

2018 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:

October 31, 2017

2018 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

Adam Lincoln
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

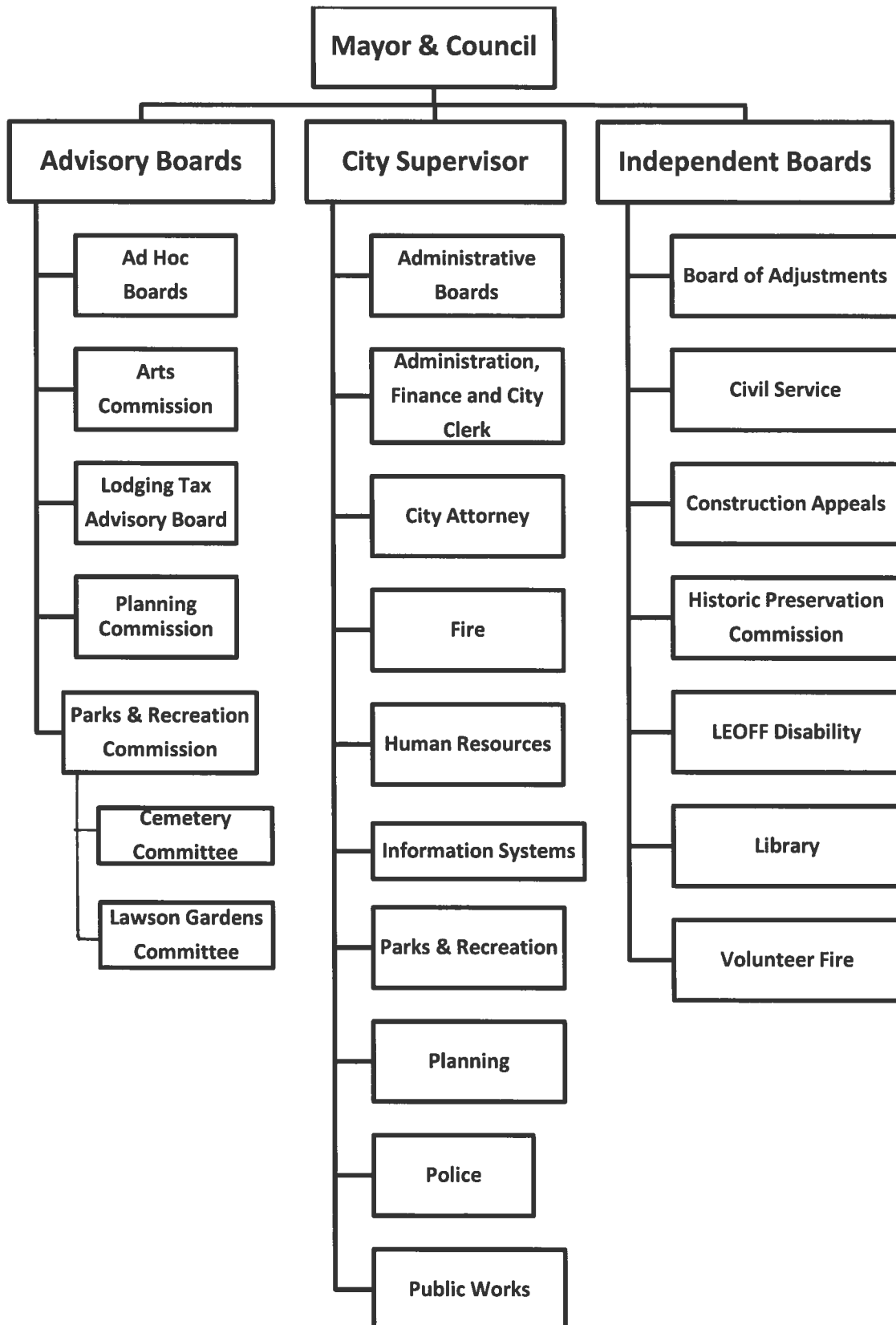
Leann Hubbard
Finance Director

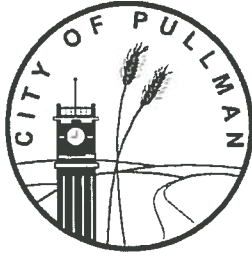
Gary Jenkins
Chief of Police

Laura McAloon
City Attorney

Karen Sires
Human Resources Manager

City of Pullman





CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

325 S.E. Paradise Street Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: City Councilmembers and Pullman Residents
FROM: Glenn A. Johnson, Mayor
RE: Mayor's 2018 Budget Message
DATE: October 31, 2017

It is a pleasure to present the 2018 budget to you that reflects some changes from years past. When we worked through the individual department budgets before, the department heads would present their budgets to what we called the executive finance committee—the finance director, city supervisor and the mayor. With a new city supervisor on board we tried something different. When we hired Adam Lincoln, I told him to challenge what we have done in the past because we are open to new ideas and new ways of conducting the people's business. And through this, we instituted a new way of presenting individual department budgets. Department heads presented their individual budgets to all other department heads. This added to more transparency and gave each department head a better understanding of the needs and challenges within other departments.

Our first draft of the 2018 budget, which you will not see on these pages, contained everyone's wish list and that in itself was quite telling. Our department heads talked about their needs and each one had some valid justifications for those needs and wants. Unfortunately, once we looked at the revenue projections for 2018 there was a gap of about four million dollars between the wish list and the hard reality of our revenue picture.

We have also had a number of meetings since that original presentation to trim individual budgets that impact the general fund. We are at the point when we can present to you what we believe is a realistic budget for 2018. The general fund revenue estimate for 2018 is \$20,955,213 and the expenditures for 2018 are \$23,386,625. While expenditures continue to exceed the revenue forecast, the budget as presented is balanced. At the end of 2018, we estimate that the strategic reserves will remain strong and will be slightly above 13% of operating expenditures. The overall revenue estimate for 2018 is \$85,935,776 and the overall expenditures for 2018 are \$96,935,506 (not including \$5,885,000 in depreciation).

We have long held to a financial culture in Pullman that emphasizes a conservative approach to revenue forecasting and an expectation by department leaders to save resources whenever possible. The result is that the city generally has a healthier-than-expected cash and reserve amount when budgeting. The city is able to use the overage to help pay for new items and continue to offer services at the levels the public has come to expect. While this method of budgeting has been effective in stronger economic times, the city needs to evaluate how we will operate during an economic downturn and evaluate what potential cuts and adjustments would be necessary to ensure a future balanced budget.

Moving forward, the city will work on making the future financial picture clearer by transitioning to a biennial budget, developing a multi-year revenue forecast, establishing written financial policies, and increasing transparency by adding more of the city's financial information online in an easy-to-access format. This suggestion has been made before, but we are now in a position to start the process.

In an effort to accommodate the many needs of our residents, businesses, and partners, we have strived to budget for the priorities of the community. On an annual basis, the Mayor and city Council adopt priorities for the upcoming year. In 2018, the goal-setting process will be moved closer to summer so that the priorities will be adopted closer to the budget process. Additionally, as the city moves to a biennial budget, it will be imperative that the adoption of goals also look beyond a single calendar year and look at a longer and increasingly strategic timeline.

The budget that is before you helps to move the city forward in areas that have been in need. Given that our reserves are estimated to remain above 13%, even including new and more costly expenditures, I remain confident that the city is in a strong financial position and that we are continuing to live within our means. This budget includes a \$300,000 final payment for our local match for the Airport realignment project; one additional police officer; GIS program start-up that has been in the council goals for some time; a contract with a retail/economic development company to help recruit new businesses to Pullman and thus help improve our retail sales tax position; cost-of-living adjustments for our non-represented personnel; a city website upgrade that will also include the addition of the 311 system for residents to report issues to the city; planning software to allow for online plan review; additional help for the finance team to take on new tasks that are in this budget; increased administrative support to digitize records and help with public records, especially impacting Public Works and Planning Departments; and continue a program started during the last quarter of 2017 of looking for modern best practices and organizational structures for Finance, Public Works and the Parks Departments.

This budget does not include the previous cost estimate for an economic development employee. I have worked with Retail Strategies to get us the same benefits through contract services and we will determine how effective the relationship is after the initial 3-year term. The initial cost is \$30,000 rather than the ongoing cost of \$122,000 for a permanent hire. The entire three-year contract is below \$150,000. The budget also does not include the cost increases for the City Attorney position, nor does it include additional costs of financial advisory services beyond what is currently provided by our bond counsel.

In the upcoming weeks, following the adoption of the 2018 budget, department leaders will start to create work plans that tie the priorities of the City Council and the budget to deliverable work items and a timeline that establishes performance expectations. The work plans will help accomplish two things in particular: it will add another layer of transparency and create a reasonable expectation for when projects should be completed; and it will provide all of us with a timeframe and should there be a need to make a mid-course adjustment to take on a new task, departments will be able to show what that adjustment will do to the other projects that are already part of the plan.

Beyond budget items, there are changes to operations that are already occurring and will expand in the years ahead. The city will be continuing to build a culture focused on continuous improvement and innovation. To date the Public Works and Planning Departments have started examining their permit processes to identify waste and to improve efficiencies. This has been an effort that is being led by the employees who handle the process themselves. The Library has also stepped up and is starting their own continuous improvement project in 2018 and M&O has started out in this project by adopting visual aids to show who is working on individual projects at any given time, improving communications and workflows. In our meetings with city employees, we have heard other departments suggest some established processes that could use some improvements and with an excitement of possibly making some needed change to the system. We have tremendous employees in the city and it is great when they see some of their suggestions being adopted or at least being carefully examined for implementation.

The goal in 2018 is to further spread the values of continuous improvement and to bring in the State Auditor's Office to work on expanding this program citywide. The end result will assist our teams more time, eliminate waste, become increasingly transparent, and help us ask 'why' we're doing things the same way as we always have. Along with employees and department heads, the city is in need of looking further than we have in the past. We have several community groups that are in that process right now, including the Town-Gown Collaborative, the planning department's Comprehensive Plan revision and the 2040 visioning process. All of these community-focused groups can help us as we plan our city's future and create a long-range strategic plan. By creating such a plan, it will help all of us to see the direction that we desire and to ensure that we have the work plans in place to carry out the vision and mission of the city's leadership.

This year we began to expand the conversation that too rarely takes place among residents, businesses, and the city. The new direction that we have been following is one where we tell our own story, and make every attempt possible to provide timely information to the public in a manner that is easily accessible and easily understood. We want to continue to have a dialogue with our community and we will continue our efforts to expand upon the conversations we have been having with the public. You will continue to see social media be a cornerstone of our communication method. We want to commend our police department and recreation departments for being in the forefront of working with social media. You will also see our investments into new technology in the form of our website, expanded acceptance of credit cards, and use of web applications to help our community provide us with feedback and guide the future direction we as a city take. Our goal is to provide you with the best government services that we can at the most reasonable cost that we can.

Thank you to everyone who has been involved in preparing this budget and for accepting some new ways of coming up with this budget. We appreciate the City Council's suggestions and for their careful considerations of this 2018 budget. However, as I have mentioned in the past years, this budget would not be possible without a supportive community who has helped us to determine what path we need to take to move Pullman forward. It has been with your help that we are together investing in Pullman's bright future.

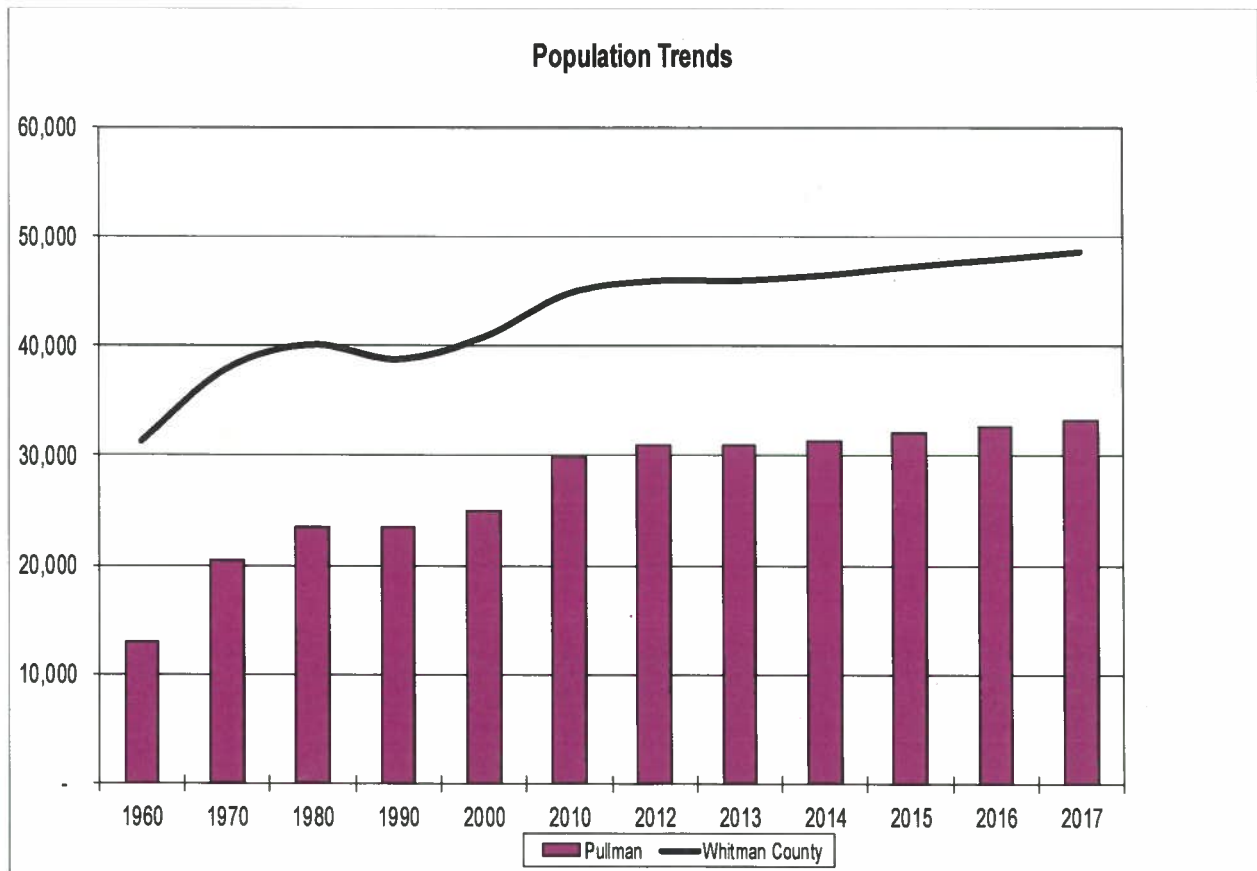
City of Pullman

Statistical Data

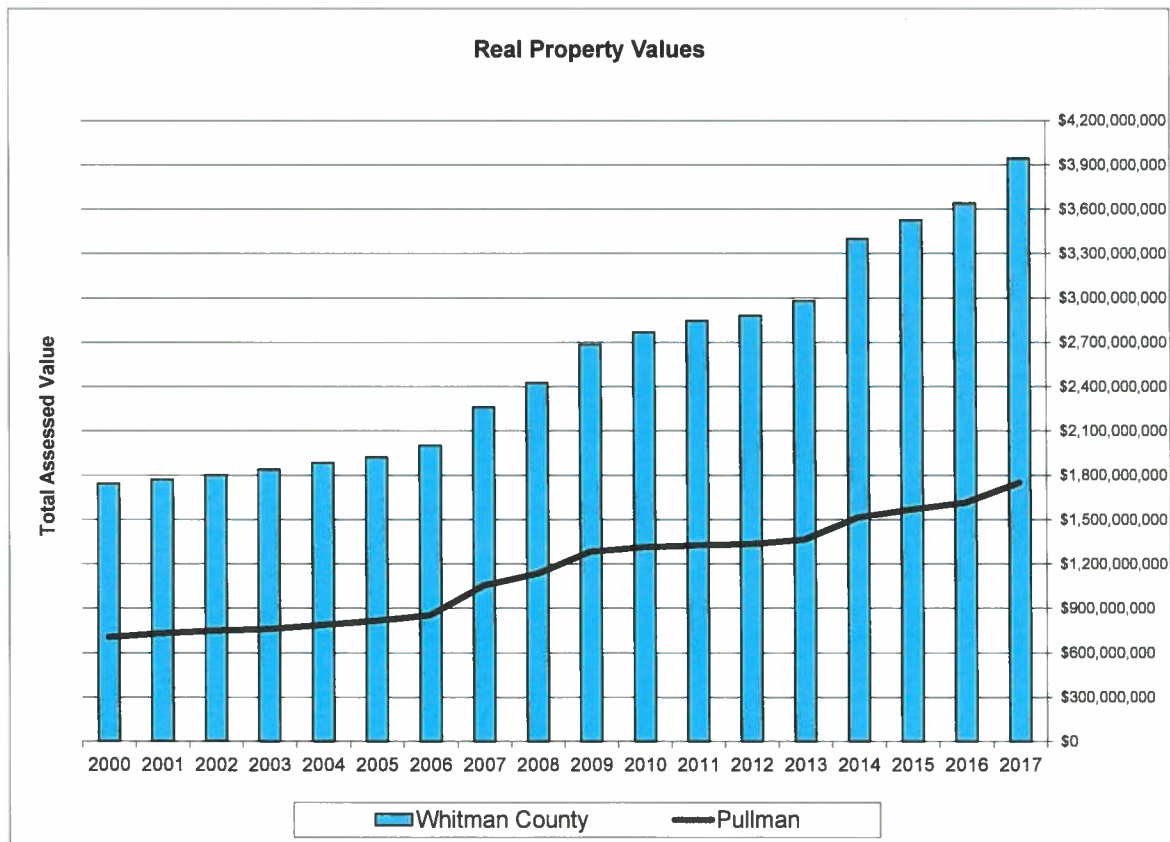
City of Pullman
Population Trend Compared with Whitman County (All) and State
Last Five Primary Census Reports and History

| Year | City of Pullman | Percent Change | Whitman County | Percent Change | State of Washington | Percent Change |
|------|-----------------|----------------|----------------|----------------|---------------------|----------------|
| 2017 | 33,280 | 1.9% | 48,640 | 1.5% | 7,310,300 | 1.8% |
| 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 | 1.4% |
| 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 - 2017 OFM Estimate



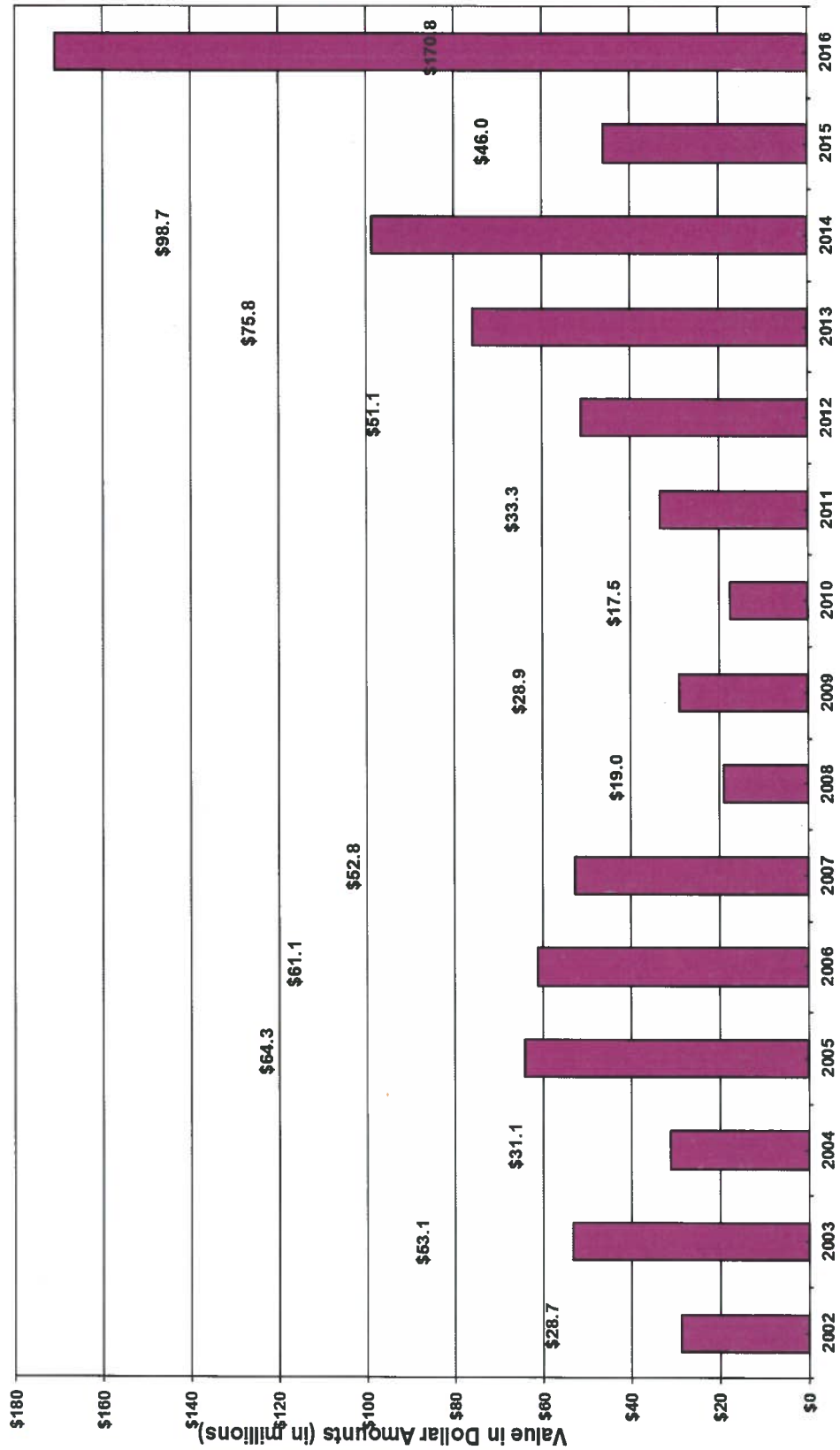
| Year | Whitman County Taxable Assessed Valuation | Pullman Assessed Valuation | Pullman Percent of County |
|------|--|----------------------------------|---------------------------------|
| 2017 | \$ 3,943,073,273 | \$ 1,749,609,008 | 44.37% |
| 2016 | \$ 3,639,866,323 | \$ 1,615,523,756 | 44.38% |
| 2015 | \$ 3,527,434,003 | \$ 1,569,845,813 | 44.50% |
| 2014 | \$ 3,399,588,521 | \$ 1,514,893,689 | 44.56% |
| 2013 | \$ 2,980,256,323 | \$ 1,365,359,174 | 45.81% |
| 2012 | \$ 2,880,273,459 | \$ 1,334,549,225 | 46.33% |
| 2011 | \$ 2,846,465,044 | \$ 1,325,528,045 | 46.57% |
| 2010 | \$ 2,768,111,240 | \$ 1,314,040,526 | 47.47% |
| 2009 | \$ 2,683,830,771 | \$ 1,282,687,595 | 47.79% |
| 2008 | \$ 2,426,416,344 | \$ 1,133,131,234 | 46.70% |
| 2007 | \$ 2,258,939,073 | \$ 1,052,917,091 | 46.61% |
| 2006 | \$ 2,002,922,470 | \$ 852,539,862 | 42.56% |
| 2005 | \$ 1,921,463,388 | \$ 815,734,885 | 42.45% |
| 2004 | \$ 1,883,007,645 | \$ 787,985,172 | 41.85% |
| 2003 | \$ 1,839,301,040 | \$ 759,219,040 | 41.28% |
| 2002 | \$ 1,802,334,972 | \$ 747,028,780 | 41.45% |
| 2001 | \$ 1,771,093,551 | \$ 731,866,141 | 41.32% |
| 2000 | \$ 1,744,593,764 | \$ 704,366,955 | 40.37% |



City of Pullman
Building and Housing PERMIT Data

| | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Number of Living Units | | | | | | | | | | | | | | | |
| Single Family | 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 | 4,265 |
| Duplex | 811 | 821 | 833 | 839 | 869 | 887 | 889 | 893 | 901 | 903 | 905 | 909 | 913 | 923 | 927 |
| Multiple Dwellings | 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 | 7,257 |
| Mobile Homes | 527 | 531 | 543 | 541 | 530 | 581 | 577 | 528 | 522 | 522 | 524 | 526 | 529 | 529 | 522 |
| | | | | | | | | | | | | | | | |
| Annual Housing Unit Increase | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Single Family | 53 | 63 | 128 | 73 | 100 | 94 | 99 | 46 | 37 | 24 | 49 | 68 | 53 | 50 | 58 |
| Duplex | 14 | 10 | 12 | 6 | 30 | 18 | 2 | 4 | 8 | 2 | 2 | 4 | 4 | 10 | 4 |
| Multiple Dwellings | 23 | 167 | 152 | 270 | 328 | 158 | 60 | 149 | - | 56 | 211 | 302 | 139 | 116 | 73 |
| Mobile Homes | 5 | 4 | 12 | (2) | (11) | 51 | (4) | (49) | (6) | - | 2 | 2 | 3 | - | (7) |
| | | | | | | | | | | | | | | | |

Trends in Building Permit Value Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2016

| <u>YEAR</u> | <u>NO. OF PERMITS</u> | <u>VALUATION</u> |
|-------------|-----------------------|------------------|
| 2016 | 55 | \$ 15,133,721 |
| 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 1983-2016 | | | |
|---|------------------------------------|--|-------|
| YEAR | NUMBER OF SINGLE FAMILY PERMITS | NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS | TOTAL |
| 2015 | 55 | 118 | 173 |
| 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 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 |
|--------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| City Area (Sq Miles) | 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 | 10.70 |
| Population | 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 | 33,280 |
| Street Miles(1) | 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 | 67.8 |
| State Highways (Miles) | 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 | 9.31 |
| Traffic Signals (No.) | 17 | 17 | 17 | 17 | 17 | 17 | 19 | 19 | 19 | 19 | 19 | 20 | 20 | 20 |
| Street Lights (No.) | 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 | 1,439 |
| Number of Water Wells | 5 | 5 | 5 | 5 | 5 | 5 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| Well Capacity (Gal/Minute) | 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 | 7,650 |
| Storage reservoirs | 9 | 9 | 9 | 9 | 9 | 9 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 |
| Storage Capacity (Mill Gal) | 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 | 7.7 |
| Water Mains (Miles) | 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 | 108.56 |
| Est. Population served | 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 | 26,616 |
| Active Services | 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 | 5,353 |
| Fire Class | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 |
| Year's Pumpage (Mill Gals) | 842 | 871 | 923 | 910 | 895 | 895 | 894 | 835 | 878 | 896 | 892 | 907 | 947 | 917 |
| Peak Day (Mill Gals) | 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 | 5.04 |
| Water Hardness (mg/liter) | 124 | 124 | 124 | 115 | 117 | 117 | 108 | 108 | 109 | 109 | 115 | 115 | 115 | 115 |
| Sanitary Sewer Mains(Miles) | 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 | 95.60 |
| Flow Treated (Mill Gals) | 1,108 | 996 | 1,071 | 1,004 | 985 | 985 | 998 | 860 | 920 | 1,087 | 1,006 | 1,041 | 851 | 890 |
| Peak Day Flow Treated (Mill Gals) | 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 | 6.00 |
| 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

| | |
|--|---|
| 2017 General Fund Operating Budget | \$20,903,545 |
| 2017 TOTAL General Fund Budget | \$21,693,172 |
| 2017 TOTAL City Budget for all funds | \$90,874,026 |
| Assessed Value 2016 for 2017 Collections | \$1,749,609,008 |
| City of Pullman General Levy Rate | \$3.3983/\$1,000 |
| Emergency Medical Services (EMS) Rate | \$0.4721/\$1,000 |
| Go Bond Levy Rate | \$0.1623/\$1,000 |
| Metropolitan Park District | \$0.2981/\$1,000 |
| TOTAL City Property Tax Rate | \$4.3308/\$1,000 |
| Full-Time Employees | 203 |
| Regular Part-Time (20 HRS +) Employees | 34 |
| Additional Monthly Casual or Seasonal | 145 |
| TOTAL Employees for an Average Month | 352 |
| City Area | 10.7 miles |
| Population | 33,280 (OFM est. April 2017) |
| Streets (Excluding WSU) | 67.77 miles |
| State Highway | 9.31 miles |
| Traffic Signals | 20 |
| Street Lights | 1,439 |
| Bicycle/Pedestrian Paths | 16.50 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 | 108.56 miles |
| Population Served | 26,616 |
| Active Services | 5,353 |
| Pumpage | 917.414 million gallons 2016 |
| Peak Day | 5.04 million gallons(July 9) |
| Water Hardness | 115 mg/ltr.(5 year average) |

| | |
|----------------------------------|---------------------------------|
| Sanitary Sewer Mains | 95.6 miles |
| Flow Treated | 889.8 million gallons |
| Peak Day Flow Treated | 6.0 million gallons (Feb 10) |
| Treatment Plant Capacity | 8.6 million gallons/winter peak |
| Snow Load | 30 psf |
| Frost Depth | 30" |
| Wind Load (Risk Category II) | 110 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 | 4,265 units |
| Duplexes | 927 units |
| Multiple Dwellings | 7,257 units |
| Mobile Homes | 522 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 Park | 15.85 acres | Sunrise Park | .08 acres |
| Emerald Point Park | 2.625 acres | | |

FIRE DEPARTMENT

| | |
|--|-------|
| Fire Protection Rating | 5 |
| Fire Alarms | 690 |
| Emergency Medical Services (EMS) calls | 2,142 |

POLICE DEPARTMENT

| <u>INCIDENT</u> | <u>2016</u> |
|-----------------------|-------------|
| Assault | 218 |
| Arson | 1 |
| Burglary | 132 |
| Forcible Sex Offenses | 29 |
| Homicide | 0 |
| Larceny/Theft | 446 |
| Motor Vehicle Theft | 19 |
| Robbery | 7 |

LIBRARY

| | |
|------------------------------------|---------------|
| Circulation | 341,063 items |
| Collection Size with Downloadables | 137,509 |
| Weekly visits | 4,615 |
| Registered cardholders | 16,143 |

TRANSIT 2016 RIDERSHIP FIGURES

| | |
|-------------|-----------|
| Fixed-Route | 1,319,781 |
| Dial-A-Ride | 21,279 |

PULLMAN-MOSCOW REGIONAL AIRPORT

| | |
|----------------------|--------|
| Enplanements in 2016 | 61,833 |
|----------------------|--------|

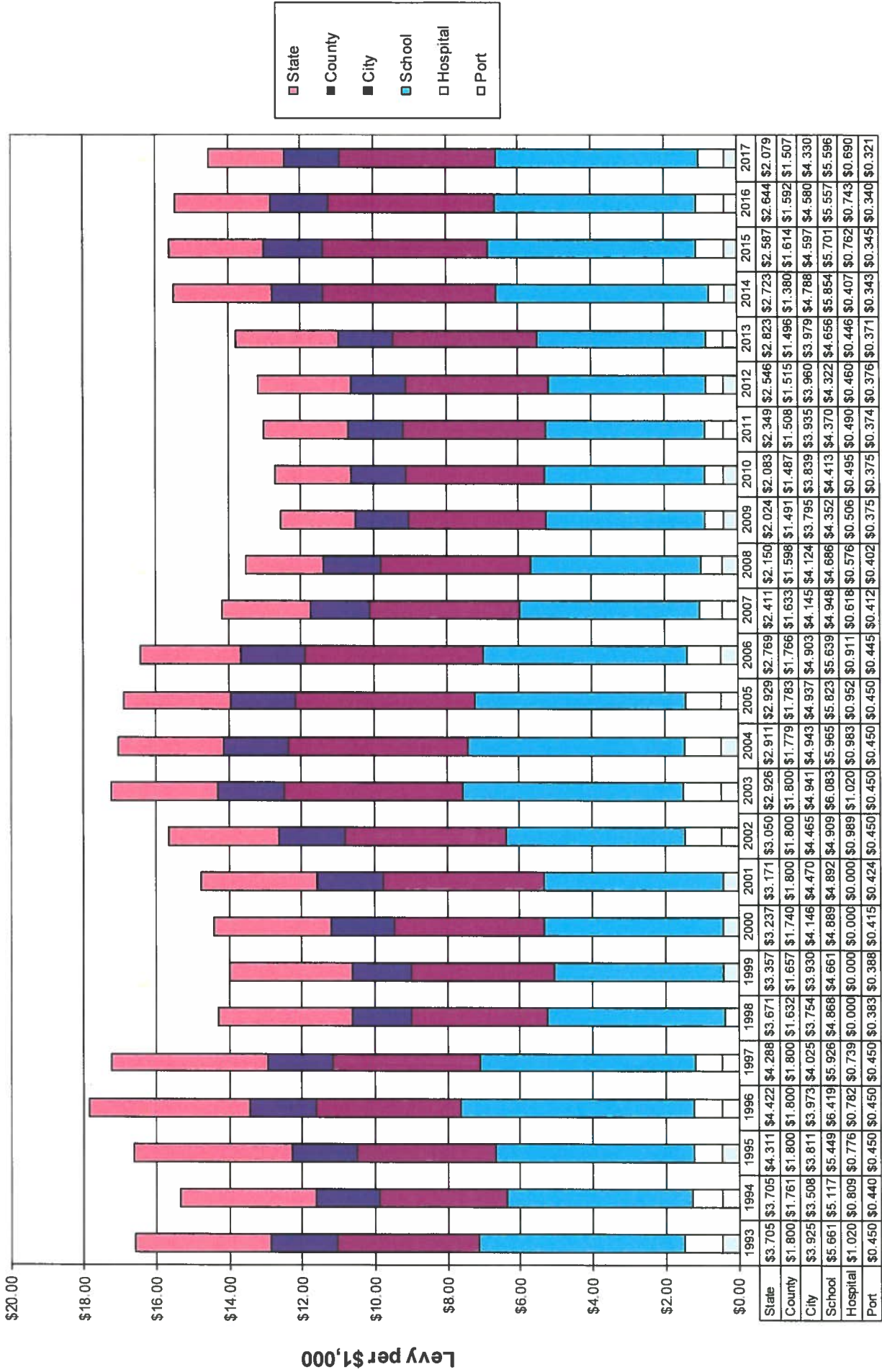
City of Pullman
Property Tax Levies 2017-2013

| Year | Entity | Levy /\$1000 | Estimated Pullman Revenue | Percent of Total | Dollars Per Capita | Dollars Per \$200,000 Home |
|--------------|----------------------|------------------|---------------------------------|---------------------|-----------------------|----------------------------------|
| 2017 | School District #267 | \$5.5962 | \$11,676,896 | 36.9% | \$363.65 | \$1,119.24 |
| | City | \$4.3308 | \$7,577,257 | 23.9% | \$235.98 | \$866.17 |
| | Hosp. Bond | \$0.6909 | \$1,211,907 | 3.8% | \$37.74 | \$138.18 |
| | Port | \$0.3217 | \$562,777 | 1.8% | \$17.24 | \$64.33 |
| | County | \$1.5076 | \$2,637,681 | 8.3% | \$80.79 | \$301.52 |
| | State | \$2.0799 | \$8,003,622 | 25.3% | \$245.13 | \$415.97 |
| TOTAL | | \$14.5271 | \$31,670,140 | | \$980.53 | \$2,905.41 |
| 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 |
| 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 |
| 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 |
| 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 |

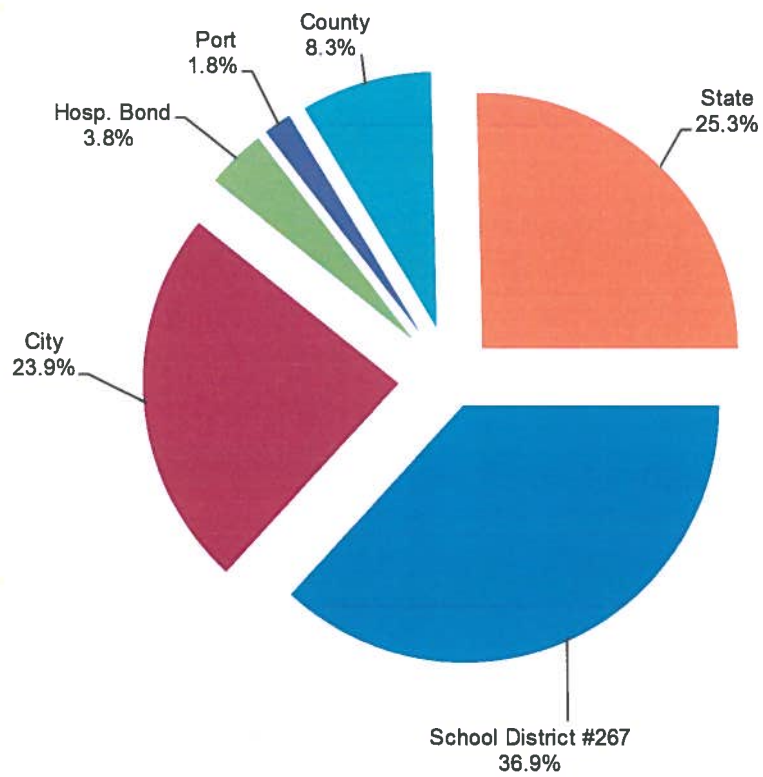
City of Pullman
Property Tax Levies 2012-2008

| 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 |
| 2011 | School District #267 | \$4.3708 | \$6,749,455 | 26.7% | \$244.55 | \$874.15 |
| | City | \$3.9359 | \$5,215,338 | 20.6% | \$188.96 | \$787.19 |
| | Hosp. Bond | \$0.4907 | \$647,480 | 2.6% | \$23.46 | \$98.14 |
| | Port | \$0.3749 | \$496,876 | 2.0% | \$18.00 | \$74.97 |
| | County | \$1.5082 | \$1,999,180 | 7.9% | \$72.43 | \$301.64 |
| | State | \$2.3490 | \$3,058,304 | 12.1% | \$110.81 | \$469.79 |
| TOTAL | | \$13.1819 | \$25,283,580 | | \$847.87 | \$2,636.39 |
| 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 |
| 2009 | School District #267 | \$4.3522 | \$6,449,690 | 55.1% | \$237.56 | \$870.44 |
| | City | \$3.7950 | \$4,866,468 | 28.7% | \$179.24 | \$759.00 |
| | Hosp. Bond | \$0.5064 | \$646,753 | 5.5% | \$23.82 | \$101.28 |
| | Port | \$0.3759 | \$482,162 | 4.1% | \$17.76 | \$75.18 |
| | County | \$1.4914 | \$1,913,000 | 16.3% | \$70.46 | \$298.28 |
| | State | \$2.0246 | \$2,596,929 | 22.2% | \$95.65 | \$404.92 |
| TOTAL | | \$12.5455 | \$16,955,002 | | \$624.49 | \$2,509.10 |
| 2008 | School District #267 | \$4.6860 | \$5,309,853 | 40.6% | \$197.69 | \$937.20 |
| | City | \$4.1245 | \$4,672,146 | 35.8% | \$173.94 | \$824.90 |
| | Hosp. Bond | \$0.5769 | \$650,600 | 5.0% | \$24.22 | \$115.38 |
| | Port | \$0.4028 | \$456,425 | 3.5% | \$16.99 | \$80.56 |
| | County | \$1.5980 | \$1,810,744 | 13.9% | \$67.41 | \$319.60 |
| | State | \$2.1505 | \$2,436,799 | 18.6% | \$90.72 | \$430.10 |
| TOTAL | | \$13.5387 | \$15,336,567 | | \$570.98 | \$2,707.74 |

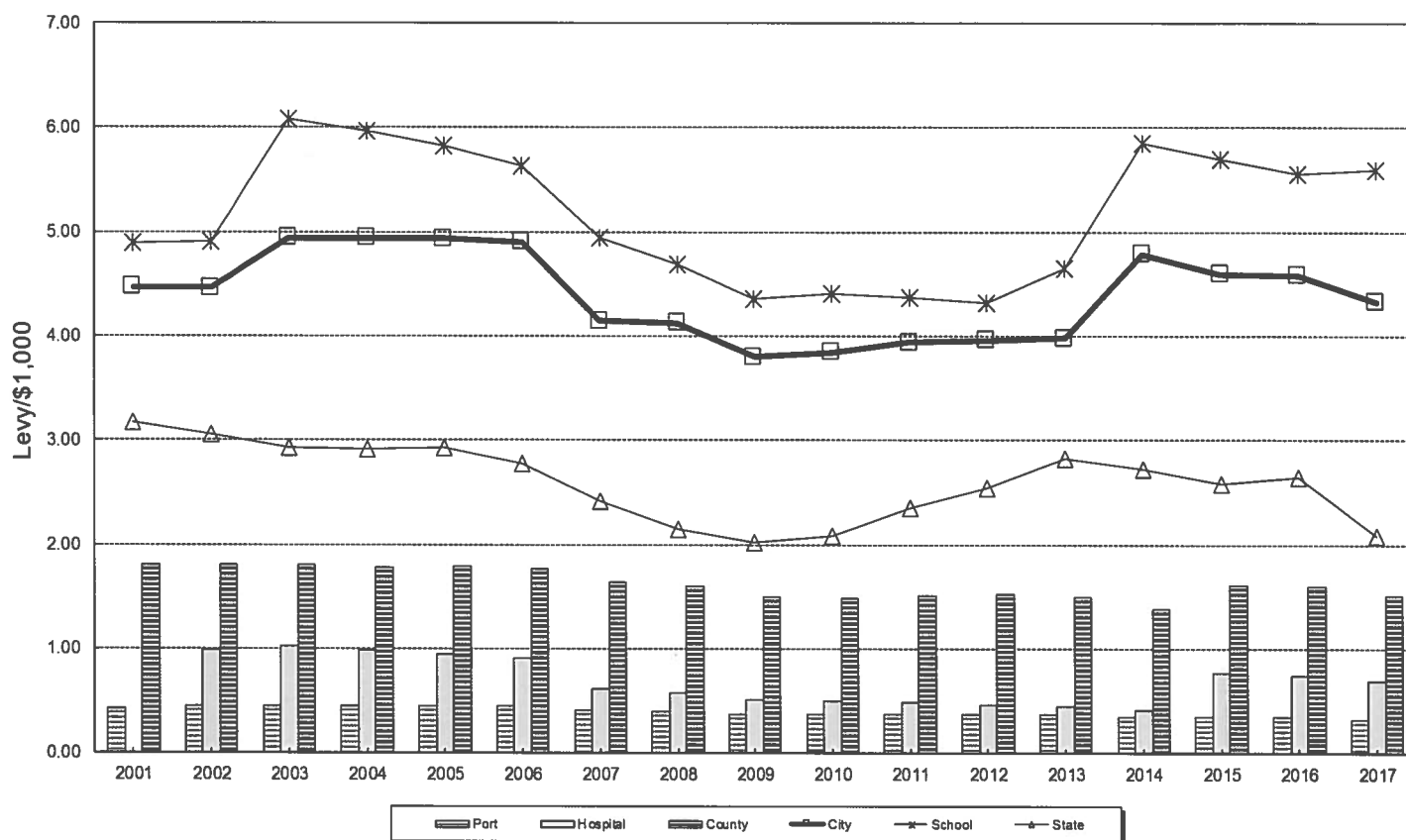
Pullman Property Tax Levy History



**Year 2017 Property Tax Levies
Within City of Pullman**



Property Tax Levies Within City of Pullman

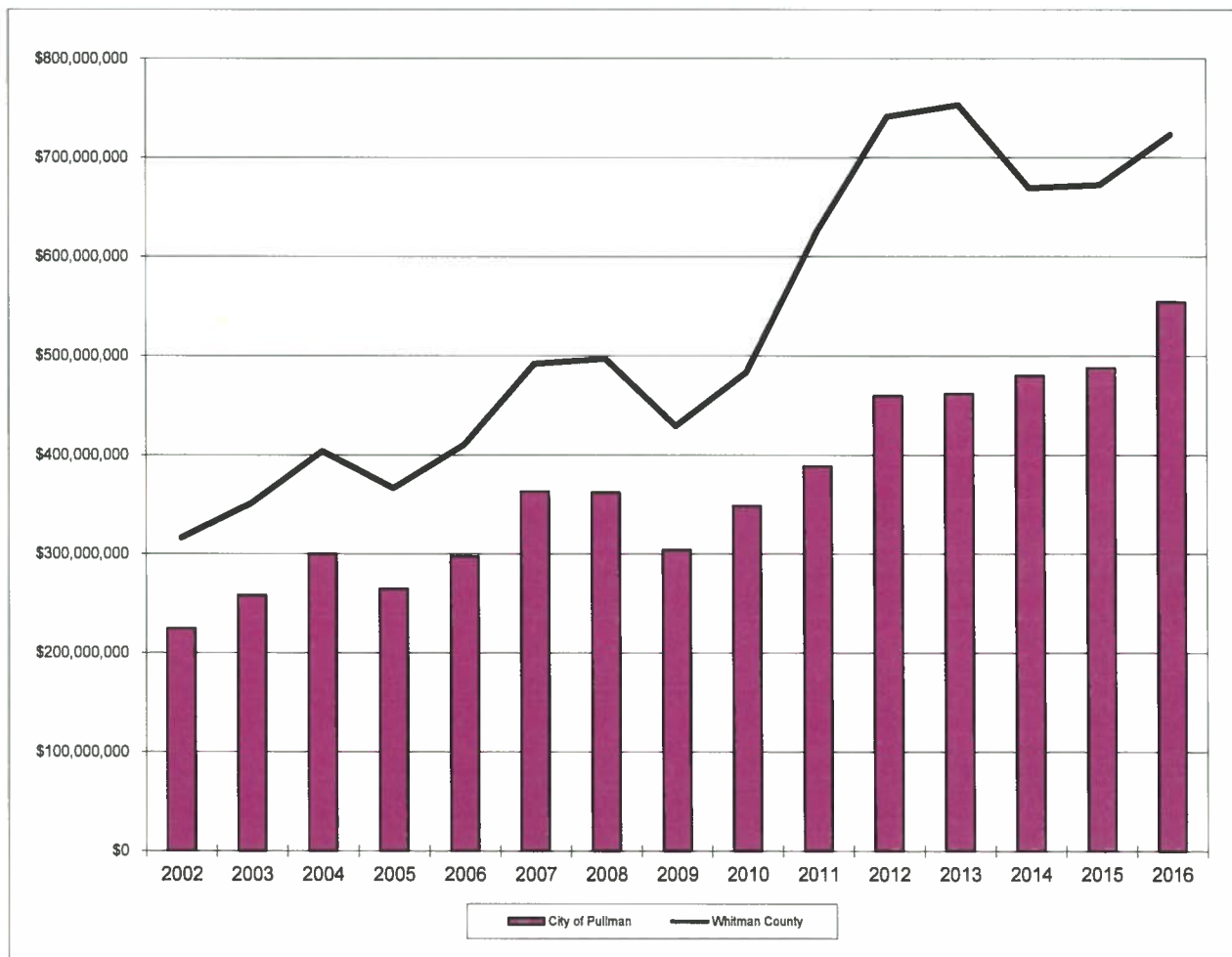


City of Pullman Major Employers

| <u>Employer</u> | <u>Business Application</u> | <u>Full, Part-time and Seasonal Employees</u> |
|--|-----------------------------|---|
| Washington State University (Pullman Only) | State University | 6,130 |
| Schweitzer Engineering | Electrical Engineering | 2,223 |
| Pullman Regional Hospital | Medical Care | 455 |
| City of Pullman | Local Government | 352 |
| Pullman School District | Education | 330 |
| Wal-Mart Stores | Discount Warehouse Store | 300 |
| Safeway | Supermarket | 140 |
| Dissmore's IGA | Supermarket | 81 |
| Shopko | Department Store | 49 |

**City of Pullman
Taxable Retail Sales**

| Year | City of Pullman | Whitman County | Pullman % of County |
|------|-----------------|----------------|---------------------|
| 2016 | 554,568,476 | 723,277,669 | 76.7% |
| 2015 | 487,938,879 | 672,380,054 | 72.6% |
| 2014 | 480,121,242 | 669,177,376 | 71.7% |
| 2013 | 461,610,336 | 753,272,153 | 61.3% |
| 2012 | 459,971,429 | 741,454,557 | 62.0% |
| 2011 | 388,885,530 | 625,315,678 | 62.2% |
| 2010 | 348,650,289 | 483,031,819 | 72.2% |
| 2009 | 303,928,693 | 428,920,689 | 70.9% |
| 2008 | 362,042,613 | 497,239,432 | 72.8% |
| 2007 | 363,264,839 | 492,004,675 | 73.8% |
| 2006 | 297,566,027 | 410,510,705 | 72.5% |
| 2005 | 264,751,271 | 366,249,168 | 72.3% |
| 2004 | 299,871,863 | 403,670,557 | 74.3% |
| 2003 | 258,256,743 | 351,296,643 | 73.5% |
| 2002 | 224,620,425 | 316,244,959 | 71.0% |

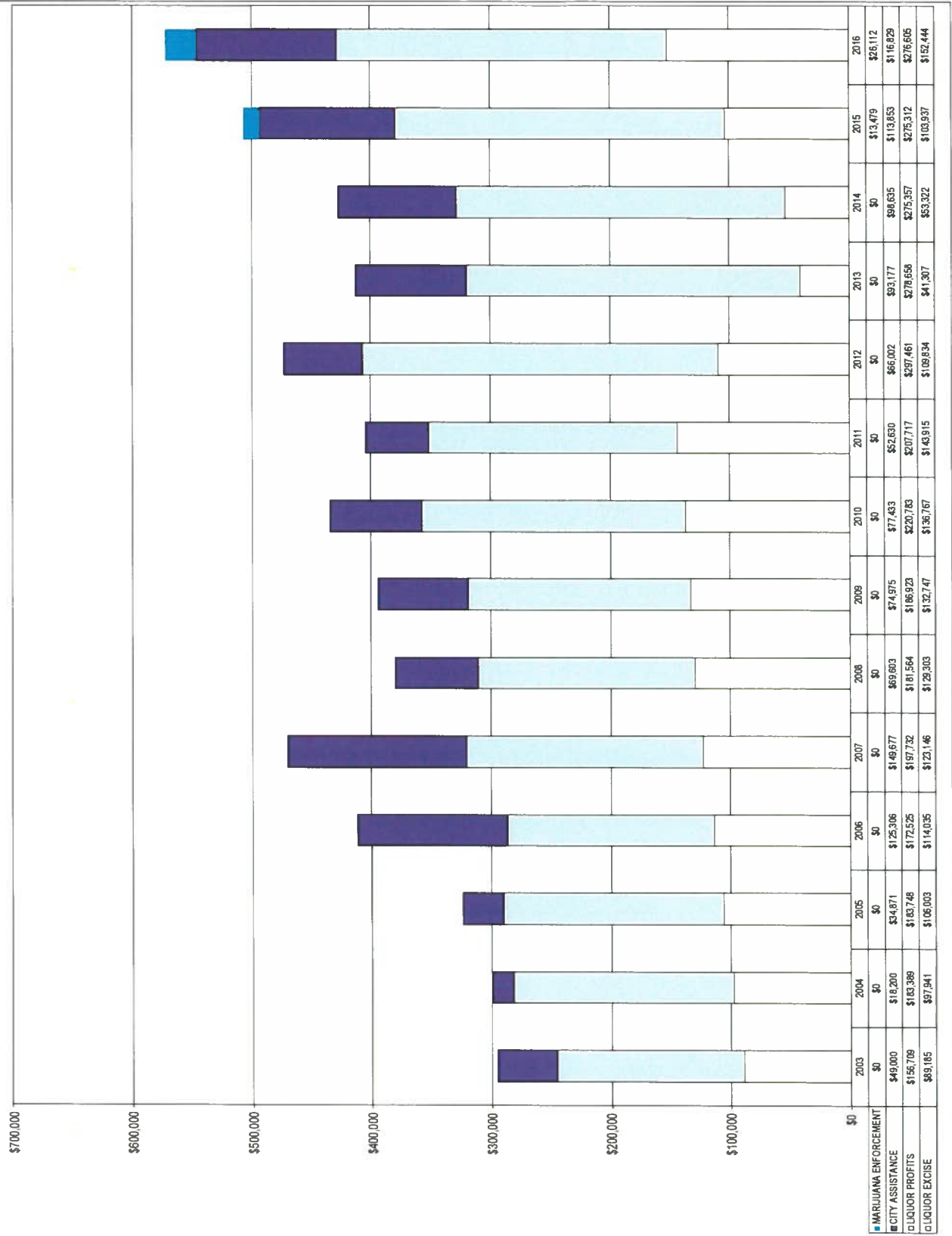


City of Pullman
Schedule of General Obligation Debt Service
2018 - 2030

| Year | Water and Sewer Revenue Bond | | Voted G.O Debt 2007 Parks, Paths, Sidewalks | | Total Debt Service |
|--------------|---|------------------|--|-------------|-----------------------------------|
| | Principal | Interest(1) | Principal | Interest(1) | |
| 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 |
| 2030 | - | - | | | - |
| TOTAL | \$2,887,363 | \$693,396 | \$0 | \$0 | \$3,580,759 |

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

STATE-SHARED REVENUES



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GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

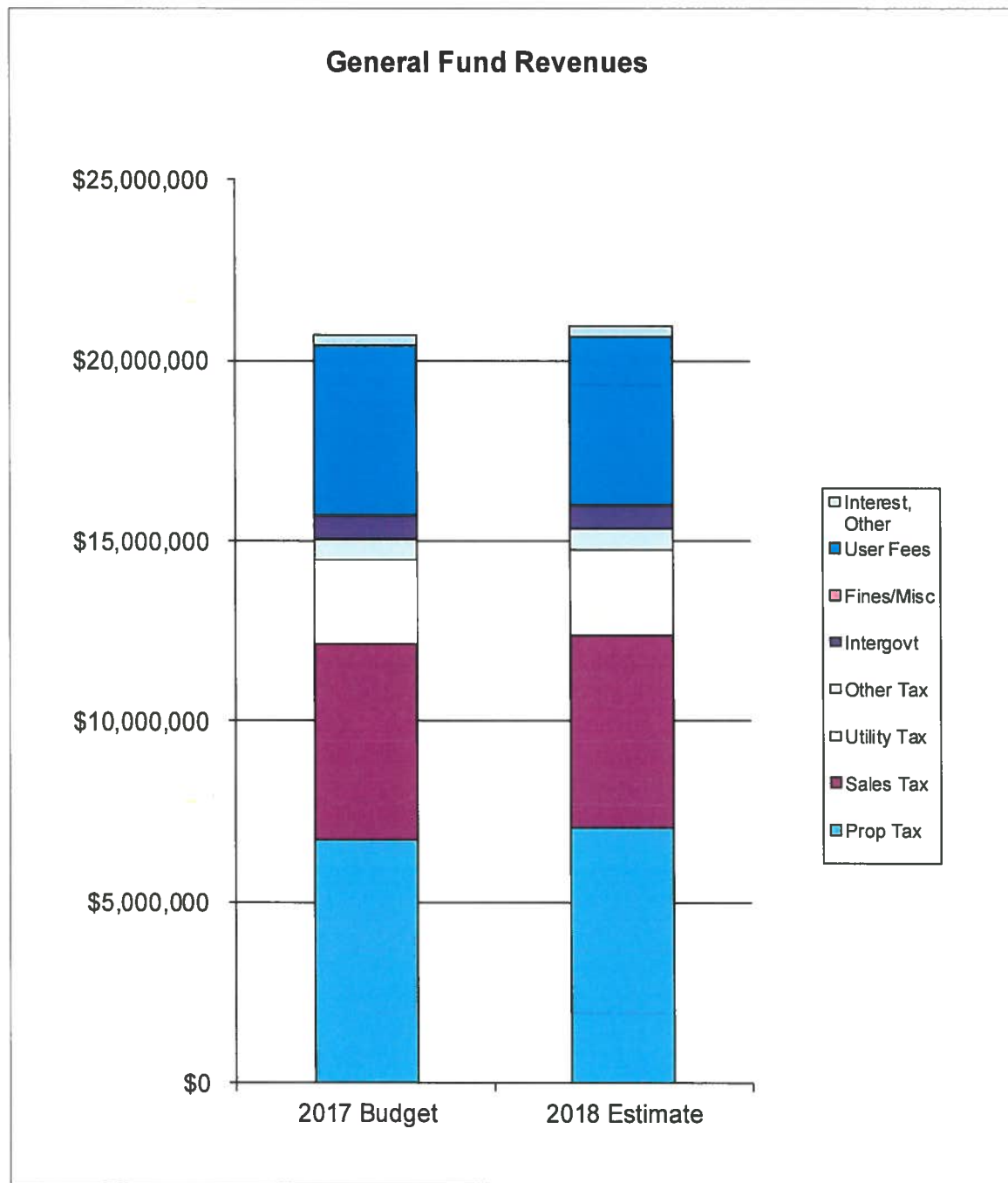
1. Is the service mandated by Federal or State law?
2. If the service is justified, is it most appropriate to let the private sector meet the demand without any public sector involvement or encouragement?
3. If public sector involvement is determined to be appropriate, should the public sector contract 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.

2017 - 2018 BUDGET SUMMARY BY FUND

| 2017 AMENDED BUDGET* | | | | 2018 BUDGET REQUEST | | |
|----------------------|--|---------------------|----------------------|------------------------------------|---------------------|----------------------|
| FUND | TITLE | REVENUES | EXPENDITURES | REVENUES | EXPENDITURES | CHANGE |
| 001 | GENERAL FUND: | | | | | |
| | ADMINISTRATION/FINANCE | | 1,507,569 | | 1,606,451 | 98,882 |
| | POLICE/SUPPORT SERVICE | | 6,814,794 | | 7,233,240 | 418,446 |
| | FIRE/RESCUE | | 6,061,238 | | 6,545,770 | 484,532 |
| | PROTECTIVE INSPECTIONS | | 766,713 | | 804,715 | 38,002 |
| | PLANNING | | 351,231 | | 371,773 | 20,542 |
| | PUBLIC SERVICES | | 3,267,510 | | 3,291,216 | 23,706 |
| | LIBRARY | | 1,605,081 | | 1,723,711 | 118,630 |
| | GENERAL GOVERNMENT | | 311,255 | | 452,782 | 141,527 |
| | <u>OPERATING TRANSFERS:</u> | | | | | |
| | AIRPORT | | 332,013 | | 332,013 | |
| | OTHER | | 31,141 | | 6,291 | (24,850) |
| | TOTAL OPERATING EXPENDITURES: | | \$21,048,545 | | \$22,367,962 | \$1,319,417 |
| | | | | OPERATING PERCENTAGE CHANGE: 6.3% | | |
| | <u>CAPITAL EXPENDITURES & TRANSFERS:</u> | | | | | |
| | CAPITAL EXPENDITURES | | 540,099 | | 726,857 | 186,758 |
| | NON-OPERATING EXPENDITURES | | 249,528 | | 291,806 | 42,278 |
| | TO OTHER FUNDS | | | | | |
| | TOTAL CAPITAL: | | \$789,627 | | \$1,018,663 | \$229,036 |
| | TOTAL GENERAL FUND: | \$20,685,745 | \$21,838,172 | \$20,955,213 | \$23,386,625 | \$1,548,453 |
| | | | | TOTAL FUND PERCENTAGE CHANGE: 7.1% | | |
| 104 | ARTERIAL STREETS | 1,680,800 | 1,946,034 | 305,000 | 462,500 | (1,483,534) |
| 105 | STREETS | 2,473,830 | 2,751,026 | 1,980,010 | 2,444,494 | (306,532) |
| 120 | CIVIC IMPROVEMENT | 361,500 | 359,000 | 370,000 | 365,000 | 6,000 |
| 125 | FIREMEN'S PENSION | 34,500 | 40,000 | 34,000 | 40,000 | |
| 310 | CEMETERY EXPANSION | 500 | 21,047 | 500 | | (21,047) |
| 315 | 2005 LTGO BOND FUND | | | | | |
| 316 | 2007 BOND FUND | 322,000 | 322,000 | | 1,026 | (320,974) |
| 317 | 2009 AIRPORT WATER BOND FUND | 398,781 | 398,781 | 394,716 | 394,716 | (4,065) |
| 401 | UTILITIES ** | 10,795,536 | 12,998,212 | 10,961,500 | 18,577,405 | 5,579,193 |
| 403 | UTILITY CAPITAL PROJECTS | 2,615,000 | 2,615,000 | 8,079,500 | 8,079,500 | 5,464,500 |
| 404 | STORMWATER ** | 1,169,000 | 1,743,677 | 1,149,000 | 1,834,872 | 91,195 |
| 405 | TRANSIT ** | 5,467,009 | 5,514,176 | 5,722,719 | 5,087,939 | (426,237) |
| 501 | EQUIPMENT RENTAL ** | 2,600,413 | 4,247,972 | 3,083,143 | 3,400,588 | (847,384) |
| 504 | GOV'T BUILDINGS | 1,094,838 | 1,499,957 | 1,091,846 | 1,130,152 | (369,805) |
| 507 | INFORMATION SYSTEMS ** | 1,130,779 | 1,175,455 | 1,400,555 | 1,539,255 | 363,800 |
| 651 | AIRPORT AGENCY ** | 45,797,211 | 45,797,211 | 30,294,074 | 30,074,918 | (15,722,293) |
| 707 | LAWSON GARDENS ENDOW | 110,500 | 115,803 | 110,500 | 116,016 | 213 |
| 710 | CEMETERY CARE FUND | 3,500 | 500 | 3,500 | 500 | |
| | TOTAL ALL FUNDS: | \$96,741,442 | \$103,384,023 | \$85,935,776 | \$96,935,506 | (\$6,448,517) |
| | | | | PERCENTAGE CHANGE: -6.2% | | |

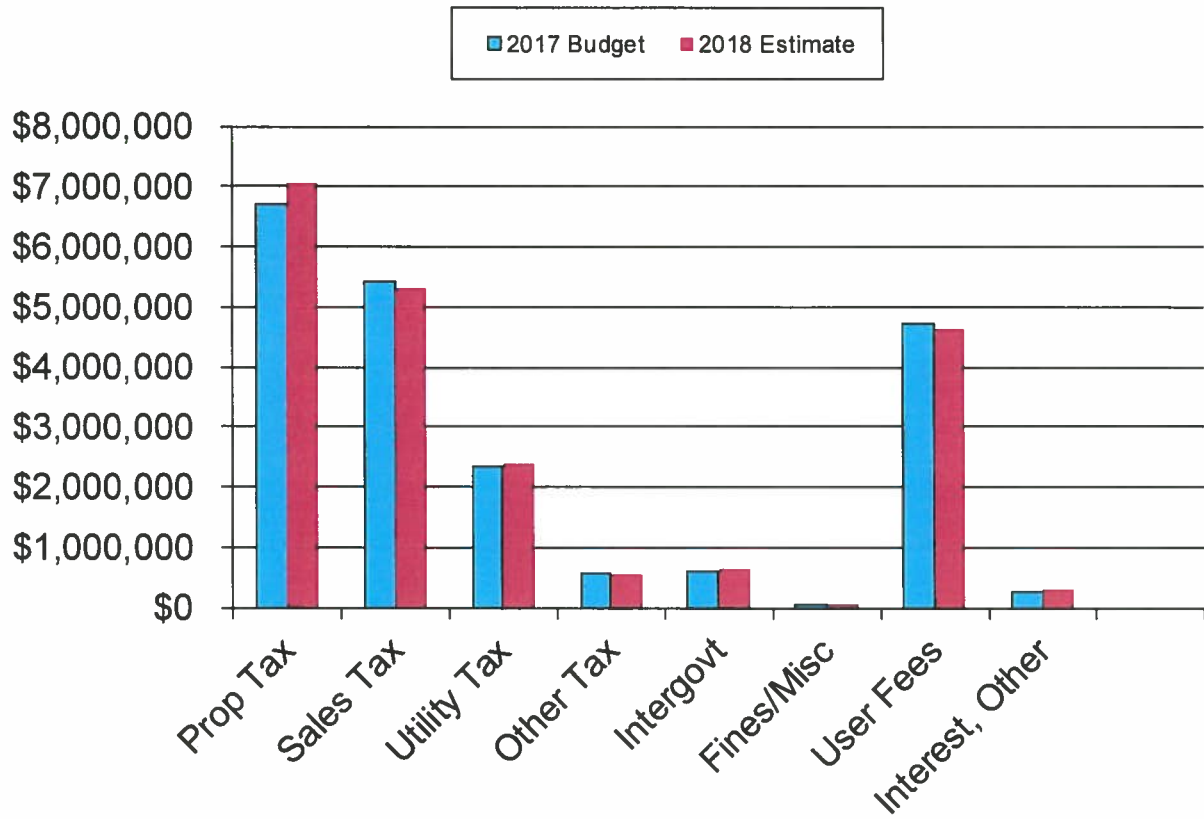
* Includes Budget Amendments Approved on October 17, 2017.

** Expenditures exclude non-cash depreciation of \$5,145,000 in 2017 and \$5,885,000 in 2018.



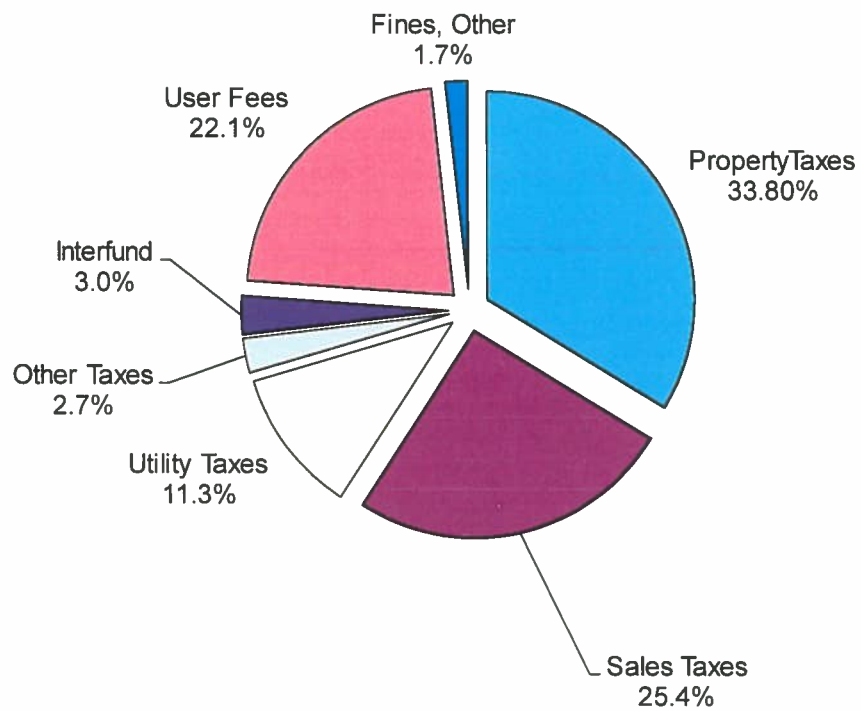
2018 Total: \$20,955,213

General Fund Revenues

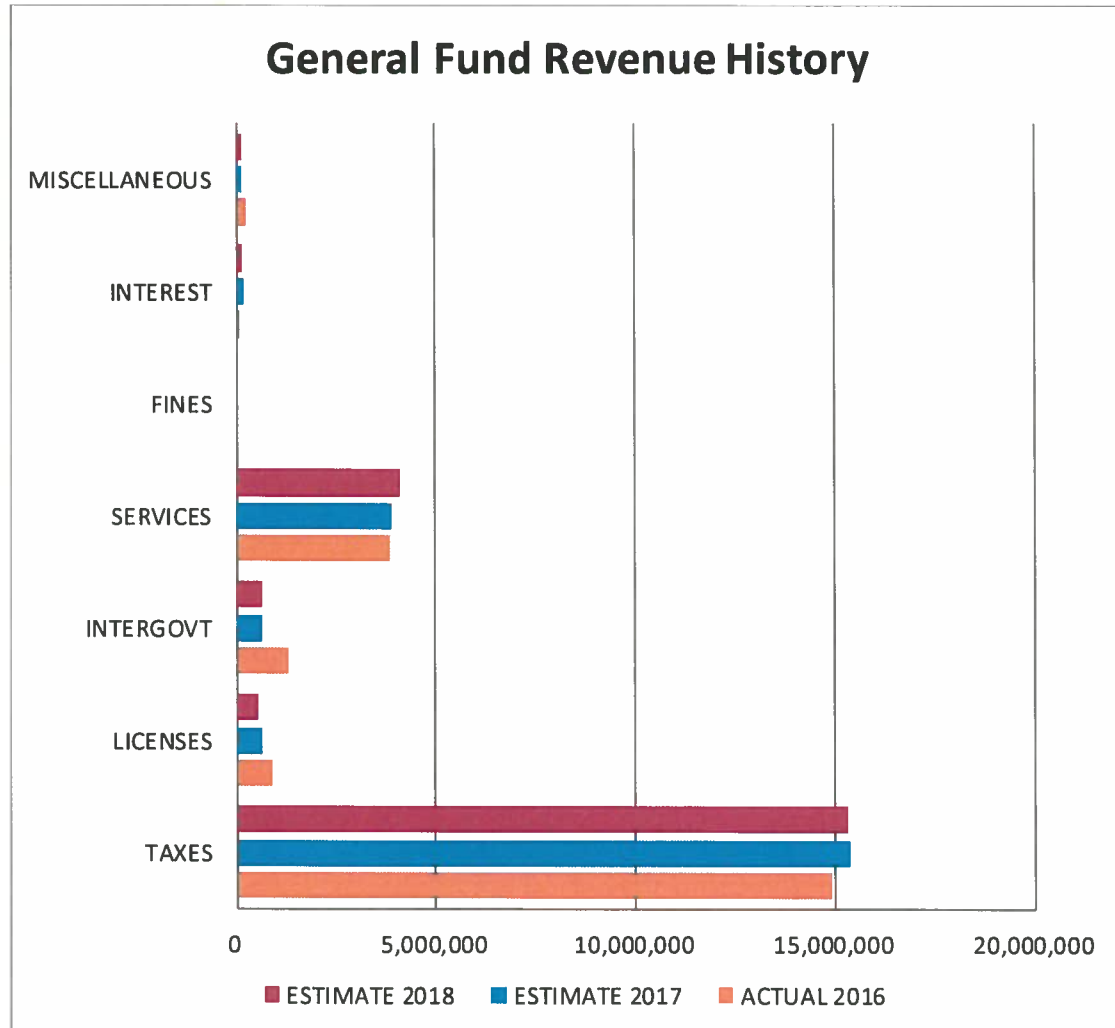


2018 Total: \$20,955,213

Pullman's General Fund 2018 Budget
Estimated Revenues: \$20,955,213



2018 Total: \$20,955,213



2018 Total: \$21,955,213

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.

2018 ESTIMATES:

INTRODUCTION: General Fund cash reserves at year-end 2018 should equal approximately \$2.929 million. We estimate that 2018 total revenues will increase 1.3 percent or \$269,468 from the budgeted 2017 total. Details on various revenue elements follow:

TAXES: General property tax revenue and the EMS levy comprise 33.8 percent of General Fund revenues.

Expected sales tax revenue comprise 25.4 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. 2016 was another record breaking year in building permitting activity. Building permit issues indicate that 2017 construction will decline. Sales taxes collected were: 2011 \$3,355,678; 2012 \$3,966,306; 2013 \$3,928,923; 2014 \$4,503,261; 2015 \$4,336,017; and 2016 \$4,623,660. Sales tax revenue projections for 2018 are \$4.9 million based on a continued stable economy in Pullman sales base and a decline in construction activity. 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 2.0 percent of total General Fund revenues in 2018. Sales taxes is

reliant on building activities, apartment construction and other WSU projects. Construction at Pullman School District will decline from 2017 to 2018 due to completion of these construction projects. There are expected new projects from Avalon, Evolve on Main, Birchhills2, and the Walmart wall. The Pullman-Moscow Regional Airport construction project for 2018 will be less than the construction activity in 2017, which will decrease the sales tax revenue WSU projects for 2018 are expected to substantially decrease from 2017 due to the state legislation not passing a capital budget and WSU holding an informal moratorium on 2018 capital projects. Consequently, sales tax revenue for 2018 is currently projected to decrease approximately \$100,000.

For admissions taxes, the forecast is for a \$25,000 decrease in 2018 receipts. Utility taxes are expected to increase \$23,000 in 2018 due to an increase in energy use. Total taxes will provide about \$15,320,000, or 73.1 percent of the General Fund's total revenues. This is a 1.8 percent increase from 2017 and a 0.2 percent decrease from projected 2017 estimated revenues.

LICENSES AND PERMITS: The cable TV franchise fee should generate approximately \$100,000. Building permits revenues should remain stable at \$360,000 for the 2018 budget. 2017 building permits revenues are expected to be \$425,000 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 2016 population at 33,280. The state's estimates of per capita shares in 2018 are Liquor Tax: \$4.92 and Liquor Profits: \$8.29. 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. 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. Starting September 30, 2017 the city of Pullman started receiving \$7,427.08 quarterly distributions of state collected excise tax on taxable marijuana sales in the jurisdiction. The 2018 projected marijuana enforcement revenue is \$15,000 due to the legislative decrease from \$15 million distribution to \$6 million distribution across the state and distribution limitations (like moratoriums).

State-shared and other intergovernmental and known grant revenue in 2018 will provide 3.0 percent of General Fund revenues. Overall State-shared and other intergovernmental revenues are projected to increase 4.7 percent compared to 2017.

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 \$3,628,937, which is \$84,182 less than the 2017 budget. Approximately 17.3 percent of General Fund revenues are derived from service fees and user charges. Approximately 22.1 percent of General Fund revenues are derived from total user fees that consist of cable franchise fees, other licenses, service charges and interfund charges.

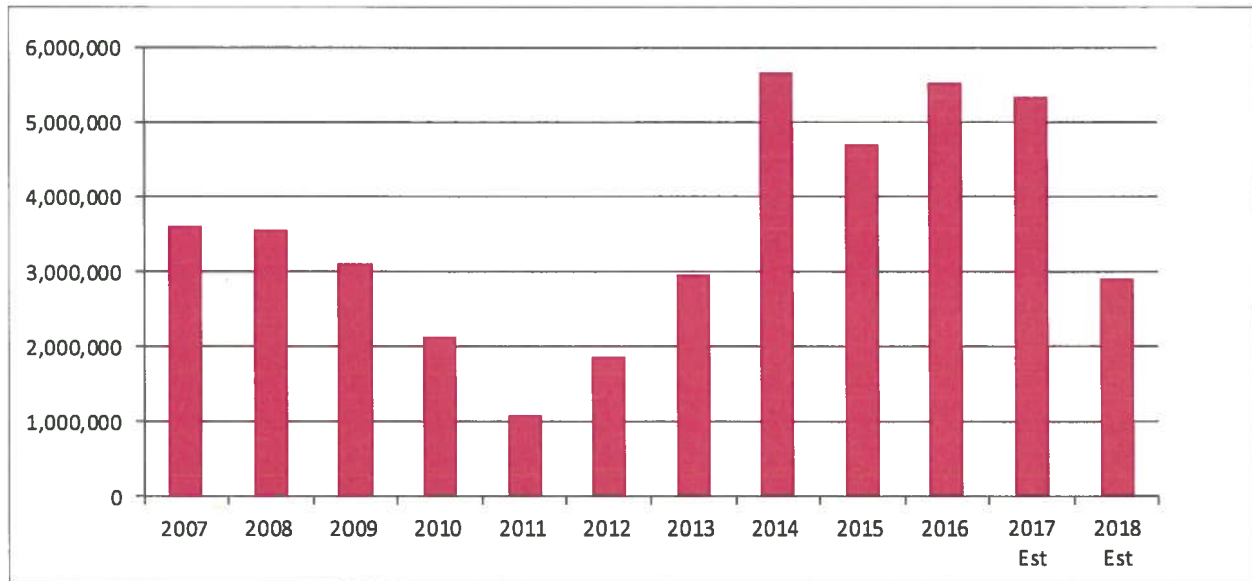
Per the Interlocal Agreement with Washington State University to provide fire protection services to the university campus the fee charged is re-calculated annually based on the fire department budget and call volume. In 2017, the university will provide the City \$1,321,000 to offset the costs to provide those services. For 2018, this amount should be approximately \$1,340,000.

FINES AND FORFEITS: An increase of \$7,500 is projected for Fine estimates. This category is projected to contribute 0.3 percent of total General Fund revenues.

INVESTMENT INTEREST AND MISCELLANEOUS INCOME: Interest rates remain low. Investment and miscellaneous income categories provide about 1.7 percent or \$301,800 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 2018 beginning allocated and unreserved contingency cash reserve totals \$5.537 million, or 25.65 percent of the 2017 original operating requests and 23.97 percent of 2018 operating request.

General Fund Cash Balance



| Year | Estimated Ending Balance (at Prelim. Budget) | Estimated Percent of Original Operating Request | Actual Ending Balance | Actual Percent of Original Operating Request |
|------|--|---|-----------------------|--|
| 2011 | \$1,141,004 | 7.19% | \$1,104,864 | 7.4% |
| 2012 | \$578,098 | 3.5% | \$1,882,705 | 11.2% |
| 2013 | \$1,406,561 | 8.5% | \$2,975,269 | 16.8% |
| 2014 | \$4,103,381 | 24.5% | \$5,680,708 | 31.1% |
| 2015 | \$3,146,893 | 17.06% | \$4,697,369 | 25.71% |
| 2016 | \$1,629,070 | 8.14% | \$5,537,495 | 27.65% |
| 2017 | \$3,242,117 | 15.51% | Not available | Not available |
| 2018 | \$2,929,425 | 13.10% | Not available | Not available |

2011 to 2012 the budget was balanced 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. Reserves are used for 2018 to accommodate to balance increasing staff costs with relatively flat revenue.

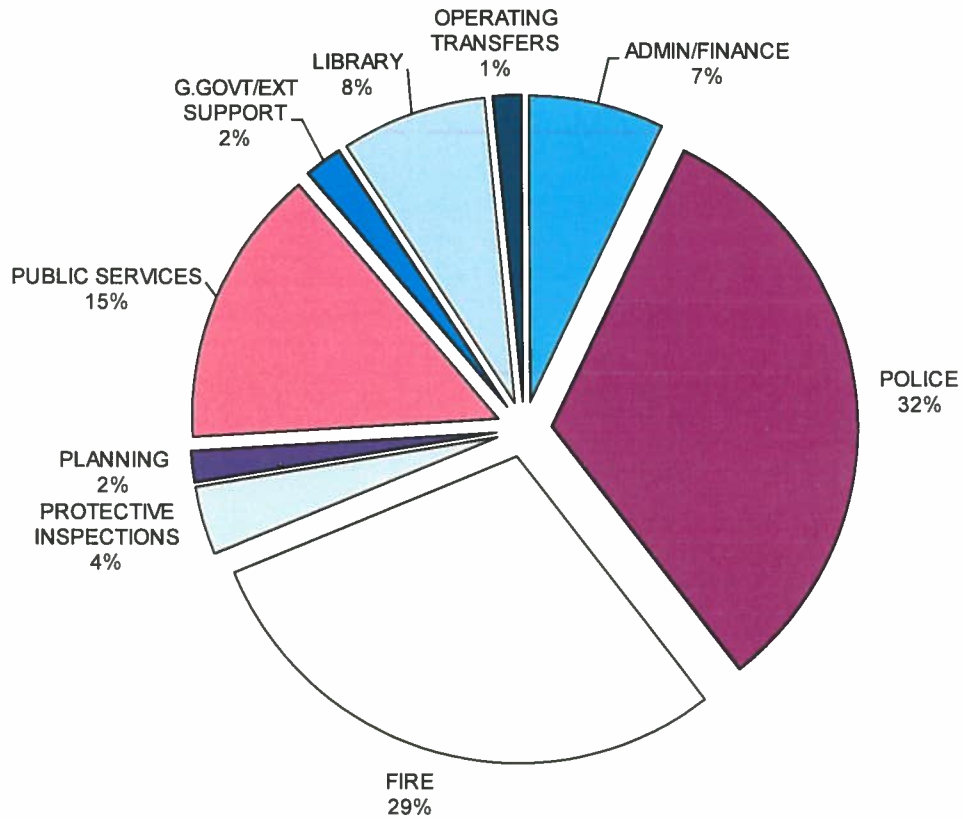
TOTAL REVENUES: Total 2018 revenues are expected to increase \$269,468 from the 2017 amended budget. Estimated 2018 General Fund revenues together with year-end 2017 reserves and savings are sufficient to sustain the 2018 budget.

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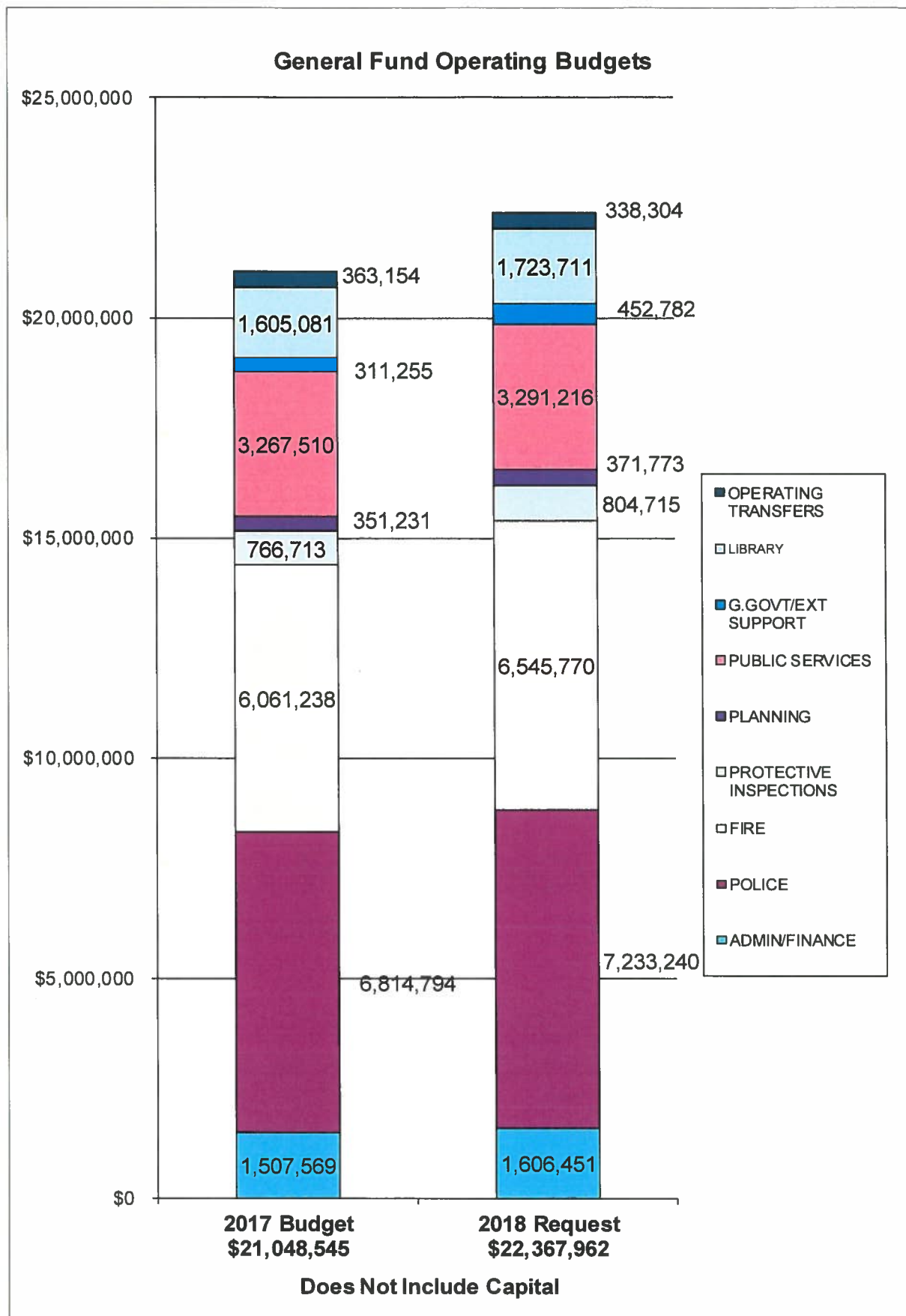
2018 GENERAL FUND REVENUE ESTIMATE SUMMARY

| | ACTUAL 2016 | AMENDED BUDGET 2017 | YTD 06/30/17 | YEAR END ESTIMATE 2017 | PRELIMINARY ESTIMATE 2018 | \$ CHANGE ESTIMATES 2017-2018 | % CHANGE ESTIMATES 2017-2018 | % OF BUDGET |
|-----------------------------------|---------------------|---------------------------|---------------------|------------------------------|---------------------------------|-------------------------------------|------------------------------------|----------------|
| TAXES: | | | | | | | | |
| PROPERTY | 5,793,229 | 5,900,000 | 3,195,572 | 5,900,000 | 6,200,000 | 300,000 | 5.1% | 29.6% |
| EMS TAX LEVY | 804,618 | 820,000 | 443,937 | 820,000 | 860,000 | 40,000 | 4.9% | 4.1% |
| RETAIL SALES | 4,623,660 | 5,000,000 | 2,747,534 | 5,200,000 | 4,900,000 | (100,000) | -2.0% | 23.4% |
| NATURAL GAS USE | 84,813 | 75,000 | 92,738 | 143,000 | 85,000 | 10,000 | 13.3% | 0.4% |
| LOCAL CRIM JUST SALES TAX | 457,856 | 428,000 | 249,308 | 428,000 | 428,000 | 0 | 0.0% | 2.0% |
| IF TAXES - UTILITIES - WATER | 230,337 | 210,000 | 89,371 | 230,000 | 215,000 | 5,000 | 2.4% | 1.0% |
| IF TAXES - UTILITIES - SEWER | 189,732 | 200,000 | 92,924 | 227,000 | 200,000 | 0 | 0.0% | 1.0% |
| IF TAXES - UTILITIES - STORMWATER | 51,530 | 45,500 | 22,656 | 48,000 | 46,000 | 500 | 1.1% | 0.2% |
| ADMISSIONS | 525,046 | 425,000 | 149,135 | 400,000 | 400,000 | (25,000) | -5.9% | 1.9% |
| UTIL TAX-ENERGY | 1,435,288 | 1,280,000 | 693,189 | 1,280,000 | 1,300,000 | 20,000 | 1.6% | 6.2% |
| UTIL TAX-SOLID WASTE | 155,812 | 150,000 | 64,418 | 150,000 | 152,000 | 2,000 | 1.3% | 0.7% |
| UTIL TAX-SOLID WASTE 3% | 113,701 | 113,000 | 47,008 | 113,000 | 114,000 | 1,000 | 0.9% | 0.5% |
| UTIL. TAX-TELEPHONE | 307,201 | 260,000 | 116,519 | 260,000 | 260,000 | 0 | 0.0% | 1.2% |
| LEASEHOLD EXCISE | 79,073 | 75,000 | 36,895 | 86,000 | 80,000 | 5,000 | 6.7% | 0.4% |
| GAMBLING | 78,947 | 70,000 | 19,339 | 71,000 | 80,000 | 10,000 | 14.3% | 0.4% |
| TOTAL TAXES: | \$14,930,843 | \$15,051,500 | \$8,060,541 | \$15,356,000 | \$15,320,000 | \$268,500 | 1.8% | 73.1% |
| CABLE FRANCHISE | 96,034 | 135,000 | 69,528 | 152,000 | 100,000 | (35,000) | -25.9% | 0.5% |
| OTHER LICENSES: | 813,426 | 410,150 | 265,738 | 512,800 | 442,800 | 32,650 | 8.0% | 2.1% |
| INTERGOVERNMENT: | | | | | | | | |
| FEDERAL GRANT TOTALS | 680,926 | 8,400 | 22,319 | 37,471 | 40,300 | 31,900 | 379.8% | 0.2% |
| STATE GRANT TOTALS | 1,677 | 500 | 1,270 | 1,620 | 500 | 0 | 0.0% | 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 | 116,829 | 93,000 | 49,024 | 97,000 | 100,800 | 7,800 | 8.4% | 0.5% |
| LOCAL GOV'T ASSISTANCE | 0 | 0 | 0 | 0 | 0 | 0 | | 0.0% |
| MVET - CRIMINAL JUSTICE | 41,090 | 38,400 | 20,945 | 35,750 | 35,750 | (2,650) | -6.9% | 0.2% |
| CTED CRIMINAL JUSTICE | 5,006 | 5,000 | 2,490 | 4,300 | 4,300 | (700) | -14.0% | 0.0% |
| MARIJUANA ENFORCEMENT | 26,112 | 27,500 | 12,635 | 18,953 | 15,000 | (12,500) | -45.5% | 0.1% |
| LIQUOR EXCISE | 152,444 | 160,000 | 43,202 | 157,000 | 157,000 | (3,000) | -1.9% | 0.7% |
| LIQUOR PROFITS | 276,805 | 275,000 | 137,874 | 276,000 | 275,000 | 0 | 0.0% | 1.3% |
| TSA SHARED SALES TAX | 2,698 | 0 | 0 | 6,721 | 7,500 | 7,500 | #DIV/0! | 0.0% |
| TOTAL INTERGOVT: | \$1,303,387 | \$607,800 | \$289,758 | \$634,815 | \$636,150 | \$28,350 | 4.7% | 3.0% |
| SERVICE CHARGES: | 3,435,861 | 3,713,089 | 1,693,037 | 3,443,057 | 3,628,937 | (84,152) | -2.3% | 17.3% |
| INTERFUND CHGS: | 437,905 | 454,406 | 170,703 | 454,406 | 465,526 | 11,120 | 2.4% | 2.2% |
| FINES: | 61,090 | 52,500 | 34,088 | 40,000 | 60,000 | 7,500 | 14.3% | 0.3% |
| INVESTMENT INCOME | 92,375 | 88,000 | 84,687 | 174,000 | 154,000 | 66,000 | 75.0% | 0.7% |
| OTHER MISC. | 242,172 | 173,300 | 123,727 | 138,787 | 147,800 | (25,500) | -14.7% | 0.7% |
| TOTAL MISC: | \$334,547 | \$261,300 | \$208,415 | 312,787 | \$301,800 | \$40,500 | 15.5% | 1.4% |
| TOTAL REVENUES: | \$21,413,094 | \$20,685,745 | \$10,791,806 | \$20,905,865 | \$20,955,213 | \$269,468 | 1.3% | 100.0% |
| BEGINNING CASH: | 4,697,369 | 5,537,495 | 5,537,495 | 5,537,495 | 5,360,837 | (176,658) | -3.2% | |

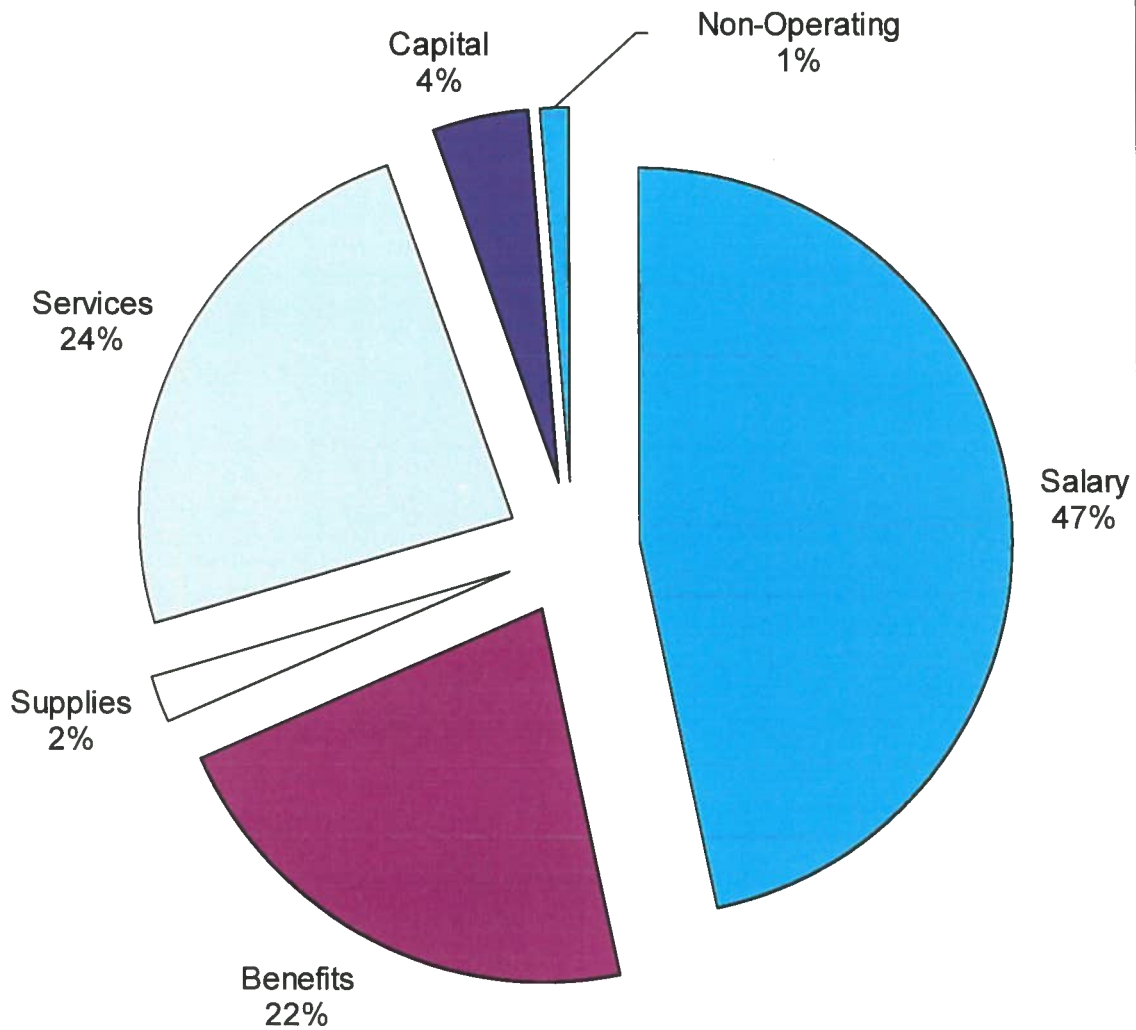
**2018
General Fund Budget: Operating Requests**



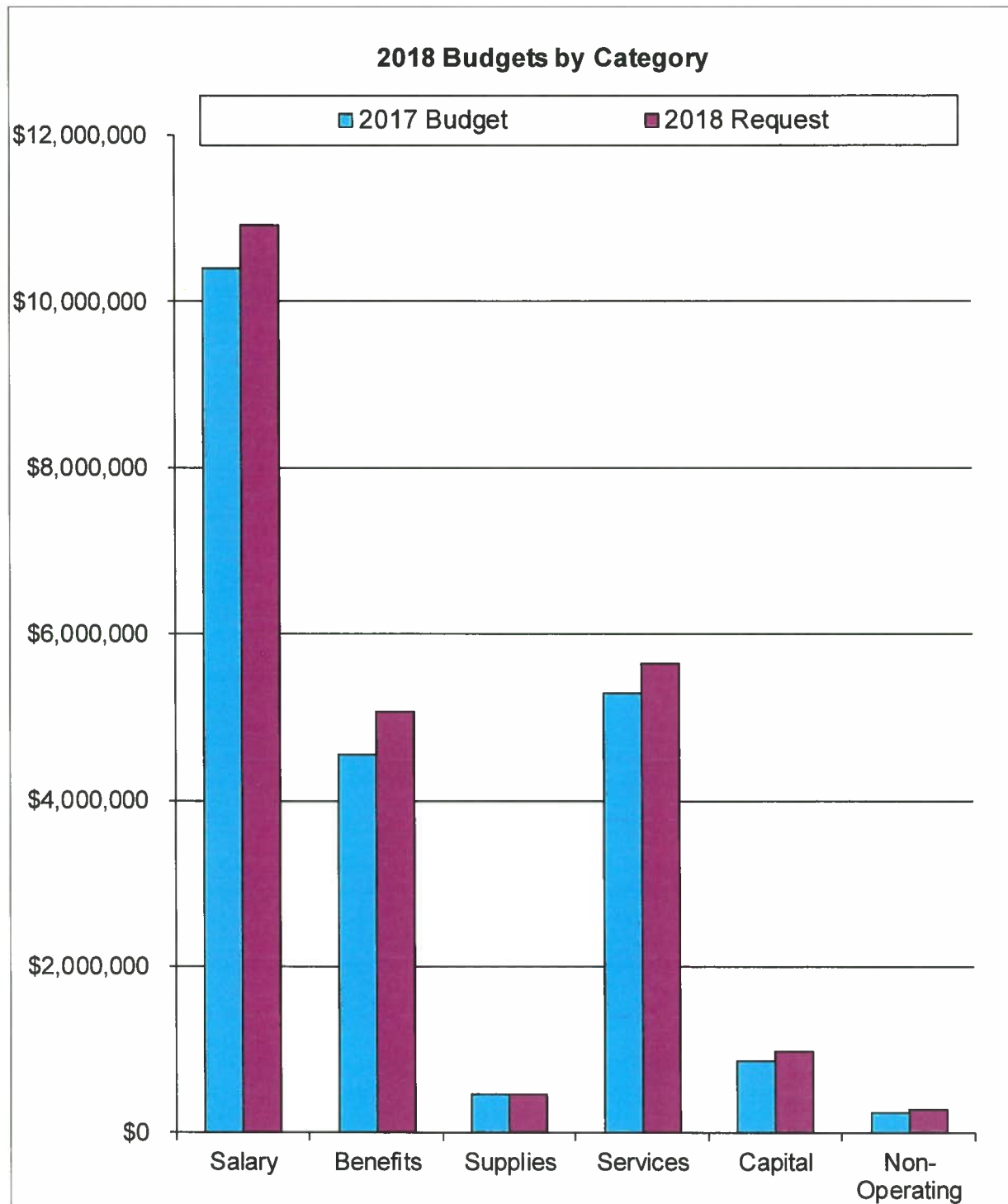
**2018 Total Operating Requests:
\$22,367,962**



**2018 General Fund Budget Requests
By Category**



**2018 Total Requests:
\$23,386,625**



FUND NUMBER**TITLE**

001

GENERAL FUND - EXPENDITURES

EXPENDITURES: The Departmental Budget Request summary table lists 2018 General Fund Operating Expenditure requests totaling \$22,367,962. Overall, total operating requests represent an increase of 6.3 percent above the 2017 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$23,386,625. This is a 7.1 percent increase from the 2017 amended budget. Capital expenditure requests total \$726,857.

ESTIMATED ENDING CASH: This proposal establishes an estimated ending cash balance of \$2,929,425. 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 13.10 percent of operating requests or about \$21,590 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.

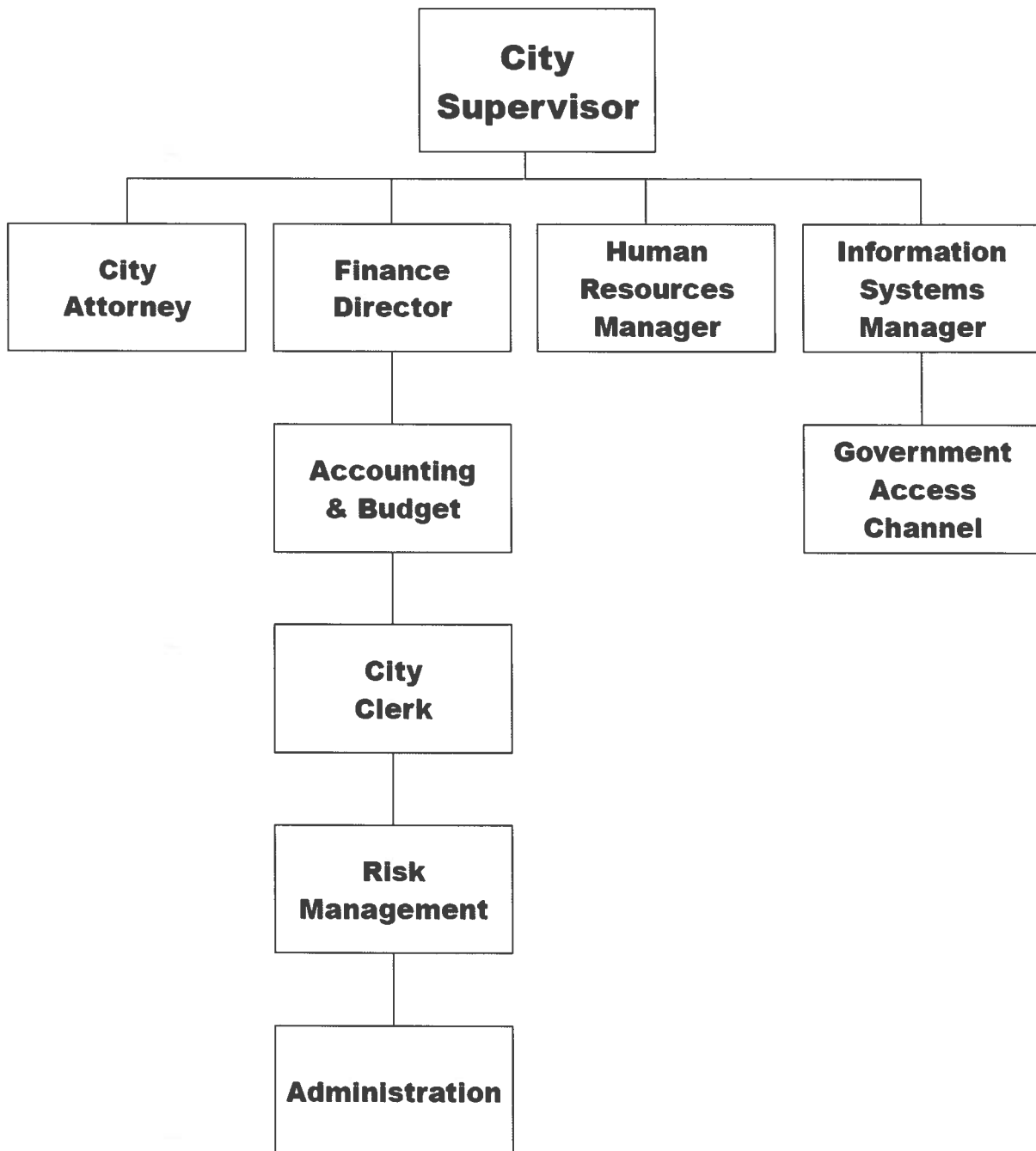
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> | <u>% CHANGE</u> | SHARE OF TOTAL |
|-----------------------------------|-----------------------|----------------------------------|------------------------|------------------------|--------------------|-----------------|-------------------|
| DEPARTMENT TOTALS: | | | | | | | |
| ADMIN/FINANCE | 1,375,415 | 1,507,569 | 716,215 | 1,606,451 | 98,882 | 6.6% | 7.2% |
| POLICE | 6,119,268 | 6,814,794 | 3,193,167 | 7,233,240 | 418,446 | 6.1% | 32.3% |
| FIRE | 5,563,867 | 6,061,238 | 2,873,955 | 6,545,770 | 484,532 | 8.0% | 29.3% |
| PROTECTIVE INSPECTIONS | 730,958 | 766,713 | 344,930 | 804,715 | 38,002 | 5.0% | 3.6% |
| PLANNING | 322,509 | 351,231 | 158,198 | 371,773 | 20,542 | 5.8% | 1.7% |
| PUBLIC SERVICE | 2,834,956 | 3,267,510 | 1,454,253 | 3,291,216 | 23,706 | 0.7% | 14.7% |
| G.GOV'T/EXT SUPPORT | 235,300 | 311,255 | 261,076 | 452,782 | 141,527 | 45.5% | 2.0% |
| LIBRARY | 1,405,708 | 1,605,081 | 667,729 | 1,723,711 | 118,630 | 7.4% | 7.7% |
| OPERATING TRANSFERS | | | | | | | |
| EQUIPMENT RENTAL DIVISION | 0 | 0 | 0 | 0 | 0 | | |
| INFO SYS-GOV'T ACCESS CHANNEL | 6,505 | 5,689 | 0 | 6,291 | 602 | | 0.0% |
| GOVT BUILDINGS | 0 | 25,452 | 0 | 0 | (25,452) | | |
| AIRPORT | 682,013 | 332,013 | 0 | 332,013 | 0 | 0.0% | 1.5% |
| TOTAL OPERATING: | \$19,276,498 | \$21,048,545 | \$9,669,522 | \$22,367,962 | \$1,319,417 | 6.3% | 100.0% |
| PERCENTAGE CHANGE: | | | | | | 6.3% | |
| NON-OPERATING EXPENDITURES | 226,231 | 249,528 | 90,819 | 291,806 | 42,278 | 18.7% | |
| CAPITAL OUTLAYS: | | | | | | | |
| C.I.P. PROJECTS | 980,672 | 540,099 | 93,074 | 726,857 | 183,258 | 18.7% | |
| CAPITAL TRANSFERS: | | | | | | | |
| OTHER FUNDS | 0 | 0 | 0 | 0 | 0 | | |
| TOTAL CAPITAL: | \$980,672 | \$540,099 | \$93,074 | \$726,857 | \$183,258 | 33.9% | |
| TOTAL GENERAL FUND: | \$20,483,400 | \$21,838,172 | \$9,853,414 | \$23,386,625 | \$1,544,953 | 7.07% | |
| PERCENTAGE CHANGE: | | | | | | 7.1% | |
| + ENDING CASH | 5,537,495 | 4,385,068 | 6,475,887 | 2,929,425 | (1,455,643) | | |
| TOTAL USES: | \$26,020,896 | \$26,223,240 | \$16,329,301 | \$26,316,050 | \$89,310 | | |

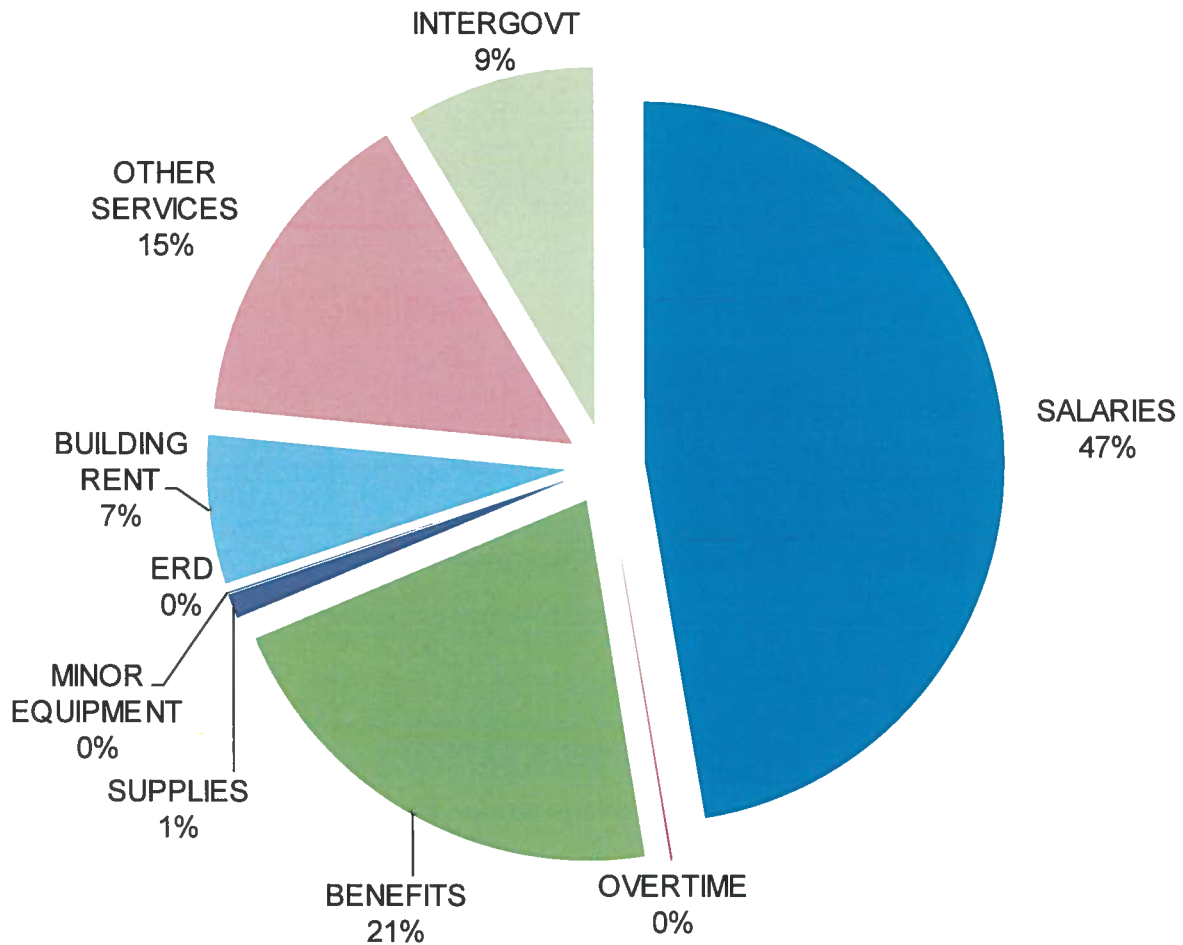
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> | <u>% CHANGE</u> | SHARE OF TOTAL |
|------------------------------|-------------------------|----------------------------------|------------------------|-------------------------|------------------------|-----------------|-------------------|
| ALL DEPARTMENTS | | | | | | | |
| SALARIES | 9,333,692 | 9,818,772 | 4,758,590 | 10,257,473 | 438,701 | 4.5% | 48.2% |
| OVERTIME | 522,929 | 597,199 | 311,074 | 662,693 | 65,494 | 11.0% | 2.9% |
| BENEFITS | 3,718,617 | 4,552,982 | 1,934,977 | 5,079,001 | 526,019 | 11.6% | 22.3% |
| SUPPLIES | 395,716 | 459,515 | 200,971 | 471,838 | 12,323 | 2.7% | 2.3% |
| MINOR CAPITAL, BOOKS | 215,590 | 325,072 | 115,475 | 252,852 | (72,220) | -22.2% | 1.6% |
| ERD RENTAL | 832,758 | 941,438 | 471,326 | 1,075,891 | 134,453 | 14.3% | 4.6% |
| BUILDING RENT | 843,108 | 858,486 | 431,703 | 894,442 | 35,956 | 4.2% | 4.2% |
| OTHER SERVICES | 481,717 | 1,495,641 | 535,630 | 1,471,452 | (24,189) | -1.6% | 7.3% |
| INFO SYS/INTERGOVT | 2,008,554 | 1,325,031 | 648,701 | 1,411,234 | 86,203 | 6.5% | 3.6% |
| TOTAL DEPT OPERATING: | \$18,352,680 | \$20,374,136 | \$9,408,446 | \$21,576,876 | \$1,202,740 | 5.9% | 97.1% |
| GENERAL GOV'T | 331,846 | 302,555 | 258,833 | 444,082 | 141,527 | 46.8% | |
| EXTERNAL SUPPORT | 8,581 | 8,700 | 2,243 | 8,700 | 0 | 0.0% | |
| OPER. TRANSFERS: | 688,518 | 363,154 | 0 | 338,304 | (24,850) | -6.8% | |
| NON-OPERATING EXPENDITURES | 226,231 | 249,528 | 90,819 | 291,806 | 42,278 | 0 | |
| TOTAL OPERATING: | \$19,607,856 | \$21,048,545 | \$9,669,522 | \$22,659,768 | \$1,361,695 | 6.5% | |
| CAPITAL OUTLAYS | 891,341 | 540,099 | 93,074 | 726,857 | 186,758 | 34.6% | |
| GRAND TOTAL: | \$20,499,197 | \$21,838,172 | \$9,853,414 | \$23,386,625 | \$1,548,453 | 7.1% | |

City of Pullman
Administration & Finance



ADMINISTRATION AND FINANCE



TOTAL OPERATING REQUEST:
\$1,606,451

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

| | 2016 | 2017 | YTD | 2018 | |
|-----------------------------------|--------------------|---------------------------|------------------|--------------------|------------------|
| | <u>ACTUAL</u> | <u>AMENDED BUDGET</u> | <u>06/30/17</u> | <u>REQUEST</u> | <u>\$ CHANGE</u> |
| ADMINISTRATION AND FINANCE | | | | | |
| SALARIES | 725,533 | 712,562 | 354,453 | 760,846 | 48,284 |
| OVERTIME | 302 | 1,500 | 0 | 1,500 | 0 |
| BENEFITS | 267,976 | 333,924 | 134,540 | 341,437 | 7,513 |
| SUPPLIES | 11,446 | 14,900 | 7,275 | 17,300 | 2,400 |
| MINOR EQUIPMENT | 1,395 | 1,000 | 4,212 | 1,000 | 0 |
| ERD | 0 | 0 | 0 | 0 | 0 |
| BUILDING RENT | 92,012 | 87,536 | 43,768 | 107,495 | 19,959 |
| OTHER SERVICES | 108,686 | 208,270 | 81,100 | 239,025 | 30,755 |
| INFO SYS/INTERGOVT | 168,066 | 147,877 | 90,866 | 137,848 | (10,029) |
| | | | | | |
| TOTAL OPERATING: | \$1,375,415 | \$1,507,569 | \$716,215 | \$1,606,451 | \$98,882 |
| | \$418,301 | \$430,110 | \$255,670 | \$506,834 | |

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:

\$190,976

MAJOR BUDGET CHANGES:

Municipal elections and related costs occur in odd numbered years; this results in a \$20,000 decrease for the 2018 budget. Voter registration costs are budgeted at \$40,000. Three Council positions will receive \$250 per month salary increases for 2018 for a total increase of \$9,000. 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 2018 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 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------|-----------------------|----------------------------------|------------------|------------------------|------------------|
| LEGISLATIVE | | | | | |
| SALARIES | 37,200 | 37,200 | 18,600 | 46,200 | 9,000 |
| OVERTIME | 0 | 0 | 0 | | |
| BENEFITS | 2,938 | 2,940 | 1,470 | 3,169 | 229 |
| SUPPLIES | 2,850 | 3,200 | 1,974 | 3,200 | 0 |
| MINOR EQUIPMENT | 0 | 0 | 0 | | |
| ERD RENTAL | 0 | 0 | 0 | | |
| BUILDING RENT | 40,750 | 38,768 | 19,384 | 47,607 | 8,839 |
| OTHER SERVICES | 16,698 | 25,800 | 11,565 | 25,300 | (500) |
| AWC;INTGOVT | 57,853 | 84,500 | 59,178 | 65,500 | (19,000) |
| TOTAL: | \$158,288 | \$192,408 | \$112,170 | \$190,976 | (\$1,432) |

| 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 2018.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------|-----------------------|----------------------------------|-----------------|------------------------|------------------|
| MAYOR | | | | | |
| SALARIES | 17,000 | 17,000 | 8,500 | 17,000 | 0 |
| OVERTIME | 0 | 0 | 0 | | |
| BENEFITS | 1,418 | 1,409 | 728 | 1,409 | 0 |
| SUPPLIES | 0 | 50 | 8 | 50 | 0 |
| MINOR EQUIPMENT | 0 | 0 | 0 | | |
| ERD RENTAL | 0 | 0 | 0 | | |
| BUILDING RENT | 0 | 0 | 0 | | |
| OTHER SERVICES | 5,996 | 9,250 | 2,880 | 9,250 | 0 |
| INTERGOVERNMENT | | 0 | 0 | | |
| TOTAL: | \$24,414 | \$27,709 | \$12,116 | \$27,709 | \$0 |

| 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:

\$211,623

MAJOR BUDGET CHANGES:

2018 budget includes an increase in salary and benefit costs for a programmed salary step. The City Supervisor other services budget also has slight increases for training and conferences and the city will contract with Retail Strategies for economic development services to assist in locating new businesses in Pullman.

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 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|------------------------|-----------------------|----------------------------------|-----------------|------------------------|------------------|
| CITY SUPERVISOR | | | | | |
| SALARIES | 137,587 | 120,516 | 62,058 | 130,142 | 9,626 |
| OVERTIME | 0 | 0 | 0 | | |
| BENEFITS | 40,323 | 49,526 | 22,468 | 51,216 | 1,690 |
| SUPPLIES | 56 | 100 | 0 | 100 | 0 |
| MINOR EQUIPMENT | 0 | 0 | 3,674 | | |
| ERD RENTAL | 0 | 0 | 0 | | |
| BUILDING RENT | 0 | 0 | 0 | | |
| OTHER SERVICES | 4,755 | 5,000 | 3,151 | 30,165 | 25,165 |
| INTERGOVERNMENT | | 0 | 0 | | 0 |
| TOTAL: | \$182,720 | \$175,142 | \$91,352 | \$211,623 | \$36,481 |

| 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:

\$970,244

MAJOR BUDGET CHANGES:

2018 budget includes programmed salary step increases, and increase of ¼ time staff, 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.

| | 2016 <u>ACTUAL</u> | 2017 <u>AMENDED BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------|-----------------------|-----------------------------------|------------------|------------------------|------------------|
| FINANCE | | | | | |
| SALARIES | 449,434 | 453,534 | 223,139 | 483,192 | 29,658 |
| OVERTIME | 302 | 1,500 | 0 | 1,500 | 0 |
| BENEFITS | 196,939 | 251,712 | 96,538 | 258,056 | 6,344 |
| SUPPLIES | 5,908 | 8,350 | 2,595 | 8,350 | 0 |
| MINOR EQUIPMENT | 1,395 | 1,000 | 538 | 1,000 | 0 |
| ERD RENTAL | 0 | 0 | 0 | 0 | 0 |
| BUILDING RENT | 51,262 | 48,768 | 24,384 | 59,888 | 11,120 |
| OTHER SERVICES | 53,036 | 79,820 | 20,598 | 85,910 | 6,090 |
| INFOSYS/INTGOVT | 50,833 | 63,377 | 31,689 | 72,348 | 8,971 |
| TOTAL: | \$809,109 | \$908,061 | \$399,481 | \$970,244 | \$62,183 |
| | 418,301 | 430,110 | 255,670 | 506,834 | |

| 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 | 0.75 |
| Total | 7.75 |

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:

\$84,000

MAJOR BUDGET CHANGES:

No major budget changes for 2018.

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <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) |
| 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 | \$84,000 | (\$100) |

| 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:

\$121,899

MAJOR BUDGET CHANGES:

Benefit changes to align with available insurance options.

MEASUREMENT TECHNIQUE:

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

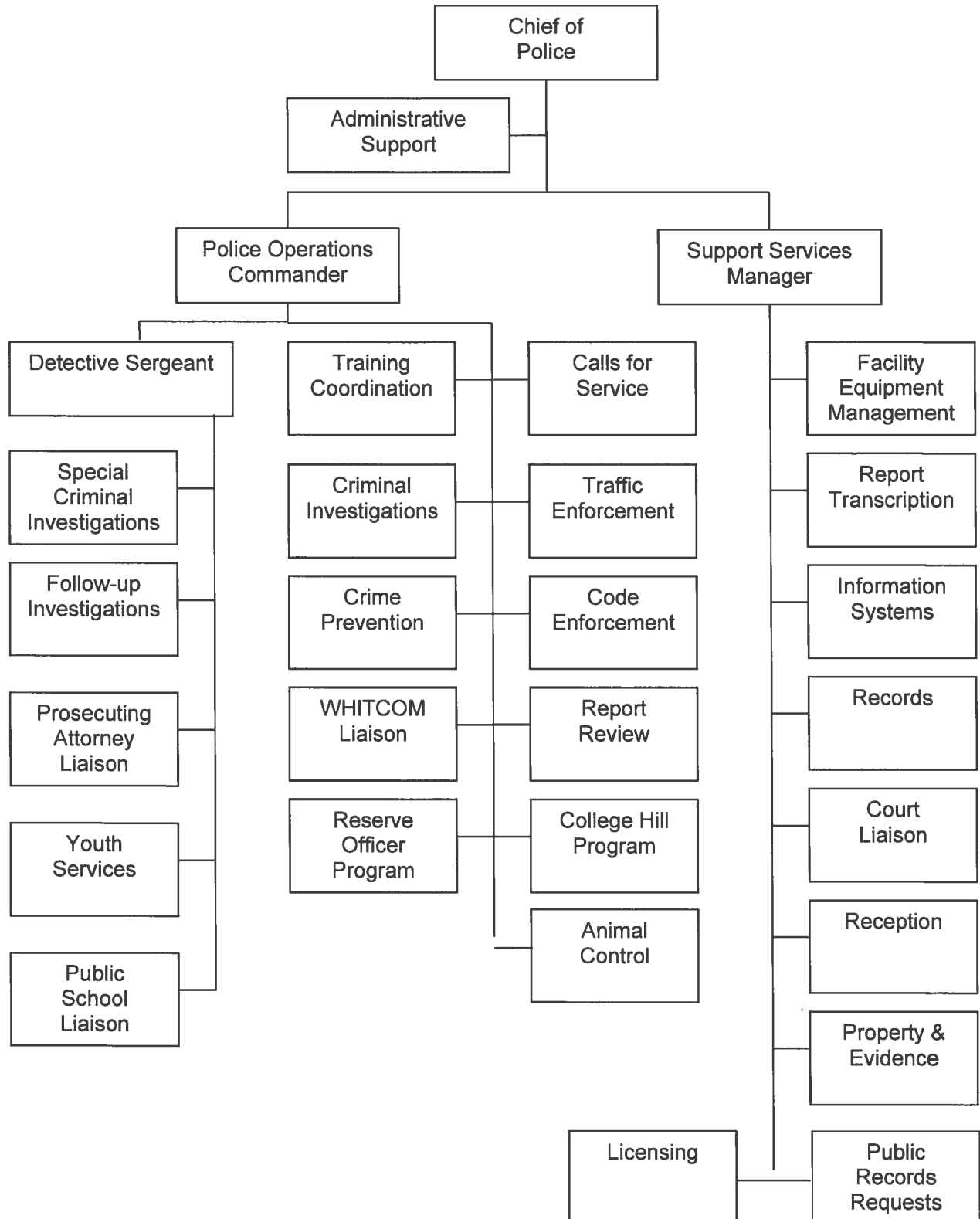
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GENERAL FUND 2018 BUDGET REQUESTS

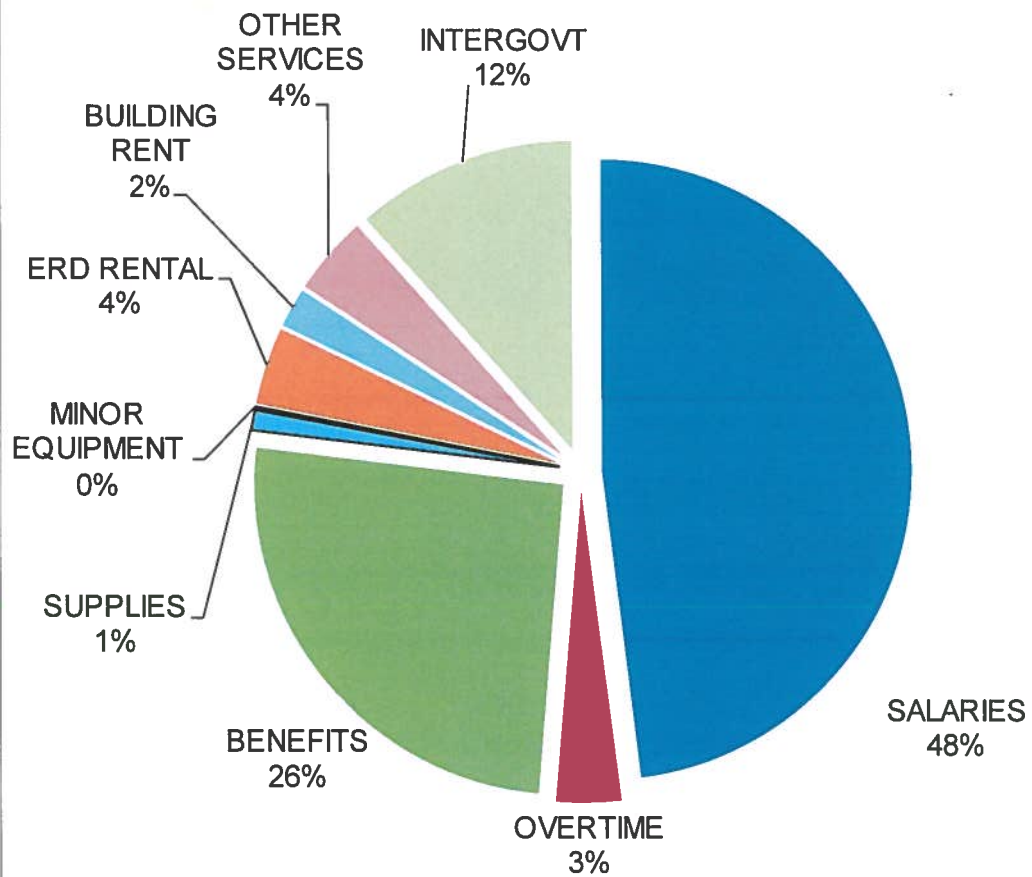
| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|------------------------|-----------------------|----------------------------------|-----------------|------------------------|------------------|
| HUMAN RESOURCES | | | | | |
| SALARIES | 84,312 | 84,312 | 42,156 | 84,312 | 0 |
| OVERTIME | 0 | 0 | 0 | | |
| BENEFITS | 26,358 | 28,337 | 13,337 | 27,587 | (750) |
| SUPPLIES | 2,632 | 3,100 | 2,698 | 5,600 | 2,500 |
| MINOR EQUIPMENT | 0 | 0 | 0 | | |
| ERD RENTAL | 0 | 0 | 0 | | |
| BUILDING RENT | 0 | 0 | 0 | | |
| OTHER SERVICES | 3,581 | 4,400 | 905 | 4,400 | 0 |
| INTERGOVERNMENT | | 0 | 0 | 0 | |
| TOTAL: | \$116,883 | \$120,149 | \$59,096 | \$121,899 | \$1,750 |

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

CITY OF PULLMAN POLICE DEPARTMENT



POLICE



TOTAL OPERATING REQUEST:
\$7,233,240

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------|-----------------------|----------------------------------|------------------------|------------------------|------------------|
| POLICE | | | | | |
| SALARIES | 3,194,615 | 3,287,672 | 1,613,400 | 3,473,883 | 186,211 |
| OVERTIME | 186,363 | 233,990 | 107,578 | 239,843 | 5,853 |
| BENEFITS | 1,250,752 | 1,626,058 | 669,286 | 1,847,119 | 221,061 |
| SUPPLIES | 54,201 | 77,225 | 38,070 | 76,228 | (997) |
| MINOR EQUIPMENT | 33,438 | 56,212 | 34,806 | 10,305 | (45,907) |
| ERD RENTAL | 261,651 | 278,782 | 139,391 | 293,498 | 14,716 |
| BUILDING RENT | 150,753 | 167,439 | 84,020 | 150,377 | (17,062) |
| OTHER SERVICES | 712,083 | 272,321 | 128,248 | 301,334 | 29,013 |
| INFO SYS/INTERGOVT | 275,411 | 815,095 | 378,369 | 840,653 | 25,558 |
| TOTAL: | \$6,119,268 | \$6,814,794 | \$3,193,167 | \$7,233,240 | \$418,446 |
| | \$733,437 | \$665,751 | \$396,206 | \$680,842 | |

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, information systems technician, 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:

\$7,292,524 (including operating \$6,935,218
LEOFF \$226,806
capital \$130,500)

MAJOR BUDGET CHANGES:

The salary increase is due to salary step increases. The increase in benefits is due to higher costs for health care plans and a change in individual employee coverage. There is a notable increase to the Information Services charge.

Major Capital includes police facility emergency generator replacement (\$110,000), voice recognition software (\$16,500), and new police officer equipment (\$4,000).

Minor Capital includes portable ticket writer printer (\$500), SECTOR printer replacement (\$500), patrol display monitors for CAD and security video feeds (\$1,225), two replacement rifles and accessories (\$3,620), two replacement handguns (\$2,220), interview room recording equipment (\$720), remote view surveillance camera (\$600), Records replacement chair (\$600), and replacement fax machine (\$320).

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 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 <u>AMENDED BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------------------------|-----------------------|-----------------------------------|--------------------|------------------------|------------------|
| LAW ENFORCEMENT AND DETENTION | | | | | |
| SALARIES | 3,194,615 | 3,287,672 | 1,613,400 | 3,473,883 | 186,211 |
| OVERTIME | 186,363 | 233,990 | 107,578 | 239,843 | 5,853 |
| BENEFITS | 1,250,752 | 1,626,058 | 669,286 | 1,847,119 | 221,061 |
| SUPPLIES | 54,177 | 77,225 | 38,046 | 76,228 | (997) |
| MINOR EQUIPMENT | 33,438 | 56,212 | 34,806 | 10,305 | (45,907) |
| ERD RENTAL | 261,651 | 278,782 | 139,391 | 293,498 | 14,716 |
| BUILDING RENT | 150,753 | 167,439 | 84,020 | 150,377 | (17,062) |
| INFO SYSTEMS | 143,413 | 177,729 | 88,865 | 251,683 | 73,954 |
| OTHER SERVICES | 221,508 | 272,321 | 128,248 | 245,282 | (27,039) |
| INTERGOVERNMENT | 347,000 | 347,000 | 86,750 | 347,000 | 0 |
| TOTAL: | \$5,843,672 | \$6,524,428 | \$2,990,388 | \$6,935,218 | \$410,790 |
| | 725,422 | 659,751 | 393,076 | 674,342 | |

| 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 | 19.00 |
| Detective Sergeant | 1.00 |
| Detective | 4.00 |
| Officer: Youth Services | 1.00 |
| Code Enforcement Officers | 3.00 |
| Records Specialist | 7.00 |
| Property/Evidence Specialist | 1.00 |
| Total | 44.00 |

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:

\$241,970

MAJOR BUDGET CHANGES:

WHITCOM contributions increased by \$10,000 to fund a Whitcom capital budget; similar contributions will be made by all other member agencies.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------|-----------------------|----------------------------------|------------------|------------------------|------------------|
| COMMUNICATIONS | | | | | |
| SALARIES | 0 | 0 | 0 | | 0 |
| OVERTIME | 0 | 0 | 0 | | 0 |
| BENEFITS | 0 | 0 | 0 | | 0 |
| SUPPLIES | 24 | 0 | 24 | | 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 | 7 | 0 | | | 0 |
| INTERGOVERNMENT | 221,670 | 233,470 | 175,807 | 241,970 | 8,500 |
| TOTAL: | \$221,701 | \$233,470 | \$175,831 | \$241,970 | \$8,500 |
| | 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:

\$56,052

MAJOR BUDGET CHANGES:

The contract cost with the WCHS has increased by \$2,156 (4%). The last increase was 7.5% in 2015. \$3,000 for animal mitigation was eliminated as a budget reduction measure.

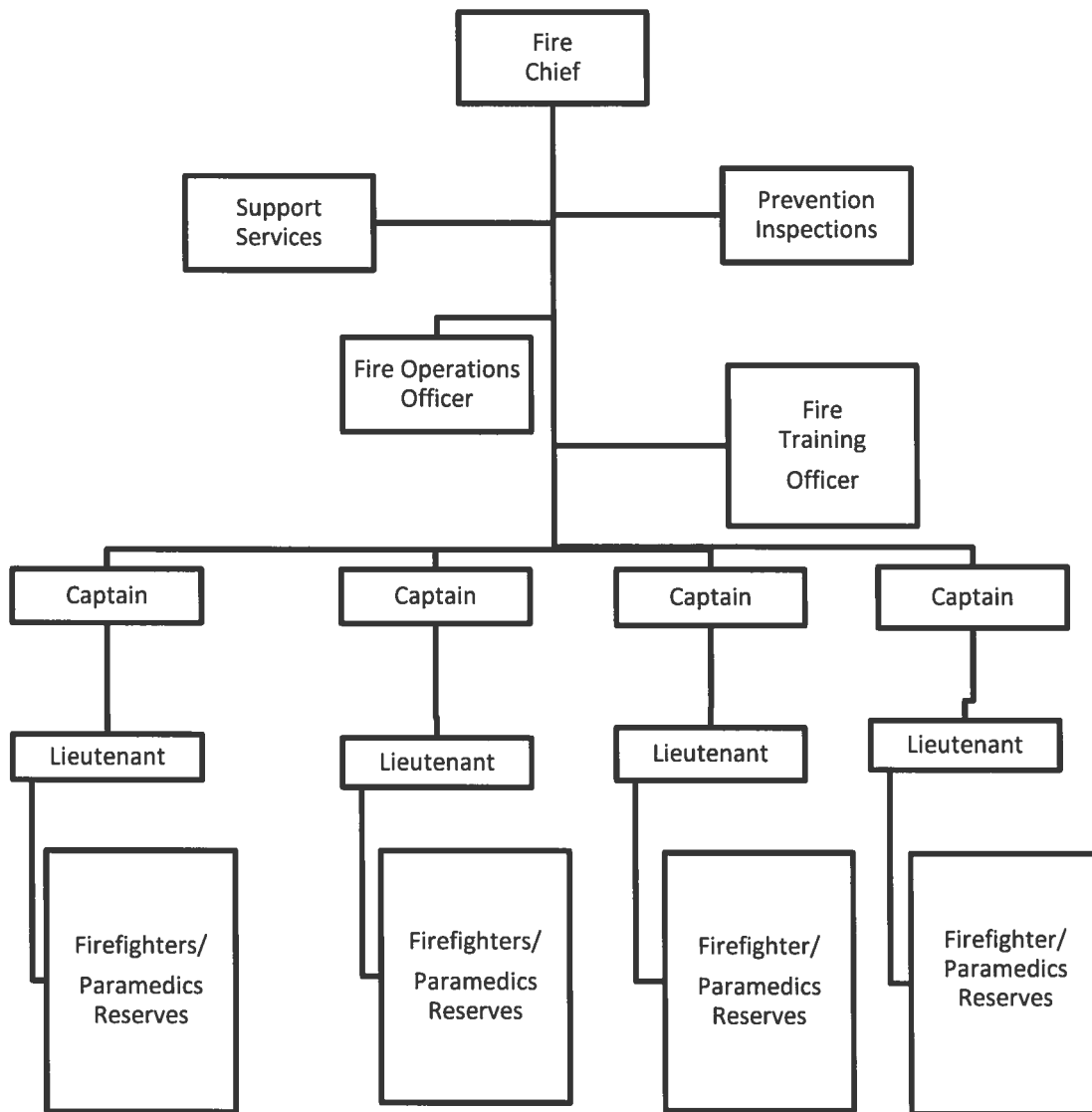
MEASUREMENT TECHNIQUE:

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

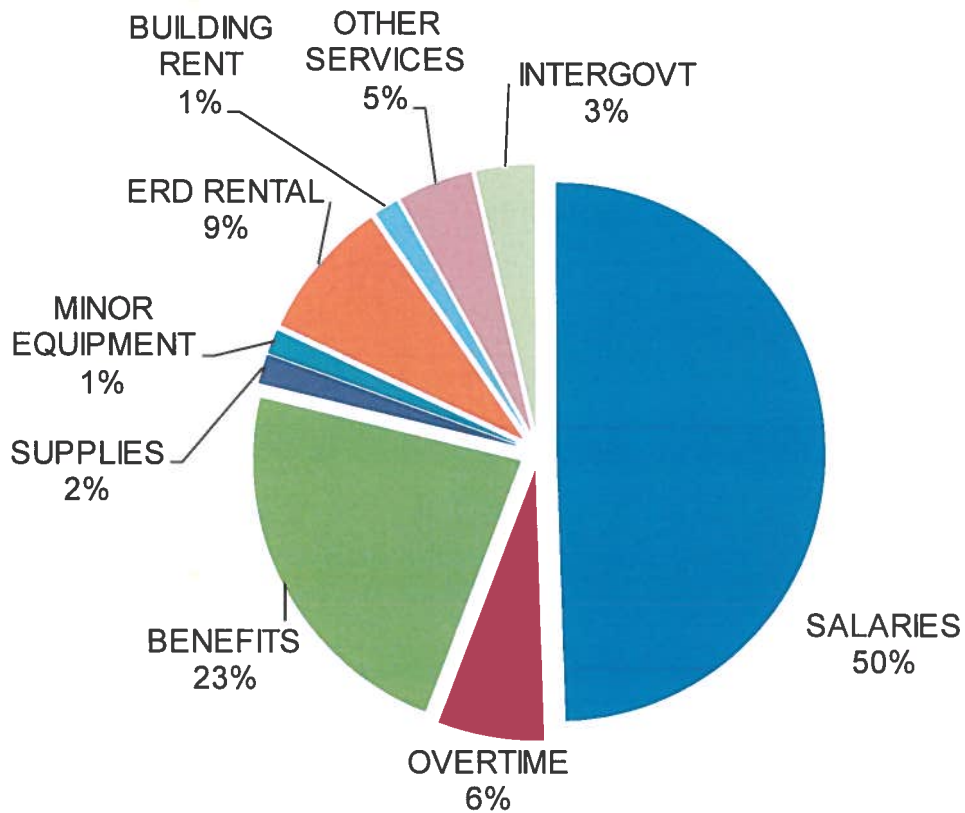
GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------|-----------------------|----------------------------------|-----------------|------------------------|------------------|
| ANIMAL CONTROL | | | | | |
| SALARIES | 0 | 0 | 0 | | 0 |
| OVERTIME | 0 | 0 | 0 | | 0 |
| BENEFITS | 0 | 0 | 0 | | 0 |
| SUPPLIES | 0 | 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 | 56,052 | (844) |
| INTERGOVERNMENT | | | | | |
| TOTAL: | \$53,896 | \$56,896 | \$26,948 | \$56,052 | (\$844) |
| | 8,015 | 6,000 | 3,130 | 6,500 | |

City of Pullman Fire Department



FIRE SERVICES



TOTAL OPERATING REQUEST:
\$6,545,770

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

| | 2016 | 2017 | YTD | 2018 | |
|-------------------------|--------------------|---------------------------|--------------------|--------------------|------------------|
| | <u>ACTUAL</u> | <u>AMENDED BUDGET</u> | <u>06/30/17</u> | <u>REQUEST</u> | <u>\$ CHANGE</u> |
| FIRE SERVICES | | | | | |
| SALARIES | 2,956,848 | 3,136,101 | 1,502,336 | 3,241,356 | 105,255 |
| OVERTIME | 331,756 | 353,564 | 201,466 | 413,123 | 59,559 |
| BENEFITS | 1,147,736 | 1,303,252 | 588,073 | 1,499,717 | 196,465 |
| SUPPLIES | 116,413 | 114,600 | 47,082 | 115,100 | 500 |
| MINOR EQUIPMENT | 66,785 | 119,200 | 29,171 | 95,479 | (23,721) |
| ERD RENTAL | 399,581 | 494,921 | 248,256 | 555,701 | 60,780 |
| BUILDING RENT | 162,986 | 105,314 | 53,917 | 97,549 | (7,765) |
| OTHER SERVICES | 244,218 | 268,742 | 120,882 | 296,413 | 27,671 |
| INFO SYS/INTERGOVT | 137,543 | 165,544 | 82,772 | 231,332 | 65,788 |
| TOTAL OPERATING: | \$5,563,867 | \$6,061,238 | \$2,873,955 | \$6,545,770 | \$484,532 |
| | \$3,291,234 | \$2,845,625 | \$1,480,879 | \$3,029,050 | |

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:

\$4,252,520 (including operating \$3,932,520
LEOFF \$65,000
capital \$255,000)

MAJOR BUDGET CHANGES:

The Fire budget was increased by a total of \$496,095. The Fire operating budget was increased by a total of \$284,095.

The main reasons for the overall increase is the land acquisition capital expenditure, increases in wages and benefits as contractually obligated, increases in information system administration fees, and increases in ongoing training and education to ensure fire department members are prepared to meet the challenges of all hazard responses.

Aging infrastructure coupled by a lack of space are causing ongoing increases to meet the demands of record storage, necessary backup equipment storage and maintenance on critical infrastructure to keep facilities operational.

Additional budget increases were in the personal protective equipment to provide for increased gear and uniforms for personnel as well as medical physicals and fitness evaluations for firefighters.

The other increases were in minor equipment purchases of equipment that were legally required or were critical to the mission of the department. Examples of these are fire hose replacement, promotional testing process, firefighter certification testing to improve WSRB ratings and generalized replacement of interior facilities.

Minor Fire Capital includes ambulance billing scanner (\$3,500), fire chief office furniture (\$2,000), administrative specialist desktop (\$800), administrative specialist chair (\$500), structural fire nozzle/coupling replacement (\$4,500), fire hose replacement (\$6,500), eleven exhaust system auto-start transmitters (\$2,479), wildland nozzles/appliances/tools (\$3,000), lapel mics for Motorola radio (\$3,000), two Bendix-King radios with lapel mics and clamshells (\$2,500), mobile radio programming software (\$2,750), captain and lieutenant chairs (\$500), hydrant bag replacements (\$600), two firefighter workstation second computer monitor (\$500), two wireless headset replacements (\$2,000), miscellaneous tool/small equipment replacement (\$2,500), miscellaneous fittings (\$850), Cradelpoint Wi-fi hotspots (\$4,000), eight self-contained breathing apparatus masks (\$2,400), self-contained breathing apparatus equipment (\$700), portable projection screen (\$250), miscellaneous brackets for apparatus (\$1,500), two Surface computers for Fire Marshals office (\$3,500), smoke machine for fire training (\$2,000), mattress replacement (\$1,250), toilet (\$1,000), station exhaust system upgrades (\$3,500), kitchen table and chairs (\$800), elliptical equipment (\$3,000), and cordless power tools (\$500).

Major Fire Capital includes a land acquisition for the property adjacent to fire station 1 (\$225,000) and bullet proof vests and helmets for domestic violence/active shooter response (\$30,000).

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 <u>AMENDED BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|---------------------|-----------------------|-----------------------------------|--------------------|------------------------|------------------|
| FIRE CONTROL | | | | | |
| SALARIES | 1,704,714 | 1,751,283 | 851,516 | 1,813,359 | 62,076 |
| OVERTIME | 115,669 | 163,564 | 108,896 | 190,826 | 27,262 |
| BENEFITS | 718,354 | 812,694 | 359,646 | 924,767 | 112,073 |
| SUPPLIES | 47,927 | 48,100 | 25,260 | 50,350 | 2,250 |
| MINOR EQUIPMENT | 40,953 | 77,100 | 21,395 | 62,879 | (14,221) |
| ERD RENTAL | 338,725 | 343,051 | 171,721 | 383,282 | 40,231 |
| BUILDING RENT | 77,386 | 105,314 | 53,917 | 97,549 | (7,765) |
| INFO SYSTEMS | 137,543 | 165,544 | 82,772 | 231,332 | 65,788 |
| OTHER SERVICES | 182,317 | 181,775 | 89,124 | 178,176 | (3,599) |
| INTERGOVERNMENT | 0 | 0 | 0 | | 0 |
| TOTAL: | \$3,363,587 | \$3,648,425 | \$1,764,246 | \$3,932,520 | \$284,095 |
| | 2,035,006 | 1,347,500 | 729,019 | 1,397,000 | |

| 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:

\$2,661,857 (including operating \$2,613,250
capital \$48,607)

MAJOR BUDGET CHANGES:

The Ambulance operating budget increased by a total of \$200,437.

The major increases in the 2018 budget were the adjustment of salaries, benefits and overtime, medical physicals and fitness evaluations for firefighters, replacement of required rope rescue equipment, and acquiring protective equipment for rescue task force response.

Other increases to the ambulance overtime budget were reimbursements for EMS contract services for the WSU football games, First Aid/CPR and Fire Extinguisher classes.

Ambulance supplies decreased by a total of \$1,750.

Minor ambulance capital includes rope rescue equipment replacements (\$8,000), two gas detectors (\$4,000), forcible entry tool (\$3,500), haz-mat equipment (\$2,500), CPR manikins (\$2,500), four Zoll AEDs (\$6,600), triage equipment (\$2,500), seven single gas CO monitors (\$1,500), and eight apparatus narcotic lock box replacement (\$1,500).

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

MEASUREMENT TECHNIQUE:

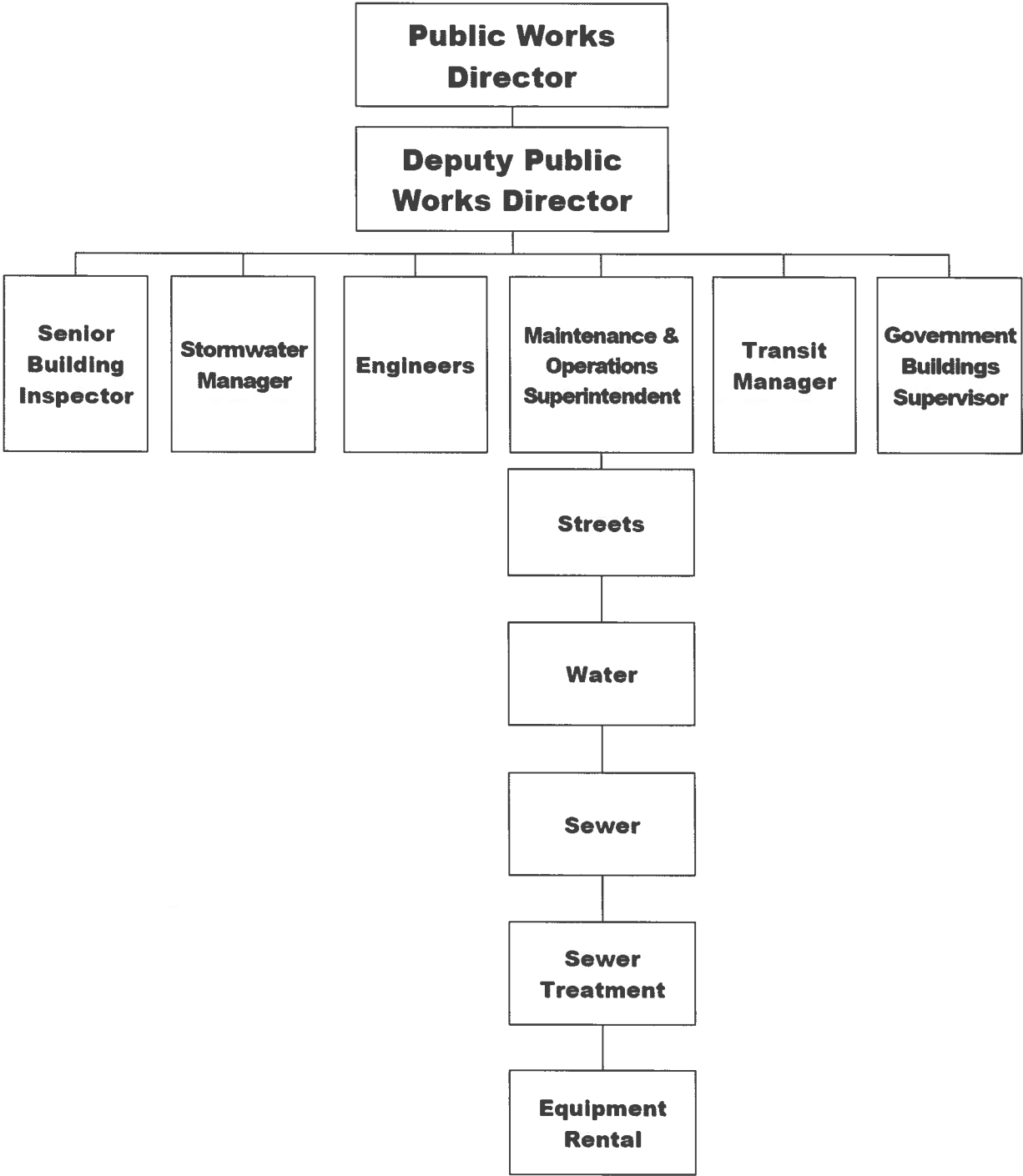
Review time for dispatch, enroute, travel, arrival to the patient and on scene. Quality assurance programs of medical calls, customer questionnaires, department, hospital and public feedback and the monitoring of all ambulance budget items.

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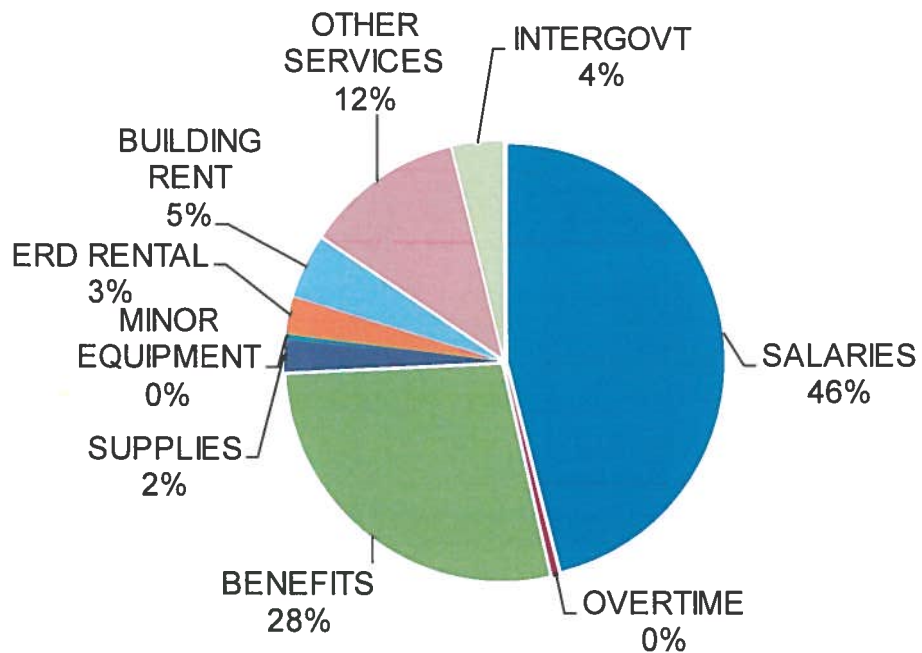
GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------------------------|-----------------------|----------------------------------|--------------------|------------------------|------------------|
| AMBULANCE & EMERGENCY AID | | | | | |
| SALARIES | 1,252,135 | 1,384,818 | 650,819 | 1,427,997 | 43,179 |
| OVERTIME | 216,087 | 190,000 | 92,570 | 222,297 | 32,297 |
| BENEFITS | 429,382 | 490,558 | 228,427 | 574,950 | 84,392 |
| SUPPLIES | 68,486 | 66,500 | 21,822 | 64,750 | (1,750) |
| MINOR EQUIPMENT | 25,833 | 42,100 | 7,776 | 32,600 | (9,500) |
| ERD RENTAL | 60,857 | 151,870 | 76,535 | 172,419 | 20,549 |
| BUILDING RENT | 85,600 | 0 | 0 | 0 | 0 |
| INFO SYSTEMS | 0 | 0 | 0 | 0 | 0 |
| OTHER SERVICES | 61,901 | 86,967 | 31,758 | 118,237 | 31,270 |
| INTERGOVERNMENT | 0 | 0 | 0 | 0 | 0 |
| TOTAL: | \$2,200,280 | \$2,412,813 | \$1,109,708 | \$2,613,250 | \$200,437 |
| | 1,256,229 | 1,498,125 | 751,860 | 1,632,050 | |

City of Pullman
Public Works Department



PROTECTIVE INSPECTIONS



TOTAL OPERATING REQUEST:
\$804,715

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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 3,100 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:

\$804,715

MAJOR BUDGET CHANGES:

The 2018 budget includes programmed salary step increases, and a contribution to software electronic permitting implementation (\$10,000- carryover). Included are a total of five building inspectors, two of which were authorized in 2015 with the inclusion of building permitting on WSU's campus. In 2016, Protective Inspections was staffed with four building inspectors. In 2017 a fifth building inspector was hired.

Minor Capital includes gas detector (\$250); tablets for use with permitting software (\$2,000); and miscellaneous minor equipment (\$500).

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 2018 BUDGET REQUESTS

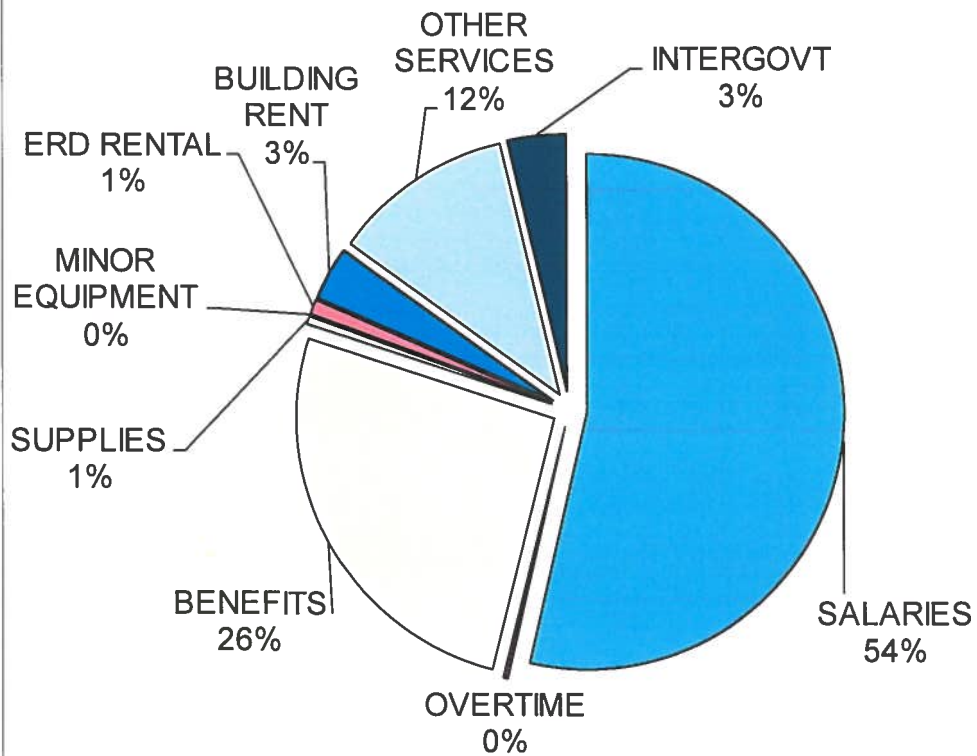
| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------|-----------------------|----------------------------------|------------------|------------------------|------------------|
| INSPECTIONS | | | | | |
| SALARIES | 302,461 | 347,654 | 171,653 | 370,905 | 23,251 |
| OVERTIME | 2,497 | 3,145 | 2,030 | 3,227 | 82 |
| BENEFITS | 151,620 | 195,953 | 85,965 | 223,225 | 27,272 |
| SUPPLIES | 9,161 | 14,090 | 3,700 | 19,010 | 4,920 |
| MINOR EQUIPMENT | 1,945 | 1,400 | 0 | 2,750 | 1,350 |
| ERD RENTAL | 15,610 | 18,075 | 8,241 | 22,075 | 4,000 |
| BUILDING RENT | 27,745 | 26,396 | 13,198 | 38,097 | 11,701 |
| INFO SYSTEMS | 20,547 | 23,730 | 11,865 | 28,391 | 4,661 |
| OTHER SERVICES | 180,874 | 136,270 | 48,278 | 95,035 | (41,235) |
| INTERGOVERNMENT | 18,500 | 0 | 0 | 2,000 | 2,000 |
| TOTAL: | \$730,958 | \$766,713 | \$344,930 | \$804,715 | \$38,002 |
| | 933,438 | 459,000 | 263,057 | 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 | 1.00 |
| Total | 6.20 |

City of Pullman Planning



PLANNING



**TOTAL OPERATING REQUEST:
\$371,773**

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:

\$371,773

MAJOR BUDGET CHANGES:

The 2018 budget includes the planning department's share of programmed salary step increases and a new administrative specialist position (primarily to address record requests and retention) for an increase of approximately \$15,000 in "Salaries/Benefits." It also contains a \$418 expense in "Minor Capital" for the planning department's share of office equipment for the administrative assistant work space. In the "Other Services" category, the budget includes an increase of about \$5,000 for consultant services relative to a downtown historic walking tour grant project (which will be offset by an equal amount of revenue), an increase of approximately \$1,000 for a departmental smartphone, and a decrease of about \$9,000 in the ongoing allocation for the Comprehensive Plan update.

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

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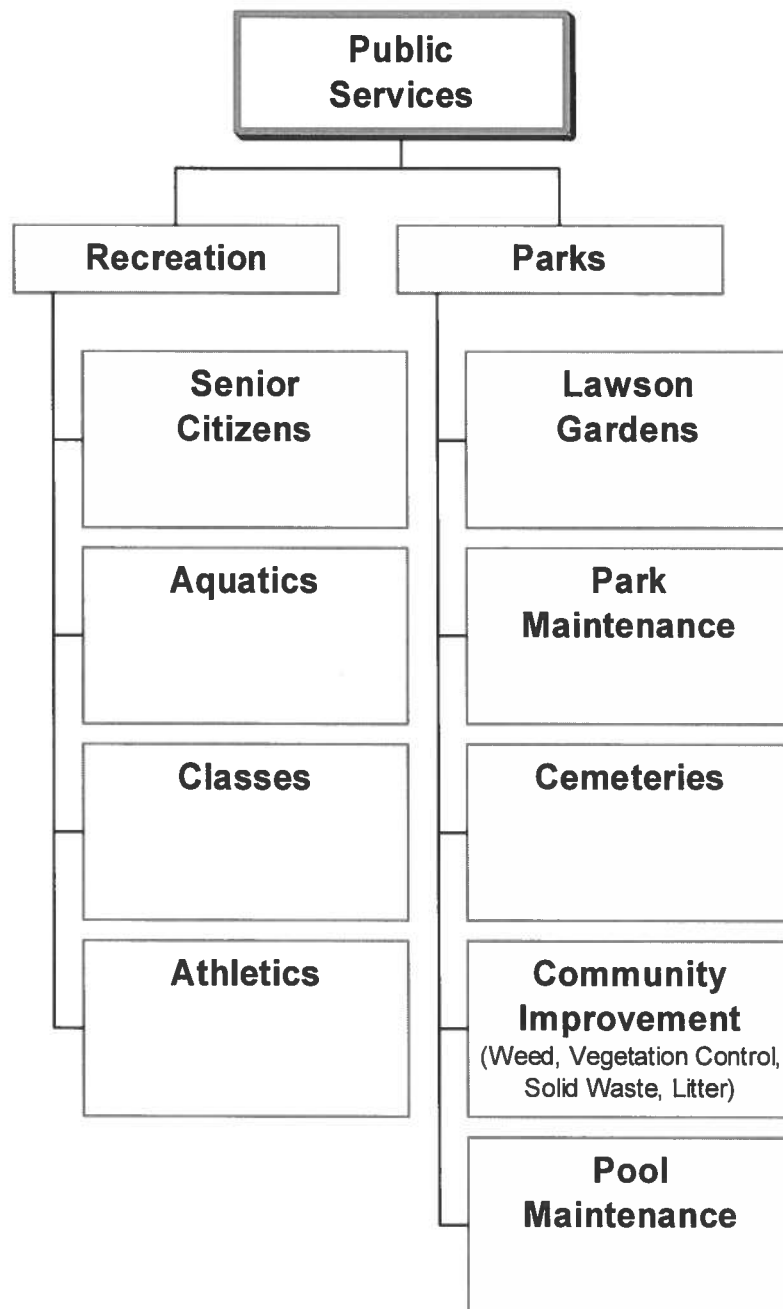
GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------|-----------------------|----------------------------------|------------------|------------------------|------------------|
| PLANNING | | | | | |
| SALARIES | 185,126 | 191,242 | 95,058 | 199,309 | 8,067 |
| OVERTIME | 630 | 1,000 | 0 | 1,000 | 0 |
| BENEFITS | 83,820 | 90,129 | 42,992 | 97,013 | 6,884 |
| SUPPLIES | 780 | 1,800 | 408 | 1,800 | 0 |
| MINOR EQUIPMENT | 1,028 | 0 | 248 | 418 | 418 |
| ERD RENTAL | 7,389 | 3,500 | 2,740 | 3,500 | 0 |
| BUILDING RENT | 10,732 | 10,209 | 5,105 | 12,509 | 2,300 |
| INFO SYSTEMS | 5,723 | 8,416 | 4,208 | 11,928 | 3,512 |
| OTHER SERVICES | 26,782 | 43,102 | 6,940 | 42,463 | (639) |
| INTERGOVERNMENT | 500 | 1,833 | 500 | 1,833 | 0 |
| TOTAL: | \$322,509 | \$351,231 | \$158,198 | \$371,773 | \$20,542 |
| | 159,968 | 79,470 | 47,069 | 79,950 | |

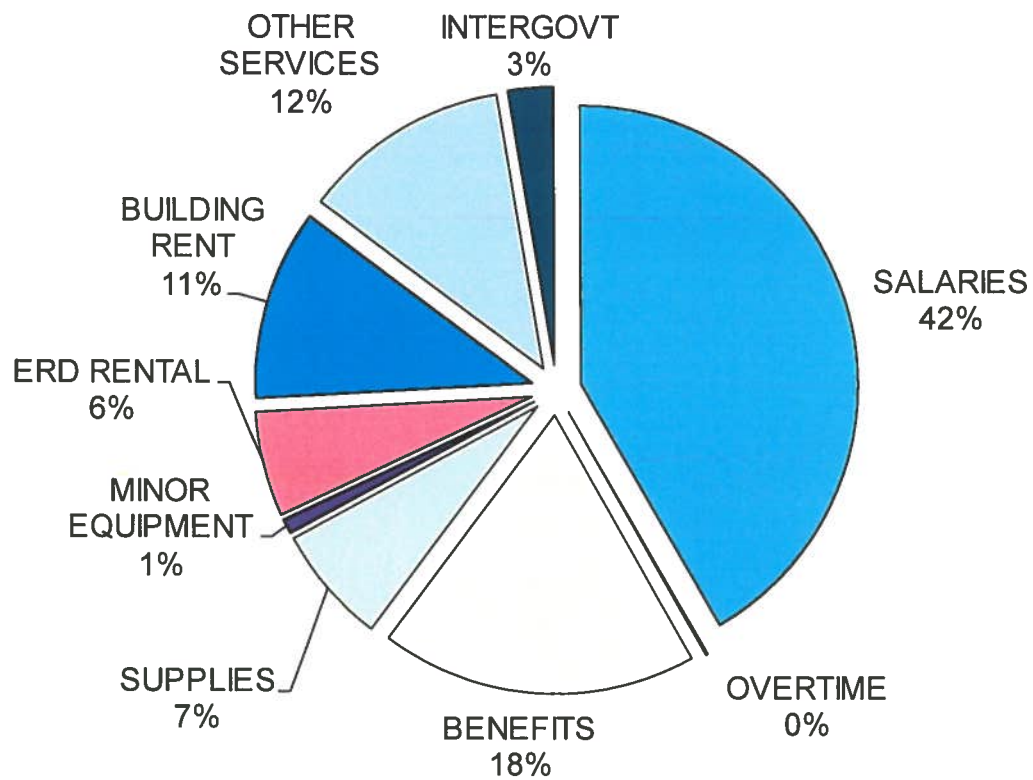
| AUTHORIZED STAFFING | |
|----------------------------|----------------------|
| Position | Full-Time Equivalent |
| Director of Planning | 1.00 |
| Assistant City Planner | 1.00 |
| Clerical | 0.60 |
| Total | 2.60 |

City of Pullman

Public Services Department



PUBLIC SERVICES



TOTAL OPERATING REQUEST:
\$3,291,216

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|---------------------------|-----------------------|----------------------------------|------------------------|------------------------|------------------|
| PUBLIC SERVICES | | | | | |
| SALARIES | 1,230,892 | 1,329,973 | 645,232 | 1,372,324 | 42,351 |
| OVERTIME | 1,145 | 4,000 | 0 | 4,000 | 0 |
| BENEFITS | 524,742 | 591,549 | 272,921 | 606,592 | 15,043 |
| SUPPLIES | 186,789 | 220,700 | 99,468 | 226,200 | 5,500 |
| MINOR EQUIPMENT | 22,037 | 42,400 | 11,254 | 28,600 | (13,800) |
| ERD RENTAL | 148,527 | 146,160 | 72,698 | 201,117 | 54,957 |
| BUILDING RENT | 283,036 | 370,141 | 185,071 | 365,412 | (4,729) |
| OTHER SERVICES | 52,991 | 466,689 | 120,809 | 399,250 | (67,439) |
| INFO SYS/INTERGOVT | 384,799 | 95,898 | 46,801 | 87,721 | (8,177) |
| TOTAL OPERATING: | \$2,834,956 | \$3,267,510 | \$1,454,253 | \$3,291,216 | \$23,706 |
| | \$1,558,637 | \$1,778,700 | \$677,645 | \$1,636,500 | |

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:

\$1,164,786

MAJOR BUDGET CHANGES:

2018 budget includes programmed salary step increases and an increase of 50 cents per hour in minimum wage (\$20,131) and an increase in building rent (\$29,327).

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 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|----------------------------|-----------------------|----------------------------------|------------------|------------------------|-------------------|
| RECREATION SERVICES | | | | | |
| SALARIES | 449,632 | 469,105 | 240,787 | 489,236 | 20,131 |
| OVERTIME | 0 | 0 | 0 | 0 | 0 |
| BENEFITS | 190,773 | 208,155 | 98,060 | 212,333 | 4,178 |
| SUPPLIES | 80,967 | 82,000 | 51,718 | 86,000 | 4,000 |
| MINOR EQUIPMENT | 1,264 | 2,300 | 1,048 | 3,600 | 1,300 |
| ERD RENTAL | 33,013 | 33,735 | 16,868 | 33,779 | 44 |
| BUILDING RENT | 112,155 | 141,299 | 70,650 | 170,626 | 29,327 |
| INFO SYSTEMS | 20,958 | 26,982 | 13,491 | 24,712 | (2,270) |
| OTHER SERVICES | 130,231 | 219,500 | 50,873 | 144,500 | (75,000) |
| INTERGOVERNMENT | 0 | 0 | 0 | 0 | 0 |
| TOTAL: | \$1,018,994 | \$1,183,076 | \$543,495 | \$1,164,786 | (\$18,290) |
| | 520,558 | 653,550 | 301,763 | 566,050 | |

| 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 \$ 1,454,265 (including \$289,250 capital)

MAJOR BUDGET CHANGES:

Programmed Salary and Benefit increases. Substantial decrease in ERD maintenance costs. Information systems and utility rate increases.

Minor Capital expenditures include a replacement weed eater (\$800), misc. tools (\$3,000) and for the Reaney Pool Facility, a backboard (\$700), tables/chairs/umbrellas (\$5,000), a lightning detector (\$1,000) and lanes lines with spool (\$3,500).

Major Capital expenditures which are included separately within the CIP Budget include the following; the city's share of Quann Field fencing replacement (\$10,000), replacement wrestling mats (\$11,000), soccer goals (\$13,750), pool climbing wall (\$22,000), Canyon View to Darrow Street path (\$92,500) and ADA accessible route to Sunnyside Park (\$140,000).

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 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------|-----------------------|----------------------------------|------------------|------------------------|------------------|
| PARKS | | | | | |
| SALARIES | 406,192 | 457,552 | 210,642 | 469,260 | 11,708 |
| OVERTIME | 1,145 | 3,000 | 0 | 3,000 | 0 |
| BENEFITS | 190,012 | 216,409 | 101,881 | 221,390 | 4,981 |
| SUPPLIES | 75,596 | 99,500 | 31,959 | 100,000 | 500 |
| MINOR EQUIPMENT | 10,908 | 22,100 | 5,145 | 14,000 | (8,100) |
| ERD RENTAL | 83,240 | 86,232 | 42,593 | 134,436 | 48,204 |
| BUILDING RENT | 0 | 0 | 0 | | 0 |
| INFO SYSTEMS | 9,313 | 16,227 | 8,215 | 23,779 | 7,552 |
| OTHER SERVICES | 184,691 | 189,839 | 54,101 | 191,650 | 1,811 |
| INTERGOVERNMENT | 7,500 | 17,500 | 7,500 | 7,500 | (10,000) |
| TOTAL: | \$968,598 | \$1,108,359 | \$462,037 | \$1,165,015 | \$56,656 |
| | 465,724 | 545,450 | 161,063 | 504,990 | |

| 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:

\$144,310

MAJOR BUDGET CHANGES:

Salary and benefit increases. Information systems and ERD rate increases.

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 2018 BUDGET REQUESTS

| | <u>2016</u> <u>ACTUAL</u> | <u>2017</u> <u>AMENDED</u> <u>BUDGET</u> | <u>06/30/17</u> | <u>2018</u> <u>REQUEST</u> | <u>\$ CHANGE</u> |
|------------------------------|------------------------------|--|-----------------|-------------------------------|------------------|
| COMMUNITY IMPROVEMENT | | | | | |
| SALARIES | 58,468 | 68,248 | 29,151 | 68,921 | 673 |
| OVERTIME | 0 | 0 | 0 | | 0 |
| BENEFITS | 33,458 | 41,276 | 16,619 | 44,033 | 2,757 |
| SUPPLIES | 8,292 | 8,500 | 164 | 8,500 | 0 |
| MINOR EQUIPMENT | 0 | 0 | 0 | | 0 |
| ERD RENTAL | 9,185 | 8,095 | 4,048 | 9,874 | 1,779 |
| BUILDING RENT | 0 | 0 | 0 | | 0 |
| INFO SYSTEMS | 3,027 | 8,359 | 4,180 | 10,832 | 2,473 |
| OTHER SERVICES | 1,727 | 2,150 | 1,248 | 2,150 | 0 |
| INTERGOVERNMENT | 0 | 0 | 0 | | 0 |
| TOTAL: | \$114,156 | \$136,628 | \$55,409 | \$144,310 | \$7,682 |
| | 133,701 | 133,000 | 47,008 | 134,000 | |

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:

\$130,675

MAJOR BUDGET CHANGES:

Increase in ERD rate and utility charges.

MEASUREMENT TECHNIQUE:

Cemetery appearance, resource management, and public feedback.

GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|------------------|-----------------------|----------------------------------|-----------------|------------------------|------------------|
| CEMETERY | | | | | |
| SALARIES | 50,174 | 49,407 | 24,926 | 49,407 | 0 |
| OVERTIME | 0 | 0 | 0 | 0 | 0 |
| BENEFITS | 19,829 | 19,576 | 10,229 | 19,662 | 86 |
| SUPPLIES | 575 | 5,200 | 69 | 5,200 | 0 |
| MINOR EQUIPMENT | 0 | 500 | 0 | 0 | (500) |
| ERD RENTAL | 20,922 | 15,721 | 7,861 | 21,406 | 5,685 |
| INFO SYSTEMS | 0 | 0 | 0 | 0 | |
| OTHER SERVICES | 22,518 | 30,000 | 6,727 | 35,000 | 5,000 |
| INTERGOVERNMENT | 0 | 0 | 0 | | 0 |
| SUBTOTAL: | \$114,018 | \$120,404 | \$49,811 | \$130,675 | \$10,271 |
| | 20,611 | 20,000 | 16,300 | 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:

\$689,930

(including \$3,500 capital)

MAJOR BUDGET CHANGES:

2018 budget includes an increase of 50 cents per hour in minimum wage (\$9,839), minor capital decrease (\$6,500), building rent decrease (\$34,056), and information system decrease (\$5,932).

Minor Capital includes replacement of fitness equipment (\$5,000), replacement of a lifeguard stand (\$5,000), and the replacement of office chairs (\$1,000).

Major Capital includes the purchase of a vehicle for Aquatics staff use (\$3,500)

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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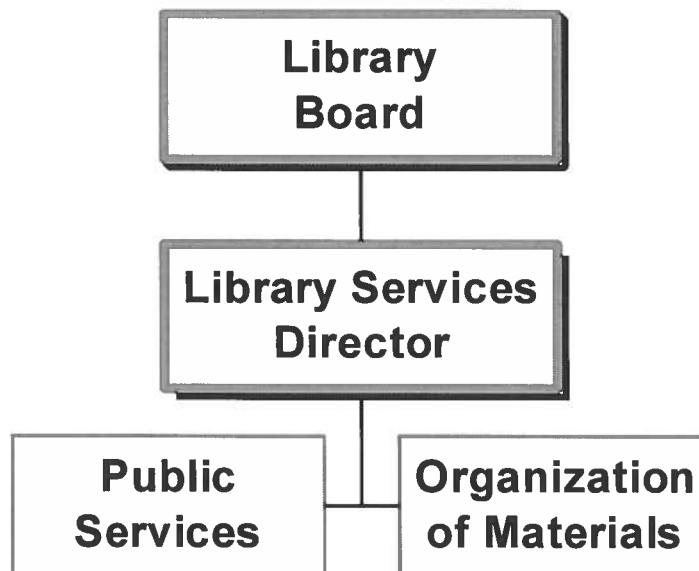
GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------|-----------------------|----------------------------------|------------------|------------------------|-------------------|
| AQUATIC CENTER | | | | | |
| SALARIES | 266,426 | 285,661 | 139,725 | 295,500 | 9,839 |
| OVERTIME | 0 | 1,000 | 0 | 1,000 | 0 |
| BENEFITS | 90,669 | 106,133 | 46,132 | 109,174 | 3,041 |
| SUPPLIES | 21,359 | 25,500 | 15,559 | 26,500 | 1,000 |
| MINOR CAPITAL | 9,864 | 17,500 | 5,061 | 11,000 | (6,500) |
| ERD RENTAL | 2,166 | 2,377 | 1,329 | 1,622 | (755) |
| BUILDING RENT | 170,881 | 228,842 | 114,421 | 194,786 | (34,056) |
| INFO SYSTEMS | 19,693 | 26,830 | 13,415 | 20,898 | (5,932) |
| OTHER SERVICES | 38,132 | 25,200 | 7,860 | 25,950 | 750 |
| INTERGOVERNMENT | 0 | 0 | 0 | 0 | 0 |
| TOTAL: | \$619,190 | \$719,043 | \$343,502 | \$686,430 | (\$32,613) |
| | 418,043 | 426,700 | 151,511 | 411,460 | |

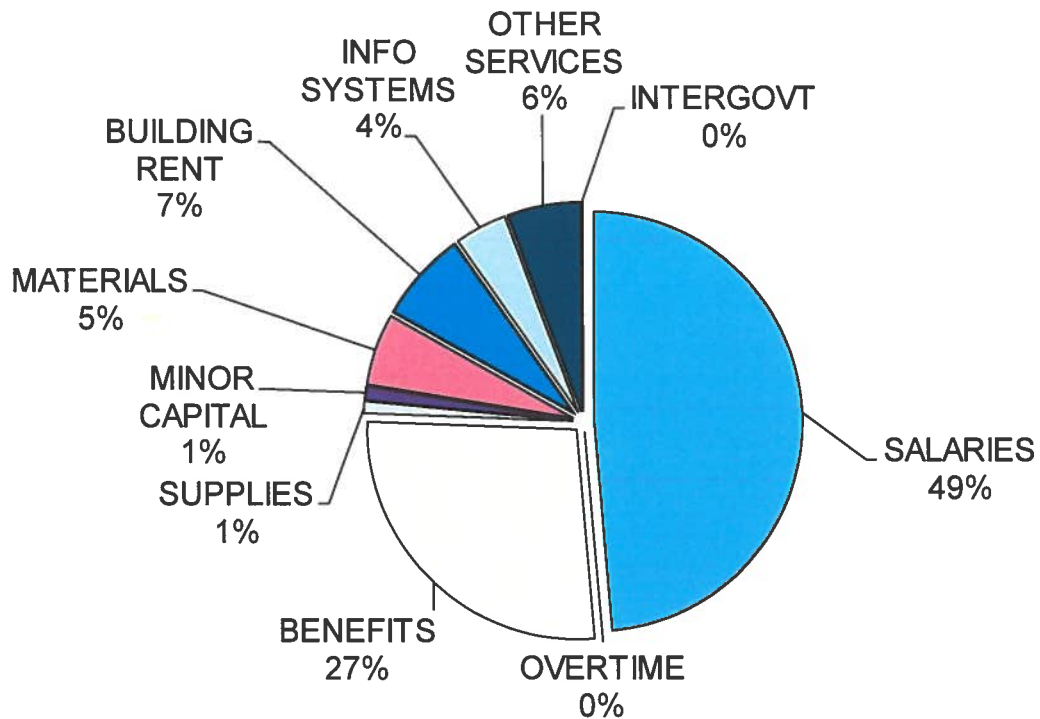
| AUTHORIZED STAFFING | | |
|-----------------------------|----------------------|--------------|
| Position | Full-Time Equivalent | |
| Aquatic Program Coordinator | | 1.00 |
| Casual Workers | | 9.50 |
| Total | | 10.50 |

City of Pullman

Neill Public Library



NEILL PUBLIC LIBRARY



TOTAL OPERATING REQUEST:
\$1,723,711

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:

\$1,723,711

MAJOR BUDGET CHANGES:

Systems & Professional Services: \$97,932

The library's physical server will reach end of life March 2018. We need to update to a remote hosted server for cloud based service (\$3,385).

Minor Capital: \$18,500

Purchase furnishings, A/V, and display items for Heritage Addition (\$16,000 from endowment fund), two staff chairs (\$1,000), two wheeled book carts (\$500), and miscellaneous unanticipated office expenditures as needed throughout year (\$1,000).

Building Rate for Heritage Addition: \$29,029

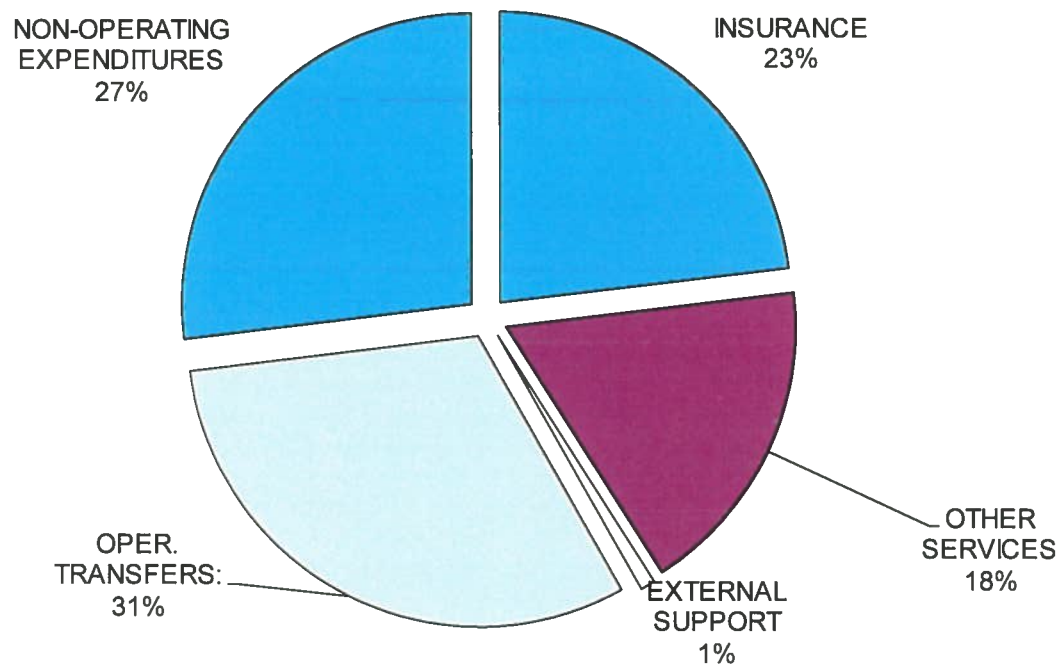
The Library will submit its annual funding request to Inland NW Community Foundation for a distribution from the Shirrod Family Memorial Fund for maintenance of the Heritage Addition. The revenue and matching expenditure will be handled within the Public Work's budget.

GENERAL FUND 2018 BUDGET REQUESTS

| | 2016 <u>ACTUAL</u> | 2017 AMENDED <u>BUDGET</u> | <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------------|-----------------------|----------------------------------|------------------|------------------------|------------------|
| NEILL PUBLIC LIBRARY | | | | | |
| SALARIES | 738,216 | 813,568 | 376,459 | 838,850 | 25,282 |
| OVERTIME | 238 | 0 | 0 | 0 | 0 |
| BENEFITS | 291,972 | 412,117 | 141,200 | 463,898 | 51,781 |
| SUPPLIES | 16,926 | 16,200 | 4,968 | 16,200 | 0 |
| MINOR CAPITAL | 7,572 | 14,060 | 158 | 18,500 | 4,440 |
| MATERIALS | 81,390 | 90,800 | 35,626 | 95,800 | 5,000 |
| BUILDING RENT | 115,844 | 91,451 | 46,626 | 123,003 | 31,552 |
| INFO SYSTEMS | 70,667 | 66,638 | 33,319 | 69,528 | 2,890 |
| OTHER SERVICES | 82,882 | 100,247 | 29,374 | 97,932 | (2,315) |
| INTERGOVERNMENT | 0 | 0 | 0 | 0 | 0 |
| TOTAL: | \$1,405,708 | \$1,605,081 | \$667,729 | \$1,723,711 | \$118,630 |
| | 94,556 | 120,089 | 33,828 | 51,237 | |

| AUTHORIZED STAFFING | |
|------------------------------|----------------------|
| Position | Full-Time Equivalent |
| Library Services Director | 1.00 |
| Library Division Manager | 2.00 |
| Library System Administrator | 0.50 |
| Library Supervisor | 1.75 |
| Administrative Assistant | 1.00 |
| Library Technician | 2.00 |
| Library Assistant | 3.25 |
| Total | 11.50 |

GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL GENERAL GOVERNMENT,
NON-OPERATING AND
TRANSFER REQUEST:
\$1,082,892**

ACTIVITY:

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

The General Government non-departmental expenditure requests include no increase in insurance expenses and an increase of \$141,527 in the general government for modern best practices and organizational structures (\$15,000), city wide memberships (\$4,500), cost-of-living adjustments for our non-represented personnel (\$100,000).

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 2018.

Operating Transfers include \$332,013 as the support provided to the Pullman-Moscow Regional Airport, \$6,291 as support for the Government Access Channel of the Information Systems Fund.

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 2018, General Fund capital projects total \$726,857. The approved projects are police emergency generator replacement (\$110,000), fire department defibrillators (\$48,607), Fire Station 1 land acquisition (\$225,000), parks Accessible Route to Sunnyside Park (\$140,000), and parks Canyon View Drive to Darrow Street Path funded by the Metropolitan Park District (\$92,500).

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 2018 BUDGET REQUESTS

| | 2016 ACTUAL | 2017 AMENDED BUDGET | 06/30/17 | 2018 REQUEST | \$ CHANGE |
|-----------------------------------|--------------------|---------------------------|------------------|--------------------|-------------------|
| GENERAL GOVERNMENT | | | | | |
| INSURANCE | 208,867 | 250,000 | 246,244 | 250,000 | 0 |
| OTHER SERVICES | 17,852 | 52,555 | 12,589 | 194,082 | 141,527 |
| CENTRAL STORES | 105,127 | 0 | 0 | 0 | 0 |
| TOTAL: | \$331,846 | \$302,555 | \$258,833 | \$444,082 | \$141,527 |
| | 553 | 0 | 0 | | |
| EXTERNAL SUPPORT | | | | | |
| ALCOHOLISM | 8,581 | 8,700 | 2,243 | 8,700 | 0 |
| TOTAL: | \$8,581 | \$8,700 | \$2,243 | \$8,700 | \$0 |
| OPERATING TRANSFERS | | | | | |
| STREETS/OTHER FUNDS | 0 | 0 | 0 | 0 | 0 |
| INFO SYS -GOV'T ACCESS& | 6,505 | 5,689 | 0 | 6,291 | 602 |
| GOVT BUILDINGS | 0 | 25,452 | 0 | 0 | (25,452) |
| ERD | 0 | 0 | 0 | 0 | 0 |
| AIRPORT | 682,013 | 332,013 | 0 | 332,013 | 0 |
| TOTAL: | \$688,518 | \$363,154 | \$0 | \$338,304 | (\$24,850) |
| OPER. SUBTOTAL: | \$1,028,945 | \$674,409 | \$261,076 | \$791,086 | \$116,677 |
| NON-OPERATING EXPENDITURES | | | | | |
| LEOFF 1 - POLICE | 167,608 | 184,528 | 82,539 | 226,806 | 42,278 |
| LEOFF 1 - FIRE | 58,623 | 65,000 | 8,279 | 65,000 | 0 |
| POLICE GRANT | 0 | 0 | 0 | 0 | 0 |
| FIRE GRANT | 0 | 0 | 0 | 0 | 0 |
| | \$226,231 | \$249,528 | \$90,819 | \$291,806 | \$42,278 |
| CAPITAL EXPENDITURES | | | | | |
| C.I.P. PROJECTS | | | | | |
| ADMIN/FINANCE | 0 | 0 | 0 | 0 | 0 |
| POLICE | 0 | 123,988 | 0 | 130,500 | 6,512 |
| FIRE | 752,467 | 43,000 | 20,721 | 255,000 | 212,000 |
| AMBULANCE | 48,606 | 48,607 | | 48,607 | 0 |
| INSPECTIONS | 0 | 35,000 | 0 | 0 | (35,000) |
| AQUATICS | 21,126 | 0 | 0 | 3,500 | |
| PARKS | 69,141 | 264,052 | 67,522 | 289,250 | 25,198 |
| GENERAL | | 25,452 | 0 | 0 | (25,452) |
| LIBRARY | 89,331 | 0 | 4,831 | 0 | 0 |
| TOTAL: | \$980,672 | \$540,099 | \$93,074 | \$726,857 | \$183,258 |
| | | 0 | | | |
| CAPITAL FUND TRANSFERS: | | | | | |
| OTHER FUNDS | 0 | 0 | 0 | 0 | 0 |
| TOTAL CAPITAL: | \$980,672 | \$540,099 | \$93,074 | \$726,857 | \$183,258 |
| PAGE TOTAL: | \$2,235,847 | \$1,464,036 | \$444,968 | \$1,809,749 | \$342,213 |

ACTIVITY:

2018 General Fund Capital Improvement Projects

ACTIVITY DESCRIPTION:

This activity segregates the capital improvement projects from the rest of the General Fund. On June 27, 2017 the City Council adopted the CIP for 2018 - 2023.

BUDGET:

| | |
|------------------|-----------------------------------|
| \$726,857 | Direct Expenditures |
| <u>0</u> | Carryover to 2018 |
| 726,857 | Total |
| (149,250) | Transfer to Metropolitan Park |
| <u>(24,000)</u> | Funds from Grants |
| <u>\$553,607</u> | Net Total |

2018 GENERAL FUND C.I.P. PROJECTS

| <u>Department</u> | <u>Project</u> | <u>Amended 2017 Budget</u> | <u>Estimate Yr End 2017</u> | <u>Carryover to 2018</u> | <u>Carryover to 2019</u> | <u>New 2018 Request</u> | <u>Dept Total</u> |
|-------------------------------------|---|------------------------------------|---------------------------------|------------------------------|------------------------------|-------------------------------------|--------------------------|
| Police | Facility Stairs Resurfacing | 10,586 | 10,586 | | | 0 | |
| | Spillman Touch | 11,512 | 11,512 | | | 0 | |
| | Total Station | 27,490 | 27,490 | | | 0 | |
| | Patrol Vehicle | 59,000 | 59,000 | | | 0 | |
| | Police Station Remodel | 15,400 | 15,400 | | | 0 | |
| | New Police Officer Accessories | 0 | | | | 4,000 | |
| | Voice Recognition Software | 0 | | | | 16,500 | |
| | Emergency Generator Replacement | 0 | | | | 110,000 | |
| | Subtotal: | 123,988 | 123,988 | 0 | 0 | 130,500 | \$130,500 |
| Fire/Amb | Fire Engine (\$170,992-\$139,040 WSU) | 31,000 | 31,000 | 0 | | 0 | |
| | Defibrillator Replacements | 48,607 | 48,607 | | | 48,607 | |
| | Exhaust Removal at Fire Station 1 | 12,000 | 0 | | | 0 | |
| | Bullet proof vests and helmets for domestic violence/active shooter response (grant contingent) | 0 | 0 | | | 30,000 | |
| | Fire Station 1 Land Acquisition | 0 | 0 | | | 225,000 | |
| | Subtotal: | 91,607 | 79,607 | 0 | 0 | 303,607 | \$303,607 |
| Protective Inspections | Vehicle for New Inspectors | 35,000 | 25,000 | | | 0 | |
| | Subtotal: | 35,000 | 25,000 | 0 | 0 | 0 | \$0 |
| Parks | Mary's Park, ADA Playground P-1 | 130,040 | 0 | | | 0 | |
| | Emerald Pointe Playground | 117,700 | 0 | | | 0 | |
| | Sunnyside Elementary School Gym Roof | 16,312 | 18,915 | | | 0 | |
| | Accessible Route to Sunnyside Park | 0 | 0 | | | 140,000 | |
| | Canyon View Drive to Darrow Street Path-MP | 0 | 0 | | | 92,500 | |
| | Quann Field Fencing-MP | 0 | 0 | | | 10,000 | |
| | Replace Wrestling Mats-MP | 0 | 0 | | | 11,000 | |
| | Soccer Goals-MP | 0 | 0 | | | 13,750 | |
| | Climbing Wall-MP | 0 | 0 | | | 22,000 | |
| | Vehicle for Aquatic Center Staff | 0 | 0 | | | 3,500 | |
| | Subtotal: | 264,052 | 18,915 | 0 | 0 | 292,750 | \$292,750 |
| Library | Carpet Replacement | 0 | 4,831 | | | 0 | |
| | Subtotal: | 0 | 4,831 | 0 | 0 | 0 | \$0 |
| General | City Hall HVAC Improvements | 7,070 | 7,070 | | | 0 | |
| | City Hall Roof Replacement | 18,382 | 18,382 | | | 0 | |
| | Subtotal: | 25,452 | 25,452 | 0 | 0 | 0 | \$0 |
| TOTAL GENERAL FUND DIRECT: | | 540,099 | 277,793 | 0 | 0 | 726,857 | 726,857 |
| Transfers to Other Funds-MP | | (247,740) | 0 | | | (149,250) | |
| Funds from Grant | | 0 | 0 | | | (24,000) | |
| Total Transfers to Other Funds: | | (247,740) | 0 | 0 | | (173,250) | (\$173,250) |
| TOTAL GENERAL FUND CAPITAL: | | \$292,359 | \$277,793 | \$0 | \$0 | \$553,607 | \$553,607 |
| Transfers from Non Reserve Funds: | | | \$0 | | | | \$0 |
| <u>C.I.P. Reserve:</u> | | <u>Beginning 2017</u> | <u>Additions/ 2017</u> | <u>Year End 2017</u> | <u>Additions in 2018</u> | <u>Additions (Uses) in 2018</u> | <u>Year End 2018</u> |
| Transfer from Undesignated Reserves | | | 700,000 | | 580,000 | | |
| Transfers from Non Reserve Funds | | | 0 | | | | |
| | | \$183,433 | (\$277,793) | \$605,640 | | (\$553,607) | \$632,033 |

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:

\$462,500

MAJOR BUDGET CHANGES:

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2018 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).

2018 Program:

| | |
|---|--------------------------|
| Pedestrian Signal Improvements | 10,500 |
| Grand Avenue/Center Street Traffic Signal | 100,000 |
| Bishop Boulevard Bridge Decks Resurfacing | 180,000 |
| Arterial Street Resurfacing-2017 | 1,500 |
| Miscellaneous | 170,500 |
| Total | \$ <u>462,500</u> |

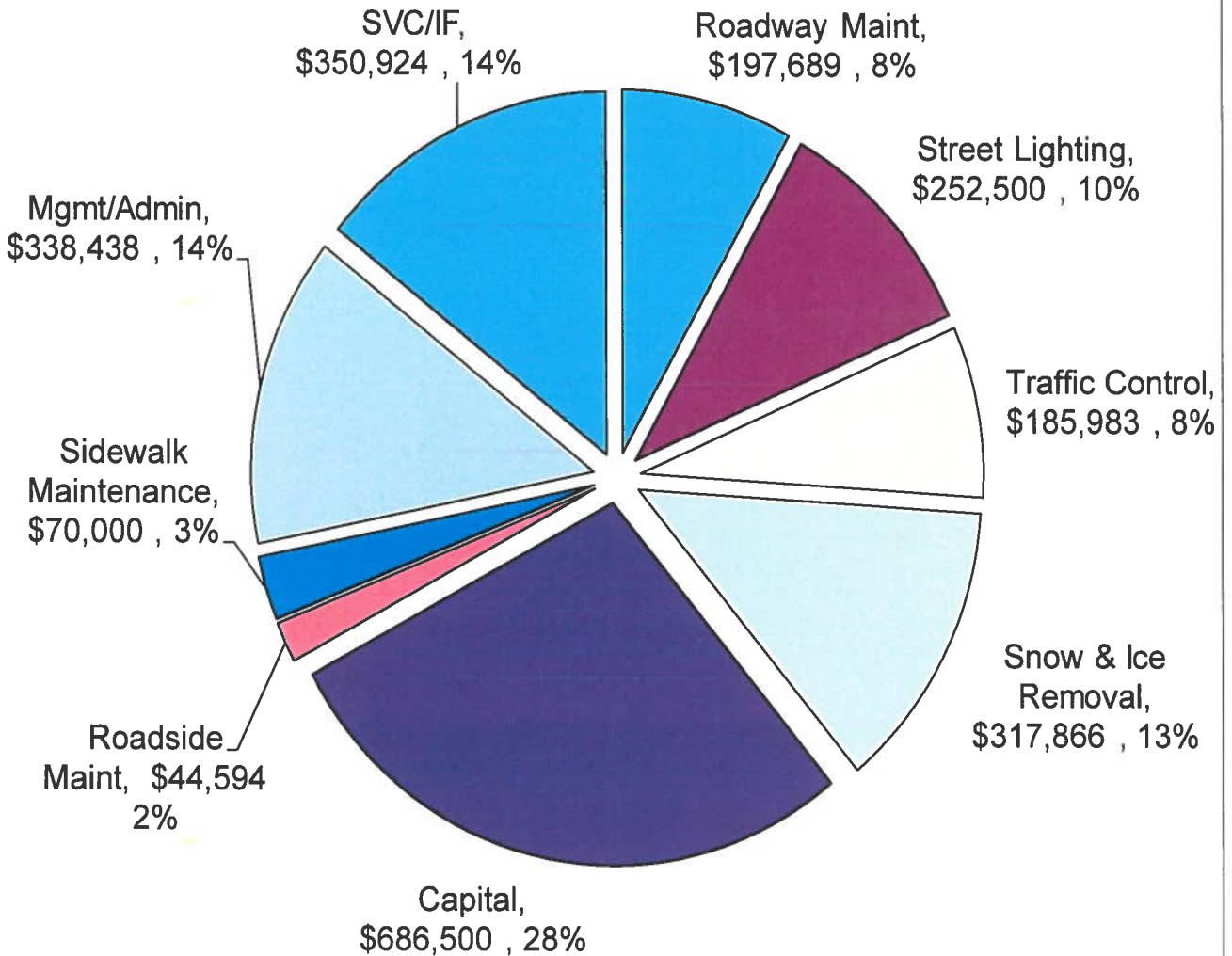
MEASUREMENT TECHNIQUE:

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

ARTERIAL STREET FUND #104

| | <u>2016 ACTUAL</u> | <u>2017 BUDGET</u> | <u>YTD 06/30/17</u> | <u>2018 REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------------|------------------------|--------------------|-------------------------|-------------------------|----------------------|
| <u>REVENUES:</u> | | | | | |
| FEDERAL GRANTS | 131,868 | 1,317,800 | 24,317 | | (1,317,800) |
| STATE GRANTS | | | | | |
| GAS TAX | 215,657 | 203,000 | 102,204 | 205,000 | 2,000 |
| TRANSIT-PROJECTS | | | | | |
| OPERATING TRANSFERS | 100,000 | 100,000 | | 100,000 | |
| MISCELLANEOUS | | 60,000 | | | (60,000) |
| | | | | | |
| TOTAL REVENUES: | \$447,525 | \$1,680,800 | \$126,521 | \$305,000 | (\$1,375,800) |
| +BEGINNING CASH: | 1,517,649 | 1,411,894 | 1,411,894 | 1,164,620 | (247,274) |
| TOTAL RESOURCES: | 1,965,173 | \$3,092,694 | \$1,538,415 | \$1,469,620 | (\$1,623,074) |
| <u>EXPENDITURES:</u> | | | | | |
| SALARIES | | 30,000 | 17,044 | 4,000 | (26,000) |
| OVERTIME | | | | | |
| BENEFITS | | 15,500 | 9,021 | 2,000 | (13,500) |
| SUPPLIES | | 6,000 | 16 | 1,500 | (4,500) |
| MINOR EQUIPMENT | | 3,000 | | 3,000 | |
| OTHER SERVICES | | 143,500 | 27,681 | 157,000 | 13,500 |
| INTGOVT/OTHER | 570,754 | 5,000 | | 5,000 | |
| CAPITAL | | 1,743,034 | 138,541 | 290,000 | (1,453,034) |
| | | | | | |
| TOTAL EXPENDITURE | \$570,754 | \$1,946,034 | \$192,303 | \$462,500 | (\$1,483,534) |
| +ENDING CASH | 1,394,420 | 1,146,660 | 1,346,112 | 1,007,120 | (139,540) |
| TOTAL USES: | \$1,965,173 | \$3,092,694 | \$1,538,415 | \$1,469,620 | (\$1,623,074) |

2018 Street Budget \$2,444,494



FUND NUMBER:

105

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

Maintenance of the City streets 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 \$400,000 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 (67.8 miles plus 9.31 miles of state highway) for the motoring public.

BUDGET:

\$2,444,494

MAJOR BUDGET CHANGES:

The 2018 Budget includes programmed salary step increases, funding a portion (10%) of a new administrative specialist position, a contribution (\$2,500) to a departmental strategic plan, and a contribution (\$10,000) to new topographic mapping. Crack sealing (\$10,000), sidewalk infilling (\$20,000), sidewalk repair (\$70,000) remain the same as 2017, and Accelerated Street Maintenance (\$400,000) has increased over 2017.

Minor Capital includes miscellaneous hand, electric and pneumatic tool replacement (\$1,500), ice maker (\$3,000), small trailer (\$2,000), leaf blower (\$300), low cost tool or equipment procurement (\$1,500), miscellaneous hand, electric and pneumatic tool replacements (\$1,500), paint shaker (\$3,500), preformed traffic loops for street projects (\$1,500), Traffic Signal Controller replacement project (\$4,500), two portable inverter generators (\$2,100), GPS tracking devices for snow and ice control (\$4,000), miscellaneous hand, electric and pneumatic tool replacements (\$1,500) and a metal detector (\$550).

Major Capital includes extraordinary street maintenance (\$400,000), Welcome Park (\$150,000), annual sidewalk construction project (\$20,000), North Grand Avenue pedestrian/bicycle path (\$65,000), miscellaneous street lighting improvements (\$10,000), Spring Street electric vehicle lot (\$16,500), 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

| | 2016 <u>ACTUAL</u> | AMENDED <u>2017 BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------------------|-----------------------|-------------------------------|------------------------|------------------------|------------------|
| REVENUES: | | | | | |
| UTILITY TAX | 1,138,379 | 1,183,500 | 585,267 | 1,181,000 | (2,500) |
| 1/4% R.E. TAX | 371,951 | 200,000 | 89,465 | 200,000 | |
| GAS TAX/MVA/MULTI | 458,270 | 434,600 | 226,745 | 481,000 | 46,400 |
| GRANTS, OTHER DIRECT | 134,064 | 612,730 | 12,541 | 118,010 | (494,720) |
| GENERAL FUND - C.I.P. | | 43,000 | | | (43,000) |
| TRANSIT FUND | | 43,000 | 10,927 | | 10,000 |
| | | | | | |
| TOTAL REVENUES: | 2,132,615 | 2,473,830 | 924,945 | 1,980,010 | (493,820) |
| +BEGINNING FUND BALANCE | 2,433,359 | 2,433,359 | 2,433,359 | 2,330,191 | (103,168) |

| | | | | | |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| TOTAL RESOURCES: | \$4,565,974 | \$4,907,189 | \$3,358,304 | \$4,310,201 | (\$596,988) |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|

| | | | | | |
|-------------------------|---------|-----------|---------|---------|-----------|
| EXPENDITURES: | | | | | |
| SALARIES | 267,140 | 324,799 | 140,025 | 309,228 | (15,571) |
| OVERTIME | 10,065 | 25,942 | 7,430 | 26,691 | 749 |
| BENEFITS | 136,208 | 184,864 | 71,332 | 168,669 | (16,195) |
| SUPPLIES | 161,202 | 225,400 | 48,291 | 251,800 | 26,400 |
| MINOR EQUIPMENT | 15,829 | 12,000 | 5,609 | 27,450 | 15,450 |
| ERD / BLDG.RENTAL/ INFO | 278,616 | 227,360 | 93,681 | 203,585 | (23,775) |
| OTHER SERVICES | 320,812 | 1,102,758 | 204,506 | 720,571 | (382,187) |
| INTERGOVERNMENTAL | 180,593 | 43,403 | | 50,000 | 6,597 |
| CAPITAL & ACCEL MAINT. | 392,637 | 604,500 | 29,599 | 686,500 | 82,000 |

| | | | | | |
|-----------------------------|------------------|------------------|----------------|------------------|------------------|
| TOTAL EXPENDITURE | 1,763,103 | 2,751,026 | 600,473 | 2,444,494 | (306,532) |
| +ENDING FUND BALANCE | 2,433,359 | 2,156,163 | 2,757,831 | 1,865,707 | (290,456) |

| | | | | | |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| TOTAL USES: | \$4,196,462 | \$4,907,189 | \$3,358,304 | \$4,310,201 | (\$596,988) |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|

| STAFFING | |
|---|-----------------------------|
| <u>Position</u> | <u>Full-Time Equivalent</u> |
| Maintenance & Operations Superintendent | 0.15 |
| Maintenance Supervisor | 0.25 |
| Control Specialist | 0.03 |
| Senior Civil Engineer | 0.40 |
| Maintenance Workers | 2.40 |
| Engineering Technician | 0.50 |
| Civil Engineer | 0.20 |
| Seasonal/Casual | 0.93 |
| Administration | 0.35 |
| Clerical | 0.10 |
| Total | 5.31 |

FUND NUMBER**TITLE****120****CIVIC IMPROVEMENT****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 **\$365,000**

EXPENDITURES

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. The 2018 request is summarized below:

| | | |
|--|---------------------------------|-----------------|
| Salaries: | Tourism Director | \$ 44,613 |
| | Event Coordinator | \$ 36,750 |
| | 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 Benefit | | \$ 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 | | \$ 10,390 |
| | Pullman-Moscow Activities Guide | \$ 300 |
| | Downtown Retail Map | \$ 1,850 |
| | Winery/Brewery Rack Cards | \$ 470 |
| | Photography Map | \$ 2,000 |
| | Walk of Fame Brochure | \$ 1,800 |
| | A Walking Tour | \$ 1,500 |
| | New Brochure | \$ 2,000 |
| | Restaurant Guide Rack Card | \$ 470 |
| | Brochure Total | <u>\$10,390</u> |

| | |
|--------------------------------------|--------------------------|
| 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 | \$ 56,353 |
| Office supplies and equipment rental | \$ 5,000 |
| Insurance | \$ 4,000 |
| Technology and Software | \$ 2,000 |
| Website and DSL Fees | \$ 4,860 |
| Total Budget Requested | <u>\$365,000</u> |

This request asks to continue to support both a full time Tourism Director and an Events Coordinator: \$44,613 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 \$36,750 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 include a 3% salary increase for both positions in 2018, should that be approved. 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. This amount was raised in 2017 by an additional \$500 for a total of \$4,000 in response to an increase in more tourism related duties.

Medical Benefit is included at the same amount approved in 2017 at \$9,840.

1-800 phone number stays at the \$750/year, as adjusted in 2017

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 advertising.

Funding for brochure publication includes \$300 for a Photography Contest cover winner for the 2018 Pullman Activities Guide which will be sold in-house as it has been the past three years. We will also continue production of the various popular brochures and rack

cards, Pedal the Palouse decals, including developing a new hiking brochure with the aid of Hyperspod Sports, which is still in the works. Overall, brochure total has dropped from \$12,150 to \$10,390 for 2018, as I'm taking advantage of bulk rates for the more popular brochures.

Website and DSL Fees have dropped from \$5,000 to \$4,860 to balance to budget.

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 2018, if that comes together, depending on the success in 2017.

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 the same for National Lentil Festival.

Funding is raised by \$6k for 2018 to \$56,353 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: [picture_perfect_palouse](#).

| Chamber Website | | |
|------------------|---------------------|-------------------------|
| Month | Visits | Page Views |
| 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 |
| 1st Quarter 2016 | 16,026 | 75,988 |
| 2nd Quarter 2016 | 19,405 | 78,942 |
| 3rd Quarter 2016 | 21,282 | 41,764 |
| 4th Quarter 2016 | 13,822 | 30,515 |
| | | |
| | Facebook fans 1,742 | Twitter 2,230 followers |
| | | |

| Month | Visits | Page Views |
|------------------------------|--------|------------|
| Lentil Festival Site: | | |
| 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 |
| 1st Quarter 2016 | 3,175 | 7,958 |
| 2nd Quarter 2016 | 6,597 | 16,880 |
| 3rd Quarter 2016 | 19,743 | 56,155 |
| 4th Quarter 2016 | 3,656 | 7,348 |
| Palouse Scenic Byway | | |
| 1st Quarter 2015 | | 17,449 |
| 2nd Quarter 2015 | | 28,343 |
| 3rd Quarter 2015 | | 20,068 |
| 4th Quarter 2015 | | 10,040 |
| 1st Quarter 2016 | | 15,351 |
| 2nd Quarter 2016 | | 30,705 |
| 3rd Quarter 2016 | | 25,579 |
| 4th Quarter 2016 | | 11,863 |

CIVIC IMPROVEMENT FUND #120

| | 2016 ACTUAL | AMENDED 2017 BUDGET | YTD 06/30/17 | 2018 REQUEST | \$ CHANGE |
|---|--------------------|------------------------|--------------------|--------------------|-----------------|
| REVENUES: | | | | | |
| LODGING EXCISE TAX | 519,687 | 359,000 | 248,860 | 365,000 | 6,000 |
| INTEREST | 2,970 | 2,500 | 2,472 | 5,000 | 2,500 |
| TOTAL REVENUES: | \$522,657 | \$361,500 | \$251,332 | \$370,000 | \$8,500 |
| +BEGINNING FUND BALANCE: | 1,305,278 | 1,529,582 | 1,529,582 | 1,582,368 | 52,786 |
| TOTAL RESOURCES: | \$1,827,935 | \$1,891,082 | \$1,780,914 | \$1,952,368 | \$61,286 |
| EXPENDITURES: | | | | | |
| CONTRACT FOR TOURISM & CONVENTION PROMOTIONS | 298,353 | 359,000 | 114,486 | 365,000 | 6,000 |
| TOTAL EXPENDITURE | \$298,353 | \$359,000 | \$114,486 | \$365,000 | \$6,000 |
| +ENDING FUND BALANCE | 1,529,582 | 1,532,082 | 1,666,428 | 1,587,368 | 55,286 |
| TOTAL USES: | \$1,827,935 | \$1,891,082 | \$1,780,914 | \$1,952,368 | \$61,286 |

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: \$34,000

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 \$317,865 by year-end 2018.

FIREMEN'S PENSION FUND #125

| | 2016 <u>ACTUAL</u> | 2017 <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------------|-----------------------|-----------------------|------------------------|------------------------|-------------------|
| <u>REVENUES:</u> | | | | | |
| FIRE INSURANCE | | | | | |
| PREMIUM TAX | 34,711 | 34,000 | 33,313 | 33,000 | (1,000) |
| INVESTMENTS | 631 | 500 | 525 | 1,000 | 500 |
| TOTAL REVENUES: | 35,343 | \$34,500 | \$33,838 | \$34,000 | (\$500) |
| +BEGINNING CASH: | 317,639 | 339,552 | 339,552 | 323,865 | (15,687) |
| TOTAL RESOURCES: | \$352,982 | \$374,052 | \$373,390 | \$357,865 | (\$16,187) |
| <u>EXPENDITURES:</u> | | | | | |
| BENEFITS | 13,430 | 40,000 | 18,546 | 40,000 | |
| PROF. SERVICES | | | | | |
| TOTAL EXPENDITURE | \$13,430 | \$40,000 | \$18,546 | \$40,000 | |
| +ENDING CASH | 339,552 | 334,052 | 354,844 | 317,865 | (16,187) |
| TOTAL USES: | \$352,982 | \$374,052 | \$373,390 | \$357,865 | (\$16,187) |

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:

\$0

MAJOR BUDGET CHANGES:

Revenues consist of interest earnings that are transferred from the Cemetery Endowment Care Fund. There are no planned projects for 2018.

| | <u>ACTUAL</u> | <u>BUDGET</u> | <u>06/30/17</u> | <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------------|-----------------|-----------------|-----------------|----------------|-------------------|
| <u>REVENUES:</u> | | | | | |
| FEES | 640 | | | | |
| CONTRIBUTIONS | | | | | |
| OTHER | 1,134 | 500 | | 500 | |
| TOTAL REVENUES: | 1,774 | 500 | | 500 | |
| +BEGINNING CASH: | 19,547 | 21,321 | 21,321 | 1,474 | (19,847) |
| TOTAL RESOURCES: | \$21,321 | \$21,821 | \$21,321 | \$1,974 | (\$19,847) |
| <u>EXPENDITURES:</u> | | | | | |
| SALARIES | | | | | |
| BENEFITS | | | | | |
| SUPPLIES | | | | | |
| MINOR CAPITAL | | | | | |
| OTHER SERVICES | | | | | |
| LAND PURCHASE | | | | | |
| IMPROVEMENTS | | 21,047 | | | (21,047) |
| TOTAL EXPENDS: | | 21,047 | | | (21,047) |
| +ENDING CASH | 21,321 | 774 | 21,321 | 1,974 | 1,200 |
| TOTAL USES: | \$21,321 | \$21,821 | \$21,321 | \$1,974 | (\$19,847) |

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:

There are no 2018 expenditures for principal, interest, and registration to service the bonds. 2017 was the last year of bond repayment.

2007 BOND FUND #316

| | <u>2016 ACTUAL</u> | <u>2017 BUDGET</u> | <u>YTD 06/30/17</u> | <u>2018 REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------------|------------------------|------------------------|-------------------------|-------------------------|--------------------|
| REVENUES: | | | | | |
| PROPERTY TAX | 284,180 | 284,000 | 152,299 | | (284,000) |
| TRANSFER IN | | 38,000 | | | |
| BOND PROCEEDS | | | | | |
| INVESTMENTS | | | | | |
| TOTAL REVENUES: | 284,180 | 322,000 | 152,299 | | (322,000) |
| +BEGINNING CASH: | 1,046 | 1,026 | 1,026 | 1,026 | (0) |
| TOTAL RESOURCES: | \$285,226 | \$323,026 | \$153,325 | \$1,026 | (\$322,000) |
| EXPENDITURES: | | | | | |
| PRINCIPAL: | | | | | |
| 2007 GO | 260,000 | 270,000 | | | (270,000) |
| INTEREST: | | | | | |
| 2007 GO | 23,900 | 13,500 | 6,750 | | (13,500) |
| OTHER IMPROVEMENTS | | 38,000 | | 1,026 | (36,974) |
| DEBT ISSUE COSTS | | | | | |
| REGISTRATION | | 500 | | | (500) |
| TOTAL EXPENDITURE | 284,200 | 322,000 | 6,750 | 1,026 | (320,974) |
| +ENDING CASH | 1,026 | 1,026 | 146,575 | | (1,026) |
| TOTAL USES: | \$285,226 | \$323,026 | \$153,325 | \$1,026 | (\$322,000) |

2007 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2017:

| | <u>Amount</u> | <u>Maturity</u> |
|---------------|---------------|------------------|
| 2007 GO Bond | \$ - | December 1, 2018 |
| TOTAL: | \$ - | |

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: \$394,716

EXPENDITURES:

Estimated expenditures: \$394,716

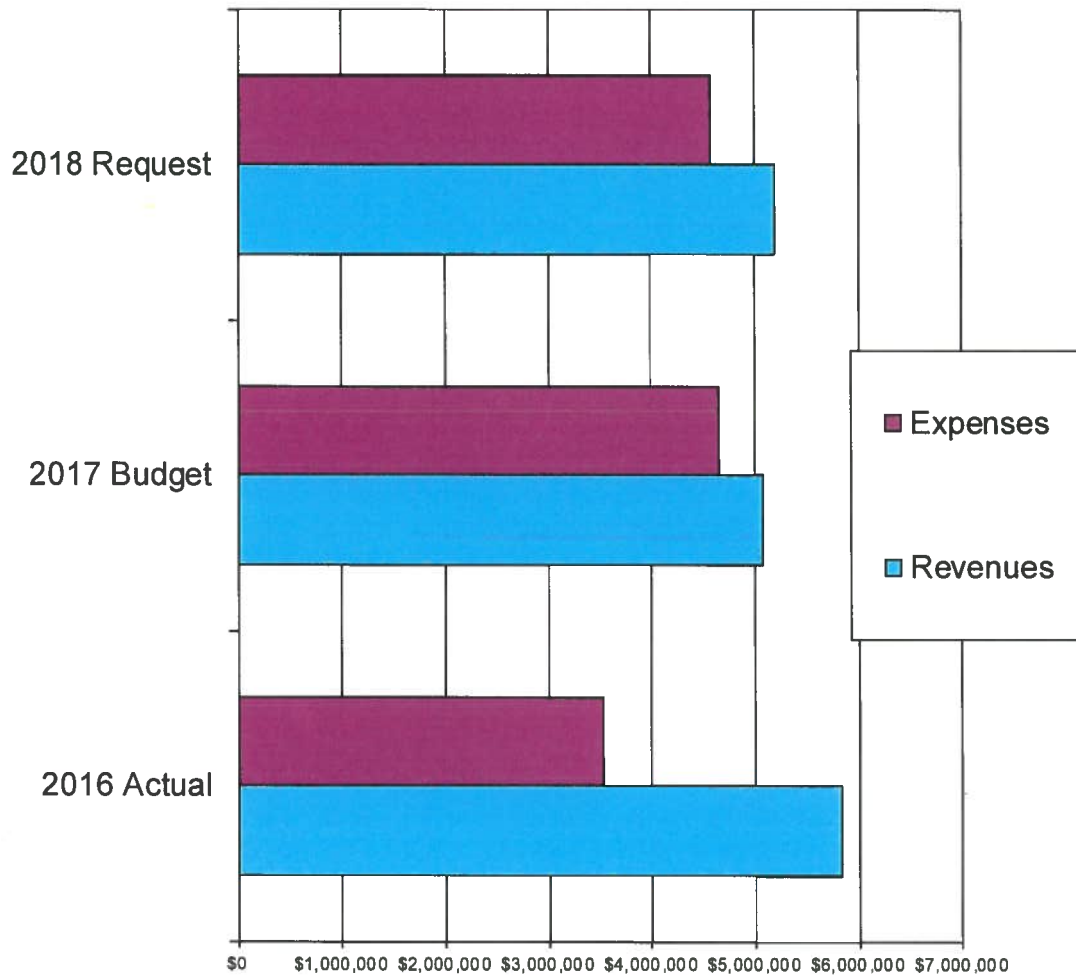
2009 WATER-SEWER REVENUE BOND FUND #317

| | <u>2016</u> <u>ACTUAL</u> | <u>2017</u> <u>BUDGET</u> | <u>YTD</u> <u>06/30/17</u> | <u>2018</u> <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|------------------|
| <u>REVENUES:</u> | | | | | |
| INTER-GOVERNMENTAL | | | | | |
| BOND PROCEEDS | | | 2,750 | | |
| INVESTMENTS | | | | | |
| TRANSFERS IN | 392,090 | 398,781 | 139,108 | 394,716 | (4,065) |
| TOTAL REVENUES: | 392,090 | 398,781 | 141,858 | 394,716 | (4,065) |
| +BEGINNING CASH: | 682,848 | 687,765 | 687,765 | 692,965 | 5,200 |
| TOTAL RESOURCES: | | | | | |
| | \$1,074,939 | \$1,086,546 | \$829,623 | \$1,087,681 | \$1,135 |
| <u>EXPENDITURES:</u> | | | | | |
| <u>PRINCIPAL:</u> | | | | | |
| 2009 REV BONDS | 110,000 | 120,000 | | 120,000 | |
| SR270 Sewer Bond | 150,881 | 155,753 | 77,252 | 160,841 | 5,088 |
| <u>INTEREST:</u> | | | | | |
| 2009 REV BONDS | 87,116 | 84,733 | 14,122 | 80,233 | (4,500) |
| SR270 Sewer Bond | 42,181 | 37,295 | 16,133 | 32,642 | (4,653) |
| REGISTRATION | 300 | 1,000 | | 1,000 | |
| DEBT ISSUE | | | | | |
| TRANSFERS | | | | | |
| TOTAL EXPENDITURE | 390,477 | 398,781 | 107,507 | 394,716 | (4,065) |
| +ENDING CASH | 684,462 | 687,765 | 722,116 | 692,965 | 5,200 |
| TOTAL USES: | | | | | |
| | \$1,074,939 | \$1,086,546 | \$829,623 | \$1,087,681 | \$1,135 |

REVENUE BONDS BALANCE OUTSTANDING AS OF DECEMBER 31, 2017:

| | <u>Amount</u> | <u>Maturity</u> |
|--------------------------|---------------|-------------------|
| 2009 Revenue Bond | \$ 1,840,000 | September 1, 2029 |
| SR270 Sewer Revenue Bond | \$ 1,047,364 | December 1, 2023 |
| TOTAL: | \$ 2,887,364 | |

Utility Fund: Water Division



Revenues vs. Expenses

FUND NUMBER:

401

TITLE

UTILITIES/WATER

ACTIVITY DESCRIPTION:

Maintenance and operation of City water facilities delivering approximately 917 million gallons of water to consumers annually.

GOAL:

Provide a constant supply of the highest quality water available at adequate pressure to approximately 5,353 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 373 water meters 15 years old or older to ensure accuracy in water consumption measurements and associated radio transmitters; repair existing water meters, services, and hydrants; install 100 service connections for new construction; replace approximately 32 service lines; survey approximately 27 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:

\$4,581,250

MAJOR BUDGET CHANGES:

The 2018 budget includes programmed salary step increases; funding a portion (15%) of a new administrative specialist position; a Comprehensive Plan contribution (\$2,000 carryover from 2017); and a contribution (\$20,000) to a departmental strategic plan and a contribution (\$10,000) to Lean evaluation/implementation.

Minor Capital includes Backflow assembly test kits (\$4,500); Chlorine analyzer (\$6,000); Chlorine dosing pump (\$4,500); Electric drill (\$200); Electric Impact Wrench (\$300); Low cost tool or equipment procurement (\$1,500); Metal detector (\$550); Miscellaneous hand, electric and pneumatic tool replacements (\$2,200); On-site tool kits (\$1,200); Portable Tablet or Laptop Device (\$3,000); Pump skid replacement (\$4,300); RF Monitor (\$300); Tool Box (\$1,000); and a Water meter level (\$900).

Major Capital includes Airport Domestic Water System Upgrades (\$75,000), miscellaneous water line replacement program (\$120,000), large format monochrome printer/color scanner (\$18,000) and radio read water meters for new accounts (\$30,000).

MEASUREMENT TECHNIQUE:

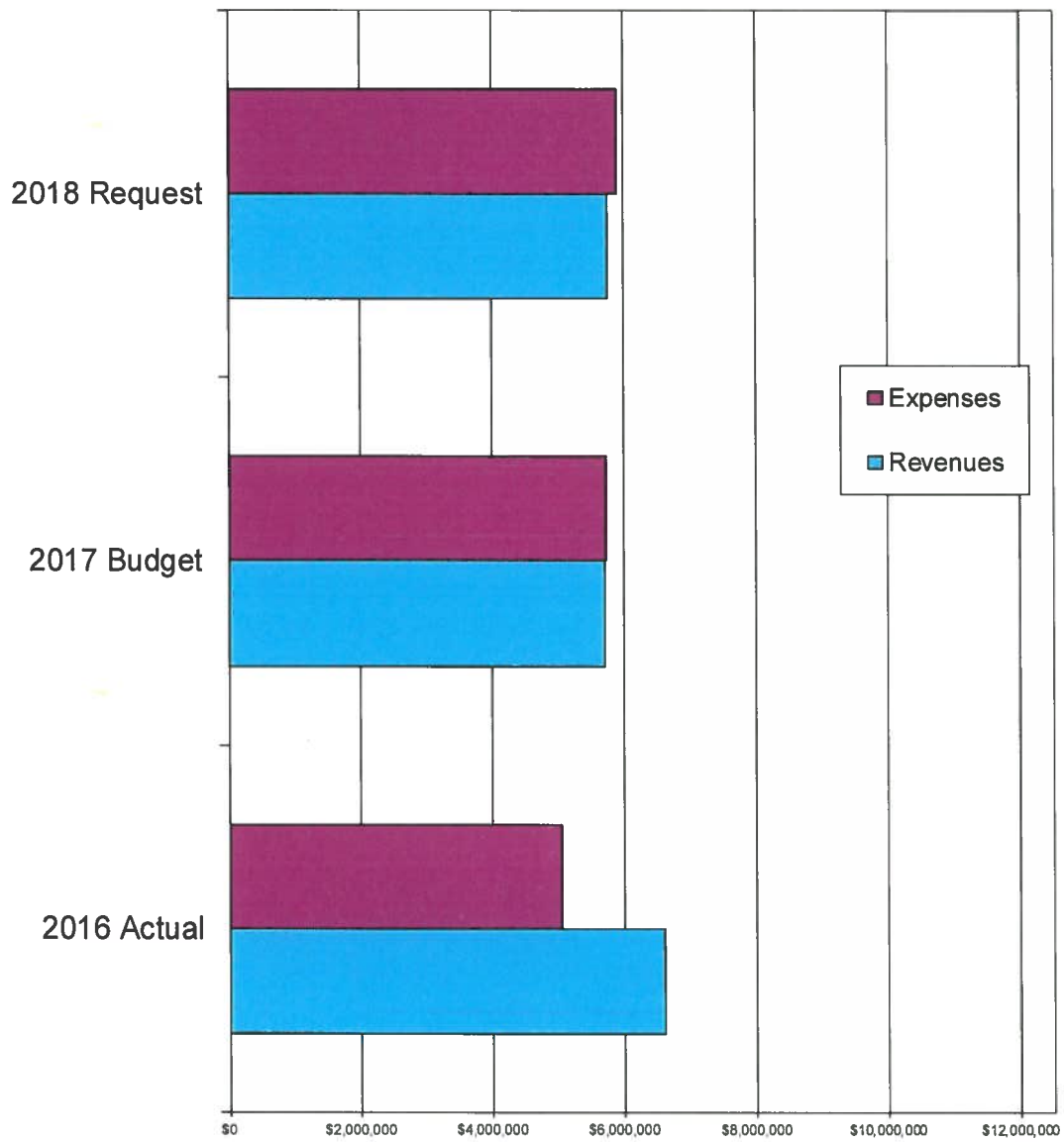
Days of water supply shut down, amount of leak repairs, and meters replaced.

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

| | 2016 <u>ACTUAL</u> | 2017 <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|--------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------|
| <u>REVENUES:</u> | | | | | |
| WATER DIVISION: | | | | | |
| WATER SALES | 5,115,705 | 4,750,000 | 1,967,799 | 4,905,000 | 155,000 |
| MISCELLANEOUS | 713,108 | 328,033 | 145,619 | 293,768 | (34,265) |
| TOTAL REVENUES: | \$5,828,813 | \$5,078,033 | \$2,113,418 | \$5,198,768 | \$120,735 |
| <u>EXPENSES:</u> | | | | | |
| SALARIES | 729,940 | 867,370 | 384,008 | 913,329 | 45,959 |
| OVERTIME | 15,551 | 29,848 | 6,514 | 30,651 | 803 |
| BENEFITS | 359,376 | 477,090 | 186,102 | 499,546 | 22,456 |
| SUPPLIES | 266,485 | 453,195 | 94,626 | 528,345 | 75,150 |
| MINOR EQUIPMENT | 11,909 | 53,900 | 19,593 | 30,450 | (23,450) |
| ERD/BUILDING RENTAL | 266,828 | 259,110 | 123,281 | 143,432 | (115,678) |
| OTHER SERVICES | 1,385,217 | 2,037,701 | 775,791 | 1,818,263 | (219,438) |
| INFO SYS/INTERGOVT | 292,420 | | | 374,234 | 374,234 |
| DEBT REDEMPTION | | | | | |
| **CAPITAL | 195,163 | 378,000 | 11,836 | 243,000 | (135,000) |
| TOTAL EXPENSES: | \$3,522,889 | \$4,648,638 | \$1,647,255 | \$4,581,250 | (\$67,388) |
| SURPLUS/(DEFICIT) | \$2,305,924 | \$429,395 | \$466,163 | \$617,518 | \$188,123 |

| STAFFING: WATER | |
|---|-----------------------------|
| Position | Full-Time Equivalent |
| Maintenance & Operations Superintendent | 0.45 |
| Operations Supervisor | 0.93 |
| Maintenance Supervisor | 0.35 |
| Maintenance Workers | 8.30 |
| Control Specialist | 0.60 |
| Senior Civil Engineer | 0.20 |
| Civil Engineer | 0.60 |
| Engineering Technician | 0.65 |
| Seasonal/Casual | 1.40 |
| Clerical | 0.60 |
| Administration | 0.55 |
| Mapping Aide | 1.00 |
| Total | 15.63 |

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 95.60 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 890 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 445 dry tons of biosolids; conduct 4,000 ± laboratory tests annually for operational needs and monitoring requirements.

BUDGET:

\$5,916,655 (Sewer Maintenance is \$1,432,121 and Sewage Treatment is \$4,484,534)

MAJOR BUDGET CHANGES:

The 2018 Budget includes programmed salary step increases. The Sewer Treatment budget includes SRF loan repayment (\$873,806) on the Secondary Process Improvements project, pre-design of a sanitary sewer truck extension to the airport (\$43,890) and a contribution (\$5,000) to departmental strategic planning.

Minor Capital includes miscellaneous hand, electric and pneumatic tool replacements (\$2,200); Varidesk height-adjustable Standing Desk (\$395), Varidesk Standing Desk Chair (\$195), ½ inch Impact deep socket set, SAE and Metric (\$275), ¾ and ½ inch impact extensions (\$250), 3/8 Drive hexbit set SAE and metric (\$200), Annual replacement of building heaters (1 @ \$2,500), Annual replacement of sump pump (3@ \$800 = \$2,400) Cutting torch and tips (\$450), Desk chairs for WWTP break room (6 @ \$135 = \$810), Dewalt ½ inch impact wrench (\$175), Dewalt 200 volt batteries and adapters (7 @ \$100 = \$700), Dewalt 6.5 inch circular saw bare tool (\$100), Hach online ORP probes (\$3,500), Hand held radios (\$200), Hand primer for utility pump (\$300), Laboratory dishwasher replacement (\$9,500), Lab LDO probe replacement (\$7,000), Low cost tool or equipment procurement (\$2,500), Miscellaneous hand, electric and pneumatic tool replacements (\$1,200), Plastic utility cart (\$175), Punch lock bander (\$300), Spreader (\$350), Steel transfer punch set (\$125), and Stihl edger (\$280).

Major Capital includes the Canyon View Drive to Darrow Street Path (\$92,500), relocation of the sewage and Stormwater 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), Large format monochrome printer/color scanner (\$18,000), replace communitor with perforated plate screen (\$450,000), and WWTP Control System Upgrade (\$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**

| <u>2016</u> | <u>2017</u> | <u>YTD</u> | <u>2018</u> | |
|---------------|---------------|-----------------|----------------|------------------|
| <u>ACTUAL</u> | <u>BUDGET</u> | <u>06/30/17</u> | <u>REQUEST</u> | <u>\$ CHANGE</u> |

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

| | | | | | |
|----------------|-----------|-----------|-----------|-----------|----------|
| SEWER SALES | 4,491,643 | 4,300,000 | 2,217,927 | 4,400,000 | 100,000 |
| WSU REIMBURSMT | 1,098,504 | 1,000,000 | | 1,000,000 | |
| MISCELLANEOUS | 1,020,966 | 417,503 | 188,882 | 362,732 | (54,771) |

TOTAL REVENUES:

| | | | | |
|--------------------|--------------------|--------------------|--------------------|-----------------|
| \$6,611,112 | \$5,717,503 | \$2,406,809 | \$5,762,732 | \$45,229 |
|--------------------|--------------------|--------------------|--------------------|-----------------|

EXPENSES:

| | | | | | |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| SALARIES | 855,737 | 964,387 | 435,610 | 1,002,813 | 38,426 |
| OVERTIME | 7,767 | 11,876 | 5,806 | 12,159 | 283 |
| BENEFITS | 440,458 | 501,884 | 233,092 | 499,276 | (2,608) |
| SUPPLIES | 237,903 | 257,530 | 105,322 | 264,430 | 6,900 |
| MINOR EQUIPMENT | 14,082 | 22,500 | 16,729 | 36,080 | 13,580 |
| ERD/ BUILDING RENTAL | 226,498 | 247,146 | 72,759 | 80,250 | (166,896) |
| OTHER SERVICES | 1,565,367 | 1,826,992 | 1,103,731 | 2,725,509 | 898,517 |
| INFO SYS/INTERGOVT | 156,990 | 156,749 | 145,462 | 354,638 | 197,889 |
| DEBT REDEMPTION | 1,085,209 | 876,010 | | | (876,010) |
| **CAPITAL | 463,582 | 869,500 | 230,610 | 941,500 | 72,000 |

TOTAL EXPENSES:

| | | | | |
|--------------------|--------------------|--------------------|--------------------|------------------|
| \$5,053,593 | \$5,734,574 | \$2,349,121 | \$5,916,655 | \$182,081 |
|--------------------|--------------------|--------------------|--------------------|------------------|

SURPLUS/(DEFICIT)

| | | | | |
|--------------------|-------------------|-----------------|--------------------|--------------------|
| \$1,557,519 | (\$17,071) | \$57,688 | (\$153,923) | (\$136,852) |
|--------------------|-------------------|-----------------|--------------------|--------------------|

STAFFING:SEWER/SEWAGE TREATMENT

| Position | Full-Time Equivalent |
|---|-----------------------------|
| Maintenance & Operations Superintendent | 0.20 |
| Maintenance Supervisor | 0.30 |
| Operations Supervisor | 0.07 |
| WWTP Supervisor | 1.00 |
| WWTP Operator | 5.00 |
| Laboratory Manager | 1.00 |
| WWTP Mechanic | 1.00 |
| Control Specialist | 0.37 |
| Senior Civil Engineer | 0.30 |
| Maintenance Workers | 1.74 |
| Civil Engineer | 0.20 |
| Engineering Technician | 0.65 |
| Seasonal/Casual | 1.50 |
| Clerical | 0.60 |
| Administration | 1.16 |
| Mapping Aide | 1.00 |
| Total | 16.09 |

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

| <u>2016</u> | <u>2017</u> | <u>YTD</u> | <u>2018</u> | |
|---------------|---------------|-----------------|----------------|------------------|
| <u>ACTUAL</u> | <u>BUDGET</u> | <u>06/30/17</u> | <u>REQUEST</u> | <u>\$ CHANGE</u> |

TOTAL UTILITY FUND:

| | | | | | |
|------------------------|------------|-------------|------------|--------------|-------------|
| REVENUES: | 12,439,925 | 10,795,536 | 4,520,227 | 10,961,500 | 165,964 |
| EXPENSES: | 8,576,482 | 10,383,212 | 3,996,376 | 10,497,905 | 114,693 |
| DEPRECIATION: | 2,023,144 | 2,400,000 | | 3,000,000 | 600,000 |
| CAPITAL TRANSFERS 403: | 1,112,908 | 2,615,000 | | 8,079,500 | 5,464,500 |
| SURPLUS/(DEFICIT): | 727,391 | (4,602,676) | 523,851 | (10,615,905) | (6,013,229) |
| ENDING CASH: | 17,796,078 | 15,593,402 | 18,319,929 | 9,300,891 | (6,292,511) |

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 2018. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2018 request includes only the estimated project dollars that we intend to expend in 2018.

REVENUES:

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

EXPENDITURES: \$8,079,500

Utility Capital Projects include:

Water

| | |
|---|------------------|
| M&O Administration/Information Services | |
| Office Building | \$ 100,000 |
| North Grand Waterline Replacement | 45,000 |
| Water Tank 11 (NW High) | 600,000 |
| Water Tank 12 (NE High) | 750,000 |
| Total | <u>1,495,000</u> |

Sewer

| | |
|----------------------------------|----------------|
| Dry Fork Creek Sewer (Design) | 29,500 |
| M&O Facility Expansion (Grading) | 280,000 |
| Total | <u>309,500</u> |

WWTP

| | |
|-----------------------------------|------------------|
| IPS Pump and Motor Replacement | 20,000 |
| Ultraviolet Disinfection | 5,750,000 |
| Headworks Perforated Plate Screen | 505,000 |
| Total | <u>6,275,000</u> |

| | |
|--------------------|---------------------------|
| Grand Total | <u><u>\$8,079,500</u></u> |
|--------------------|---------------------------|

UTILITY CAPITAL PROJECTS FUND 403

| | 2014 REQUEST | 2015 REQUEST | 2016 REQUEST | 2017 REQUEST | 2018 REQUEST |
|---|--------------------|------------------|--------------------|--------------------|--------------------|
| REVENUES: | | | | | |
| WSU CONTRIBUTIONS | | | | | |
| OTHER | | | | | |
| TOTAL REVENUES: | | | | | |
| +UTILITY FUND CASH + LOANS: | 2,952,770 | 838,380 | 1,894,000 | 2,615,000 | 8,079,500 |
| TOTAL RESOURCES: | \$2,952,770 | \$838,380 | \$1,894,000 | \$2,615,000 | \$8,079,500 |
| CAPITAL EXPENSES: | | | | | |
| SEWER: | | | | | |
| CLIFFORD STREET SEWER | | | | | |
| DRY FORK CREEK SEWER | 32,000 | 32,000 | 29,500 | 29,500 | 29,500 |
| REANEY PARK SEWER | 100,250 | 81,500 | 4,000 | | |
| SR70/AIRPORT ROAD SEWER | 2,026,250 | 106,000 | 105,000 | | |
| SANITARY SEWER REHAB | | | 389,000 | 70,500 | |
| M&O FACILITY EXPANSION (GRADING) | | | | | 280,000 |
| WATER SYSTEMS: | | | | | |
| BOOSTER STATION #10 | | | | | |
| JOHNSON ROAD WATERLINE | | | | | |
| WELL #8 | | | | | |
| WELL #5 CHLORINE UPGRADE | 54,420 | | | | |
| AIRPORT WATER SYSTEM | | | | | |
| CITY HALL 2ND FLOOR REMODEL | | | | | |
| M&O RADIO COMMUNICATIONS | | | | | |
| REANEY PARK WATERLINE | | | | | |
| HIGH STREET WATERLINE | | | | | |
| BLEASNER DRIVE WATERLINE | | | | | |
| GUY STREET WATERLINE | | | | | |
| STATE STREET WATER | 220,000 | 219,880 | 16,000 | | |
| STADIUM WAY WATER LINE | 52,650 | | | | |
| BOOSTER 10 | | | | | |
| 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 | 600,000 |
| WHEATLAND DRIVE WATER LINE REPLACEMENT | | 61,000 | 59,500 | | |
| WATER TANK 12 | | 50,000 | 150,000 | 450,000 | 750,000 |
| M&O ADMIN/IS OFFICE BUILDING | | | | 100,000 | 100,000 |
| NORTH GRAND WATERLINE REPLACEMENT | | | | 930,000 | 45,000 |
| WASTEWATER TREATMENT PLANT: | | | | | |
| AERATION BASIN CONSTR./UPGRADES | 67,200 | | | | |
| STP ELECTRICAL & CONTROL UPGRADE | 30,000 | 10,000 | | | |
| STP SECONDARY CLARIFIER UPGRADES | 45,000 | | | | |
| RAS PUMPING UPGRADE | 25,000 | | | | |
| WAWAWAI LIFT STATION REPLACEMENT | | | | | |
| INFLUENT PUMP REPLACEMENT | 162,000 | 24,000 | | | |
| COLFAX LIFT STATION | | | | | |
| IPS PUMP AND METER REPLACEMENT | | | 630,000 | 285,000 | 20,000 |
| ULTRAVIOLET DISINFECTION | | | | 600,000 | 5,750,000 |
| HEADWORKS PERFORATED PLATE SCREEN | | | | | 505,000 |
| TOTAL EXPENSES: | \$2,952,770 | \$838,380 | \$1,894,000 | \$2,615,000 | \$8,079,500 |
| +ENDING CASH | | | | | |
| TOTAL USES: | \$2,952,770 | \$838,380 | \$1,894,000 | \$2,615,000 | \$8,079,500 |

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) Televise approximately 500 feet of storm drain lines. 4) Clean 38 miles of storm drain lines on a rotating basis; 5) Inspect and clean 1,864 catch basins, 1,242 manholes, 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:

\$1,834,872

MAJOR BUDGET CHANGES:

The 2018 budget includes programmed salary step increases; funding a portion (10%) of a new administrative specialist position, and a contribution to the City's next Comprehensive Plan Update (\$3,500), which is a partial carryover from 2017 and a contribution (\$2,500) to departmental strategic planning.

Minor Equipment includes water quality station (\$8,000), 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 Itani Linear Park Utility Access Parking project (\$20,000), Car Wash project (\$200,000), Park Street Flood Improvements (\$110,000), decant facility relocate (\$100,000), miscellaneous line replacements (\$50,000), and M&O/IS Administration Building Design (\$5,000).

MEASUREMENT TECHNIQUE:

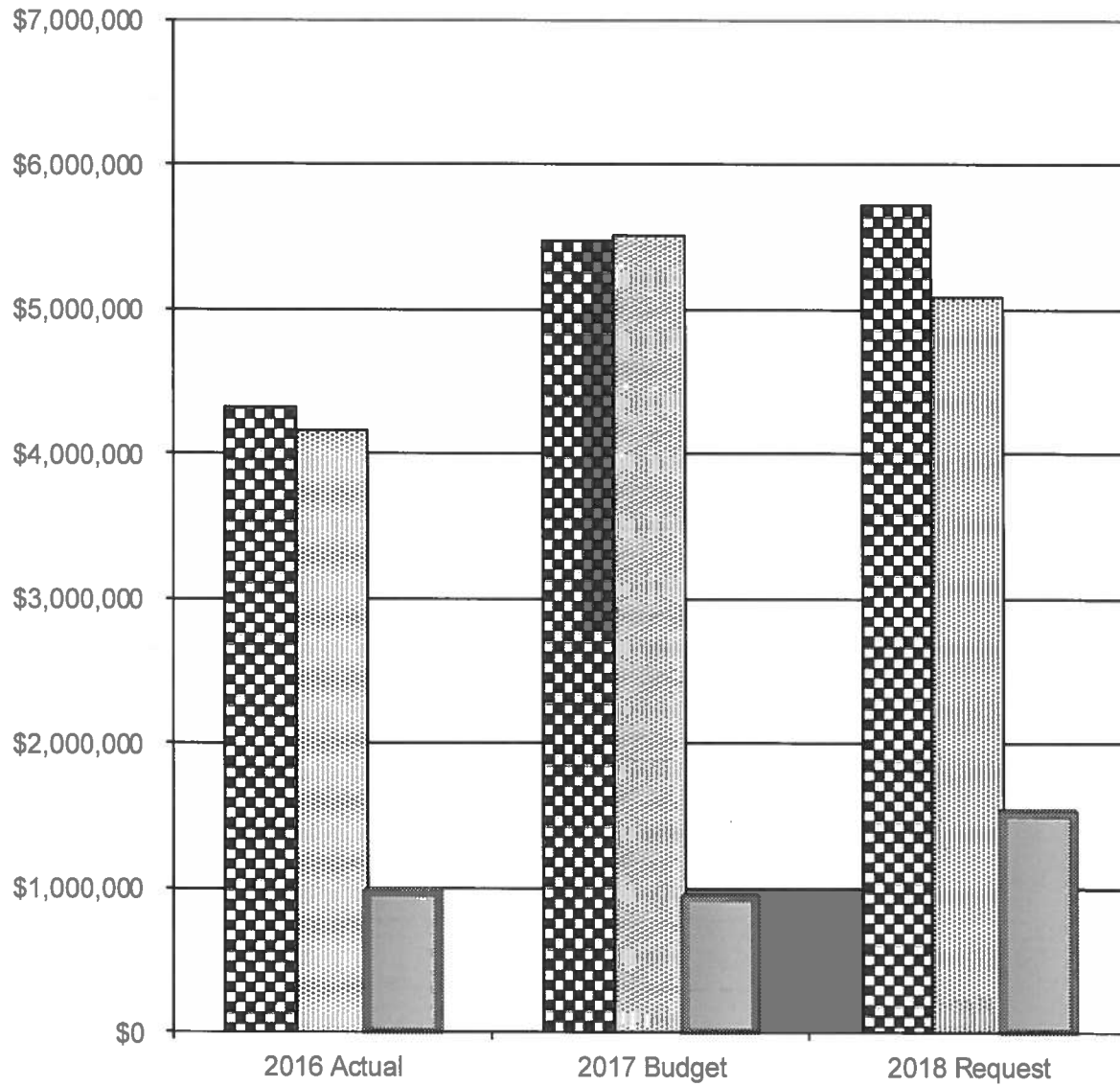
NPDES Phase II Municipal Stormwater Permit compliance; number of lane miles swept; successful leaf pickup program; feet of storm drain pipe televised and cleaned; number of catch basins and manholes inspected and cleaned; number of flow control and treatment facilities inspected and maintained; proper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

STORMWATER FUND #404

| | 2016 ACTUAL | 2017 BUDGET | YTD 06/30/17 | 2018 REQUEST | \$ CHANGE |
|------------------------------|------------------------|--------------------|-------------------------|-------------------------|-------------------|
| REVENUES: | | | | | |
| CHARGES GOODS&SERVICE | 1,116,812 | 1,118,000 | 636,587 | 1,123,000 | 5,000 |
| GRANTS | 335,678 | 50,000 | | 25,000 | (25,000) |
| INVESTMENT INTEREST | | | | | |
| OPERATING TRANSFERS | | | | | |
| MISCELLANEOUS | | 1,000 | | 1,000 | |
| TOTAL REVENUES: | \$1,452,490 | \$1,169,000 | \$636,587 | \$1,149,000 | (\$20,000) |
| EXPENSES: | | | | | |
| SALARIES | 245,893 | 318,090 | 124,369 | 316,977 | (1,113) |
| OVERTIME | 693 | 2,084 | 4,986 | 2,825 | 741 |
| BENEFITS | 125,962 | 152,330 | 65,241 | 165,837 | 13,507 |
| SUPPLIES | 5,037 | 23,500 | 3,275 | 17,000 | (6,500) |
| MINOR EQUIPMENT | 2,099 | 10,320 | 569 | 18,000 | 7,680 |
| ERD RENTAL | 121,109 | 121,106 | 60,570 | 170,602 | 49,496 |
| BLDG RENTAL | 112,340 | 20,023 | 10,312 | 19,820 | (203) |
| INFO SYSTEMS | 35,468 | 23,716 | 11,858 | 23,437 | (279) |
| OTHER SERVICES | 334,444 | 372,788 | 62,829 | 445,056 | 72,268 |
| INTGOVT/OTHER | | 168,720 | 69,671 | 170,318 | 1,598 |
| CAPITAL | 547,055 | 531,000 | | 485,000 | (46,000) |
| TOTAL EXPENSES | \$1,530,099 | \$1,743,677 | \$413,680 | \$1,834,872 | \$91,195 |
| NET REVENUES/EXPENSES | (\$122,973) | (\$574,677) | \$222,907 | (\$685,872) | \$111,195 |
| DEPRECIATION | 45,363 | 65,000 | 57,246 | 80,000 | 15,000 |
| NET | (\$168,336) | (\$639,677) | \$165,661 | (\$765,872) | (126,195) |
| +BEGINNING CASH: | 1,779,715 | 1,779,715 | 1,779,715 | 1,778,324 | (1,391) |
| +ENDING CASH | 1,656,743 | 1,205,038 | 2,002,622 | 1,092,452 | (112,586) |

| 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 |
| Senior Civil Engineer | 0.10 |
| Civil Engineer | 0.30 |
| Maintenance Workers | 1.66 |
| Clerical | 0.40 |
| Seasonal/Clerical | 0.67 |
| Total | 5.33 |

TRANSIT FUND



FUND NUMBER:

405

TITLE

TRANSIT

ACTIVITY DESCRIPTION:

Operation of the City's Transit system, including 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 20,000 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:

\$5,087,939

MAJOR BUDGET CHANGES:

The 2018 budget includes programmed salary step increases. It also includes a contribution (\$2,500) to departmental strategic planning.

Operational costs are calculated to increase with plans for a new route in August 2018 and initiation of Sunday Service in August 2017. Cost for service provided by other City departments went up (with the exception of Government Buildings).

Minor capital includes miscellaneous office equipment (\$1,500), training and office equipment (\$2,500), miscellaneous office equipment (\$3,500), miscellaneous tools (\$2,500).

Major Capital includes one new bus shelter (\$13,000), solar lights at bus stops (\$25,000), AVL/GPS software replacement (\$131,149), Dial-a-Ride vehicle replacement (\$89,629), and Staff car replacement (\$40,000)

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

| | 2016 <u>ACTUAL</u> | AMENDED 2017 <u>BUDGET</u> | YTD 06/30/17 | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-------------------------------|-----------------------|----------------------------------|--------------------|------------------------|--------------------|
| <u>REVENUES:</u> | | | | | |
| FARES | 2,213,701 | 2,330,509 | 1,118,994 | 2,416,041 | 85,532 |
| OTHER LOCAL | 69,739 | 8,500 | 1,000 | 10,500 | 2,000 |
| STATE MVET | 657,501 | | | | |
| EQUALIZATION | | | | | |
| UTILITY TAX | 1,161,527 | 1,165,500 | 585,268 | 1,168,000 | 2,500 |
| TOT OPER REVENUE | \$4,102,468 | \$3,504,509 | \$1,705,262 | \$3,594,541 | \$90,032 |
| VEHICLE GRANT | | | 2,500 | 2,500 | 2,500 |
| OPERATING GRANT | 213,240 | 1,962,500 | 108,229 | 2,125,678 | 163,178 |
| TOTAL REVENUES: | \$4,315,708 | \$5,467,009 | \$1,815,991 | \$5,722,719 | \$255,710 |
| <u>EXPENSES:</u> | | | | | |
| SALARIES | 1,687,706 | 1,746,507 | 891,675 | 1,883,817 | 137,310 |
| OVERTIME | 68,516 | 43,428 | 12,241 | 41,000 | (2,428) |
| BENEFITS | 900,551 | 911,570 | 468,764 | 1,103,908 | 192,338 |
| SUPPLIES | 11,732 | 32,600 | 5,974 | 33,600 | 1,000 |
| MINOR EQUIPMENT | 4,998 | 9,500 | 333 | 10,000 | 500 |
| EQUIPMENT MAINTENANCE | 1,098,385 | 941,621 | 471,545 | 1,205,435 | 263,814 |
| OTHER SERVICES | 301,525 | 332,060 | 209,040 | 346,273 | 14,213 |
| INTERFUND PAYMENTS | | 163,890 | 26,645 | 165,128 | 1,238 |
| CAPITAL | 85,088 | 1,333,000 | | 298,778 | (1,034,222) |
| TOTAL OPER. EXPENSES | \$4,158,500 | \$5,514,176 | \$2,086,217 | \$5,087,939 | (\$426,237) |
| NET REVENUES/ EXPENSES | 157,208 | (47,167) | (270,226) | 634,780 | 681,947 |
| DEPRECIATION | 482,496 | 520,000 | | 550,000 | 30,000 |
| NET | (\$325,289) | (\$567,167) | (\$270,226) | \$84,780 | \$651,947 |
| +BEGINNING CASH: | 804,084 | 975,839 | 975,839 | 879,124 | (96,715) |
| +ENDING CASH | 975,839 | 928,672 | 705,613 | 1,513,904 | 555,232 |

| 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 | 4.12 |
| Driver, Full Time | 16.75 |
| Driver, 3/4 Time | 3.62 |
| Driver, 1/2 Time | 4.38 |
| Bus Washer | 3.16 |
| Total | 36.23 |

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: 6 fire trucks, 6 ambulance/rescue vehicles, 2 fire trailers including haz-mat, 12 police vehicles, 21 transit buses, 3 mini-buses, 52 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), 27 pieces of various heavy equipment, 34 trailer and attachment components; and prepare new equipment for service. Over 3,065 service calls for routine maintenance, repairs, and overhauls are completed.

BUDGET:

\$3,400,588

MAJOR BUDGET CHANGES:

The 2018 budget includes programmed salary step increases.

Minor Capital includes employee tool replacement (\$1,800), miscellaneous hand, electric and pneumatic tool replacements (\$4,000), air jack (\$400), hand trays (\$600), jack stands (\$500), underhoist tri-pod stands (\$500), and a work center all-in-one printer (\$2,000).

Capital Expenditures are approved CIP vehicles (\$975,000) and Fuel Island Relocation Project (\$100,000-retainage).

FY2018 VEHICLE REPLACEMENTS:

| | | |
|--------|---|-------------|
| New | All-Wheel Steer Bobcat Loader- | \$ 70,000 |
| | Water/Streets | |
| New | Angle Snow Plow-Streets | 15,000 |
| 03-049 | 2003 Ford Supercab Pickup-Parks | 40,000 |
| 03-070 | 2003 Elgin Broom Street Sweeper- | 300,000 |
| | Stormwater | |
| 06-013 | 2006 Ford Crown Victoria-Police | 45,000 |
| 06-061 | 2006 5600C Bobcat Toolcat-Parks | 75,000 |
| 07-221 | 2007 F3680 Kubota Mower-WWTP/Water | 30,000 |
| 14-014 | 2014 Ford Utility Police Interceptor- | 50,000 |
| | Police | |
| 90-455 | 1990 Kentucky Movers Van-Fire | 30,000 |
| 95-032 | 1995 Chevrolet Astro Van-Engineering | 40,000 |
| 95-035 | 1995 Ford Ranger Pickup-Engineering | 40,000 |
| 96-135 | SECA Rodder-Sewer | 45,000 |
| 98-136 | 1998 Trailer Mounted Vacuum/Excavator-M&O | 140,000 |
| 98-455 | 1998 Freightliner Cab and Chasis-Fire | 55,000 |
| | | <hr/> |
| | Total | \$ 975,000 |
| | | <hr/> |
| | Total | \$1,075,000 |
| | | <hr/> |

MEASUREMENT TECHNIQUE:

Satisfaction of vehicle performance from user departments.

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EQUIPMENT RENTAL FUND #501

| | 2016 <u>ACTUAL</u> | 2017 <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-------------------------------|-----------------------|-----------------------|------------------------|------------------------|--------------------|
| REVENUES: | | | | | |
| EQUIPMENT RENT & REPAIR | 2,253,878 | 2,252,913 | 1,126,457 | 2,841,643 | 588,730 |
| MISCELLANEOUS | 98,332 | 184,500 | 51,753 | 155,000 | (29,500) |
| TRANSFERS IN/OUT | 40,748 | 163,000 | | 86,500 | (76,500) |
| TOTAL REVENUES: | \$2,392,958 | \$2,600,413 | \$1,178,210 | \$3,083,143 | \$847,384 |
| EXPENSES: | | | | | |
| SALARIES | 380,331 | 426,659 | 175,848 | 428,699 | 2,040 |
| OVERTIME | 2,077 | 4,419 | 6,026 | 5,338 | 919 |
| BENEFITS | 180,641 | 230,839 | 91,669 | 236,419 | 5,580 |
| SUPPLIES | 731,068 | 1,111,280 | 418,185 | 1,089,975 | (21,305) |
| MINOR EQUIPMENT | 3,087 | 15,650 | 538 | 9,800 | (5,850) |
| OTHER SERVICES | 400,422 | 500,868 | 282,060 | 528,591 | 27,723 |
| INFO SYS/INTERGOVT | 47,334 | 53,257 | 12,618 | 26,766 | (26,491) |
| DEBT SERVICE | | 61,923 | | | |
| CAPITAL | 325,555 | 1,905,000 | 213,068 | 1,075,000 | (830,000) |
| TOTAL EXPENSES | \$2,070,516 | \$4,247,972 | \$1,200,012 | \$3,400,588 | (\$847,384) |
| NET REVENUES/ EXPENSES | \$322,442 | (\$1,647,559) | (\$21,802) | (\$317,445) | \$1,330,114 |
| DEPRECIATION | 432,626 | 760,000 | | 780,000 | 20,000 |
| NET | (\$110,184) | (\$2,407,559) | (\$21,802) | (\$1,097,445) | \$1,310,114 |
| BEGINNING CASH | 2,362,660 | 2,678,023 | 2,678,023 | 1,218,351 | (1,459,672) |
| ENDING CASH | 2,408,855 | 379,427 | 2,500,219 | 458,830 | 79,403 |
| CAP RESERVES | 269,167 | 651,036 | 156,002 | 442,076 | (208,960) |

| 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 | 1.03 |
| Total | 7.63 |

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:

\$1,130,152

MAJOR BUDGET CHANGES:

2018 budget includes programmed salary step increases.

Special maintenance projects include City Hall - Masonry Restoration and Garage-Level Painting (\$5,405-retainage), carpet replacement in Fire Station 1 and Aquatic Center Weight Room(\$10,000), and power vacuum cleaning the HVAC ducts at Fire Station 1/2 (\$4,000).

Major Capital includes ATV for snow and ice control (\$16,000) and City Hall boiler replacement (\$8,750-retainage).

Minor Equipment includes battery powered motorized scrubbing brush (\$400), portable steam cleaner kit (\$850), Dyson DC33 upright vacuum (\$300), Pro-team backpack vacuum (\$400), and a Renown high-speed floor burnisher (\$900).

MEASUREMENT TECHNIQUE:

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

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GOVERNMENT BUILDINGS FUND #504

| | 2016 <u>ACTUAL</u> | 2017 <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|----------------------------|-----------------------|-----------------------|------------------------|------------------------|--------------------|
| REVENUES: | | | | | |
| BUILDING RENTS | 936,283 | 1,072,005 | 432,685 | 1,061,417 | (10,588) |
| GENERAL FUND | | | | | |
| MISCELLANEOUS | 43,319 | 22,833 | 2,475 | 30,429 | 7,596 |
| TOTAL REVENUES: | \$979,602 | \$1,094,838 | \$573,967 | \$1,091,846 | (\$2,992) |
| +BEGINNING CASH: | 832,221 | 800,984 | 800,984 | 478,811 | (322,173) |
| TOTAL RESOURCES: | \$1,811,823 | \$1,895,822 | \$1,374,951 | \$1,570,657 | (\$325,165) |
| EXPENDITURES: | | | | | |
| SALARIES | 255,281 | 289,472 | 123,714 | 295,222 | 5,750 |
| OVERTIME | 28,909 | 20,619 | 23,347 | 20,749 | 130 |
| BENEFITS | 145,518 | 155,792 | 73,740 | 160,731 | 4,939 |
| SUPPLIES | 64,735 | 92,705 | 29,404 | 96,205 | 3,500 |
| MINOR EQUIPMENT | 4,100 | 2,250 | 1,102 | 2,850 | 600 |
| ERD RENTAL | 45,481 | 17,629 | 8,567 | 23,107 | 5,478 |
| OTHER SERVICES | 458,057 | 653,838 | 186,873 | 471,910 | (181,928) |
| INFO SERVICES/GOVT | 1,607 | 32,652 | | 34,628 | 1,976 |
| CAPITAL | 10,166 | 235,000 | | 24,750 | (210,250) |
| TOTAL EXPENDITURES: | \$1,013,854 | \$1,499,957 | \$463,078 | \$1,130,152 | (\$369,805) |
| +ENDING CASH | 800,984 | 395,865 | 911,873 | 440,505 | 44,640 |
| TOTAL USES: | \$1,814,835 | \$1,895,822 | \$1,374,951 | \$1,570,657 | (\$325,165) |

| STAFFING | |
|------------------------|----------------------|
| Position | Full-Time Equivalent |
| Maintenance Supervisor | 1.00 |
| Maintenance Worker | 1.00 |
| Custodian | 3.00 |
| Temporary Custodian | 0.50 |
| Weekend Custodian | 0.40 |
| Administration | 0.20 |
| Clerical | 0.10 |
| Total | 6.20 |

FUND NUMBER

507

TITLE

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: \$1,327,664

User departments and funds are charged for network services and equipment maintenance and replacement.

EXPENDITURES: \$1,527,664 Total

Minor Equipment / Capital: \$671,547

Operating requirements: \$856,117

MAJOR BUDGET CHANGES:

The primary budget changes for 2018 are due to the proposed new projects. The establishment of a Geographical Information System (225,000), replacement of the City's Distribution Network Switching equipment (66,000), online enhancement (55,000).

Carryover projects from 2017 include Audio Video equipment in Council Chambers (66,000), 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 Channel 97-103. Provide community access to local and state government proceedings.

BUDGET:

\$11,591

MAJOR BUDGET CHANGES:

The budget increase for 2018 is entirely due to the IS rates for equipment and labor.

MEASUREMENT TECHNIQUE:

Input received from community.

INFORMATION SYSTEMS FUND (507)

| | <u>2016</u> <u>ACTUAL</u> | <u>2017</u> <u>BUDGET</u> | <u>YTD</u> <u>6/30/2017</u> | <u>2018</u> <u>REQUEST</u> | <u>\$ CHANGE</u> |
|----------------------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|-------------------|
| <u>REVENUES:</u> | | | | | |
| GENERAL FUND TRANSFER | 6,505 | 6,505 | | 6,291 | (214) |
| MISCELLANEOUS | 408 | 200 | 340 | 66,600 | 66,400 |
| NETWORK & SERVICE FEES | 1,064,384 | 1,124,074 | 529,036 | 1,327,664 | 203,590 |
| TOTAL REVENUES: | 1,071,297 | \$1,130,779 | \$529,376 | \$1,400,555 | \$269,776 |
| <u>EXPENDITURES:</u> | | | | | |
| SALARIES | 344,431 | 408,178 | 195,561 | 411,222 | 3,044 |
| OVERTIME | 3,094 | 6,391 | 177 | 4,836 | (1,555) |
| BENEFITS | 139,901 | 178,960 | 79,293 | 173,346 | (5,614) |
| SUPPLIES | 2,241 | 2,500 | 1,586 | 10,200 | 7,700 |
| MINOR CAPITAL | 57,132 | 78,235 | 50,265 | 95,547 | 17,312 |
| OTH SERVICES | 208,541 | 195,602 | 99,066 | 235,337 | 39,735 |
| EQUIP RENTAL | 5,509 | 3,000 | 1,915 | 9,145 | 6,145 |
| BLDG RENTAL | 10,885 | 10,070 | 5,335 | 15,331 | 5,261 |
| INTGOVT/OTHER | 6,505 | 6,519 | | 6,291 | (228) |
| EQUIPMENT | 145,147 | 286,000 | | 578,000 | 292,000 |
| TOTAL EXPENDITURES: | \$923,385 | \$1,175,455 | \$433,198 | \$1,539,255 | \$363,800 |
| NET REVENUES/EXPENDITURES | \$147,912 | (\$44,676) | \$96,178 | (\$138,700) | (\$94,024) |
| DEPRECIATION | 35,142 | 50,000 | | 55,000 | 5,000 |
| NET | \$112,770 | (\$94,676) | \$96,178 | (\$193,700) | (\$99,024) |
| BEGINNING CASH | 436,215 | 584,127 | 584,127 | 662,374 | 78,247 |
| ENDING CASH | 584,127 | 539,451 | 680,305 | 523,674 | (15,777) |

| 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 30, 2017. The Pullman City Council and the Moscow City Council must also approve this budget.

REVENUES:

The Airport expects to receive \$832,534 in operating revenues and \$27,000,000 in FAA Airport Improvement Program Grants, \$400,000 in State of Washington grants, and \$267,790 in Passenger Facility Charge collections. They also expect to receive \$1,793,750 from donations/contributions for the runway alignment grant project.

EXPENDITURES:

The Airport Board approved a total 2018 expenditure budget of \$30,294,074 which consists of \$832,534 in operational expenditures, \$29,461,540 in capital expenditures for land acquisition and design of Runway Realignment project. The budget also includes \$1,420,000 in depreciation.

AIRPORT AGENCY FUND #651

| | 2016 <u>ACTUAL</u> | 2017 <u>AMENDED BUDGET</u> | <u>YTD 06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------------------|-----------------------|-----------------------------------|-------------------------|------------------------|-----------------------|
| <u>REVENUES:</u> | | | | | |
| GRANTS: | | | | | |
| FAA, OTHER | 16,320,027 | 40,700,800 | 6,912,825 | 27,000,000 | (13,700,800) |
| STATE OF WASHINGTON | 268,134 | 150,000 | | 400,000 | 250,000 |
| STATE OF IDAHO | | | | | |
| PULLMAN | 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 | 10,000 | (2,500) |
| SERVICE FEES | 90,930 | 94,000 | 36,343 | 94,000 | |
| PFC | 223,957 | 263,400 | 107,178 | 267,790 | 4,390 |
| RENTS | 153,698 | 144,000 | 128,785 | 259,323 | 115,323 |
| DONATIONS/CONTRIBS | 1,501,189 | 3,983,580 | 500,000 | 1,793,750 | (2,189,830) |
| PARKING, CONCESSIONS, MISC | 375,921 | 328,220 | 198,862 | 348,500 | 20,280 |
| TOTAL REVENUES: | \$19,064,568 | \$45,797,211 | \$7,982,691 | \$30,294,074 | (\$15,503,137) |
| LINE OF CREDIT | | | | | |
| INTGOV'T TRANSFERS | | | | | |
| PFC RESERVE | | | | | |
| TOTAL REVENUES | \$19,064,568 | \$45,797,211 | \$7,982,691 | \$30,294,074 | (\$15,503,137) |
| <u>EXPENDITURES:</u> | | | | | |
| SALARIES | 253,700 | 265,324 | 138,365 | 309,708 | 44,384 |
| OVERTIME | | | 503 | 4,000 | 4,000 |
| BENEFITS | 105,668 | 103,440 | 53,113 | 110,440 | 7,000 |
| SUPPLIES | 55,646 | 45,250 | 28,207 | 53,750 | 8,500 |
| MINOR EQUIPMT | | 6,500 | 3,089 | 9,500 | 3,000 |
| OTHER SERVICES | 211,700 | 234,917 | 117,282 | 233,191 | (1,726) |
| INTGOV'T | 43,651 | 44,000 | 22,330 | 60,579 | 16,579 |
| CAPITAL | 18,107,623 | 45,097,780 | 8,068,792 | 29,293,750 | (15,804,030) |
| TOTAL EXPENDITURES: | \$18,779,529 | \$45,797,211 | \$8,431,681 | \$30,074,918 | (\$15,722,293) |
| NET REVENUES/ EXPENDITURES | \$285,038 | | (\$448,990) | \$219,156 | \$219,156 |
| DEPRECIATION | 1,346,433 | 1,350,000 | | 1,420,000 | 70,000 |
| NET | (\$1,061,395) | (\$1,350,000) | (\$448,990) | (\$1,200,844) | 149,156 |
| +BEGINNING CASH: | 3,804,588 | 4,094,488 | 4,094,488 | 3,183,359 | (911,129) |
| ENDING CASH | 4,094,488 | 4,094,488 | (448,990) | 3,402,515 | (691,973) |
| LINE OF CREDIT | 400,000 | | 370,000 | | |
| PFC RESERVE | | | | | |

FUND NUMBER:

707

TITLELAWSON 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:

\$ 116,016

MAJOR BUDGET CHANGES:

2018 budget includes a salary decrease, but benefit increase due to change of person.

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)

| | 2016 ACTUAL | 2017 BUDGET | YTD 06/30/17 | 2018 REQUEST | \$ CHANGE |
|-------------------------|------------------------|------------------------|-------------------------|-------------------------|-------------------|
| REVENUES: | | | | | |
| DONATIONS | 3,295 | | 2,175 | | |
| INVESTMENT INCOME | 57,670 | 60,000 | 24,565 | 60,000 | |
| OTHER | 1,875 | 50,500 | 2,000 | 50,500 | |
| TOTAL REVENUES: | 62,840 | \$110,500 | \$28,740 | \$110,500 | |
| +BEGINNING CASH: | 60,459 | 23,957 | 23,957 | 6,204 | (17,753) |
| TOTAL RESOURCES: | \$123,299 | \$134,457 | \$52,697 | \$116,704 | (\$17,753) |
| EXPENDITURES: | | | | | |
| SALARIES | 59,314 | 66,465 | 29,316 | 58,388 | (8,077) |
| OVERTIME | 699 | 1,100 | 432 | 500 | (600) |
| BENEFITS | 26,249 | 27,844 | 13,512 | 36,336 | 8,492 |
| SUPPLIES | 6,647 | 12,000 | 6,296 | 12,000 | |
| MINOR CAPITAL | | | 382 | | |
| OTHER SVCS | 6,054 | 8,150 | 1,854 | 8,150 | |
| INTERFUND | 706 | 244 | 122 | 642 | 398 |
| CAPITAL | | | | | |
| TOTAL EXPENDS: | 99,668 | \$115,803 | \$51,914 | \$116,016 | \$213 |
| +ENDING CASH | 23,957 | 18,654 | 783 | 688 | (17,966) |
| TOTAL USES: | \$123,625 | \$134,457 | \$52,697 | \$116,704 | (\$17,753) |

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

| | 2016 <u>ACTUAL</u> | 2017 <u>BUDGET</u> | YTD <u>06/30/17</u> | 2018 <u>REQUEST</u> | <u>\$ CHANGE</u> |
|-----------------------------|-----------------------|-----------------------|------------------------|------------------------|------------------|
| <u>REVENUES:</u> | | | | | |
| FEES | 2,415 | 3,000 | 4,423 | 3,000 | |
| OTHER | 1,134 | 500 | 944 | 500 | |
| TOTAL REVENUES: | 3,549 | 3,500 | 5,367 | 3,500 | |
| +BEGINNING CASH: | 268,316 | 270,731 | 270,731 | 279,656 | 8,925 |
| TOTAL RESOURCES: | \$271,865 | \$274,231 | \$276,098 | \$283,156 | \$8,925 |
| <u>EXPENDITURES:</u> | | | | | |
| SALARIES | | | | | |
| BENEFITS | | | | | |
| SUPPLIES | | | | | |
| OTHER SERVICES | | | | | |
| LAND PURCHASE | | | | | |
| INTERGOVERNMENT | 1,134 | 500 | | 500 | |
| IMPROVEMENTS | | | | | |
| TOTAL EXPENDS: | 1,134 | 500 | | 500 | |
| +ENDING CASH | 270,731 | 273,731 | 276,098 | 282,656 | 8,925 |
| TOTAL USES: | \$271,865 | \$274,231 | \$276,098 | \$283,156 | \$8,925 |

2018 MONTHLY SALARY SCHEDULE

As of 7/17/2017

| <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 | 8,771 | 9,210 | 9,671 |
| 23 FINANCE DIRECTOR | 7,436 | 7,808 | 8,198 | 8,608 | 9,039 |
| 19 HUMAN RESOURCES MANAGER | 5,780 | 6,069 | 6,372 | 6,691 | 7,026 |
| 21 INFORMATION SYSTEMS MANAGER | 6,494 | 6,819 | 7,160 | 7,518 | 7,893 |
| 17 ACCOUNTING MANAGER | 5,243 | 5,505 | 5,780 | 6,069 | 6,373 |
| 12 ACCOUNTANT | 4,352 | 4,570 | 4,798 | 5,038 | 5,290 |
| 17 IS SERVER ADMINISTRATOR | 5,243 | 5,505 | 5,780 | 6,069 | 6,373 |
| 13 INFORMATION SYSTEMS NETWORK SPECIALIST | 4,483 | 4,707 | 4,943 | 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 | 4,477 | 4,700 |
| 8 EXECUTIVE ASSISTANT | 3,867 | 4,060 | 4,263 | 4,477 | 4,700 |
| 6 ACCOUNTING SPECIALIST | 3,645 | 3,827 | 4,019 | 4,220 | 4,431 |
| 4 ADMINISTRATIVE CLERK | 3,436 | 3,608 | 3,788 | 3,978 | 4,176 |
| <u>POLICE & SUPPORT SERVICE</u> | | | | | |
| 24 CHIEF OF POLICE | 7,956 | 8,354 | 8,771 | 9,210 | 9,671 |
| 21 POLICE OPERATIONS COMMANDER | 6,689 | 7,023 | 7,375 | 7,743 | 8,131 |
| 18 POLICE SERGEANT | 7,500 | 7,688 | 7,880 | | |
| 15 POLICE OFFICER | 5,209 | 5,572 | 6,073 | 6,651 | 7,049 |
| POLICE OFFICER TRAINEE | 4,839 | 4,958 | | | |
| 14 SUPPORT SERVICES MANAGER | 4,617 | 4,848 | 5,090 | 5,345 | 5,612 |
| 10 POLICE TECHNOLOGY SPECIALIST | 4,352 | 4,570 | 4,798 | 5,038 | 5,290 |
| 8 POLICE ADMINISTRATIVE ASSISTANT | 3,867 | 4,060 | 4,263 | 4,477 | 4,700 |
| 6 RECORDS SPECIALIST | 3,645 | 3,827 | 4,019 | 4,220 | 4,431 |
| 7 PROPERTY AND EVIDENCE SPECIALIST | 3,754 | 3,942 | 4,139 | 4,346 | 4,563 |
| 8 CODE ENFORCEMENT OFFICER | 3,867 | 4,060 | 4,263 | 4,477 | 4,700 |
| <u>FIRE SERVICE</u> | | | | | |
| 23 FIRE CHIEF | 7,436 | 7,808 | 8,198 | 8,608 | 9,039 |
| 19 FIRE OPERATIONS OFFICER | 7,318 | 7,684 | 8,068 | 8,471 | 8,895 |
| 18 FIRE TRAINING OFFICER | 6,901 | 7,246 | 7,608 | 7,989 | 8,388 |
| 17 FIRE CAPTAIN | 6,381 | 6,700 | 7,035 | 7,387 | 7,756 |
| 17 FIRE MARSHAL | 6,381 | 6,700 | 7,035 | 7,387 | 7,756 |
| 15 LIEUTENANT | 5,619 | 5,900 | 6,195 | 6,505 | 6,830 |
| 14 DEPUTY FIRE MARSHAL | 5,619 | 5,900 | 6,195 | 6,505 | 6,830 |
| 13 FIREFIGHTER | 4,948 | 5,195 | 5,455 | 5,728 | 6,014 |
| 8 ADMINISTRATIVE ASSISTANT | 3,867 | 4,060 | 4,263 | 4,477 | 4,700 |
| 6 ADMINISTRATIVE SPECIALIST | 3,645 | 3,827 | 4,019 | 4,220 | 4,431 |
| <u>LIBRARY</u> | | | | | |
| 21 LIBRARY SERVICES DIRECTOR | 6,494 | 6,819 | 7,160 | 7,518 | 7,893 |
| 12 LIBRARY DIVISION MANAGER | 4,527 | 4,753 | 4,991 | 5,241 | 5,503 |
| 8 LIBRARY ADMIN ASSISTANT | 3,867 | 4,060 | 4,263 | 4,476 | 4,700 |
| 10 LIBRARY SUPERVISOR | 4,268 | 4,481 | 4,705 | 4,941 | 5,188 |
| 6 LIBRARY TECHNICIAN | 3,793 | 3,983 | 4,182 | 4,391 | 4,610 |
| 4 LIBRARY ASSISTANT | 3,575 | 3,754 | 3,941 | 4,139 | 4,345 |

2018 MONTHLY SALARY SCHEDULE

As of 7/17/2017

| <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 | 8,939 | 9,386 | 9,855 | 10,348 |
| 21 DEPUTY PUBLIC WORKS DIRECTOR | 6,494 | 6,819 | 7,160 | 7,518 | 7,893 |
| 19 MAINT & OP SUPERINTENDENT | 5,780 | 6,069 | 6,372 | 6,691 | 7,026 |
| 18 TRANSIT MANAGER | 5,506 | 5,781 | 6,070 | 6,374 | 6,693 |
| 18 WASTE WATER PLANT SUPERVISOR | 5,506 | 5,781 | 6,070 | 6,374 | 6,693 |
| 17 SENIOR CIVIL ENGINEER | 5,243 | 5,505 | 5,780 | 6,069 | 6,373 |
| 15 STORMWATER SERVICES PROGRAM MANAGER | 4,756 | 4,994 | 5,243 | 5,506 | 5,781 |
| 14 AUTOMOTIVE REPAIR SUPERVISOR | 4,617 | 4,848 | 5,090 | 5,345 | 5,612 |
| 15 SENIOR BUILDING INSPECTOR | 4,756 | 4,994 | 5,243 | 5,506 | 5,781 |
| 15 CIVIL ENGINEER | 4,756 | 4,994 | 5,243 | 5,506 | 5,781 |
| 13 WASTE WATER LAB MANAGER | 4,641 | 4,873 | 5,117 | 5,373 | 5,641 |
| 13 ASSISTANT AUTOMOTIVE REPAIR SUPERVISOR | 4,483 | 4,707 | 4,943 | 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 | 4,505 | 4,730 | 4,967 | 5,215 | 5,476 |
| 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 | 4,352 | 4,570 | 4,798 | 5,038 | 5,290 |
| 8 TRANSIT TRAINER/SAFETY OFFICER | 3,867 | 4,060 | 4,263 | 4,477 | 4,700 |
| 12 OPERATIONS TECHNICIAN | 4,505 | 4,730 | 4,967 | 5,215 | 5,476 |
| 12 INDUSTRIAL MECHANIC | 4,505 | 4,730 | 4,967 | 5,215 | 5,476 |
| 12 WASTE WATER PLANT OPERATOR | 4,505 | 4,730 | 4,967 | 5,215 | 5,476 |
| 12 INFORMATION SYSTEMS SPECIALIST | 4,352 | 4,570 | 4,798 | 5,038 | 5,290 |
| 12 INSTRUMENTATION AND CONTROL TECHNICIAN | 4,505 | 4,730 | 4,967 | 5,215 | 5,476 |
| 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 | 4,477 | 4,700 |
| 10 MAINTENANCE WORKER | 4,247 | 4,459 | 4,682 | 4,916 | 5,162 |
| 7 TRANSIT DISPATCHER | 3,754 | 3,942 | 4,139 | 4,346 | 4,563 |
| 6 TRANSIT DRIVER | 3,645 | 3,827 | 4,019 | 4,220 | 4,431 |
| 6 ADMINISTRATIVE SPECIALIST- ENGINEERING | 3,645 | 3,827 | 4,019 | 4,220 | 4,431 |
| 6 ADMINISTRATIVE SPECIALIST- M&O | 3,774 | 3,963 | 4,161 | 4,369 | 4,587 |
| 7 BLDG. MAINTENANCE WORKER | 3,754 | 3,942 | 4,139 | 4,346 | 4,563 |
| 4 APPRENTICE MAINT. WORKER-P.W. | 3,558 | 3,736 | 3,923 | 4,119 | 4,325 |
| 6 WASTE WATER PLANT OPERATOR IN TRAINING | 3,774 | 3,963 | 4,161 | 4,369 | 4,587 |
| 2 SENIOR BUS WASHER | 2,839 | 2,981 | 3,130 | 3,286 | 3,451 |
| 1 BUS WASHER | 2,581 | 2,710 | 2,846 | 2,988 | 3,137 |
| 2 CUSTODIAN | 2,839 | 2,981 | 3,130 | 3,286 | 3,451 |
| <u>PLANNING</u> | | | | | |
| 23 PLANNING DIRECTOR | 7,436 | 7,808 | 8,198 | 8,608 | 9,039 |
| 13 ASSISTANT CITY PLANNER | 4,483 | 4,707 | 4,943 | 5,190 | 5,449 |
| <u>PUBLIC SERVICES</u> | | | | | |
| 19 PARKS MANAGER | 5,780 | 6,069 | 6,372 | 6,691 | 7,026 |
| 19 RECREATION MANAGER | 5,780 | 6,069 | 6,372 | 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 | 4,477 | 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 | 4,477 | 4,700 |
| 8 AQUATICS PROGRAM COORDINATOR | 3,867 | 4,060 | 4,263 | 4,477 | 4,700 |
| 6 PARKS MAINT. WORKER 2 | 3,645 | 3,827 | 4,019 | 4,220 | 4,431 |
| 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 | 4,477 | 4,700 |
| 6 ADMINISTRATIVE SPECIALIST | 3,645 | 3,827 | 4,019 | 4,220 | 4,431 |
| 5 PARKS MAINT. WORKER 1 | 3,538 | 3,715 | 3,901 | 4,096 | 4,300 |

2018 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 | 7 | |
| | Property & Evidence Specialist | 1 | |
| | Code Enforcement Officer | 3 | |
| | Total | 43 | - |

2018 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

| <u>DEPARTMENT</u> | <u>CLASSIFICATION TITLE</u> | <u>FULL-TIME</u> | <u>PART-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 | |
| | Operations Technician | 2 | |
| | 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 | |
| | Assistant 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 | 3 |
| | Public Works Admin Asst. | 1 | |
| | Accountant | 1 | |
| | Administrative Specialist | 2 | |
| | Building Maint. Supervisor | 1 | |
| | Building Maintenance Worker | 1 | |
| | Custodian | 3 | |
| | Total | 82 | 18 |
| | 193 | | |

2018 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

| <u>DEPARTMENT</u> | <u>CLASSIFICATION TITLE</u> | <u>FULL- TIME</u> | <u>PART- 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 | | 203 | 34 |

PRELIMINARY BUDGET ERD RATE REPORT

REVISION: PRELIMINARY BUDGET

WORK ORDERS COMPLETED BETWEEN 7/1/2016 AND 6/30/2017

BUDGET YEAR: 2018

| | | | |
|------------------------------|----------------|--------------|----------------|
| Ambulance | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$87,419.34 | \$85,000.00 | \$172,419.34 |
| Fire | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$186,282.48 | \$197,000.00 | \$383,282.48 |
| Government Buildings | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$15,281.86 | \$5,000.00 | \$20,281.86 |
| Information Systems | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$2,144.60 | \$7,000.00 | \$9,144.60 |
| Lawson Gardens | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$641.65 | \$0.00 | \$641.65 |
| Maintenance & Operations | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$230,381.59 | \$110,000.00 | \$340,381.59 |
| Police | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$195,498.35 | \$98,000.00 | \$293,498.35 |
| Protective Inspections | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$13,708.37 | \$8,000.00 | \$21,708.37 |
| Public Services/Parks | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$114,332.16 | \$53,000.00 | \$167,332.16 |
| Public Services/Recreation | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$15,279.40 | \$18,500.00 | \$33,779.40 |
| Transit | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$1,090,256.98 | \$0.00 | \$1,090,256.98 |
| Utility/Sewer | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$17,698.90 | \$0.00 | \$17,698.90 |
| Utility/Stormwater | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$105,237.42 | \$65,000.00 | \$170,237.42 |
| Utility/Wastewater Treatment | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$32,816.34 | \$0.00 | \$32,816.34 |
| Utility/Water & Sewer | M&O Charge | Amortization | ERD Rate |
| DEPT TOTALS: | \$88,163.93 | \$0.00 | \$88,163.93 |

Replacement(amortization)funds are not being collected for the pieces of equipment listed below. Replacement funds for these pieces of equipment shall be as noted.

| Equipment Rental | | PROPOSED FUNDING SOURCE |
|------------------------------|--|--------------------------------|
| 01-048 | 2001 FORD F250 4X4 | ERD CIP |
| 02-400 | 2002 WELDER TRAILER FOR ERD SHOP | ERD CIP |
| 04-401 | 2004 CHEVROLET IMPALA | ERD CIP |
| 90-048 | 1990 FORD F-150 1/2 TON PICKUP | ERD CIP |
| 95-200 | 1995 HYSTER FORKLIFT | ERD CIP |
| Public Services/Parks | | PROPOSED FUNDING SOURCE |
| 17-223 | 2017 KUBOTA MX5200HST TRACTOR WITH LOADER | Parks CIP |
| Transit | | PROPOSED FUNDING SOURCE |
| 02-091 | 2002 FORD DIAL-A-RIDE | Grants/Local Match |
| 04-286 | 2004 DODGE INTREPID | Grants/Local Match |
| 05-300 | 2005 GILLIG BUS | Grants/Local Match |
| 05-301 | 2005 GILLIG BUS | Grants/Local Match |
| 05-302 | 2005 GILLIG BUS | Grants/Local Match |
| 05-303 | 2005 GILLIG BUS | Grants/Local Match |
| 05-304 | 2005 GILLIG BUS | Grants/Local Match |
| 05-399 | 2005 FORD DIAL-A-RIDE VAN | Grants/Local Match |
| 06-397 | 2006 FORD MINI-BUS | Grants/Local Match |
| 08-088 | 2008 FORD TAURUS X | Grants/Local Match |
| 08-101 | 2008 FORD TAURUS X | Grants/Local Match |
| 10-305 | 2010 GILLIG BUS | Grants/Local Match |
| 10-310 | 2010 GILLIG 40FT BUS | Grants/Local Match |
| 10-311 | 2010 GILLIG 40FT BUS | Grants/Local Match |
| 10-312 | 2010 GILLIG 40FT BUS | Grants/Local Match |
| 10-313 | 2010 GILLIG 40FT BUS | Grants/Local Match |
| 10-396 | 2010 FORD E-350 VAN | Grants/Local Match |
| 12-394 | 2012 FORD E-350 VAN | Grants/Local Match |
| 12-395 | 2012 FORD ESCAPE | Grants/Local Match |
| 13-306 | 2013 GILLIG BUS | Grants/Local Match |
| 13-307 | 2013 GILLIG BUS | Grants/Local Match |
| 13-308 | 2013 GILLIG BUS | Grants/Local Match |
| 13-393 | 2013 FORD E-350 VAN | Grants/Local Match |
| 14-314 | 2014 GILLIG BUS | Grants/Local Match |
| 14-392 | 2014 MV-1 TRANSIT VAN | Grants/Local Match |
| 17-315 | 2017 GILLIG BUS | Grants/Local Match |
| 17-316 | 2017 GILLIG BUS | Grants/Local Match |
| 32-76 | 1996 GILLIG 40FT BUS | Grants/Local Match |

| | | |
|--------|-----------------------------------|--------------------|
| 33-41 | 1996 GILLIG 40FT BUS | Grants/Local Match |
| 33-61 | 1996 GILLIG 40FT BUS | Grants/Local Match |
| 34-16 | 1997 GILLIG 40FT BUS | Grants/Local Match |
| 92-104 | 1992 GILLIG BUS | Grants/Local Match |
| 93-105 | 1993 GILLIG BUS | Grants/Local Match |
| 94-100 | 1994 GILLIG BUS | Grants/Local Match |
| 94-107 | 1994 GILLIG BUS | Grants/Local Match |
| 97-103 | 1997 GILLIG BUS | Grants/Local Match |
| 97-106 | 1997 GILLIG BUS | Grants/Local Match |
| 99-087 | 1999 FORD F-150 1/2 TON PICKUP | Grants/Local Match |

| Utility/Sewer | PROPOSED FUNDING SOURCE |
|---------------|-------------------------|
|---------------|-------------------------|

| | | |
|--------|------------------|------------------|
| 96-135 | 1996 SECA RODDER | Utility Reserves |
|--------|------------------|------------------|

| Utility/Wastewater Treatment | PROPOSED FUNDING SOURCE |
|------------------------------|-------------------------|
|------------------------------|-------------------------|

| | | |
|--------|---------------------------------|------------------|
| 00-250 | 2000 CAT FRONT-END LOADER | Utility Reserves |
| 04-081 | 2004 CHEV 1/2 TON PICK-UP | Utility Reserves |
| 07-080 | 2007 FREIGHTLINER DUMP TRUCK | Utility Reserves |
| 07-221 | 2007 KUBOTA F3680 MOWER | Utility Reserves |
| 99-083 | 1999 DIRKS SPREADER | Utility Reserves |

| Utility/Water & Sewer | PROPOSED FUNDING SOURCE |
|-----------------------|-------------------------|
|-----------------------|-------------------------|

| | | |
|--------|--|------------------|
| 01-186 | 2001 CAT 100KVA TRAILER MOUNTED GENERATOR SET | Utility Reserves |
| 03-066 | 2003 1/2 TON PICK-UP | Utility Reserves |
| 05-065 | 2005 DODGE 1/2 TON CREW CAB PICK-UP | Utility Reserves |
| 05-133 | 2005 JET AWAY EASEMENT MACHINE | Utility Reserves |
| 06-134 | 2006 INTERNATIONAL 7500 SEWER TRUCK | Utility Reserves |
| 06-187 | 2006 DODGE SPRINTER SEWER VAN | Utility Reserves |
| 08-050 | 2008 FORD F-550 | Utility Reserves |
| 09-076 | 2009 FREIGHTLINER PLOW TRUCK | Utility Reserves |
| 09-160 | 2009 CHEV 1/2 TON PICK-UP | Utility Reserves |
| 11-054 | 2011 PICKUP, 1/2 TON W/LIFTGATE | Utility Reserves |
| 11-114 | 2011 JOHN DEERE 410-J BACKHOE | Utility Reserves |
| 11-185 | 2011 AIR COMPRESSOR | Utility Reserves |
| 12-069 | 2012 FORD 1-TON FLATBED W/PLOW | Utility Reserves |
| 13-402 | 2013 TOYOTA PRIUS PLUG-IN 5DR HYBRID | Utility Reserves |

16-065 2016 FORD 1/2 TON CREW CAB Utility Reserves
PICKUP
86-137 1986 SEWER FOAMER Utility Reserves

Note: CIP = Capital Improvement Program