TECHNIQUE:

Appearance, cleanliness, and usability of parks. Appearance of high visibility areas. Maintenance of path system and sidewalks around City property. Resource management and responsiveness to emergencies and complaints of street trees.

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GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
PARKS					
SALARIES	378,444	453,819	192,798	457,552	3,733
OVERTIME	2,889	3,000	0	3,000	0
BENEFITS	169,810	197,257	87,127	216,409	19,152
SUPPLIES	58,346	89,950	39,632	99,500	9,550
MINOR EQUIPMENT	157	11,500	10,908	22,100	10,600
ERD RENTAL	96,426	89,206	44,600	91,812	2,606
BUILDING RENT	0	0	0		0
INFO SYSTEMS	6,529	10,198	5,817	18,086	7,888
OTHER SERVICES	176,339	164,475	49,221	182,400	17,925
INTERGOVERNMENT	7,500	7,500	7,500	17,500	10,000
TOTAL:	\$896,440	\$1,026,905	\$437,604	\$1,108,359	\$81,454
	482,189	414,000	170,170	566,450	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Parks Manager	1.00
Lead Park Maintenance Worker	1.00
Park Maintenance Worker*	5.00
Horticulturist	1.00
Community Improvement Specialist	1.00
Total	9.00
*Cemetery, Weed/Litter Control, Street Tree, Water Tower, Lawson Gardens functions are performed by Parks personnel.	

ACTIVITY:

Community Improvement

ACTIVITY DESCRIPTION:

Abatement of weeds on city property and rights-of-way (up to \$20,000 reimbursed from Street Fund). The enforcement of city noxious weed, city solid waste/litter control, nuisance and overhanging vegetation ordinances.

GOAL:

Abatement of noxious weeds; effective enforcement of solid waste and litter ordinance, overhanging vegetation ordinance, noxious weed ordinance and nuisances related to sidewalk clearance, indoor furniture outdoors, yard waste and collected debris related to health issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Abatement of noxious weeds on city-owned property within the time frame cited by city ordinance.

Reduction of chemical output by targeting weed populations, by scheduling more spot spraying and less boom applications and through the use of biological control on rights-of-way and selected sites within the city.

Respond within three working days of notification to public complaints regarding ordinance violations.

BUDGET:

\$136,628

MAJOR BUDGET CHANGES:

Salary and benefit increases. Increased chemical costs. Information systems rate increase and ERD rate decrease.

MEASUREMENT TECHNIQUE:

Interaction with public on ordinance violations and concerns.

Cooperation with Whitman County on weed abatement in a timely manner and management of weeds on city property.

Planning and coordination of volunteer efforts.

Coordination and operation of the yearly Spring Cleanup.

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GENERAL FUND 2017 BUDGET REQUESTS

	<u>2015</u>	<u>2016</u>		<u>2017</u>	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
		<u>BUDGET</u>			
COMMUNITY IMPROVEMENT					
SALARIES	60,600	68,040	31,640	68,248	208
OVERTIME	0	0	0		0
BENEFITS	33,579	39,691	17,953	41,276	1,585
SUPPLIES	6,166	7,500	8,081	8,500	1,000
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	23,755	9,185	4,741	8,095	(1,090)
BUILDING RENT	0	0	0		0
INFO SYSTEMS	3,327	4,117	1,365	8,359	4,242
OTHER SERVICES	1,232	2,150	959	2,150	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$128,658	\$130,683	\$64,739	\$136,628	\$5,945
	150,493	135,000	47,024	133,000	

ACTIVITY:

Cemetery

ACTIVITY DESCRIPTION:

Operation and maintenance of IOOF and City Cemetery.

GOAL:

Provide for the maintenance and operation of the cemeteries in a cost-efficient and visually appealing manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Spring cleanup culminating in presentation of cemeteries for Memorial Day.

Mowing, trimming, and necessary care of the cemeteries on a weekly basis.

Respond within one working day of notification to requests for grave locations, services for the public, and funerals (Monday through Friday). Requests for Saturday funerals require two day notification.

Respond within three working days to notification of complaints or vandalism.

BUDGET:

\$120,404

MAJOR BUDGET CHANGES:

ERD rate reduction. Increase in utility charges. Minor Capital includes a weed eater replacement.

MEASUREMENT TECHNIQUE:

Cemetery appearance, resource management, and public feedback.

GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
CEMETERY					
SALARIES	47,506	49,407	23,617	49,407	0
OVERTIME	0	0	0	0	0
BENEFITS	18,506	18,884	9,561	19,576	692
SUPPLIES	3,159	5,200	150	5,200	0
MINOR EQUIPMENT	0	250	0	500	250
ERD RENTAL	16,126	20,922	10,461	15,721	(5,201)
INFO SYSTEMS	0	0	0	0	
OTHER SERVICES	27,275	23,988	4,509	30,000	6,012
INTERGOVERNMENT	0	0	0		0
SUBTOTAL:	\$112,572	\$118,651	\$48,299	\$120,404	\$1,753
	30,901	18,000	13,837	20,000	

ACTIVITY:

Aquatic Center

ACTIVITY DESCRIPTION:

Provide management and operations of the Pullman Aquatic Center in cooperation with the Pullman School District.

GOAL:

To provide a safe, family friendly aquatic and fitness center that includes quality swim lesson instruction, water safety education and water aerobics program.

Help individuals develop the skills to be safe in and around the water and for swimming to become a lifetime recreational activity.

Work cooperatively with the Pullman School District to meet their needs for physical education and athletic programs.

Attract regular users and members that will generate revenues sufficient to offset the operational costs by 50-55 percent.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a comprehensive swim program that appeals to the entire Pullman community that is creative, inclusive, resourceful and effective.

Provide effective communication with the citizens of Pullman to receive input, ideas and feedback on swim and fitness programs.

Continually review Aquatic Center revenues and expenses.

Meet ADA, safety and health regulations for operations.

BUDGET:

\$719,043

MAJOR BUDGET CHANGES:

2017 budget includes programmed salary step and minimum wage increase (\$6,566), benefit increases (\$8,508), minor capital decrease (\$15,000), building rent increase (\$57,961), and Information System increase (\$7,137).

Minor Capital includes replacement of (2) pieces of equipment for the fitness room (\$10,000), replacement of a lifeguard stand (\$5,000), and the replacement of a piece of Wibit equipment (\$2,500).

MEASUREMENT TECHNIQUE:

Monitor memberships, daily use, program attendance and revenues.

Collect user information through class evaluations and customer feedback forms to improve programming and operations.

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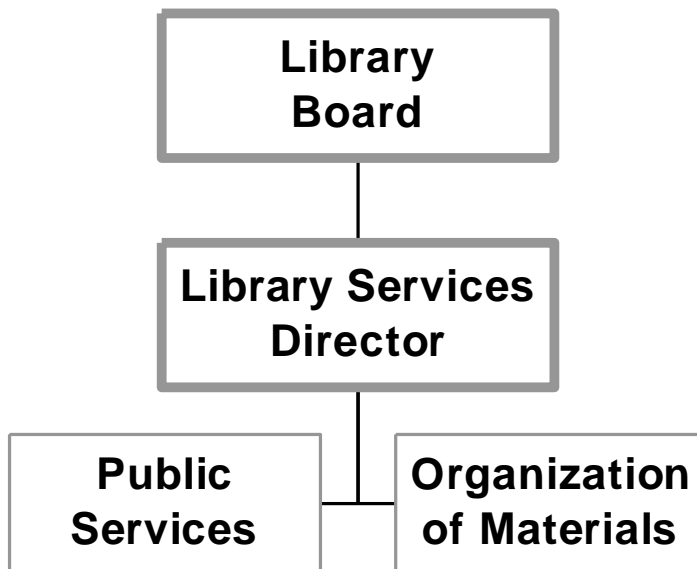
GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
AQUATIC CENTER					
SALARIES	287,156	279,095	138,477	285,661	6,566
OVERTIME	579	1,000	0	1,000	0
BENEFITS	90,066	97,625	47,041	106,133	8,508
SUPPLIES	13,725	25,000	14,610	25,500	500
MINOR CAPITAL	4,023	32,500	9,864	17,500	(15,000)
ERD RENTAL	2,438	555	278	1,877	1,322
BUILDING RENT	220,078	170,881	85,441	228,842	57,961
INFO SYSTEMS	12,972	19,693	9,847	26,830	7,137
OTHER SERVICES	19,627	26,318	30,338	25,700	(618)
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$650,664	\$652,667	\$335,893	\$719,043	\$66,376
	352,112	392,550	173,465	435,200	

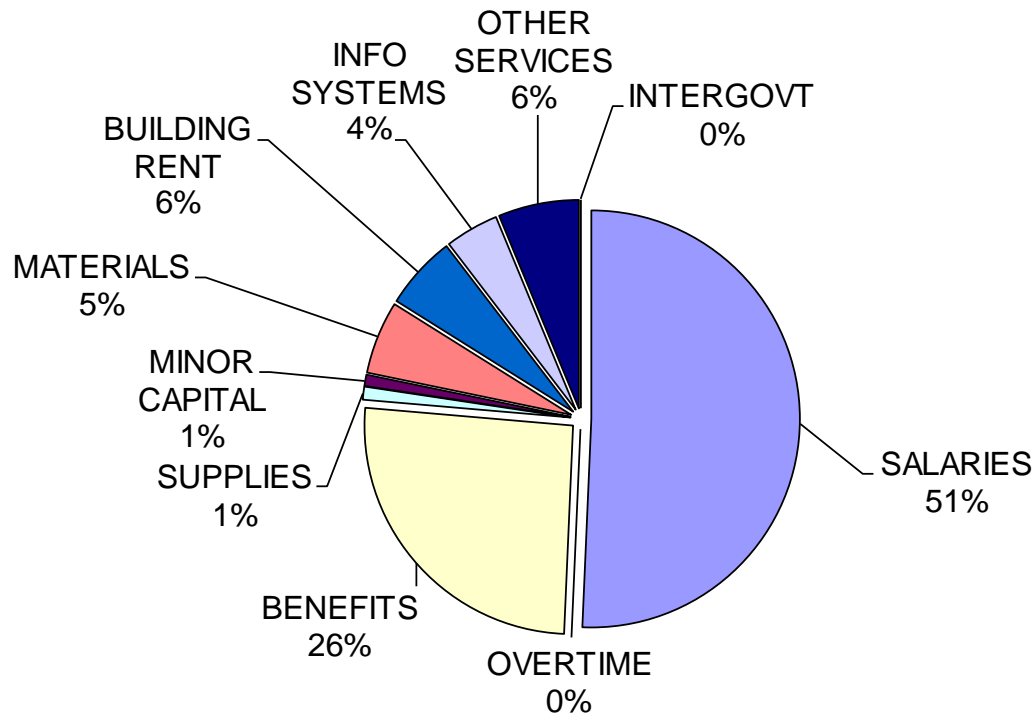
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Aquatic Program Coordinator	1.00
Casual Workers	9.50
Total	10.50

City of Pullman

Neill Public Library



NEILL PUBLIC LIBRARY



TOTAL OPERATING REQUEST:
\$1,605,081

ACTIVITY:

Neill Public Library

MISSION STATEMENT:

The mission of Neill Public Library is to provide an open environment in which people have free access to a wide variety of stories, ideas, information and opinions.

VISION STATEMENT:

Neill Public Library is a gateway to the world of knowledge providing free access to ideas, information and the richness of human culture. The library offers a stimulating, safe environment for discovery and exploration as well as a beautiful, comfortable setting for reading and relaxation. The library affirms its historic commitment to young people while encouraging literacy and love of learning in all. In the heart of downtown Pullman, the library is a vibrant community center welcoming people with diverse interests, abilities and backgrounds. The library staff commits to excellence in service based on community needs. In collaboration with other libraries and community organizations we creatively develop service options and integrate emerging technologies. As a key asset to the community, the library appreciates sustained support from its many patrons, the City of Pullman and the Friends of the Library.

The library's current service roles are:

1. Popular Materials Library
2. Early Literacy Cornerstone
3. General Information Center
4. Community Activities Center

Materials are selected and retained on the basis of their content. Neill Public Library collections represent diverse points of view. The library collections, as much as possible, reflect the community and its diversity of interests,

perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "[Library Bill of Rights](#)" and interpretations, "[Freedom to Read Act](#)," "[Freedom to View Act](#)," and "[Intellectual Freedom Statement](#)" and "[ALA guidelines for Access to Electronic Information](#)" .

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Citizen feedback, utilization of statistics including circulation of materials, number of cardholders, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

BUDGET:

\$1,605,081

MAJOR BUDGET CHANGES:

Materials: \$12,300

- \$5,000 for purchases using revenue from restricted donations.
- \$7,300 to replace lost and damaged materials using revenue from payments for the same.
-

Systems & Professional Services: \$20,000

- \$10,000 from Robert & Anna Neill Endowment; \$10,000 from Thomas & Winefred Neill Endowment to fund improvements in technology Services

Programs: \$10,000

- \$10,000 from the Shirrod Family Memorial Fund for local history programs for adult and youth

Minor Capital: \$14,060

- Purchase of chairs and tables for Heritage Addition (\$12,000 from endowment fund). Purchase of one card reader for processing credit/debit card payment (\$60), Replacement of two staff chairs that have reached their end of life and two standing monitor stands (\$1,000), and miscellaneous unanticipated office and operational expenditures as needed throughout year (\$1,000).

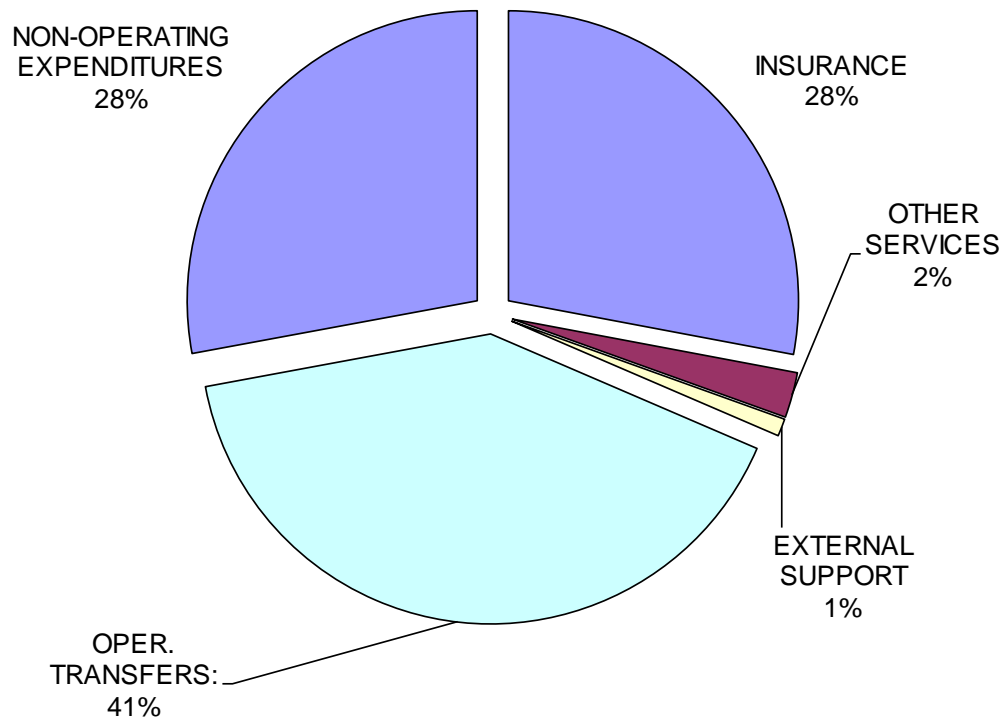
Building Rate for Heritage Addition: \$21,583

The Library will submit its annual funding request to Inland NW Community Foundation for a distribution from the Shirrod Family Memorial Fund for maintenance of the Heritage Addition. The revenue and matching expenditure will be handled within the Public Work's budget.

	2015	2016		2017	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
NEILL PUBLIC LIBRARY					
SALARIES	692,988	784,071	365,932	813,568	29,497
OVERTIME	0	0	238	0	0
BENEFITS	281,609	410,692	141,283	412,117	1,425
SUPPLIES	15,286	16,000	6,083	16,200	200
MINOR CAPITAL	5,871	12,900	3,773	14,060	1,160
MATERIALS	73,976	86,000	30,587	90,800	4,800
BUILDING RENT	94,338	114,944	57,472	91,451	(23,493)
INFO SYSTEMS	51,640	68,160	34,080	66,638	(1,522)
OTHER SERVICES	79,108	52,047	29,273	100,247	48,200
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$1,294,815	\$1,544,814	\$668,721	\$1,605,081	\$60,267
	75,984	88,751	54,551	120,089	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Library Services Director	1.00
Library Division Manager	2.00
*Library System Administrator	1.00
Library Supervisor	1.75
Administrative Assistant	1.00
Library Technician	2.00
Library Assistant	3.25
* 50% reimbursed by Whitman County Library District	
Total	12.00

GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL GENERAL GOVERNMENT,
NON-OPERATING AND
TRANSFER REQUEST:
\$893,937**

ACTIVITY:

Other General Governmental Services, External Support, Transfers to Other Funds and Capital Expenditures.

The General Government non-departmental expenditure requests include an increase of \$30,000 in insurance expenses and a decrease of \$73,077 in the general government share of capital projects.

The city must by statute remit two percent of the monies it receives from state shared liquor taxes and profits to the Whitman County Alcohol Treatment Center, estimated to total \$8,700 in 2017.

Operating Transfers include \$332,013 as the support provided to the Pullman-Moscow Regional Airport, \$5,689 as support for the Government Access Channel of the Information Systems Fund, \$7,070, to the Government Buildings Fund for City Hall HVAC improvements as a carryover project, and \$18,382, to the Government Buildings Fund for design of the City Hall re-roofing project.

The Capital Improvement Fund provides for direct expenditure for capital projects from the General Fund. The projects are summarized by department here and are described more fully on succeeding pages. For 2017, General Fund capital projects total \$540,099, which included a transfer of \$25,452 to Government Buildings. The approved projects are Police Station stairs resurfacing, total station surveying equipment, Spillman Touch for mobile devices, one new patrol vehicle, and design of facility remodel improvements for Police; Defibrillators loan payment and remodel of the exhaust removal system at Fire Station 1 for Fire; an additional vehicle for Protective Inspections; the City's share of re-roofing the Sunnyside School gym for Public Services; and Emerald Point Park and Mary's Park improvements funded by the Metropolitan Park District.

Non-Operating Expenditures consist of LEOFF 1 payments for both Police and Fire, over which the chiefs have no control.

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GENERAL FUND 2017 BUDGET REQUESTS

	2015 <u>ACTUAL</u>	2016 AMENDED <u>BUDGET</u>	<u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
GENERAL GOVERNMENT					
INSURANCE	200,353	220,000	191,578	250,000	30,000
OTHER SERVICES	19,285	16,700	13,300	22,555	5,855
CENTRAL STORES	0	25	0	0	(25)
TOTAL:	\$219,637	\$236,725	\$204,878	\$272,555	\$35,830
	2,640	5,000	553		
EXTERNAL SUPPORT					
ALCOHOLISM	7,585	7,560	(4,152)	8,700	1,140
TOTAL:	\$7,585	\$7,560	(\$4,152)	\$8,700	\$1,140
OPERATING TRANSFERS					
STREETS/OTHER FUNDS	0	0	0	0	0
INFO SYS -GOV'T ACCESS&	5,083	6,505	6,505	5,689	(816)
GOVT BUILDINGS	0	0	0	25,452	25,452
ERD	0	0	0	0	0
AIRPORT	1,282,013	682,013	32,013	332,013	(350,000)
TOTAL:	\$1,287,096	\$688,518	\$38,518	\$363,154	(\$325,364)
OPER. SUBTOTAL:	\$1,514,318	\$932,803	\$239,244	\$644,409	(\$288,394)
NON-OPERATING EXPENDITURES					
LEOFF 1 - POLICE	142,915	176,300	79,764	184,528	8,228
LEOFF 1 - FIRE	38,504	65,000	29,366	65,000	0
POLICE GRANT	0	0	0	0	0
FIRE GRANT	0	0	0	0	0
	\$181,419	\$241,300	\$109,130	\$249,528	\$8,228
CAPITAL EXPENDITURES					
<u>C.I.P. PROJECTS</u>					
ADMIN/FINANCE	0	0	0	0	0
POLICE	23,516	0	0	123,988	123,988
FIRE	476,823	31,952	21,138	43,000	11,048
AMBULANCE	26,174	49,074		48,607	(467)
INSPECTIONS	0	35,000	0	35,000	0
AQUATICS	0	0	0		
PARKS	34,516	75,250	59,119	264,052	188,802
GENERAL		98,529	45,730	25,452	(73,077)
LIBRARY	0	82,000	0	0	(82,000)
TOTAL:	\$561,028	\$371,805	\$125,987	\$540,099	\$168,294
		0			
<u>CAPITAL FUND TRANSFERS:</u>					
OTHER FUNDS	0	0	0	0	0
TOTAL CAPITAL:	\$561,028	\$371,805	\$125,987	\$540,099	\$168,294
PAGE TOTAL:	\$2,256,765	\$1,545,908	\$474,361	\$1,434,036	(\$111,872)

ACTIVITY:

2017 General Fund Capital Improvement Projects

ACTIVITY DESCRIPTION:

This activity segregates the capital improvement projects from the rest of the General Fund. On July 12, 2016 the City Council adopted the CIP for 2017 - 2022.

BUDGET:

\$509,099	Direct Expenditures
31,000	Carryover to 2017
<u>\$540,099</u>	Total

2017 GENERAL FUND C.I.P. PROJECTS

<u>Department</u>	<u>Project</u>	<u>Amended 2016 Budget</u>	<u>Estimate Yr End 2016</u>	<u>Carryover to 2017</u>	<u>Carryover to 2018</u>	<u>New 2017 Request</u>	<u>Dept Total</u>
Police	Facility Stairs Resurfacing	0				10,586	
	Spillman Touch	0				11,512	
	Total Station	0				27,490	
	Patrol Vehicle	0				59,000	
	Police Station Remodel	0				15,400	
	Subtotal:	0	0	0	0	123,988	\$123,988
Fire	Fire Engine (\$170,992-\$139,040 WSU)	31,952	0	31,000		0	
	Defibrillator Replacements	49,074	48,909			48,607	
	Self Contained Breathing Apparatus/ Bottle Replacement and Portable Radio Replacement	0	758,058			0	
	Exhaust Removal at Fire Station 1	0	0			12,000	
	Subtotal:	81,026	806,967	31,000	0	60,607	\$91,607
Protective Inspections	Vehicle for New Inspectors	35,000	18,500			35,000	
	Subtotal:	35,000	18,500	0	0	35,000	\$35,000
Parks	Mary's Park, ADA Playground P-1	75,250	63,295			130,040	
	Emerald Pointe Playground	0	0			117,700	
	Sunnyside Elementary School Gym Roof	0	0			16,312	
	Subtotal:	75,250	63,295	0	0	264,052	\$264,052
Library	Carpet Replacement	64,500	64,500			0	
	Carpet Replacement	17,500	17,500			0	
	Subtotal:	82,000	82,000	0	0	0	\$0
General	IS Virtual Infrastructure	91,459	91,459			0	
	City Hall HVAC Improvements	0	0			7,070	
	City Hall Roof Replacement	0	0			18,382	
	Subtotal:	91,459	91,459	0	0	25,452	\$25,452
TOTAL GENERAL FUND DIRECT:		364,735	1,062,221	31,000	0	509,099	540,099
Transfers to Other Funds-MP						(247,740)	
Funds from Grant			(689,144)			0	
Total Transfers to Other Funds:		0	(689,144)	0		(247,740)	(\$247,740)
TOTAL GENERAL FUND CAPITAL:		\$364,735	\$373,077	\$31,000	\$0	\$261,359	\$292,359
Transfers from Non Reserve Funds:			\$0				\$0
<u>C.I.P. Reserve:</u>		<u>Beginning 2016</u>	<u>Additions/ 2016</u>	<u>Year End 2016</u>	<u>Additions in 2017</u>	<u>Additions (Uses) in 2017</u>	<u>Year End 2017</u>
Transfer from Undesignated Reserves			500,000		450,000		
Transfers from Non Reserve Funds			0				
		\$0	(\$373,077)	\$126,923		(\$292,359)	\$284,564

FUND NUMBER

104

TITLE**ARTERIAL STREETS****ACTIVITY DESCRIPTION:**

Implementation of City's Six-Year Transportation Improvement Program.

GOAL:

Provide a planned program of major transportation improvements reflecting community needs and consistency with the City Comprehensive Plan.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Completion of planned projects with least disruption to City's motorists.

BUDGET:

\$1,946,034

MAJOR BUDGET CHANGES:

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2017 program is an estimate of the amount of work that will be completed on individual projects during that year. In some cases, the actual work completed may vary substantially from the estimate. Revenue received from outside sources is typically directly related to the amount of work completed. Included is a carryover contribution to the City's next Comprehensive Plan Update (CO, \$3,500).

2017 Program:

Pedestrian Signal Improvements	\$ 77,000
Bishop/Klemgard Signal	36,034
Grand Ave/Center Street Traffic Signal	70,000
Bishop Blvd Bridge Decks Resurfacing	15,000
North Grand @ Ritchie Ped. Crossing	12,000
Terre View Bridge Deck Resurfacing	7,000
Arterial Streets Resurfacing - 2017	1,593,500
Miscellaneous	135,500
Total	\$ 1,946,034

MEASUREMENT TECHNIQUE:

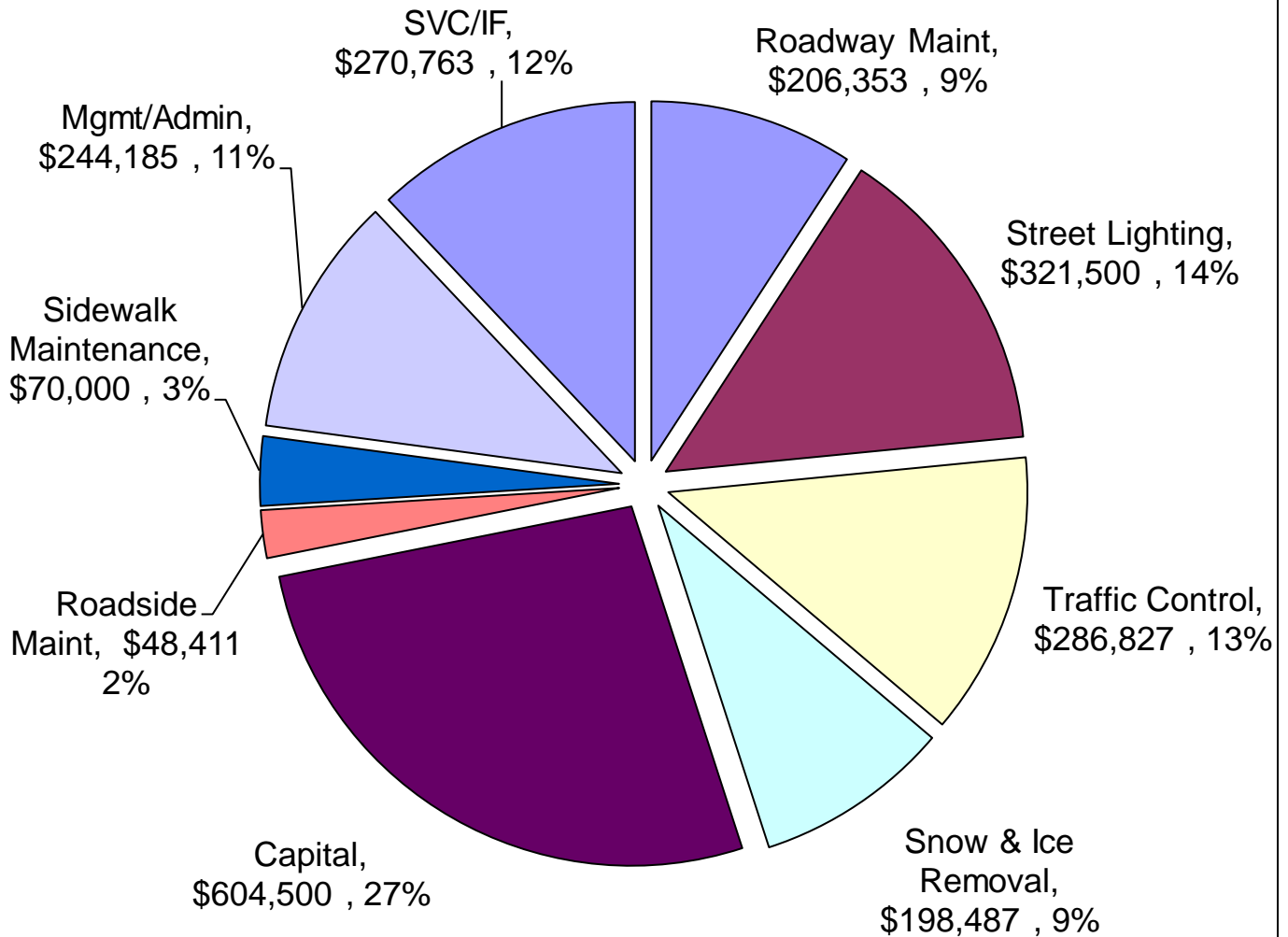
Feedback received at public hearings on Transportation Improvement Program and during and after construction.

ARTERIAL STREET FUND #104

	<u>2015 ACTUAL</u>	<u>2016 BUDGET</u>	<u>YTD 06/30/16</u>	<u>2017 REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEDERAL GRANTS	10,185	127,150		1,317,800	1,190,650
STATE GRANTS	747,882				
GAS TAX	208,812	195,000	103,145	203,000	8,000
TRANSIT-PROJECTS				100,000	100,000
OPERATING TRANSFERS	100,000	100,000			
MISCELLANEOUS		60,000	17,474	60,000	
TOTAL REVENUES:	\$1,066,878	\$482,150	\$120,619	\$1,680,800	\$1,298,650
+BEGINNING CASH:	1,573,506	1,517,649	1,517,649	1,356,427	(161,222)
TOTAL RESOURCES:	2,640,384	\$1,999,799	\$1,638,267	\$3,037,227	\$1,137,428
<u>EXPENDITURES:</u>					
SALARIES		22,000		30,000	8,000
OVERTIME					
BENEFITS		11,500		15,500	4,000
SUPPLIES		1,200	163	6,000	4,800
MINOR EQUIPMENT		3,000		3,000	
OTHER SERVICES		57,500	28,001	143,500	86,000
INTGOVT/OTHER	1,470,907	5,000		5,000	
CAPITAL		427,500	108,576	1,743,034	1,315,534
TOTAL EXPENDITURE	\$1,470,907	\$527,700	\$136,740	\$1,946,034	\$1,418,334
+ENDING CASH	1,169,477	1,472,099	1,501,527	1,091,193	(280,906)
TOTAL USES:	\$2,640,384	\$1,999,799	\$1,638,267	\$3,037,227	\$1,137,428

2017 Street Budget

\$2,251,026



FUND NUMBER:

105

TITLE**STREETS****ACTIVITY DESCRIPTION:**

Maintenance of the City street and bridge systems, maintenance and operation of traffic control and street information signs and signals, and pavement markings.

GOAL:

Schedule activities within the budgeted street program that will effectively and efficiently utilize available resources in continuation of roadway system operations in a safe and efficient manner for the motoring and pedestrian public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Complete approximately 1,500 square yards of asphalt distress patching; complete two-days of crack sealing via Interlocal Agreement with Whitman County; complete \$350,000 accelerated street maintenance program; install/replace 150 street signs; inspect and monitor 21 traffic signals daily; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, and crosswalks; grade aggregate streets semi annually; apply dust abatement on selected streets and alleys; utilize an effective and efficient snow/ice removal program to provide safe streets (66.7 miles plus 9.31 miles of state highway) for the motoring public.

BUDGET:

\$2,251,026

MAJOR BUDGET CHANGES:

The 2017 Budget includes programmed salary step increases and distributed share of two new maintenance workers. Crack sealing (\$10,000) went down slightly to reflect two-days instead of three-days of work, sidewalk infilling (\$20,000) remains the same as 2016, sidewalk repair (\$70,000), and Accelerated Street Maintenance (\$350,000) have increased over 2016. \$25,000 has been budgeted for various right of way fencing repairs.

Minor Capital includes miscellaneous hand, electric and pneumatic tool replacement (\$1,500), low cost tool or equipment procurement (\$1,500), miscellaneous hand, electric and pneumatic tool replacements (\$1,500), preformed traffic loops for street projects (\$1,500), Traffic Signal Controller Replacement project (\$4,500) and miscellaneous hand, electric and pneumatic tool replacement (\$1,500).

Major Capital includes extraordinary street maintenance (\$350,000), GPS equipment and reference network (\$11,000), Welcome Park (\$125,000), annual sidewalk construction project (\$20,000), North Grand Avenue Path Infill Project - retainage (\$3,500), miscellaneous improvements (\$10,000), Pullman Street Light Retrofit (\$60,000), and Traffic Control Vehicle Detection Upgrade Project (\$25,000).

MEASUREMENT TECHNIQUES

Square yards of new pavement and hours of street system disruption due to ice, snow or flood and timeliness of street painting.

STREET FUND #105

	<u>2015 ACTUAL</u>	<u>AMENDED 2016 BUDGET</u>	<u>YTD 06/30/16</u>	<u>2017 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
UTILITY TAX	1,235,109	1,132,000	537,679	1,183,500	51,500
1/4% R.E. TAX	270,110	170,000	183,867	200,000	30,000
GAS TAX/MVA/MULTI	443,725	415,000	228,781	477,600	62,600
GRANTS, OTHER DIRECT	22,917	112,805	63,078	112,730	(75)
GENERAL FUND - C.I.P.					
TRANSIT FUND			21,905		10,000
TOTAL REVENUES:	1,971,861	1,829,805	1,035,310	1,973,830	144,025
+BEGINNING FUND BALANCE	2,063,847	2,063,847	2,063,847	2,022,342	(41,505)
TOTAL RESOURCES:					
	\$4,035,708	\$3,893,652	\$3,099,157	\$3,996,172	\$102,520
EXPENDITURES:					
SALARIES	255,578	299,739	126,048	324,799	25,060
OVERTIME	1,984	17,825	944	25,942	8,117
BENEFITS	119,272	152,572	63,068	184,864	32,292
SUPPLIES	115,625	238,400	70,042	225,400	(13,000)
MINOR EQUIPMENT	29,090	20,400	6,359	12,000	(8,400)
ERD / BLDG.RENTAL/ INFO	282,355	195,134	77,567	187,360	(7,774)
OTHER SERVICES	581,500	575,442	268,006	686,161	110,719
INTERGOVERNMENTAL	180,593	44,415	22,519		(44,415)
CAPITAL & ACCEL MAINT.	534,111	530,000	27,491	604,500	74,500
TOTAL EXPENDITURE	2,100,110	2,073,927	662,042	2,251,026	177,099
+ENDING FUND BALANCE	2,063,847	1,819,725	2,437,115	1,745,146	(74,579)
TOTAL USES:					
	\$4,163,957	\$3,893,652	\$3,099,157	\$3,996,172	\$102,520

STAFFING	
<u>Position</u>	<u>Full-Time Equivalent</u>
Maintenance & Operations Superintendent	0.15
Maintenance Supervisor	0.15
Operations Supervisor	0.05
Control Specialist	0.03
Senior Civil Engineer	0.40
Maintenance Workers	2.80
Engineering Technician	0.50
Civil Engineer	0.60
Seasonal/Casual	0.81
Administration	0.35
Clerical	0.10
Total	5.94

FUND NUMBER**TITLE****120****CIVIC IMPROVEMENT****PROPOSED 2017 TOURISM BUDGET****PURPOSE**

This fund was authorized by the City Council in 1982 to receive the local 2 percent share of the Hotel-Motel Special Lodging Tax, which is levied by the State. An additional 2 percent is matched by the State, from General Revenues, to aid cities in tourism promotion.

REVENUES

Estimated receipts **\$359,000**

EXPENDITURES

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. The 2017 request is summarized below:

Salaries:	Tourism Director	\$ 38,563
	Event Coordinator	\$ 35,000
	Estimated Overtime/2017 to	
	Comply to US DOL	\$ 5,900
	Office Manager	\$ 4,000
	Part-time Seasonal Intern	\$ 3,000
Payroll Taxes:	Tourism Director	\$ 3,968
	Event Coordinator	\$ 3,296
	Office Manager	\$ 350
	Intern	\$ 300
Simple IRA Benefit:	Tourism Director	\$ 1,200
	Event Coordinator	\$ 1,200
	Office Manager	\$ 80
Medical Benefits		\$ 9,840
1-800 Phone Number		\$ 750
Postage		\$ 7,300
Travel/Tourism Meetings		\$ 4,250
The Palouse Scenic Byway Program for Whitman Co.		\$ 18,000
Brochures		\$ 12,150
	Pullman-Moscow Activities Guide	\$ 300
	Downtown Retail Map	\$1,850
	Winery/Brewery Rack Cards	\$ 430
	Photography Map	\$3,000
	Walk of Fame Brochure	\$1,800
	Family Friendly Palouse	\$ 800
	A Walking Tour	\$1,500
	Hiking	\$2,000
	Restaurant Guide Rack Card	\$ 470
	Brochure Total	\$12,150

Holiday Festival & Tree Lighting	\$ 4,000
Pullman Promotion	\$ 8,000
Fourth of July	\$ 6,500
National Lentil Festival	\$ 40,000
General Advertising	\$ 85,000 (targeted ads)
Tourism Promotion Grants	\$ 50,353
Office supplies and equipment rental	\$ 5,000
Insurance	\$ 4,000
Technology and Software	\$ 2,000
Website and DSL Fees	\$ 5,000
Total Budget Requested	\$359,000

This request asks to continue to support both a full time Tourism Director and an Events Coordinator: \$38,563 to fund a Tourism Director to work forty hours per week throughout the year. This position administers the tourism budget, develops ads and brochures, manages websites and social media applications, attends meetings and develops tourism education for local businesses, the Palouse Scenic Byway, Palouse Marketing Committee, processes relocation and visitor request fulfillment and other tourism related projects. This request includes \$35,000 funding for an Event Coordinator to work forty hours per week throughout the year. This position covers events including Fourth of July, National Lentil Festival, and Holiday Fest and assists with greeting visitors. These figures do not include a 3% salary increase for either position in 2017, due to the new U.S. Department of Labor and their overtime rules. The estimated impact on these two positions is approximately \$5,900 for 2017. This request again includes \$3,000 funding for a Special Events Intern to continue helping with the 4th of July and National Lentil Festival. In 2011, funds were requested to pay the Office Manager for tourism-related work including paying bills and assistance with events. The amount requested for this year includes an additional \$500 to last year's request, in response to an increase in more tourism related duties.

Medical Benefits increases by \$2,424 from \$7,416 to \$9,840. During Alexandria Anderson's employment, she did not take advantage of this benefit as she was still on her parent's policy.

1-800 phone number increases by \$250, from \$500 to \$750 as the monthly fee equals \$750/year

This request includes \$18,000 to continue work on the Palouse Scenic Byway Program, which was authorized by the City Council on October 2, 2001. This money will continue the website and continue advertising.

Funding for brochure publication includes just \$300 for a Photography Contest cover winner for the 2017 Pullman Activities Guide which will be sold in-house as it has been the past two years, at a net profit to the chamber of just under \$2,300 in 2016. We will also continue production of the various popular brochures and rack cards, including developing a new hiking brochure with the aid of Hyperspud Sports.

Holiday Festival remains at \$4,000. Pullman Promotion remains at \$8,000. The Pullman Promotion leaves room to invest a portion of that in a Palouse Region Bike Fondo for July of 2017, if that comes together as we hope.

The Fourth of July budget of \$6,500 for fireworks remains as a line item.

Funding for general advertising remains at \$85,000.

Funding of \$40,000 remains for National Lentil Festival.

Funding at \$50,353 for Tourism Promotion Grants.

Tourism Director manages/co-manages 3 separate websites, Pullman Chamber, Palouse Scenic Byway and National Lentil Festival. This allows tracking of average time spent on each website, page views per visit, and top referring sites. Other social media includes: Twitter (Chamber, Lentil Festival, Visit the Palouse) and Facebook (Chamber, Lentil Festival, and Picture Perfect Palouse) and also Instagram.

Chamber Website		
Month	Visits	Page Views
1st Quarter 2014	17,763	43,899
2nd Quarter 2014	16,528	37,311
3rd Quarter 2014	17,199	38,202
4th Quarter 2014	10,145	22,668
1st Quarter 2015	10,645	27,241
2nd Quarter 2015	n/a	67,058
3rd Quarter 2015	22,471	94,273
4th Quarter 2015	14,630	64,741
	Facebook fans 1,435	Twitter 1,967 followers

Month	Visits	Page Views
Lentil Festival Site:		
1st Quarter 2014	4,520	11,316
2nd Quarter 2014	8,27	22,838
3rd Quarter 2014	20,156	50,344
4th Quarter 2014	1,816	4,519
1st Quarter 2015	3,296	8,174
2nd Quarter 2015	9,936	25,708
3rd Quarter 2015	19,586	47,974
4th Quarter 2015	2,227	3,961
Palouse Scenic Byway		
1st Quarter 2014		24,268
2nd Quarter 2014		17,511
3rd Quarter 2014		9,300
4th Quarter 2014		9,825
1st Quarter 2015		17,449
2nd Quarter 2015		28,343
3rd Quarter 2015		20,068
4th Quarter 2015		10,040

CIVIC IMPROVEMENT FUND #120

	2015 <u>ACTUAL</u>	AMENDED 2016 <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
LODGING EXCISE TAX	485,603	350,000	217,634	359,000	9,000
INTEREST	1,050	1,000	1,385	2,500	1,500
TOTAL REVENUES:	\$486,652	\$351,000	\$219,019	\$361,500	\$10,500
+BEGINNING FUND BALANCE:	1,122,238	1,305,278	1,305,278	1,356,764	51,486
TOTAL RESOURCES:	\$1,608,891	\$1,656,278	\$1,524,297	\$1,718,264	\$61,986
<u>EXPENDITURES:</u>					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	303,613	350,000	128,949	359,000	9,000
TOTAL EXPENDITURE	\$303,613	\$350,000	\$128,949	\$359,000	\$9,000
+ENDING FUND BALANCE	1,305,278	1,306,278	1,395,348	1,359,264	52,986
TOTAL USES:	\$1,608,891	\$1,656,278	\$1,524,297	\$1,718,264	\$61,986

FUND NUMBER**TITLE****125****FIREMEN'S PENSION FUND****PURPOSE:**

This fund is a trust fund created to supplement pension and benefit payments to two firefighters who were employed before the present LEOFF Retirement Plan was instituted statewide, to maintain a reserve to insure against potential future firemen pension exposures.

REVENUES: \$34,500

Revenues come from a state distributed tax on fire insurance premiums plus investment income.

EXPENDITURES: \$40,000

The medical expenses, excluding insurance premiums, of all retired LEOFF I firefighters not covered by insurance and expenses not covered by insurance for Active LEOFF I is budgeted in this Fund. Reserves should equal \$297,350 by year-end 2017.

FIREMEN'S PENSION FUND #125

	2015 <u>ACTUAL</u>	2016 <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FIRE INSURANCE					
PREMIUM TAX	31,290	34,000	34,711	34,000	
INVESTMENTS	223	200	294	500	300
TOTAL REVENUES:	31,513	\$34,200	\$35,006	\$34,500	\$300
+BEGINNING CASH:	298,237	317,639	317,639	302,850	(14,789)
TOTAL RESOURCES:	\$329,751	\$351,839	\$352,645	\$337,350	(\$14,489)
<u>EXPENDITURES:</u>					
BENEFITS	12,112	60,000	6,475	40,000	(20,000)
PROF. SERVICES					
TOTAL EXPENDITURE	\$12,112	\$60,000	\$6,475	\$40,000	(\$20,000)
+ENDING CASH	317,639	291,839	346,170	297,350	5,511
TOTAL USES:	\$329,751	\$351,839	\$352,645	\$337,350	(\$14,489)

FUND NUMBER:

310

TITLE

CEMETERY EXPANSION

PURPOSE:

To provide funds for cemetery expansion and/or development.

GOAL:

Continue to provide the opportunity for capital cemetery improvements.

BUDGET:

\$14,450

MAJOR BUDGET CHANGES:

Revenues consist of interest earnings that are transferred from the Cemetery Endowment Care Fund. The planned project for 2017 is the renovation of the fountain niche.

CEMETERY EXPANSION FUND #310

	2015 <u>ACTUAL</u>	2016 <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEES	1,280	500			(500)
CONTRIBUTIONS					
OTHER	401	500		500	
TOTAL REVENUES:	1,681	1,000		500	(500)
+BEGINNING CASH:	20,901	19,547	19,547	14,047	(5,500)
TOTAL RESOURCES:	\$22,582	\$20,547	\$19,547	\$14,547	(6,000)
<u>EXPENDITURES:</u>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
IMPROVEMENTS	3,034	6,500		14,450	7,950
TOTAL EXPENDS:	3,034	6,500		14,450	7,950
+ENDING CASH	19,547	14,047	19,547	97	(13,950)
TOTAL USES:	\$22,582	\$20,547	\$19,547	\$14,547	(6,000)

FUND NUMBER:**316****TITLE****2007 BOND FUND****PURPOSE:**

This fund was established to account for the revenue and expenditures related to the Parks and Paths Bond Fund.

REVENUES:

Funding for this project is from property taxes.

EXPENDITURES:

2017 expenditures include \$284,000 for principal, interest, and registration to service the bonds. This is the last year of bond repayment. \$38,000 has also been budgeted for retainage payment on the Reaney Park Pool Complex Improvements project.

2007 BOND FUND #316

	2015 ACTUAL	2016 BUDGET	YTD 06/30/16	2017 REQUEST	\$ CHANGE
REVENUES:					
PROPERTY TAX	283,022	284,300	152,575	284,000	(300)
TRANSFER IN		40,000		38,000	
BOND PROCEEDS					
INVESTMENTS					
TOTAL REVENUES:	506,584	324,300	152,575	322,000	(2,300)
+BEGINNING CASH:	520,614	1,046	1,046	1,046	(0)
TOTAL RESOURCES:	\$1,027,198	\$325,346	\$153,622	\$323,046	(\$2,300)
EXPENDITURES:					
PRINCIPAL:					
2007 GO	250,000	260,000		270,000	10,000
INTEREST:					
2007 GO	33,900	23,900	11,950	13,500	(10,400)
OTHER IMPROVEMENTS	741,827	40,000	8,070	38,000	(2,000)
DEBT ISSUE COSTS					
REGISTRATION		400		500	100
TOTAL EXPENDITURE	1,026,152	324,300	20,020	322,000	(2,300)
+ENDING CASH	1,046	1,046	133,602	1,046	(0)
TOTAL USES:	\$1,027,198	\$325,346	\$153,622	\$323,046	(\$2,300)

2007 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2016:

	<u>Amount</u>	<u>Maturity</u>
2007 GO Bond	\$ 270,000	December 1, 2017
TOTAL:	\$ 270,000	

FUND NUMBER:

TITLE

317

2009 WATER-SEWER REVENUE BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts from the Water and Sewer system to repay the bond for Airport water construction and Well 8 construction.

REVENUES:

Estimated receipts: \$398,781

EXPENDITURES:

Estimated expenditures: \$398,781

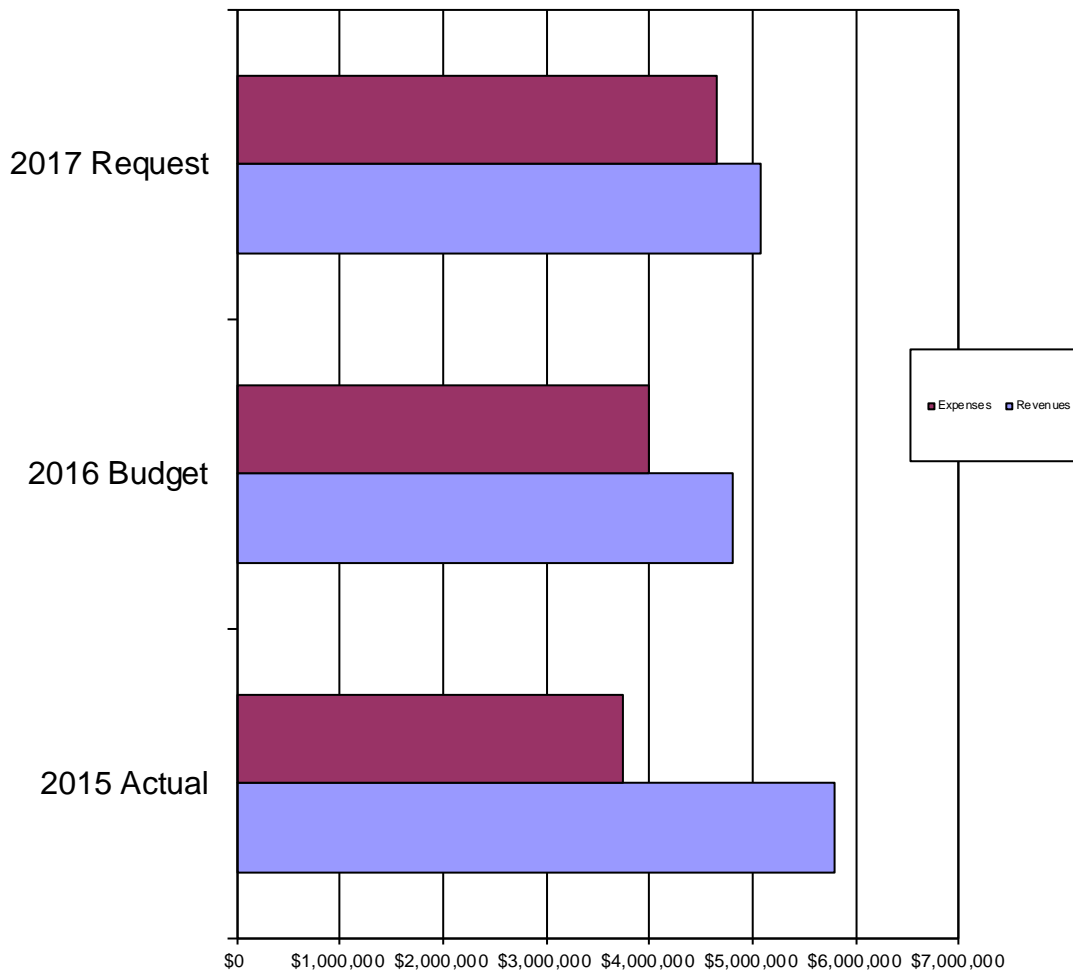
2009 WATER-SEWER REVENUE BOND FUND #317

	2015 <u>ACTUAL</u>	2016 <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
INTER-GOVERNMENTAL					
BOND PROCEEDS			1,540		
INVESTMENTS					
TRANSFERS IN	395,815	392,400	295,474	398,781	6,381
TOTAL REVENUES:	395,815	392,400	297,014	398,781	6,381
+BEGINNING CASH:	679,874	682,848	682,848	685,848	3,000
TOTAL RESOURCES:	\$1,075,689	\$1,075,248	\$979,863	\$1,084,629	\$9,381
EXPENDITURES:					
<u>PRINCIPAL:</u>					
2009 REV BONDS	110,000	110,000		120,000	10,000
SR270 Sewer Bond	146,056	150,857	74,808	155,753	4,896
<u>INTEREST:</u>					
2009 REV BONDS	90,508	88,308	14,718	84,733	(3,575)
SR270 Sewer Bond	47,019	42,235	18,156	37,295	(4,940)
REGISTRATION	425	1,000		1,000	
DEBT ISSUE					
TRANSFERS					
TOTAL EXPENDITURE	394,008	392,400	107,681	398,781	6,381
+ENDING CASH	681,681	682,848	872,181	685,848	3,000
TOTAL USES:	\$1,075,689	\$1,075,248	\$979,863	\$1,084,629	\$9,381

REVENUE BONDS BALANCE OUTSTANDING AS OF DECEMBER 31, 2016:

	<u>Amount</u>	<u>Maturity</u>
2009 Revenue Bond	\$ 1,960,000	September 1, 2029
SR270 Sewer Revenue Bond	\$ 1,203,117	December 1, 2023
TOTAL:	\$ 3,163,117	

Utility Fund: Water Division



Revenues vs. Expenses

FUND NUMBER:

401

TITLE**UTILITIES/WATER****ACTIVITY DESCRIPTION:**

Maintenance and operation of City water facilities delivering approximately 907 million gallons of water to consumers annually.

GOAL:

Provide a constant supply of the highest quality water available at adequate pressure to approximately 5,253 City service connections. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, and distribution systems, and perform repairs as needed to ensure continuous quality service.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Replace approximately 248 water meters 15 years old or older to ensure accuracy in water consumption measurements; repair existing water meters, services, and hydrants; install 100 service connections for new construction; replace approximately 32 service lines; survey approximately 26 miles of water mains and service lines per year on average, for detection and repair of leaks; inspect, test, and repair all pressure-reducing valves, altitude valves and control valves; inspect and test 125 large water meters on a rotating basis; monitor and test all cross connection control devices installed in City facilities; perform preventive maintenance on pumps, motors, chlorine, fluoride, and telemetry equipment; daily monitoring for all wells, booster stations and reservoirs; daily monitoring for fluoride and chlorine residual levels; weekly sampling for coliform testing; annual testing for organics, nitrates, and trihalomethane; other testing as required for volatile organic contaminants, herbicides, pesticides, insecticides, bacteria, EDB, dioxin, endothall, diquat, glyphosphate, and radionuclides (approximately 3,200 tests conducted yearly).

BUDGET:

\$4,648,638

MAJOR BUDGET CHANGES:

The 2017 budget includes programmed salary step increases; a Comprehensive Plan contribution (\$2,000 carryover from 2015); distributed share of two new maintenance workers; cleaning Pioneer, Airport and High School tanks (\$50,000), rebuilding the pumps for Well 5 and 7 (\$80,000); repairs to the Landis Reservoir overflow piping (\$35,000); roof repairs to the James Place Booster, Landis reservoir, and water administration building (\$180,000); and security fencing at the Landis reservoir (\$15,000).

Minor Capital includes Fluoride chemical-feed metering pump (\$3,000); Fluoride storage unit (\$9,500); four 1000 lb. platform scales (\$6,000); grinder (\$200); install toolbox on ERD No. 14-288 (\$1,000); low cost tool or equipment procurement (\$1,500); miscellaneous hand, electric, and pneumatic tool replacements (\$2,200); one Hach CA610 Fluoride Analyzer (\$7,500); PPE storage locker (\$500); an additional Fluoride transfer pump (\$3,000); vault lid at Staley Tank (\$2,000); vault sump pumps (\$1,000); three new hydrant meter assemblies (\$9,000); and two Hach CL17 free Chlorine Analyzers (\$7,500).

Major Capital includes Airport Domestic Water System Upgrades (\$50,000), City facilities irrigation system upgrades (\$175,000), miscellaneous water line replacement program (\$100,000), Palouse Highway Utility Maintenance Access Paving Project (\$2,000), GPS equipment and reference network (\$11,000), radio read water meters for new accounts (\$25,000), and replacing ERD No. 07-221, a 2007 F3680 Kubota Mower (15,000).

MEASUREMENT TECHNIQUE:

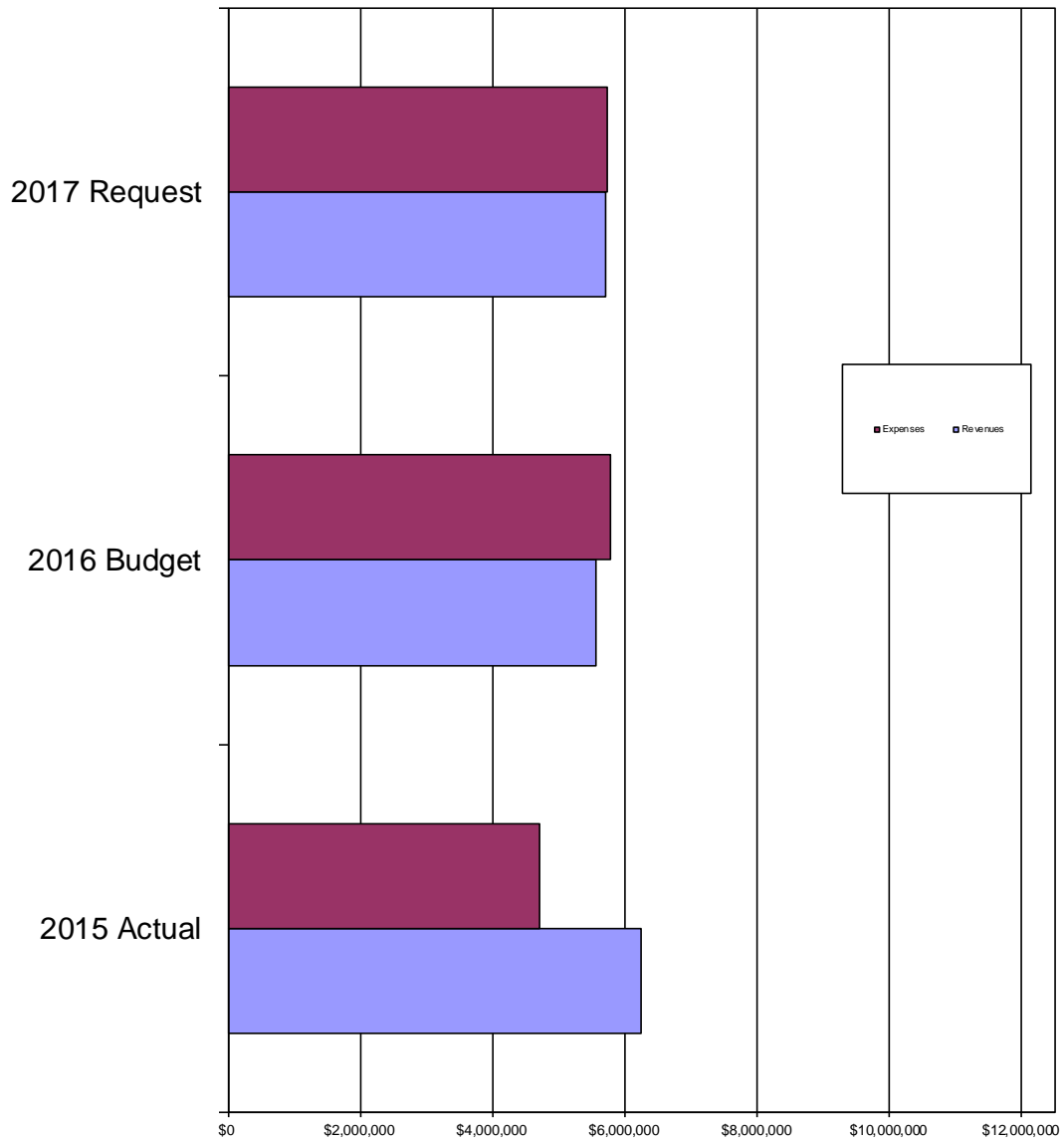
Days of water supply shut down, amount of leak repairs, and meters replaced.

UTILITY FUND #401**WATER-SEWER REVENUES AND EXPENSES**

	2015 <u>ACTUAL</u>	2016 <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
	WATER DIVISION:				
WATER SALES	5,137,748	4,500,000	2,035,750	4,755,000	255,000
MISCELLANEOUS	656,317	313,464	202,815	326,176	12,712
TOTAL REVENUES:	\$5,794,065	\$4,813,464	\$2,238,565	\$5,081,176	\$267,712
<u>EXPENSES:</u>					
SALARIES	692,348	840,170	355,458	867,370	27,200
OVERTIME	7,867	30,130	5,221	29,848	(282)
BENEFITS	321,771	412,801	176,860	477,090	64,289
SUPPLIES	378,033	424,750	119,644	453,195	28,445
MINOR EQUIPMENT	14,512	11,600	6,969	53,900	42,300
ERD/BUILDING RENTAL	267,418	274,688	83,394	143,672	(131,016)
OTHER SERVICES	1,617,402	1,698,786	651,281	1,925,125	226,339
INFO SYS/INTERGOVT	270,802			320,438	320,438
DEBT REDEMPTION	136,047				
**CAPITAL	31,755	200,000	182,569	378,000	178,000
TOTAL EXPENSES:	\$3,737,955	\$3,986,737	\$1,826,113	\$4,648,638	\$661,901
SURPLUS/(DEFICIT)	\$2,056,110	\$826,727	\$412,452	\$432,538	(\$394,189)

STAFFING: WATER	
Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.45
Operations Supervisor	0.90
Maintenance Supervisor	0.35
Maintenance Workers	8.26
Control Specialist	0.60
Senior Civil Engineer	0.20
Civil Engineer	0.60
Engineering Technician	0.65
Seasonal/Casual	1.15
Clerical	0.60
Administration	0.55
Mapping Aide	1.00
Total	15.31

Utility Fund: Sewer/Sewage Treatment



Revenues vs. Expenses

ACTIVITY:**TITLE**

401

**UTILITIES/SEWER MAINTENANCE
AND SEWER TREATMENT****ACTIVITY DESCRIPTION:**

Maintenance of sewer collection facilities and maintenance and operation of the Wastewater Treatment Plant.

GOAL:

Provide a safe and effective wastewater collection system that will accept water and water-carried waste from their point of origin and carry them at an acceptable rate to the Wastewater Treatment Plant so as to provide uninterrupted service to City utility customers.

Provide wastewater treatment that meets or exceeds all Department of Ecology and Environmental Protection Agency regulations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform planned and preventive maintenance on 95.04 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 128,000 lineal feet of sewer mains; televising 6,000 lineal feet of sewer lines to support the sewer replacement program, for identifying problem lines with additional maintenance needs, and for verifying the location of customer lateral taps to the main.

Perform planned and preventive maintenance on two major and three minor sewer lift stations, which includes daily monitoring, monthly cleaning, and biannual motor and pump inspections, testing and repairs.

Annual treatment of approximately 851 million gallons of wastewater meeting State Department of Ecology requirements. The budgeted service level will provide for the following: perform 75+ work orders monthly for routine and preventive maintenance functions on plant equipment; effectively manage the annual disposal and farmland application of approximately 398 dry tons of biosolids; conduct 4,000 ± laboratory tests annually for operational needs and monitoring requirements.

BUDGET:

\$5,734,574 (Sewer Maintenance is \$1,500,680 and Sewage Treatment is \$4,233,894)

MAJOR BUDGET CHANGES:

The 2017 Budget includes programmed salary step increases. The Sewer Treatment budget includes SRF loan repayment (\$876,000) on the Secondary Process Improvements project, consultant services for Biosolids Storage Area Relocation report (\$10,000), and WWTP Facility plan (\$20,000). The sewer budget includes distributed share of two new maintenance workers.

Minor Capital includes miscellaneous hand, electric and pneumatic tool replacements (\$3,400); annual replacement of building heaters (\$2,500), annual replacement of sump pumps (\$2,400); low cost tool or equipment procurement (\$2,500), 20-ton hydraulic porta power (\$600), air hose reel (\$400), hand-held tachometer (\$400), tool box (\$600), torque wrenches and torque multiplier (\$1,000), 10" bench vise (\$1,200), 50-ton hydraulic press (\$3,000), replacement bearing and pulley puller set (\$400), replacement of one-ton chain hoist (\$3,500), and two new chain hoists (\$600).

Major Capital includes the relocation of the sewage and storm water decant facility associated with fuel island relocation project (\$100,000), inflow/infiltration reduction program (\$26,000), miscellaneous sewer line replacement (\$75,000), miscellaneous pipe rehabilitation (\$100,000), M&O facility expansion project-grading (\$250,000), Palouse Highway Utility Maintenance Access Paving Project (\$2,000), replace Primary Clarifier No. 1 Stairway (\$1,500), WWTP auto dialer replacement (\$20,000), WWTP control system upgrade (\$80,000), the WWTP Remote Biosolids Storage Area (\$135,000), and airgap on the WWTP process waterline (\$80,000).

MEASUREMENT TECHNIQUE:

Number of sewer line stoppages and effluent parameters meeting Department of Ecology requirements.

UTILITY FUND #401**WATER-SEWER REVENUES AND EXPENSES**

2015	2016	YTD	2017	
<u>ACTUAL</u>	<u>BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

SEWER/SEWAGE TREATMENT DIVISION:**REVENUES:**

SEWER SALES	4,414,530	4,250,000	2,175,398	4,300,000	50,000
WSU REIMBURSMT	948,998	900,000		1,000,000	100,000
MISCELLANEOUS	881,621	409,072	263,150	414,360	5,288

TOTAL REVENUES:

\$6,245,149	\$5,559,072	\$2,438,548	\$5,714,360	\$155,288
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EXPENSES:

SALARIES	860,686	945,361	419,076	964,387	19,026
OVERTIME	4,744	11,956	929	11,876	(80)
BENEFITS	408,418	462,975	209,681	501,884	38,909
SUPPLIES	96,315	231,600	113,235	257,530	25,930
MINOR EQUIPMENT	29,880	18,100	5,420	22,500	4,400
ERD/ BUILDING RENTAL	217,833	225,238	66,636	150,704	(74,534)
OTHER SERVICES	1,593,124	1,978,961	822,128	1,788,741	(190,220)
INFO SYS/INTERGOVT	118,736	157,612	142,724	291,442	133,830
DEBT REDEMPTION	1,375,331	1,089,000	629,643	876,010	(212,990)
**CAPITAL		655,000	113,885	869,500	214,500

TOTAL EXPENSES:

\$4,705,066	\$5,775,803	\$2,523,358	\$5,734,574	(\$41,229)
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SURPLUS/(DEFICIT)

\$1,540,083	(\$216,731)	(\$84,810)	(\$20,214)	\$196,517
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STAFFING:SEWER/SEWAGE TREATMENT

Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.20
Maintenance Supervisor	0.40
Operations Supervisor	0.05
WWTP Supervisor	1.00
WWTP Operator	5.00
Laboratory Manager	1.00
WWTP Mechanic	1.00
Control Specialist	0.37
Senior Civil Engineer	1.68
Maintenance Workers	0.20
Civil Engineer	0.20
Engineering Technician	0.65
Seasonal/Casual	1.12
Clerical	0.75
Administration	0.96
Mapping Aide	1.00
Total	15.58

UTILITY FUND #401**WATER/SEWER/SEWAGE REVENUES AND EXPENSES**

<u>2015</u>	<u>2016</u>	<u>YTD</u>	<u>2017</u>	
<u>ACTUAL</u>	<u>BUDGET</u>	<u>06/30/16</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

TOTAL UTILITY FUND:

REVENUES:	12,039,214	10,372,536	4,677,113	10,795,536	423,000
EXPENSES:	8,443,021	9,762,540	4,349,471	10,383,212	620,672
DEPRECIATION:	1,950,835	2,190,000		2,400,000	210,000
CAPITAL TRANSFERS 403:	455,825	1,894,000		2,615,000	721,000
SURPLUS/(DEFICIT):	1,189,534	(3,474,004)	327,642	(4,602,676)	(1,128,672)
ENDING CASH:	15,594,209	14,310,205	15,921,851	14,283,094	(27,111)

ACTIVITY:**TITLE****403****UTILITY CAPITAL PROJECTS FUND****PURPOSE:**

This fund is used to account for major water, sewer and sewage treatment capital projects. Some of the projects are multi-year projects that will not be completed within 2017. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2017 request includes only the estimated project dollars that we intend to expend in 2017.

REVENUES:

Funding for projects will be from Utility Fund reserves and from WSU.

EXPENSES: \$2,615,000

Utility Capital Projects include:

Water

M&O Administration/Information Services	
Office Building	\$ 100,000
North Grand Waterline Replacement	930,000
Water Tank 11 (NW High)	150,000
Water Tank 12 (NE High)	450,000
Total	<u>1,630,000</u>

Sewer

Dry Fork Creek Sewer (design)	29,500
Sanitary Sewer Rehab 2016	70,500
Total	<u>100,000</u>

WWTP

IPS Pump and Motor Replacement	285,000
Ultraviolet Disinfection	600,000
Total	<u>885,000</u>

Grand Total	<u>\$2,615,000</u>
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UTILITY CAPITAL PROJECTS FUND 403

	2013 REQUEST	2014 REQUEST	2015 REQUEST	2016 REQUEST	2017 REQUEST
REVENUES:					
WSU CONTRIBUTIONS					
OTHER					
TOTAL REVENUES:					
+UTILITY FUND CASH + LOANS:	8,181,327	2,952,770	838,380	1,894,000	2,615,000
TOTAL RESOURCES:	\$8,181,327	\$2,952,770	\$838,380	\$1,894,000	\$2,615,000
CAPITAL EXPENSES:					
SEWER:					
CLIFFORD STREET SEWER	42,800				
DRY FORK CREEK SEWER	32,000	32,000	32,000	29,500	29,500
REANEY PARK SEWER	100,000	100,250	81,500	4,000	
SR70/AIRPORT ROAD SEWER	2,174,000	2,026,250	106,000	105,000	
SANITARY SEWER REHAB				389,000	70,500
WATER SYSTEMS:					
BOOSTER STATION #10					
JOHNSON ROAD WATERLINE					
WELL #8	48,260				
WELL #5 CHLORINE UPGRADE	244,600	54,420			
AIRPORT WATER SYSTEM					
CITY HALL 2ND FLOOR REMODEL	10,547				
M&O RADIO COMMUNICATIONS					
REANEY PARK WATERLINE					
HIGH STREET WATERLINE					
BLEASNER DRIVE WATERLINE					
GUY STREET WATERLINE					
STATE STREET WATER	119,100	220,000	219,880	16,000	
STADIUM WAY WATER LINE	373,500	52,650			
BOOSTER 10	8,520				
MEYER DRIVE WATER LINE REPLACEMENT		52,000			
HAROLD DRIVE WATER LINE REPLACEMENT		86,000			
JEFFERSON ELEMENTARY WATER LINE REPLACEMENT			164,000		
ORION DRIVE WATERLINE				161,000	
WATER TANK 11			90,000	350,000	150,000
WHEATLAND DRIVE WATER LINE REPLACEMENT			61,000	59,500	
WATER TANK 12			50,000	150,000	450,000
M&O ADMIN/IS OFFICE BUILDING					100,000
NORTH GRAND WATERLINE REPLACEMENT					930,000
WASTEWATER TREATMENT PLANT:					
AERATION BASIN CONSTR./UPGRADES	3,273,000	67,200			
STP ELECTRICAL & CONTROL UPGRADE	500,000	30,000	10,000		
STP SECONDARY CLARIFIER UPGRADES	695,000	45,000			
RAS PUMPING UPGRADE	365,000	25,000			
WAWAWAI LIFT STATION REPLACEMENT					
INFLUENT PUMP REPLACEMENT	195,000	162,000	24,000		
COLFAX LIFT STATION					
IPS PUMP AND METER REPLACEMENT				630,000	285,000
ULTRAVIOLET DISINFECTION					600,000
TOTAL EXPENSES:	\$8,181,327	\$2,952,770	\$838,380	\$1,894,000	\$2,615,000
+ENDING CASH					
TOTAL USES:	\$8,181,327	\$2,952,770	\$838,380	\$1,894,000	\$2,615,000

FUND NUMBER:**404****TITLE****STORMWATER****ACTIVITY DESCRIPTION:**

Implementation of the Stormwater Management Program in conformance with the City's NPDES Phase II Municipal Stormwater Permit.

GOAL:

Schedule activities within the budgeted stormwater program that will improve water quality in receiving streams by reducing pollution, maintain and improve infrastructure, reduce volume-induced negative water quality impacts to natural drainage systems, increase public awareness of stormwater issues and meet regulatory permit requirements. Administer stormwater regulations, policies, and practices in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Achieve compliance with the NPDES Municipal Stormwater Permit. Implement the stormwater maintenance program including: 1) Sweeping all streets in the spring and in the fall, weekly sweeping of the Central Business District, and sweeping other City streets one day per week on a rotating basis; 2) Leaf cleanup program in November; 3) Televising approximately 500 feet of storm drain lines. 4) Clean 38 miles of storm drain lines on a rotating basis; 5) Inspect and clean 1,819 catch basins, 1,205 manholes, 202 catch basin/manholes, 22 curb inlets, 48 flow control facilities (detention ponds), 290 outfalls, and 17 treatment facilities (biofiltration swales, oil/water separators, etc.) on a rotating basis.

BUDGET:

\$1,743,677

MAJOR BUDGET CHANGES:

The 2017 budget includes programmed salary step increases; a contribution to the City's next Comprehensive Plan Update (\$3,500), which is a partial carryover from 2016; and design of the Park Street Flood Improvements (\$30,000).

Minor Equipment includes sweeper truck vehicle-based GPS (\$320), water quality monitoring equipment (\$1,500), asset inventory/inspection equipment (\$2,500), MS4 maintenance tools/equipment (\$5,000), and miscellaneous equipment as needed (\$1,000).

Capital includes the Palouse Highway Utility Maintenance Access Paving project-retainage (\$2,000), M&O/IS Administration Building Design (\$5,000), Car Wash project (\$350,000), Library and South Street Parking Lot LID project-retainage (\$24,000), decant facility relocate (\$100,000), and miscellaneous line replacements (\$50,000).

MEASUREMENT TECHNIQUE:

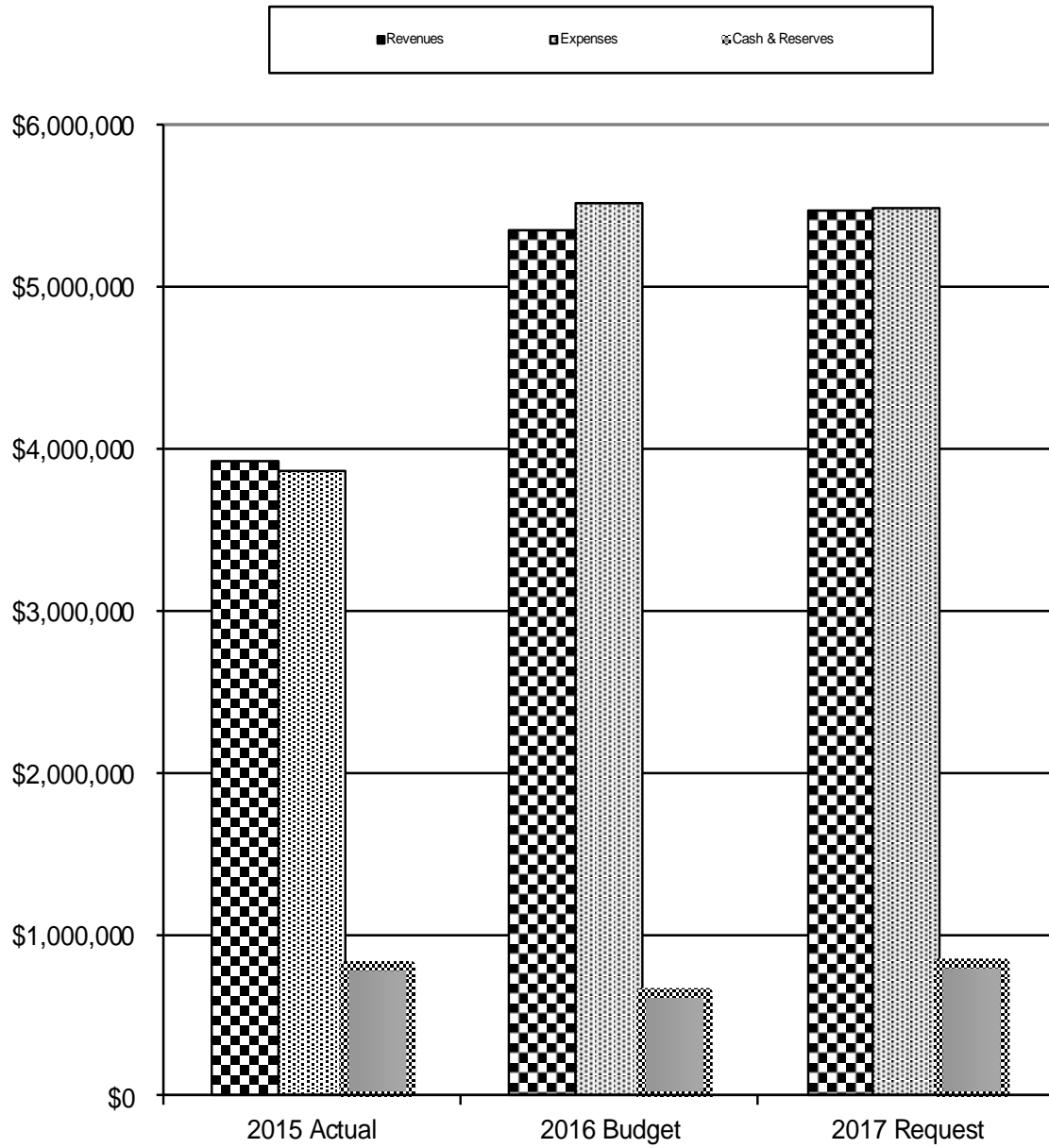
NPDES Phase II Municipal Stormwater Permit compliance; number of lane miles swept; successful leaf pickup program; feet of storm drain pipe televised and cleaned; number of catch basins and manholes inspected and cleaned; number of flow control and treatment facilities inspected and maintained; proper functioning of private flow control and treatment facilities, and public feedback.

STORMWATER FUND #404

	2015 ACTUAL	2016 BUDGET	YTD 06/30/16	2017 REQUEST	\$ CHANGE
REVENUES:					
CHARGES GOODS&SERVICE	1,111,143	1,108,000	636,587	1,118,000	10,000
GRANTS	22,098	296,628		50,000	(246,628)
INVESTMENT INTEREST					
OPERATING TRANSFERS					
MISCELLANEOUS	247	1,000		1,000	
TOTAL REVENUES:	\$1,133,488	\$1,405,628	\$636,587	\$1,169,000	(\$236,628)
EXPENSES:					
SALARIES	256,468	278,900	122,084	318,090	39,190
OVERTIME	216	1,673	410	2,084	411
BENEFITS	117,291	134,527	62,713	152,330	17,803
SUPPLIES	15,156	22,000	2,369	23,500	1,500
MINOR EQUIPMENT	1,960	10,000	27	10,320	320
ERD RENTAL	153,782	121,052	60,554	121,106	54
BLDG RENTAL	100,350	33,048	16,524	20,023	(13,025)
INFO SYSTEMS	22,663	35,468	17,734	23,716	(11,752)
OTHER SERVICES	307,783	351,061	106,279	372,788	21,727
INTGOVT/OTHER		170,982	22,987	168,720	(2,262)
CAPITAL	188,217	554,000		531,000	(23,000)
TOTAL EXPENSES	\$1,163,884	\$1,712,711	\$411,680	\$1,743,677	\$30,966
NET REVENUES/EXPENSES	(\$72,176)	(\$307,083)	\$224,907	(\$574,677)	\$267,594
DEPRECIATION	41,780	54,000	52,050	65,000	11,000
NET	(\$113,956)	(\$361,083)	\$172,857	(\$639,677)	(278,594)
+BEGINNING CASH:	1,809,369	1,809,369	1,809,369	1,618,270	(191,099)
+ENDING CASH	1,737,193	1,502,286	2,034,276	1,043,593	(458,693)

STAFFING: STORMWATER	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Stormwater Service Program Manager	1.00
Field Technician	1.00
Stormwater Aide	0.50
Senior Civil Engineer	0.20
Civil Engineer	0.10
Maintenance Workers	1.36
Clerical	0.30
Seasonal/Clerical	0.71
Total	5.37

TRANSIT FUND



FUND NUMBER:**405****TITLE****TRANSIT****ACTIVITY DESCRIPTION:**

Operation of the City's Transit system, service includes the fixed route and Dial-A-Ride services.

GOAL:

Provide safe, reliable, and convenient public transportation to the citizens of Pullman for a reasonable cost.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Transport 1,400,000 fixed route passengers and provide 19,000 Dial-A-Ride trips.

Maintain the fixed route fare recovery ratio near or above 50 percent.

Keep fixed route ridership per hour near or above 50 riders.

Keep overall operating cost on fixed route at less than \$2.00 per rider.

Keep Dial-A-Ride's on-time pickup percentage above 95 percent.

BUDGET:

\$5,484,776

MAJOR BUDGET CHANGES:

Administrative costs are down, matching projected expenses with past and current need.

Training costs saw no significant changes except personnel benefits, which are up \$5,000 to match actual expenses.

Operational costs are down as a category, but wages and benefits are up based on the new labor group contract. Insurance and vehicle storage costs are up slightly, as were costs for services from the City's Finance and Government Buildings Departments. Information Systems and Equipment Rental Division (ERD) costs are down.

Capital costs are much the same, with the expected delivery of and payment for two fixed route buses awarded grants in 2014/2015. Fewer shelters and seats at bus stops are planned than in past years.

MEASUREMENT TECHNIQUE:

In addition to the internal performance measures referenced above, the operational performance of Pullman Transit is measured against other Washington transit systems using criteria established by the State and described in our annual Transit Development Plan.

TRANSIT FUND #405

	2015 <u>ACTUAL</u>	AMENDED 2016 <u>BUDGET</u>	YTD 06/30/16	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FARES	2,049,541	2,146,978	1,045,373	2,330,509	183,531
OTHER LOCAL	3,347	8,650	85,002	8,500	(150)
STATE MVET	41,580				
EQUALIZATION					
UTILITY TAX	1,235,109	1,198,000	537,679	1,165,500	(32,500)
TOT OPER REVENUE	\$3,329,577	\$3,353,628	\$1,668,053	\$3,504,509	\$150,881
VEHICLE GRANT			2,500	2,500	2,500
OPERATING GRANT	598,520	2,000,092	108,032	1,960,000	(40,092)
TOTAL REVENUES:	\$3,928,097	\$5,353,720	\$1,778,585	\$5,467,009	\$113,289
<u>EXPENSES:</u>					
SALARIES	1,596,330	1,716,350	761,842	1,729,107	12,757
OVERTIME	41,015	43,961	35,194	43,428	(533)
BENEFITS	835,794	866,423	420,928	899,570	33,147
SUPPLIES	18,308	34,700	1,196	32,600	(2,100)
MINOR EQUIPMENT	5,833	13,000	3,946	9,500	(3,500)
EQUIPMENT MAINTENANCE	1,068,939	945,398	473,028	941,621	(3,777)
OTHER SERVICES	289,143	345,182	194,320	332,810	(12,372)
INTERFUND PAYMENTS		162,479	25,865	163,140	661
CAPITAL	9,829	1,395,800	64,545	1,333,000	(62,800)
TOTAL OPER. EXPENSES	\$3,865,191	\$5,523,293	\$1,980,864	\$5,484,776	(\$38,517)
NET REVENUES/ EXPENSES	62,906	(169,573)	(202,279)	(17,767)	151,806
DEPRECIATION	487,751	553,000		520,000	(33,000)
NET	(\$424,845)	(\$722,573)	(\$202,279)	(\$537,767)	\$184,806
+BEGINNING CASH:	745,339	804,084	804,084	839,477	35,393
+ENDING CASH	804,084	634,511	601,804	821,710	220,199

STAFFING	
Position	Full-Time Equivalent
Administration	0.20
Transit Manager	1.00
Operations Supervisor	1.00
Administrative Supervisor	1.00
Training Officer	1.00
Dispatcher	3.40
Driver, Full Time	20.00
Driver, 3/4 Time	1.50
Driver, 1/2 Time	5.00
Bus Washer	2.50
Total	36.60

FUND NUMBER:

501

TITLE**EQUIPMENT RENTAL****ACTIVITY DESCRIPTION:**

Preventive maintenance and repair of all equipment in the City fleet.

GOAL:

Perform preventive maintenance and routine repairs on all City vehicles to minimize equipment maintenance and operation costs and to maximize equipment availability and useful life, so that City staff can provide the highest possible level of service to the public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform preventive maintenance and minor repairs on fleet equipment: 5 fire trucks, 6 ambulance/rescue vehicles, 2 fire trailers including haz-mat, 13 police vehicles, 22 transit buses, 3 mini-buses, 50 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 22 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 26 pieces of various heavy equipment, 34 trailer and attachment components; and prepare new equipment for service. Over 2,954 service calls for routine maintenance, repairs, and overhauls are completed.

BUDGET:

\$4,188,972

MAJOR BUDGET CHANGES:

The 2017 budget includes programmed salary step increases, and a slight increase in the supply line item for fuel, oils, lubricants, tires, chains, etc. (\$7,200).

Minor Capital includes employee tool replacement (\$1,800), miscellaneous hand, electric and pneumatic tool replacements (\$4,000), pressure brake bleeding systems (\$350), and trilingual OBD2/Can and ABS/SRS scan tool (\$1,000).

Capital Expenses are approved CIP vehicles (\$846,000) and Fuel Island Relocation Project (\$1,000,000).

FY2017 VEHICLE REPLACEMENTS:

New Information Services Division Vehicle	\$	38,000
New Protective Inspections Division Vehicle		35,000
00-138 2000 Chevrolet S10 Pickup - Stormwater		35,000
03-027 2003 Ford Taurus - M&O		30,000
03-042 2003 Chevrolet 1/2-Ton Pickup - M&O		30,000
04-039 2004 E-450 Startrans Bus - Parks		80,000
04-223 2004 Hustler Mower - Parks		40,000
05-025 2005 Dodge 3/4-Ton Utility Truck - Police		66,000
14-012 2014 Ford Utility Police Interceptor - Police		49,000
14-016 2014 Ford Sedan Police Interceptor - Police		47,000
97-450 1994 Ford Ambulance - Fire		225,000
92-452 1992 KME Fire Pumper - Fire		171,000
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TOTAL		\$ 846,000
GRAND TOTAL		\$ <u>1,846,000</u>

MEASUREMENT TECHNIQUE:

Satisfaction of vehicle performance from user departments.

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EQUIPMENT RENTAL FUND #501

	2015 ACTUAL	2016 BUDGET	YTD 06/30/16	2017 REQUEST	\$ CHANGE
REVENUES:					
EQUIPMENT RENT & REPAIR	2,817,309	2,243,897	1,121,949	2,392,913	149,016
MISCELLANEOUS	34,618	189,750	80,463	44,500	(145,250)
TRANSFERS IN/OUT	7,920	55,000		104,000	49,000
TOTAL REVENUES:	\$2,859,848	\$2,488,647	\$1,202,411	\$2,541,413	(1,184,659)
EXPENSES:					
SALARIES	338,139	331,900	176,108	426,659	94,759
OVERTIME	1,348	7,869	516	4,419	(3,450)
BENEFITS	157,136	177,935	85,814	230,839	52,904
SUPPLIES	697,762	1,104,080	324,088	1,111,280	7,200
MINOR EQUIPMENT	791	8,100		15,650	7,550
OTHER SERVICES	311,662	481,115	129,326	533,929	52,814
INFO SYS/INTERGOVT	45,326	45,314	22,407	20,196	(25,118)
DEBT SERVICE		61,923			
CAPITAL	798,509	848,000	85,910	1,846,000	998,000
TOTAL EXPENSES	\$2,350,674	\$3,004,313	\$824,169	\$4,188,972	1,184,659
NET REVENUES/ EXPENSES	\$509,174	(\$515,666)	\$378,242	(\$1,647,559)	(1,131,893)
DEPRECIATION	453,528	487,000		760,000	273,000
NET	\$55,646	(\$1,002,666)	\$378,242	(\$2,407,559)	(1,404,893)
BEGINNING CASH	1,867,259	2,362,660	2,362,660	2,067,674	(294,986)
ENDING CASH	2,057,072	1,393,123	2,633,761	-	(1,393,123)
CAP RESERVES	305,588	453,871	107,142	420,115	(33,756)

STAFFING	
Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.20
Shop Foreman	1.00
Auto Repair Supervisor	1.00
Heavy Equipment Mechanic	4.00
Administration	0.30
Clerical	0.10
Seasonal/Casual	0.78
Total	7.38

FUND NUMBER:**504****TITLE****GOVERNMENT BUILDINGS****ACTIVITY DESCRIPTION:**

Provide building care, maintenance, service, and supplies to City buildings and facilities.

GOAL:

Maintain buildings that create a good first impression and that reflect pride in the buildings and the City. Maintain an appropriate level of service for each government facility.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Appearance of the buildings and facilities, timely response for assistance and emergencies, and for employee and public comfort.

Resolution of building operation emergencies within 24 hours 90 percent of the time. On-going preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

BUDGET:

\$1,284,957

MAJOR BUDGET CHANGES:

2017 budget includes programmed salary step increases.

Special maintenance projects include City Hall - Masonry Restoration and Garage-Level Painting (\$135,000), carpet replacement in Fire Station 1 and City Hall Large Conference Room (\$10,000), power vac cleaning the HVAC ducts at Fire Station 1/2 (\$4,000) and City Hall (\$30,000), Pioneer Center gutters and fascia (\$3,881), Fire Station 1 Equipment Bay painting (\$12,526), and Fire Station 2 Equipment Bay FRP (\$2,426), and design of City Hall HVAC improvements (\$2,930).

Major Capital includes ADA transition plan improvements (\$20,000).

Minor Equipment includes miscellaneous items as needed (\$1,000), 12-volt inspection camera (\$250), backpack vacuum (\$450), and a vibration meter (\$550).

MEASUREMENT TECHNIQUE:

Resource management, building appearance, comfort, and feedback from facility managers.

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GOVERNMENT BUILDINGS FUND #504

	2015 ACTUAL	2016 BUDGET	YTD 06/30/16	2017 REQUEST	\$ CHANGE
REVENUES:					
BUILDING RENTS	987,369	934,423	432,685	1,072,005	137,582
GENERAL FUND					
MISCELLANEOUS	22,213	28,377	2,475	22,833	(5,544)
TOTAL REVENUES:	\$1,009,582	\$962,800	\$495,482	1,094,838	132,038
+BEGINNING CASH:	840,890	832,221	832,221	741,870	(90,351)
TOTAL RESOURCES:	\$1,850,472	\$1,795,021	\$1,327,704	1,836,708	41,687
EXPENDITURES:					
SALARIES	263,909	292,141	129,009	289,472	(2,669)
OVERTIME	37,296	20,028	10,097	20,619	591
BENEFITS	149,961	163,837	68,006	155,792	(8,045)
SUPPLIES	96,221	92,705	32,496	92,705	
MINOR EQUIPMENT	2,478	10,000		2,250	(7,750)
ERD RENTAL	35,651	17,836	7,689	17,629	(207)
OTHER SERVICES	430,450	455,405	160,632	653,838	198,433
INFO SERVICES/GOVT B	1,607	30,751		32,652	1,901
CAPITAL			10,166	20,000	20,000
TOTAL EXPENDITURES:	\$1,017,573	\$1,082,703	\$433,471	1,284,957	202,254
+ENDING CASH	832,221	712,318	894,233	551,751	(160,567)
TOTAL USES:	\$1,849,791	\$1,795,021	\$1,327,704	1,836,708	41,687

STAFFING	
Position	Full-Time Equivalent
Maintenance Supervisor	1.00
Maintenance Worker	1.00
Custodian	3.00
Temporary Custodian	0.50
Weekend Custodian	0.45
Administration	0.20
Clerical	0.15
Total	6.30

FUND NUMBER**TITLE**

507

INFORMATION SYSTEMS**Activity Description:**

Provide a stable and productive computing environment throughout the citywide network by maintaining and securing the network infrastructure, protecting City data, supplying functional workstations and software, and providing user and software vendor support as requested.

Goal:

To provide a stable and secure citywide network that facilitates enhanced communication and workflow to enhance the efficiency of the City staff.

Performance Measure/Budgeted Service Level

Maintain, monitor, and secure the local and wide area network to ensure reliable connectivity for the 54 separate City sites for both internal and external network services. Maintain and provide hardware and software upgrades for the City's 65 servers. Maintain and provide hardware and software upgrades for the 308 user network devices (PC's, laptops, and smart phones). Manage network and email access for the 265 City employees with computer access. Provide computer and application support for all City employees and software vendor personnel. Manage and maintain the City phone system.

REVENUES: \$1,130,779

User department and fund charges for network services and equipment maintenance and replacement are \$1,058,074.

EXPENDITURES: \$1,164,466 Total

Equipment: \$364,235
Operating requirements: \$800,231

MAJOR BUDGET CHANGES:

The primary budget changes for 2017 are due to the additional cost of a full time full year position (Yearly cost \$97,000). Additionally, the proposed replacement of the City's Core Network switching equipment (\$66,000), upgrades to audio video equipment in Council Chambers (\$132,000 with \$66,000 shared cost), new vehicle (\$38,000), and funds to begin working on a joint Maintenance and Operations/Information Systems building design (\$50,000).

MEASUREMENT TECHNIQUE:

Satisfaction of network, workstation, and application performance from user departments.

FUND NUMBER

507

TITLE

IS GOVERNMENT ACCESS

ACTIVITY DESCRIPTION:

Broadcast City Council, Hospital Board, and League of Women Voters meetings both live and on a replay schedule. Use the reader board to disseminate public service announcements and notice of local City sponsored events. Broadcast the Washington State Government channel (TVW), and other State productions when they are available.

GOAL:

Provide the citizens of Pullman with increased access to governmental information, activities, and meetings.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Broadcast public service information to residents of Pullman on digital government access channel. Provide community access to local and state government proceedings.

BUDGET:

\$10,989

MAJOR BUDGET CHANGES:

The budget increase for 2017 is entirely due to the IS rates for equipment and labor.

We are hoping to receive franchise agreement monies to do some upgrades in 2017, and a CIP project in the Information Systems budget was approved for half the cost.

MEASUREMENT TECHNIQUE:

Input received from community.

INFORMATION SYSTEMS FUND (507)

	2015 ACTUAL	2016 BUDGET	YTD 6/30/2016	2017 REQUEST	\$ CHANGE
<u>REVENUES:</u>					
GENERAL FUND TRANSFER	5,083	6,505	6,505	6,505	
MISCELLANEOUS	2,968	200	190	66,200	66,000
NETWORK & SERVICE FEES	763,854	1,064,382	531,957	1,058,074	(6,308)
TOTAL REVENUES:	771,905	\$1,071,087	\$538,652	\$1,130,779	\$59,692
<u>EXPENDITURES:</u>					
SALARIES	284,168	369,537	164,757	408,178	38,641
OVERTIME			2,099	6,391	6,391
BENEFITS	119,860	175,235	67,706	178,960	3,725
SUPPLIES	2,084	2,200	1,388	2,500	300
MINOR CAPITAL	10,961	81,810	23,494	78,235	(3,575)
OTH SERVICES	138,307	241,083	133,186	195,602	(45,481)
EQUIP RENTAL	3,951	3,000	1,500	3,830	830
BLDG RENTAL	10,645	10,585	5,293	10,070	(515)
INTGOVT/OTHER	5,083	9,014	4,507	5,689	(3,325)
EQUIPMENT	31,289	157,031	145,147	286,000	128,969
TOTAL EXPENDITURES:	\$606,348	\$1,049,495	\$549,077	\$1,175,455	\$125,960
NET REVENUES/EXPENDITURES	\$165,557	\$21,592	(\$10,425)	(\$44,676)	(\$66,268)
DEPRECIATION	9,770	41,000		50,000	9,000
NET	\$155,787	(\$19,408)	(\$10,425)	(\$94,676)	(\$75,268)
BEGINNING CASH	270,658	436,215	436,215	492,984	56,769
ENDING CASH	436,215	457,807	425,790	448,308	(9,499)

STAFFING	
Position	Full-Time Equivalent
Information Services Manager	1.00
Information Services Network Specialist	1.00
Information Services Technician	3.00
Information Services Server Administrator	1.00
Total	6.00

FUND NUMBER**TITLE****651****AIRPORT AGENCY****PURPOSE :**

The city of Pullman is responsible for the maintenance of budgetary, revenue and expenditure accounts for the Pullman-Moscow Airport. The city must now also prepare and submit an Annual Financial Report on the airport's financial condition to the State Auditor. The Airport Board adopted this proposed budget on August 17, 2016. The Pullman City Council and the Moscow City Council must also approve this budget.

REVENUES :

The Airport expects to receive \$699,431 in operating revenues and \$26,000,000 in FAA Airport Improvement Program Grants, \$150,000 in State of Washington grants, and \$263,400 in Passenger Facility Charge collections. They also expect to receive \$1,984,380 from donations/contributions for the runway alignment grant project.

EXPENDITURES :

The Airport Board approved a total 2017 expenditure budget of \$29,097,211 which consists of \$699,431 in operational expenditures, \$28,397,780 in capital expenditures for land acquisition and design of Runway Realignment project. The budget also includes \$1,350,000 in depreciation.

AIRPORT AGENCY FUND #651

	2015 <u>ACTUAL</u>	2016 <u>AMENDED BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
<u>GRANTS:</u>					
FAA, OTHER	6,094,903	18,000,000	2,444,035	26,000,000	8,000,000
STATE OF WASHINGTON	264,538	250,000		150,000	(100,000)
STATE OF IDAHO					
PULLMAN	32,013	32,013	32,013	32,013	
MOSCOW	32,013	32,013	32,013	32,013	
PORT OF WHITMAN	20,750	20,750	20,750	20,750	
LATAH COUNTY	17,000	17,000	17,000	17,000	
WSU	18,935	18,935	18,935	18,935	
U OF IDAHO	10,000	12,500	10,000	12,500	
SERVICE FEES	81,820	90,000	38,068	94,000	4,000
PFC	206,718	201,940	87,058	263,400	61,460
RENTS	132,204	137,179	85,099	144,000	6,821
DONATIONS/CONTRIBS	3,750,000	1,212,500	250,000	1,984,380	771,880
PARKING, CONCESSIONS, MISC	295,329	267,720	183,262	328,220	60,500
TOTAL REVENUES:	\$10,956,222	\$20,292,550	\$3,218,234	\$29,097,211	\$8,804,661
LINE OF CREDIT					
INTGOV'T TRANSFERS					
PFC RESERVE					
TOTAL REVENUES	\$10,956,222	\$20,292,550	\$3,218,234	\$29,097,211	\$8,804,661
<u>EXPENDITURES:</u>					
SALARIES	215,096	241,512	121,732	265,324	23,812
OVERTIME					
BENEFITS	91,032	96,360	49,102	103,440	7,080
SUPPLIES	42,826	42,350	20,561	45,250	2,900
MINOR EQUIPMT	3,339	6,500		6,500	
OTHER SERVICES	189,492	198,388	118,607	224,917	26,529
INTGOV'T	40,714	43,000	21,826	54,000	11,000
CAPITAL	6,659,314	19,664,440	2,719,012	28,397,780	8,733,340
TOTAL EXPENDITURES:	\$7,241,813	\$20,292,550	\$3,050,839	\$29,097,211	\$8,804,661
NET REVENUES/ EXPENDITURES	\$3,714,410		\$167,395		
DEPRECIATION	1,289,321	1,230,000		1,350,000	120,000
NET	\$2,425,089	(\$1,230,000)	\$167,395	(\$1,350,000)	(120,000)
+BEGINNING CASH:	86,710	3,804,588	3,804,588	3,875,993	71,405
ENDING CASH	3,804,588	3,804,588	167,395	3,875,993	71,405
LINE OF CREDIT	400,000		370,000		
PFC RESERVE					

FUND NUMBER:

707

TITLE**LAWSON GARDENS PARK
ENDOWMENT TRUST FUND****ACTIVITY DESCRIPTION:**

Care and maintenance of Lawson Gardens including annual gardens, perennial gardens, rose garden, xeriscape garden and turf areas.

GOAL:

Propagate the source material necessary to plant and maintain all the gardens in a quality manner. Manage resources so the fund is used effectively. Interest earnings not expended during the year accrued are carried over as revenue for subsequent budget years.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Turf is mowed and trimmed on a seasonal, weekly basis.

Annuals are planted as soon as weather permits.

All flower beds are maintained properly and to a high standard.

BUDGET:

\$ 115,803

MAJOR BUDGET CHANGES:

2017 budget includes programmed salary step increases with reductions in supplies and other services.

MEASUREMENT TECHNIQUE:

Appearance of Lawson Gardens; health and vigor of plant material and resource management.

LAWSON GARDENS PARK ENDOWMENT TRUST FUND #707
(Category 3 Only)

	<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/16</u>	<u>2017</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
DONATIONS	2,000		2,050		
INVESTMENT INCOME	56,622	65,000	30,693	60,000	(5,000)
OTHER	750	1,000	500	50,500	49,500
TOTAL REVENUES:	59,372	\$66,000	\$33,243	\$110,500	\$44,500
+BEGINNING CASH:	92,546	60,459	60,459	7,422	(53,037)
TOTAL RESOURCES:	\$151,918	\$126,459	\$93,701	\$117,922	(\$8,537)
<u>EXPENDITURES:</u>					
SALARIES	57,809	66,453	28,496	66,465	12
OVERTIME	235	1,100	596	1,100	
BENEFITS	25,090	28,372	13,265	27,844	(528)
SUPPLIES	8,819	13,500	3,511	12,000	(1,500)
MINOR CAPITAL					
OTHER SVCS	7,974	9,350	1,919	8,150	(1,200)
INTERFUND	306	706	353	244	(462)
CAPITAL		3,604			(3,604)
TOTAL EXPENDS:	100,233	\$123,085	\$48,140	\$115,803	(\$7,282)
+ENDING CASH	60,459	3,374	45,561	2,119	(1,255)
TOTAL USES:	\$160,692	\$126,459	\$93,701	\$117,922	(\$8,537)

FUND NUMBER**TITLE**

710

CEMETERY ENDOWMENT CARE FUND**PURPOSE:**

This fund was established in 1965 to provide a corpus whose earnings are to be used for the ongoing maintenance and improvements of the City operated cemeteries.

REVENUES:

Revenues are generated from a portion of the cemetery grave sales. 30 percent of grave sales are placed in the Cemetery Care Fund. These revenues are to build principal, which cannot be spent. The income from the investments may be used for the care, upkeep, maintenance, and improvement of the cemetery.

EXPENDITURES: \$500

Interest earnings are transferred to the Cemetery Expansion Fund for future projects.

CEMETERY CARE FUND #710

	2015 <u>ACTUAL</u>	2016 <u>BUDGET</u>	YTD <u>06/30/16</u>	2017 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FEES	6,246	4,000	1,175	3,000	(1,000)
OTHER	401	400	529	500	100
TOTAL REVENUES:	6,647	4,400	1,703	3,500	(900)
+BEGINNING CASH:	262,070	268,316	268,316	271,753	3,437
TOTAL RESOURCES:	\$268,717	\$272,716	\$270,019	\$275,253	\$2,537
EXPENDITURES:					
SALARIES					
BENEFITS					
SUPPLIES					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT	401	500		500	
IMPROVEMENTS					
TOTAL EXPENDS:	401	500		500	
+ENDING CASH	268,316	272,216	270,019	274,753	2,537
TOTAL USES:	\$268,717	\$272,716	\$270,019	\$275,253	\$2,537

2017 MONTHLY SALARY SCHEDULE

As of 7/31/2016

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>ADMINISTRATION, FINANCE & CLERICAL</u>					
26 CITY SUPERVISOR	9,109	9,564	10,043	10,545	11,072
24 CITY ATTORNEY	7,956	8,354	8,772	9,210	9,671
23 FINANCE DIRECTOR	7,436	7,807	8,198	8,608	9,038
19 HUMAN RESOURCES MANAGER	5,780	6,069	6,373	6,691	7,026
21 INFORMATION SYSTEMS MANAGER	6,494	6,819	7,160	7,518	7,894
17 ACCOUNTING MANAGER	5,243	5,505	5,780	6,070	6,373
12 ACCOUNTANT	4,352	4,570	4,798	5,038	5,290
17 IS SERVER ADMINISTRATOR	5,243	5,505	5,780	6,070	6,373
13 INFORMATION SYSTEMS NETWORK SPECIALIST	4,483	4,707	4,942	5,190	5,449
10 INFORMATION SYSTEMS TECHNICIAN	4,102	4,307	4,522	4,749	4,986
8 DEPUTY CITY CLERK	3,867	4,060	4,263	4,476	4,700
8 EXECUTIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ACCOUNTING SPECIALIST	3,645	3,827	4,018	4,219	4,430
4 ADMINISTRATIVE CLERK	3,436	3,607	3,788	3,977	4,176
<u>POLICE & SUPPORT SERVICE</u>					
24 CHIEF OF POLICE	7,956	8,354	8,772	9,210	9,671
21 POLICE OPERATIONS COMMANDER	6,494	6,819	7,160	7,518	7,894
18 POLICE SERGEANT	7,282	7,464	7,650		
15 POLICE OFFICER	5,057	5,410	5,896	6,457	6,844
POLICE OFFICER TRAINEE	4,698	4,814			
14 SUPPORT SERVICES MANAGER	4,617	4,848	5,090	5,345	5,612
10 INFORMATION SYSTEMS TECHNICIAN	4,102	4,307	4,522	4,749	4,986
8 POLICE ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 RECORDS SPECIALIST II	3,645	3,827	4,018	4,219	4,430
7 PROPERTY AND EVIDENCE SPECIALIST	3,754	3,942	4,139	4,346	4,563
8 CODE ENFORCEMENT OFFICER II	3,867	4,060	4,263	4,476	4,700
4 CODE ENFORCEMENT OFFICER I	3,436	3,607	3,788	3,977	4,176
5 RECORDS SPECIALIST I	3,538	3,715	3,901	4,096	4,301
<u>FIRE SERVICE</u>					
23 FIRE CHIEF	7,436	7,807	8,198	8,608	9,038
19 FIRE OPERATIONS OFFICER	5,780	6,069	6,373	6,691	7,026
18 FIRE TRAINING OFFICER	6,766	7,104	7,459	7,832	8,224
17 FIRE CAPTAIN	6,256	6,569	6,897	7,242	7,604
17 FIRE MARSHAL	6,256	6,569	6,897	7,242	7,604
15 LIEUTENANT	5,509	5,784	6,073	6,377	6,696
14 DEPUTY FIRE MARSHAL	5,509	5,784	6,073	6,377	6,696
13 FIREFIGHTER	4,851	5,093	5,348	5,615	5,896
8 ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ADMINISTRATIVE SPECIALIST	3,645	3,827	4,018	4,219	4,430
<u>LIBRARY</u>					
21 LIBRARY SERVICES DIRECTOR	6,494	6,819	7,160	7,518	7,894
12 LIBRARY DIVISION MANAGER	4,352	4,570	4,798	5,038	5,290
8 LIBRARY ADMIN ASSISTANT	3,867	4,060	4,263	4,476	4,700
10 LIBRARY SUPERVISOR	4,102	4,307	4,522	4,749	4,986
6 LIBRARY TECHNICIAN	3,645	3,827	4,018	4,219	4,430
4 LIBRARY ASSISTANT	3,436	3,607	3,788	3,977	4,176

2017 MONTHLY SALARY SCHEDULE

As of 7/31/2016

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>PUBLIC WORKS</u>					
25 PUBLIC WORKS DIRECTOR	8,513	8,938	9,385	9,854	10,347
21 DEPUTY PUBLIC WORKS DIRECTOR	6,494	6,819	7,160	7,518	7,894
19 MAINT & OP SUPERINTENDENT	5,780	6,069	6,373	6,691	7,026
18 TRANSIT MANAGER	5,506	5,781	6,070	6,373	6,692
18 WASTE WATER PLANT SUPERVISOR	5,506	5,781	6,070	6,373	6,692
17 SENIOR CIVIL ENGINEER	5,243	5,505	5,780	6,070	6,373
15 STORMWATER SERVICES PROGRAM MANAGER	4,756	4,994	5,244	5,506	5,781
14 AUTOMOTIVE REPAIR SUPERVISOR	4,243	4,451	4,670	4,900	5,140
15 SENIOR BUILDING INSPECTOR	4,756	4,994	5,244	5,506	5,781
15 CIVIL ENGINEER	4,756	4,994	5,244	5,506	5,781
13 WASTE WATER LAB MANAGER	4,483	4,707	4,942	5,190	5,449
12 ENGINEERING TECHNICIAN	4,352	4,570	4,798	5,038	5,290
12 BUILDING INSPECTOR	4,352	4,570	4,798	5,038	5,290
14 MAINTENANCE SUPERVISOR	4,617	4,848	5,090	5,345	5,612
12 ACCOUNTANT-M&O	4,352	4,570	4,798	5,038	5,290
14 OPERATIONS SUPERVISOR	4,617	4,848	5,090	5,345	5,612
14 BLDG. MAINT. SUPERVISOR	4,617	4,848	5,090	5,345	5,612
10 STORMWATER FIELD TECHNICIAN	4,102	4,307	4,522	4,749	4,986
14 TRANSIT OPERATIONS SUPERVISOR	4,617	4,848	5,090	5,345	5,612
12 HEAVY EQUIP MECHANIC	3,696	3,879	4,068	4,269	4,482
8 TRANSIT TRAINER/SAFETY OFFICER	3,696	3,879	4,068	4,269	4,482
12 INDUSTRIAL MECHANIC	4,352	4,570	4,798	5,038	5,290
12 WASTE WATER PLANT OPERATOR	4,352	4,570	4,798	5,038	5,290
12 INFORMATION SYSTEMS SPECIALIST	4,352	4,570	4,798	5,038	5,290
12 INSTRUMENTATION AND CONTROL TECHNICIAN	4,352	4,570	4,798	5,038	5,290
12 TRANSIT ADMINISTRATIVE SUPERVISOR	4,352	4,570	4,798	5,038	5,290
8 PUBLIC WORKS ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
10 MAINTENANCE WORKER	4,102	4,307	4,522	4,749	4,986
7 TRANSIT DISPATCHER	3,356	3,520	3,697	3,879	4,071
6 TRANSIT DRIVER	3,197	3,353	3,522	3,696	3,879
6 ADMINISTRATIVE SPECIALIST- ENGINEERING	3,645	3,827	4,018	4,219	4,430
6 ADMINISTRATIVE SPECIALIST- M&O	3,645	3,827	4,018	4,219	4,430
7 BLDG. MAINTENANCE WORKER	3,754	3,942	4,139	4,346	4,563
4 APPRENTICE MAINT. WORKER-P.W.	3,436	3,607	3,788	3,977	4,176
6 WASTE WATER PLANT OPERATOR IN TRAINING	3,645	3,827	4,018	4,219	4,430
5 TRANSIT CUSTOMER SERVICE REPRESENTATIVE	2,834	2,973	3,122	3,275	3,437
2 SENIOR BUS WASHER	2,685	2,817	2,953	3,098	3,249
1 BUS WASHER	2,560	2,686	2,817	2,953	3,098
2 CUSTODIAN	2,839	2,981	3,130	3,287	3,451
<u>PLANNING</u>					
23 PLANNING DIRECTOR	7,436	7,807	8,198	8,608	9,038
13 ASSISTANT CITY PLANNER	4,483	4,707	4,942	5,190	5,449
<u>PUBLIC SERVICES</u>					
19 PARKS MANAGER	5,780	6,069	6,373	6,691	7,026
19 RECREATION MANAGER	5,780	6,069	6,373	6,691	7,026
10 HORTICULTURIST	4,102	4,307	4,522	4,749	4,986
8 LEAD PARKS MAINTENANCE WORKER	3,867	4,060	4,263	4,476	4,700
10 RECREATION SUPERVISOR	4,102	4,307	4,522	4,749	4,986
8 COMMUNITY IMPROVEMENT REP.	3,867	4,060	4,263	4,476	4,700
8 AQUATICS PROGRAM COORDINATOR	3,867	4,060	4,263	4,476	4,700
6 PARKS MAINT. WORKER 2	3,645	3,827	4,018	4,219	4,430
7 PRESCHOOL PROGRAM COORDINATOR	3,754	3,942	4,139	4,346	4,563
7 SENIOR CITIZEN PROGRAM COORDINATOR	3,754	3,942	4,139	4,346	4,563
8 ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ADMINISTRATIVE SPECIALIST	3,645	3,827	4,018	4,219	4,430
5 PARKS MAINT. WORKER 1	3,538	3,715	3,901	4,096	4,301

2017 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

(Note: This list does not include seasonal employees or employees working less than twenty hours per week.)

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
Legislative	City Councilmember		7
	Total		7
Executive	Mayor		1
	City Supervisor	1	
	Total	1	1
Finance and Records Services	Finance Director	1	
	Accounting Manager	1	
	Accountant	1	
	Accounting Specialist	2	
	Deputy City Clerk	1	
	Executive Assistant	1	
	Administrative Clerk		1
	Total	7	1
Information Technology	Information Systems Manager/NetWork Ad.	1	
	Information Systems Server Administrator	1	
	Information Systems Network Specialist	1	
	Information Systems Specialist	1	
	Information Systems Technician	2	
	Total	6	
Legal	City Attorney	1	
	Total	1	
Human Resources	Human Resources Manager	1	
	Total	1	
Police and Support Services	Chief of Police	1	
	Police Operations Commander	1	
	Sergeants	4	
	Detectives	3	
	Support Services Manager	1	
	Information Systems Specialist	1	
	Youth Services Officer	1	
	Patrol Officer	19	
	Police Administrative Assistant	1	
	Records Specialist	6	1
	Property & Evidence Specialist	1	
	Code Enforcement Officer	3	
	Total	42	1

2017 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>TIME</u>	<u>TIME</u>
Fire	Fire Chief	1	
	Operations Officer	1	
	Fire Training Officer	1	
	Fire Marshal	1	
	Deputy Fire Marshal	1	
	Fire Captain	4	
	Lieutenant	4	
	Firefighter	22	
	Administrative Assistant	1	
	Administrative Specialist	1	
	Total	37	
Public Works	Public Works Director	1	
	Deputy Public Works Director	1	
	Senior Civil Engineer	1	
	Stormwater Services Program Manager	1	
	Civil Engineer	1	
	Engineering Technician	2	
	Senior Building Inspector	1	
	Building Inspector	4	
	Maintenance & Operations Superintendent	1	
	Maintenance Supervisor	1	
	Operations Supervisor	1	
	Stormwater Services Field Technician	1	
	Maintenance Worker	12	
	WWTP Supervisor	1	
	WWTP Plant Operator	5	
	WWTP Pretreatment/Laboratory Manager	1	
	WWTP Industrial Mechanic	1	
	Instrumentation and Control Specialist	1	
	Automotive Repair Supervisor	1	
	Heavy Equipment Mechanic	4	
	Transit Manager	1	
	Transit Operations Supervisor	1	
	Transit Administrative Supervisor	1	
	Transit Training/Safety Officer	1	
	Transit Dispatcher	3	1
	Transit Driver	19	14
	Senior Bus Washer	1	
	Bus Washer	1	1
	Public Works Admin Asst.	1	
	Accountant	1	
	Administrative Specialist	2	
	Building Maint. Supervisor	1	
	Building Maintenance Worker	1	
	Custodian	3	
	Total	79	16

2017 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>TIME</u>	<u>TIME</u>
Public Services	Park Manager	1	
	Lead Parks Maintenance Worker	1	
	Park Maintenance Worker	5	
	Horticulturist	1	
	Community Improvement Representative	1	
	Aquatic Coordinator	1	
	Recreation Manager	1	
	Recreation Supervisor	1	
	Senior Citizen Coordinator	1	
	Preschool Instructor	1	
	Administrative Assistant	1	
	Administrative Specialist		1
	Total	15	1
Planning	Planning Director	1	
	Assistant City Planner	1	
	Total	2	
Library	Library Services Director	1	
	Library Division Manager	3 *	
	Library Supervisor	1	1
	Library Administrative Assistant	1	
	Library Technician		3
	Library Assistant	2	2
Total		8	6
GRAND TOTAL		199	33

*One Position Reimbursed 50% by Whitman County Library District.

Insert ERD Rate Tables Here