

## **2019 - 2020 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 30, 2018

## 2019-2020 Preliminary Budget

### City of Pullman

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## DIRECTORY OF OFFICIALS

Mayor Glenn A. Johnson

### CITY COUNCIL

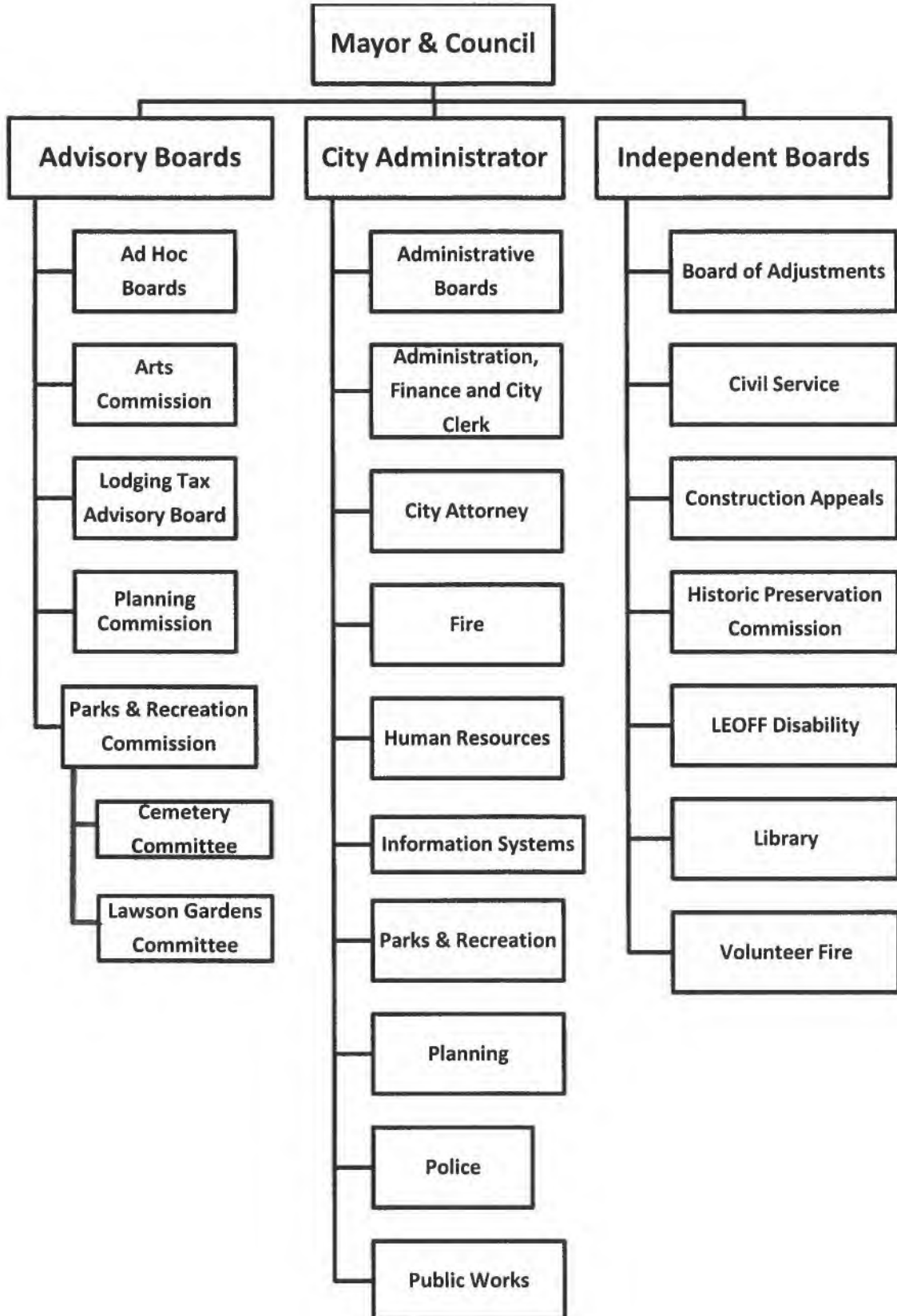
Brandon Chapman	Al Sorensen
Eileen Macoll	Nathan Weller
Ann Parks	Pat Wright
Dan Records	Al Sorensen

### ADMINISTRATION

Adam Lincoln  
City Administrator

Joanna Bailey Library Services Director	Mike Heston Fire Chief
Wayne Brannock Information Systems Manager	Leann Hubbard Finance Director
Kurt Dahmen Recreation Manager	Dee Stiles-Elliott City Clerk
Alan Davis Parks Manager	Gary Jenkins Chief of Police
Pete Dickinson Planning Director	Laura McAloon City Attorney
Kevin Gardes Director of Public Works	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

TO: City Councilmembers & Pullman Residents  
FROM: Mayor Glenn A. Johnson  
DATE: October 30, 2018  
SUBJECT: 2019-2020 Mayor's Budget Message

I'm pleased to present for the first time in the City of Pullman a biennial budget. And since it was our first, it came with its unique set of challenges. The 2019-2020 budget will help the city move in the right direction, but also will help us to plan for the future. The departments carefully crafted their budgets and have worked diligently to present the best estimate of expenditures. Even with that, departments worked cordially with the administration as we needed to trim the budget to get us within reach of our goal for reserves.

In 2019, the estimated revenue is \$22,349,627 while the estimated expenditures are \$24,957,048. In 2020, the estimated revenue is \$23,349,491 and the estimated expenditures are \$26,134,705. The reserves are estimated to be 17.35% at the end of 2019 (about \$1 million above the council's reserve goal of 13%), but by 2020 the reserves are estimated to be 5.5%, \$1.8 million below the city council's recommended goal of 13%. If this were just a one-year budget, we would have been able to wrap this process up in a hurry. But looking two years out with an untested crystal ball is a little more difficult. We strongly believe that the reserve for 2020 will not remain that low. Since 2013, the lowest cash reserve was \$2,975,269. To achieve the 13% goal in 2020, there would need to be an estimated \$2.3 million in budget savings. Our strong commitment to fiscal responsibility leads me to believe that this is achievable. And as we've done in the past, we will be monitoring our progress through the year and adjust as necessary.

This budget reflects the work that all of us did—council members, the mayor, administrators and department heads—in strategic planning for Pullman's great future. It creates improvements in developing a community identity by making investments in downtown and in economic development personnel. This budget helps the city to be strategic in planning for our future by bolstering our investments in infrastructure and our technological needs. This budget will have a lasting impact on public safety and health by adding firefighters and code enforcement personnel. Finally, this budget improves our residents' livability by investing in assessing our regional housing situation and supporting some of the most notable events in Pullman, including the National Lentil Festival, ArtWalk, and the Fourth of July.

Here's a look at some of the top items from this biennial budget:

First, this budget invests in a plan for downtown Pullman. Going back to that Saturday in our strategic planning, the downtown was the number one item that we identified. Our residents have echoed some of our concerns for the downtown, especially with the wonderful addition of

Evolve on Main and what that will do for the vitality of our downtown. To get the most effective change and improvements, we first need to plan for that change, to get the most from the city's investment. Additionally, this budget adds an Economic Development Manager to the city team. This person will help us to support local businesses as they expand, to recruit new businesses and hopefully to assist in finding other resources to expand our revenue base so we can continue to achieve our fullest potential as a growing economy in our region. I do caution the council and our residents that today we are seeing improvements that many of us have been working toward for several years and we know of some other improvements that will be coming, but not before 2020. Economic development does not occur overnight.

Public safety investments are in this budget. A year ago, we added additional police officers to the city and now we want to add an additional code enforcement officer to help continue the success that we have had over the past several years. We have seen a number of cases where our firefighters are responding to calls that seem to come within minutes of each other, especially responding to medical needs. We believe their case has been made to increase personnel, so we are adding four new firefighters to our outstanding department. This investment means that we'll have enough career personnel to ensure that both stations are self-sustaining by the end of 2020. The chief and his staff will determine the makeup of the personnel—paramedic-firefighters or firefighter-EMTs. This is a large and necessary investment in safety for all of us and we are counting on the department to monitor its expenditures to insure the sustainability of these hires.

In 2019, you'll also see an increase in the election bill from Whitman County. This is because four of my council colleagues and I will be up for re-election.

In the Parks and Recreation budget, you'll notice that there is an additional person who will help to address the department's heavy and expanding workload. This person will be able to help us to keep up with maintaining the critical infrastructure in our parks and to better respond to requests for maintenance in other areas of the city.

We're making great strides in planning for the future city hall and recreation center. The plans are coming together and I'm especially happy to see the vast improvement of a new senior center compared with the more modest home it currently has in our 1970 building. By spring, we will start to see that campus evolve into our new home. We've said it a number of times, but one cannot thank our residents enough for the support for this project. We promise to make our residents proud of their new city hall and recreation center.

Next I'd like to talk about how we're making great improvements to our technology. Soon you'll be able to use our online permitting software. We're testing various elements now to ensure that the system is set up correctly so that our customers enjoy the best permitting experience right from the start.

We're also working with the Association of Washington Cities to implement our GIS system. This mapping system will help both our teams and the public have a greater awareness of the city's assets and will allow for better visual representations of those assets. This project will also help to improve customer service. Whether you want to know where waterlines run, or what

properties are vacant, you'll be able to turn to this system to get a better idea of what we have here in Pullman. For our city staff, we will be able to have a far better control of our assets and inventory. We're also grateful that Whitman County has added GIS to its priority list.

We've recently selected the firm who will work with us to create a much-needed new city website. This firm will not only work to improve the look and feel of the current, outdated website. Their staff will also be reaching out to our residents to see what they want. They will also be working to make the website more accessible and easier to use for our residents and city staff.

Related to the website is a 311 system that will allow for our residents to more easily communicate with the city personnel. If you see a pothole, a downed branch, or anything that you'd like code enforcement to be made aware of, then the 311 system will be the tool you will want to use. You'll be able to use the city website or an app that will allow you to report an issue, place a pin on a map to indicate where the issue is, and add any other comments or pictures. Then you'll be able to track the progress toward resolution of the issue.

Another technological investment will be online software that shares financial information with the public in a more transparent manner. We strive to make it easier to understand city finances. We also want to make it easier on our teams to get you information that now your only course might be a public records request. To help both our residents and our public records and finance teams, we will invest in a system that more easily shares financial data and visual graphics that help to show things like the city's budget status or revenue and expenditure data.

While this budget moves us in a very positive direction, I want to point out some changes that were necessary to get the budget to this point. Certain positions that had been previously discussed will not be included in this budget. Should the revenue forecast change, we will reassess whether we can add these items back into the budget through amendments. The Budget Manager, Customer Service Representatives, and a Human Resources Analyst have all been removed from this budget proposal. While these positions would certainly help to move the city ahead, we will work within our existing structure to help this budget, especially in 2020.

The years 2019 and 2020 will bring many changes. I believe that the city will continue to move in a positive direction. We are fortunate to have great leaders throughout this organization. They work well to collaborate and to sustain the work that is necessary to make Pullman such a great community in which to live, plan and invest.

I'd like to thank our teams for preparing this budget. The City Council can rest assured that their priorities and goals are going to be achieved through this budget. We have a lot of work to do over the next two years, and we are fortunate to have such a great team in place to meet these tasks.

I also want to thank the community for their support. The input we receive plays a role in this process. More important are the relationships we have with all of you. As elected officials, we take our commitment to all of you very seriously and want to work to make sure that the work our city does is for everyone.

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# **City of Pullman**

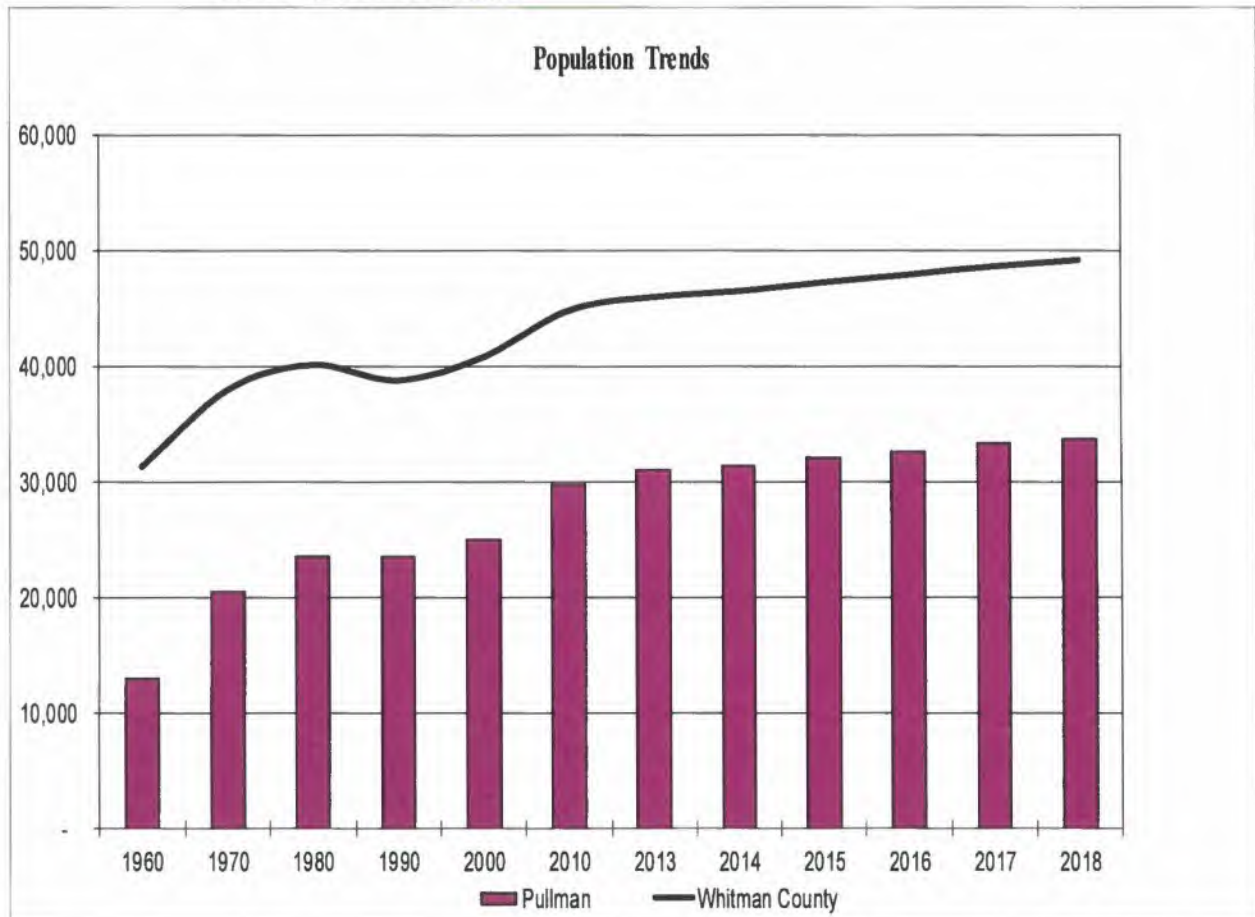
## **Statistical Data**



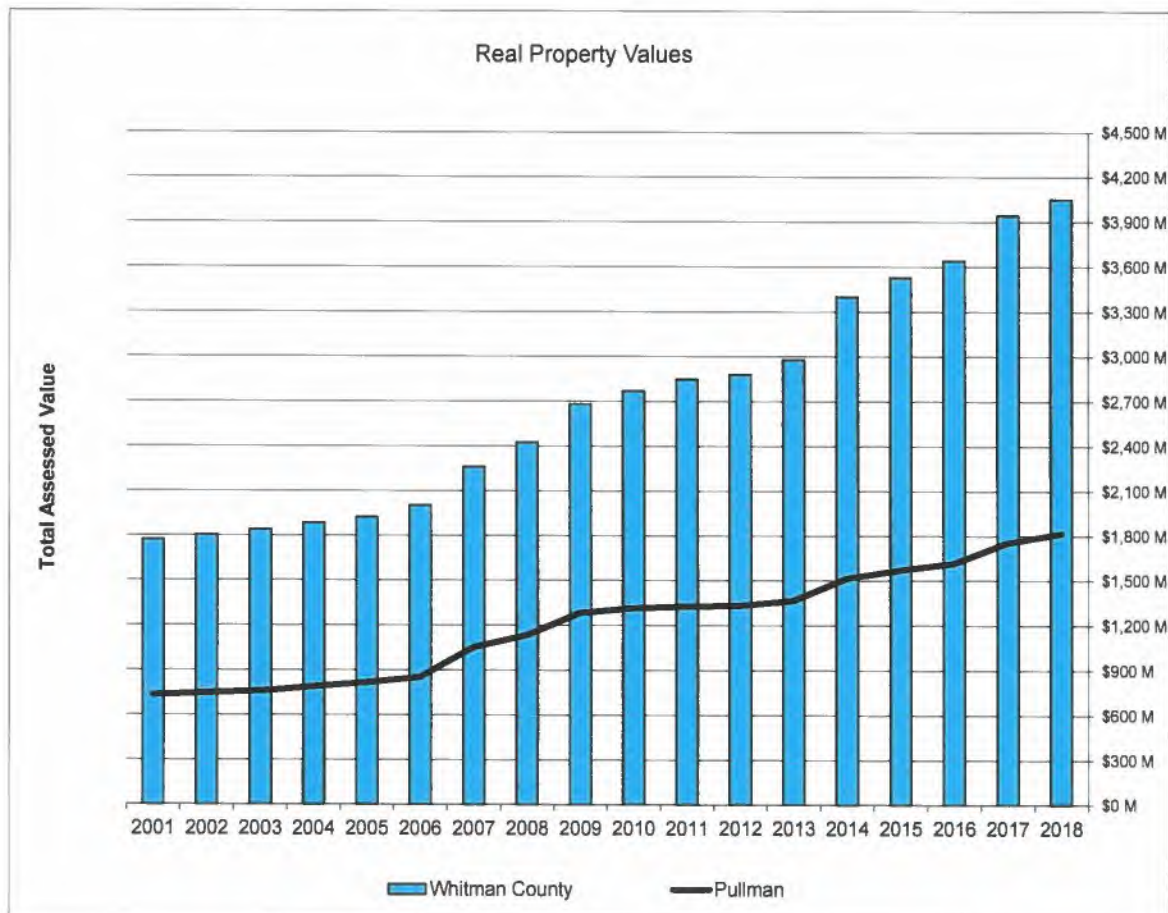
**City of Pullman**  
**Population Trend Compared with Whitman County (All) and State**  
**Last Five Primary Census Reports and History**

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2018	33,730	1.4%	49,210	1.2%	7,427,570	1.6%
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	4.0%	46,000	2.7%	6,882,400	2.3%
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 - 2018 OFM Estimate**



Whitman County			
Year	Taxable Assessed Valuation	Pullman Assessed Valuation	Pullman Percent of County
2018	\$ 4,049,082,557	\$ 1,817,122,168	44.88%
2017	\$ 3,943,073,273	\$ 1,754,142,330	44.49%
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%



# City of Pullman

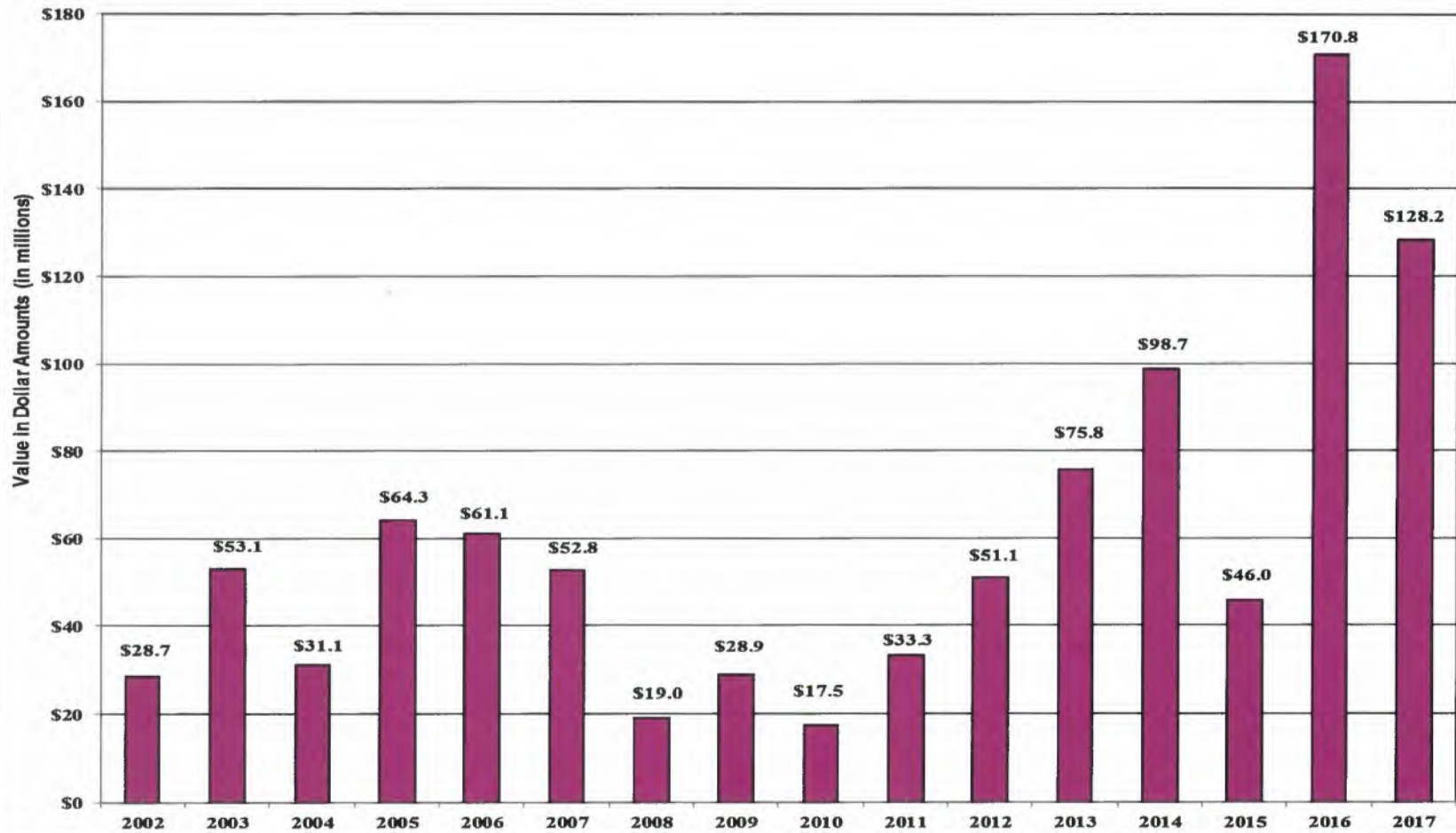
## Building and Housing Permit Data

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Number of Living Units</b>															
Single Family	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	4,310
Duplex	821	833	839	869	887	889	893	901	903	905	909	913	923	927	947
Multiple Dwellings	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	7,307
Mobile Homes	531	543	541	530	581	577	528	522	522	524	526	529	529	522	518
<b>Annual Housing Unit Increase</b>															
Single Family	63	128	73	100	94	99	46	37	24	49	68	53	50	58	45
Duplex	10	12	6	30	18	2	4	8	2	2	4	4	10	4	20
Multiple Dwellings	167	152	270	328	158	60	149	-	56	211	302	139	116	73	50
Mobile Homes	4	12	(2)	(11)	51	(4)	(49)	(6)	-	2	2	3	-	(7)	(4)



### Trends in Building Permit Value

Total Value of All Permits Granted



# **NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2017**

<b><u>YEAR</u></b>	<b><u>NO. OF PERMITS</u></b>	<b><u>VALUATION</u></b>
2017	49	\$ 13,730,143
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 1984-2017			
YEAR	NUMBER OF SINGLE FAMILY PERMITS	NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS	TOTAL
2017	49	160	209
2016	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

## City of Pullman Public Works Statistics

Service Area	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
City Area (Sq Miles)	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	10.70
Population	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	33,730
Street Miles(1)	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	71.6
State Highways (Miles)	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	9.31
Traffic Signals (No.)	17	17	17	17	17	19	19	19	19	19	20	20	20	20
Street Lights (No.)	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	1,439
Number of Water Wells	5	5	5	5	5	6	6	6	6	6	6	6	6	6
Well Capacity (Gal/Minute)	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	7,650
Storage reservoirs	9	9	9	9	9	11	11	11	11	11	11	11	11	11
Storage Capacity (Mill Gal)	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	7.7
Water Mains (Miles)	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	110.56
Est. Population served	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	27,746
Active Services	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	5,403
Fire Class	4	4	4	4	4	4	4	4	4	5	5	5	5	5
Year's Pumpage (Mill Gals)	871	923	910	895	895	894	835	878	896	892	907	947	917	930
Peak Day (Mill Gals)	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	5.93
Water Hardness (mg/liter)	124	124	115	117	117	108	108	109	109	115	115	115	115	115
Sanitary Sewer Mains(Miles)	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	95.86
Flow Treated (Mill Gals)	996	1,071	1,004	985	985	998	860	920	1,087	1,006	1,041	851	890	1,022
Peak Day Flow Treated (Mill Gals)	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	9.60
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 2017 for 2018 Collections	\$1,817,222,168
City of Pullman General Levy Rate	\$3.4066/\$1,000
Emergency Medical Services (EMS) Rate	\$0.4733/\$1,000
Go Bond Levy Rate	\$0.0000/\$1,000
Metropolitan Park District	\$0.2982/\$1,000
TOTAL City Property Tax Rate	\$4.1780/\$1,000
Full-Time Employees	214
Regular Part-Time (20 HRS +) Employees	31
Additional Monthly Casual or Seasonal	134
TOTAL Employees for an Average Month	362
City Area	10.7 miles
Population	33,730 (OFM est. April 2018)
Streets (Excluding WSU)	71.63 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	110.56 miles
Population Served	27,746
Active Services	5,403
Pumpage	930.455 million gallons 2017
Peak Day	5.93 million gallons(Aug 11)
Water Hardness	115 mg/ltr.(5 year average)

## CITY OF PULLMAN STATISTICS (CONTINUED)

Sanitary Sewer Mains	95.86 miles
Flow Treated	1,021.9 million gallons
Peak Day Flow Treated	9.6 million gallons (Dec 30)
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	4,310 units
Duplexes	947 units
Multiple Dwellings	7,307 units
Mobile Homes	518 units

### **PARKS**

Reaney Park	1.64 acres	Kruegel Park	7.95 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	19 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	704
Emergency Medical Services (EMS) calls	2,182

## CITY OF PULLMAN STATISTICS (CONTINUED)

### **POLICE DEPARTMENT**

<u>INCIDENT</u>	<u>2017</u>
Assault	162
Arson	3
Burglary	184
Forcible Sex Offenses	16
Homicide	0
Larceny/Theft	442
Motor Vehicle Theft	10
Robbery	1

### **LIBRARY**

Circulation	342,900 items
Collection Size with Downloadables	173,525
Weekly visits	5,374
Registered cardholders	14,911

### **TRANSIT 2017 RIDERSHIP FIGURES**

Fixed-Route	1,348,276
Dial-A-Ride	20,419

### **PULLMAN-MOSCOW REGIONAL AIRPORT**

Enplanements in 2017	59,246
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City of Pullman  
Property Tax Levies 2018-2014

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2018	School District #267	\$5.4326	\$11,677,493	32.3%	\$350.89	\$1,086.52
	City	\$4.1780	\$7,592,396	21.0%	\$228.14	\$835.61
	Hosp. Bond	\$0.6761	\$1,228,683	3.4%	\$36.92	\$135.22
	Port	\$0.3164	\$574,976	1.6%	\$17.28	\$63.27
	County	\$1.5180	\$2,758,570	7.6%	\$82.89	\$303.60
	State	\$3.1149	\$12,339,467	34.1%	\$370.78	\$622.97
	<b>TOTAL</b>	<b>\$15.2360</b>	<b>\$36,171,585</b>	<b>100%</b>	<b>\$1,086.89</b>	<b>\$3,047.19</b>
2017	School District #267	\$5.5962	\$11,676,896	36.9%	\$357.64	\$1,119.24
	City	\$4.3308	\$7,577,257	23.9%	\$232.08	\$866.17
	Hosp. Bond	\$0.6909	\$1,211,907	3.8%	\$37.12	\$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
	<b>TOTAL</b>	<b>\$14.5271</b>	<b>\$31,670,140</b>	<b>100%</b>	<b>\$969.99</b>	<b>\$2,905.41</b>
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
	<b>TOTAL</b>	<b>\$15.4598</b>	<b>\$31,735,786</b>	<b>100%</b>	<b>\$988.35</b>	<b>\$3,091.95</b>
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
	<b>TOTAL</b>	<b>\$15.6088</b>	<b>\$25,866,550</b>	<b>100%</b>	<b>\$834.40</b>	<b>\$3,121.75</b>
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
	<b>TOTAL</b>	<b>\$15.4969</b>	<b>\$23,378,879</b>	<b>100%</b>	<b>\$754.16</b>	<b>\$3,099.37</b>

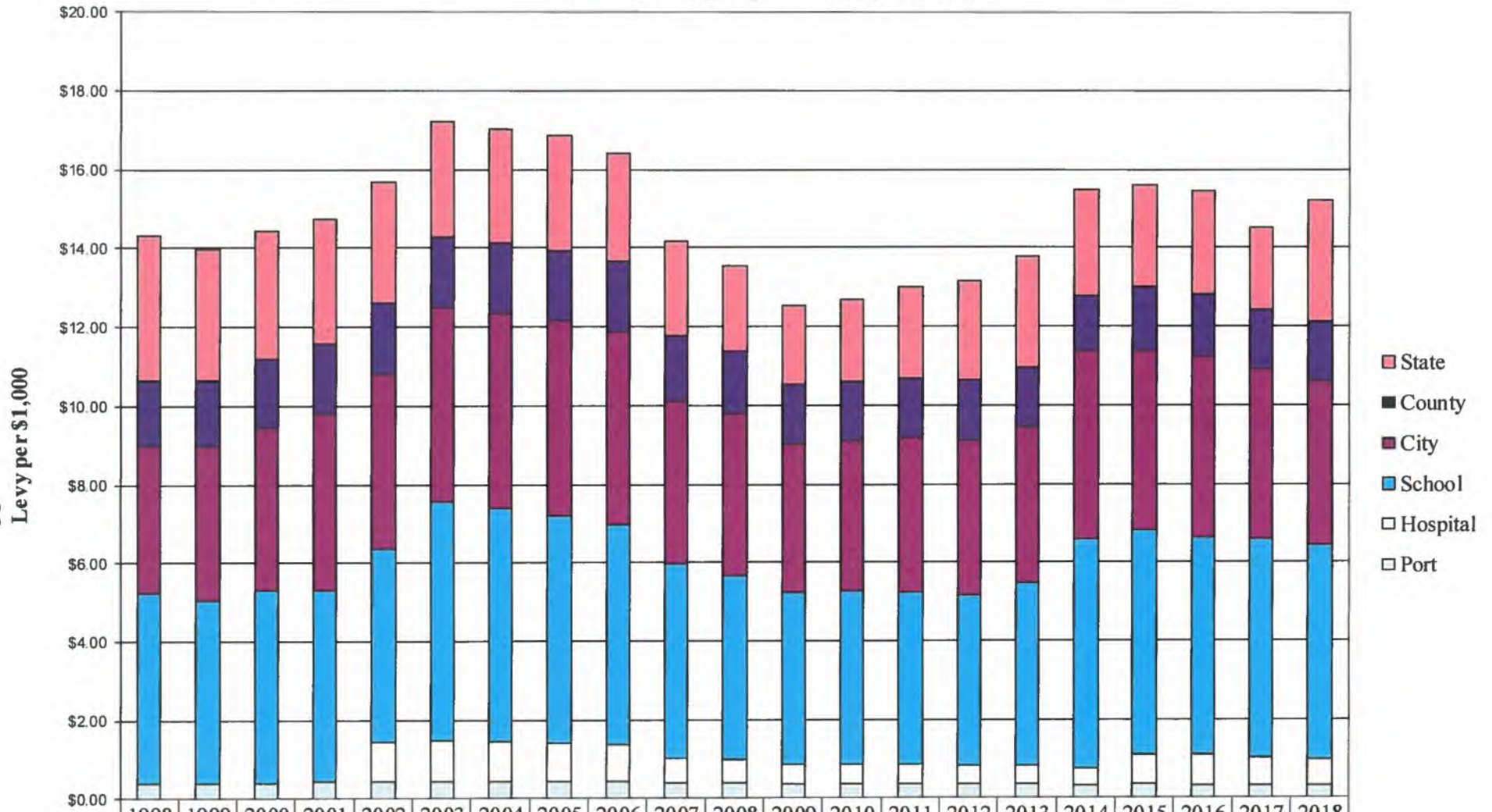


City of Pullman  
Property Tax Levies 2013-2009

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
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
	<b>TOTAL</b>	<b>\$13.7742</b>	<b>\$26,834,297</b>	<b>100%</b>	<b>\$865.62</b>	<b>\$2,754.83</b>
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
	<b>TOTAL</b>	<b>\$13.1820</b>	<b>\$25,283,580</b>	<b>100%</b>	<b>\$847.87</b>	<b>\$2,636.39</b>
2011	School District #267	\$4.3708	\$6,749,455	37.2%	\$244.55	\$874.15
	City	\$3.9359	\$5,215,338	28.7%	\$188.96	\$787.19
	Hosp. Bond	\$0.4907	\$647,480	3.6%	\$23.46	\$98.14
	Port	\$0.3749	\$496,876	2.7%	\$18.00	\$74.97
	County	\$1.5082	\$1,999,180	11.0%	\$72.43	\$301.64
	State	\$2.3490	\$3,058,304	16.8%	\$110.81	\$469.79
	<b>TOTAL</b>	<b>\$13.1819</b>	<b>\$18,166,633</b>	<b>100%</b>	<b>\$847.87</b>	<b>\$2,636.39</b>
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
	<b>TOTAL</b>	<b>\$12.6955</b>	<b>\$17,565,020</b>	<b>100%</b>	<b>\$636.41</b>	<b>\$2,539.10</b>
2009	School District #267	\$4.3522	\$6,449,690	38.0%	\$237.56	\$870.44
	City	\$3.7950	\$4,866,468	28.7%	\$179.24	\$759.00
	Hosp. Bond	\$0.5064	\$646,753	3.8%	\$23.82	\$101.28
	Port	\$0.3759	\$482,162	2.8%	\$17.76	\$75.18
	County	\$1.4914	\$1,913,000	11.3%	\$70.46	\$298.28
	State	\$2.0246	\$2,596,929	15.3%	\$95.65	\$404.92
	<b>TOTAL</b>	<b>\$12.5455</b>	<b>\$16,955,002</b>	<b>100%</b>	<b>\$624.49</b>	<b>\$2,509.10</b>

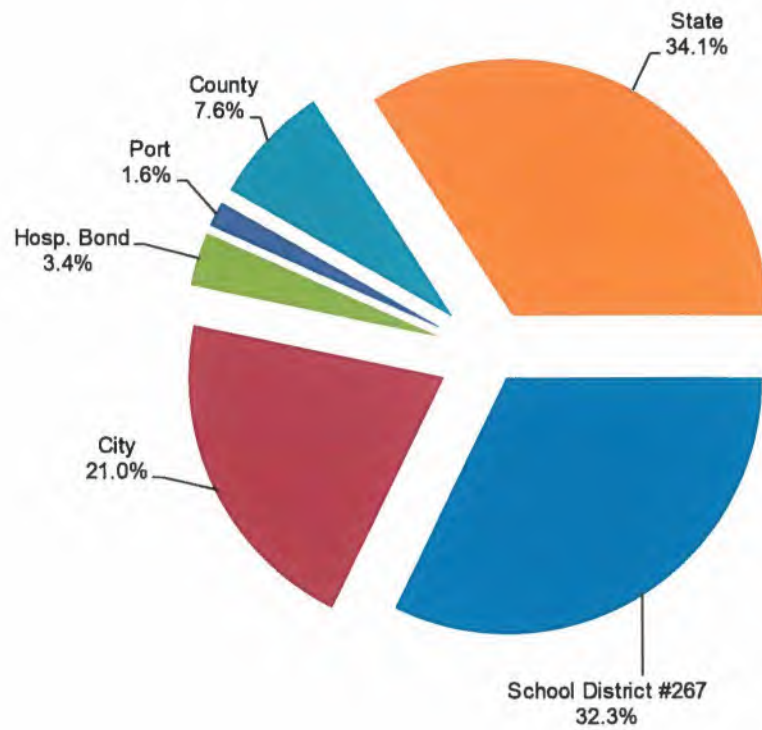
# Pullman Property Tax Levy History

22

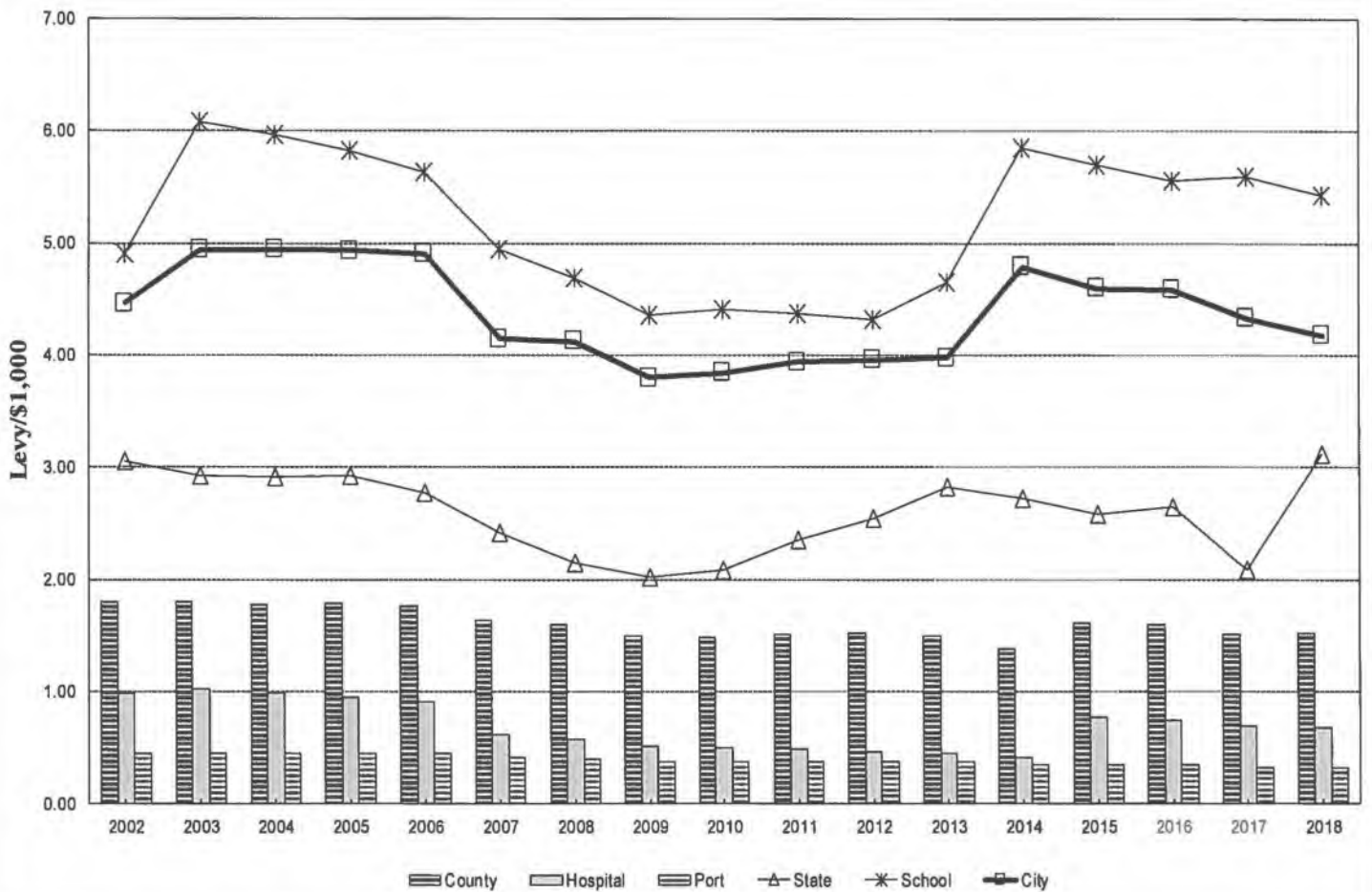


	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
State	\$3.67	\$3.35	\$3.23	\$3.17	\$3.05	\$2.92	\$2.91	\$2.92	\$2.76	\$2.41	\$2.15	\$2.02	\$2.08	\$2.34	\$2.54	\$2.82	\$2.72	\$2.58	\$2.64	\$2.07	\$3.11
County	\$1.63	\$1.65	\$1.74	\$1.80	\$1.80	\$1.80	\$1.77	\$1.78	\$1.76	\$1.63	\$1.59	\$1.49	\$1.48	\$1.50	\$1.51	\$1.49	\$1.38	\$1.61	\$1.59	\$1.50	\$1.51
City	\$3.75	\$3.93	\$4.14	\$4.47	\$4.46	\$4.94	\$4.94	\$4.93	\$4.90	\$4.14	\$4.12	\$3.79	\$3.83	\$3.93	\$3.96	\$3.97	\$4.78	\$4.59	\$4.58	\$4.33	\$4.17
School	\$4.86	\$4.66	\$4.88	\$4.89	\$4.90	\$6.08	\$5.96	\$5.82	\$5.63	\$4.94	\$4.68	\$4.35	\$4.41	\$4.37	\$4.32	\$4.65	\$5.85	\$5.70	\$5.55	\$5.59	\$5.43
Hospital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.98	\$1.02	\$0.98	\$0.95	\$0.91	\$0.61	\$0.57	\$0.50	\$0.49	\$0.49	\$0.46	\$0.44	\$0.40	\$0.76	\$0.74	\$0.69	\$0.67
Port	\$0.38	\$0.38	\$0.41	\$0.42	\$0.45	\$0.45	\$0.45	\$0.45	\$0.44	\$0.41	\$0.40	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.34	\$0.34	\$0.34	\$0.32	\$0.31

**Year 2018 Property Tax Levies  
Within City of Pullman**



### Property Tax Levies Within City of Pullman



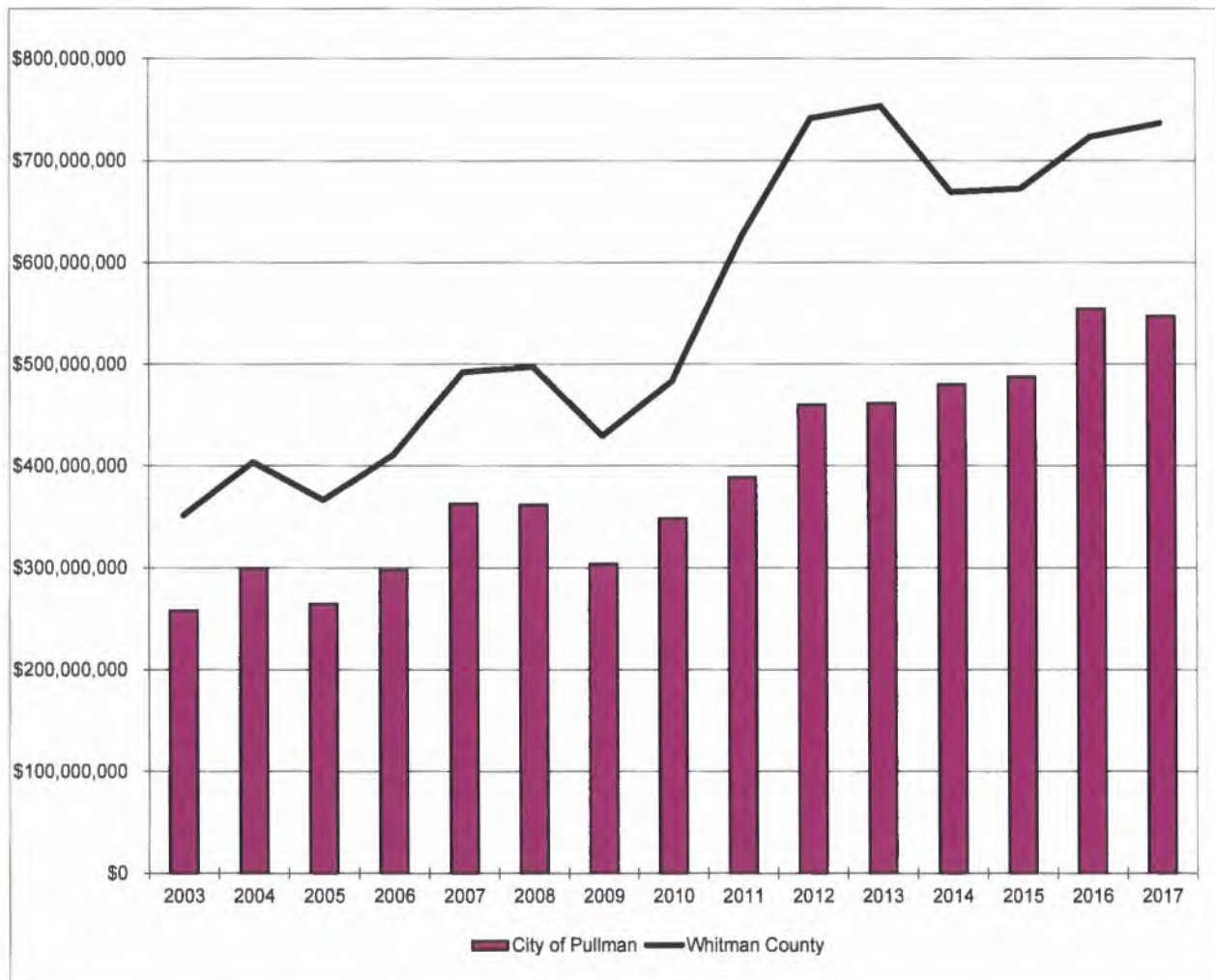
### City of Pullman Major Employers

<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	6,059
Schweitzer Engineering (Pullman Only)	Electrical Engineering	2,354
Pullman Regional Hospital	Medical Care	476
City of Pullman	Local Government	362
Pullman School District	Education	336
Wal-Mart Stores	Discount Warehouse Store	270
Safeway	Supermarket	140
Dissmore's IGA	Supermarket	70
Shopko	Department Store	51



**City of Pullman  
Taxable Retail Sales**

Year	City of Pullman	Whitman County	Pullman % of County
2017	547,087,698	736,730,428	74.3%
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%

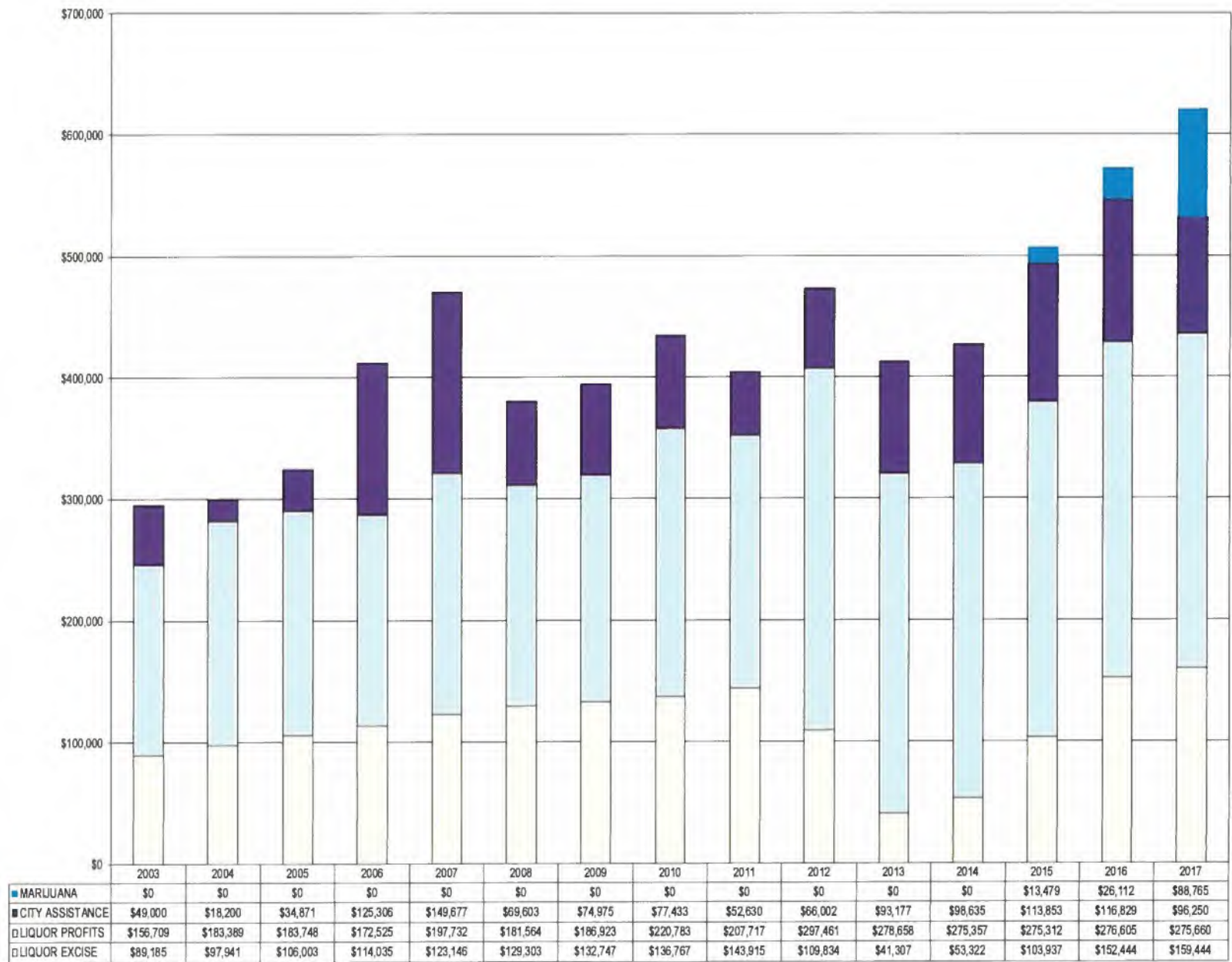


**City of Pullman**  
**Schedule of General Obligation Debt Service**  
**2019 - 2037**

Year	Water and Sewer Revenue Bonds		Voted G.O Debt 2018 City Hall		Voted G.O Debt 2018 Parks, Paths, Sidewalks		Total Debt Service
	Principal	Interest(1)	Principal	Interest(1)	Principal	Interest(1)	
2019	817,054	229,833	240,000	384,108	185,000	77,211	1,933,206
2020	832,721	208,965	445,353	289,332	253,725	54,932	2,085,028
2021	853,747	187,740	457,912	276,773	260,017	48,640	2,084,829
2022	875,140	165,946	470,825	263,860	266,466	42,191	2,084,428
2023	901,791	143,402	484,102	250,583	273,074	35,583	2,088,535
2024	735,066	119,876	497,754	236,931	279,846	28,811	1,898,284
2025	753,871	99,249	511,791	222,894	286,786	21,870	1,896,461
2026	773,005	78,076	526,223	208,462	293,899	14,758	1,894,423
2027	797,476	56,344	541,063	193,622	301,187	7,469	1,897,161
2028	822,291	33,218	556,321	178,364			1,590,194
2029	195,000	9,262	572,009	162,676			938,947
2030			588,140	146,545			734,685
2031			604,725	129,960			734,685
2032			621,778	112,907			734,685
2033			639,312	95,373			734,685
2034			657,341	77,344			734,685
2035			675,878	58,807			734,685
2036			694,938	39,747			734,685
2037			714,535	20,150			734,685
<b>TOTAL</b>	<b>\$8,357,162</b>	<b>\$1,331,911</b>	<b>\$10,500,000</b>	<b>\$3,348,438</b>	<b>\$2,400,000</b>	<b>\$331,465</b>	<b>\$26,268,976</b>

(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.

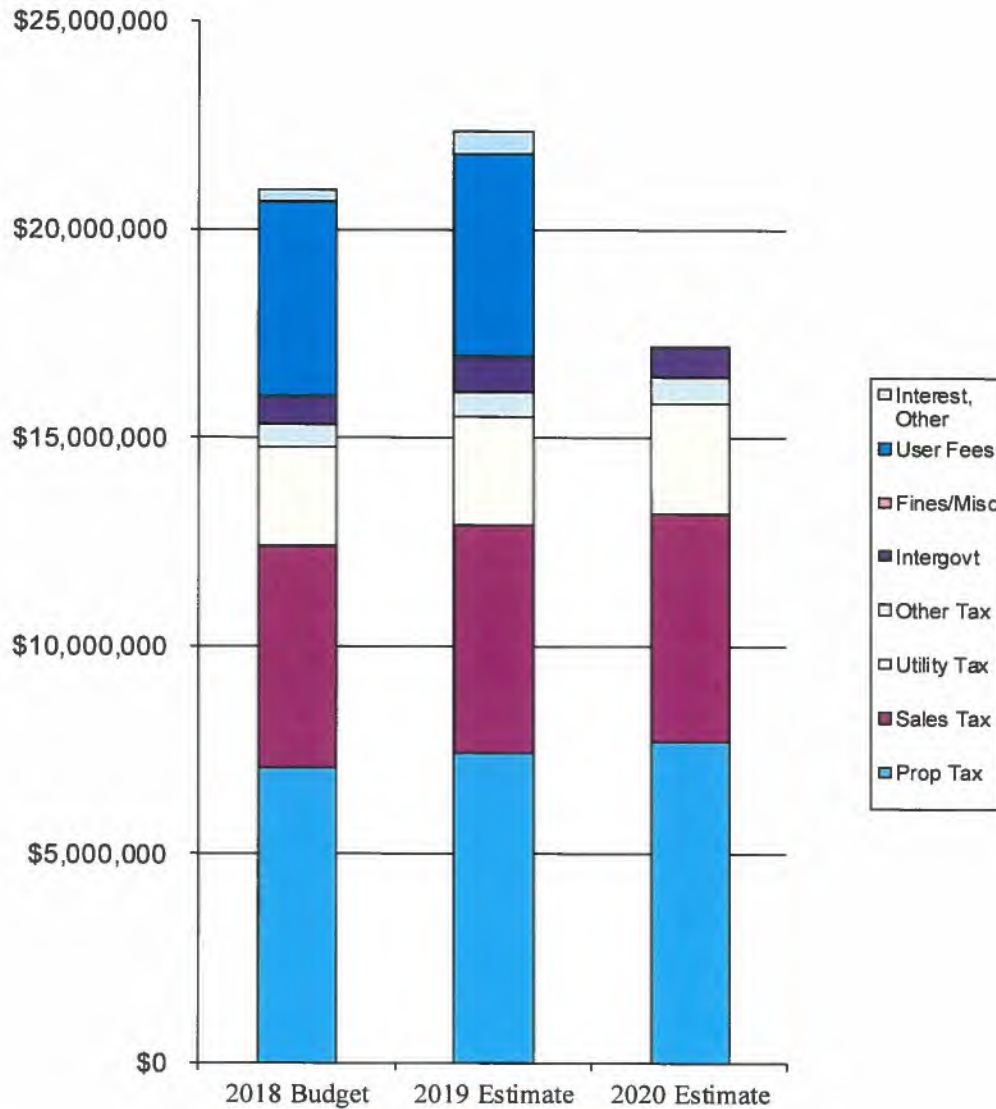
# 2018 - 2019 - 2020 BUDGET SUMMARY BY FUND

FUND	TITLE	2018 AMENDED BUDGET*		2019 BUDGET REQUEST			2020 BUDGET REQUEST	
		REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE	REVENUES	EXPENDITURES
001	<b>GENERAL FUND:</b>							
	ADMINISTRATION/FINANCE		1,676,653		1,828,424	151,771		1,857,566
	POLICE/SUPPORT SERVICE		7,321,657		7,864,740	543,083		8,154,954
	FIRE/RESCUE		6,556,690		7,122,515	565,825		7,328,590
	PROTECTIVE INSPECTIONS		812,142		844,506	32,364		853,510
	PLANNING		375,687		398,214	22,527		465,545
	PUBLIC SERVICES		3,443,585		3,523,246	79,661		3,620,111
	LIBRARY		1,726,735		1,739,970	13,235		1,791,623
	GENERAL GOVERNMENT		352,782		505,445	152,663		530,353
	<b>OPERATING TRANSFERS:</b>							
	AIRPORT		332,013		32,013	(300,000)		32,013
	OTHER		6,291		8,850	2,559		8,870
	<b>TOTAL OPERATING EXPENDITURES:</b>		<b>\$22,604,235</b>		<b>\$23,867,923</b>	<b>\$1,263,688</b>		<b>\$24,643,135</b>
						OPERATING PERCENTAGE CHANGE:	5.6%	3.2%
	<b>CAPITAL EXPENDITURES &amp; TRANSFERS:</b>							
	CAPITAL EXPENDITURES		905,820		820,386	(85,434)		1,210,607
	NON-OPERATING EXPENDITURES		291,806		268,739	(23,067)		280,963
	TO OTHER FUNDS							
	<b>TOTAL CAPITAL:</b>		<b>\$1,197,626</b>		<b>\$1,089,125</b>	<b>(\$108,501)</b>		<b>\$1,491,570</b>
	<b>TOTAL GENERAL FUND:</b>	<b>\$20,955,213</b>	<b>\$23,801,861</b>	<b>\$23,349,491</b>	<b>\$24,957,048</b>	<b>\$1,155,187</b>	<b>\$1,394,054</b>	<b>\$26,134,705</b>
						TOTAL FUND PERCENTAGE CHANGE:	4.9%	4.7%
104	ARTERIAL STREETS	305,000	462,500	1,710,000	942,250	479,750	1,710,000	942,250
105	STREETS	1,980,010	2,447,189	1,957,710	2,528,109	80,920	1,957,710	2,528,109
120	CIVIC IMPROVEMENT	370,000	505,000	381,000	371,000	(134,000)	381,000	371,000
125	FIREMEN'S PENSION	34,000	40,000	37,000	40,000		37,000	40,000
310	CEMETERY EXPANSION	500		500	500	500	500	500
317	WATER BONDS FUND	7,512,387	7,943,733	1,047,392	1,047,392	(6,896,341)	1,047,392	1,047,392
318	2018 BOND FUND	12,900,000	4,279,000	1,163,000	6,773,759	2,494,759	1,163,000	6,773,759
401	UTILITIES **	10,961,500	12,587,090	11,362,916	21,345,406	8,758,316	11,362,916	21,345,406
403	UTILITY CAPITAL PROJECTS	8,079,500	8,079,500	9,449,500	9,449,500	1,370,000	9,449,500	9,449,500
404	STORMWATER **	1,149,000	1,838,520	1,689,596	2,131,082	292,562	1,689,596	2,131,082
405	TRANSIT **	5,722,719	5,092,085	5,934,410	6,249,942	1,157,857	5,934,410	6,249,942
501	EQUIPMENT RENTAL **	3,180,143	3,792,191	2,923,167	3,545,704	(246,487)	2,923,167	3,545,704
504	GOV'T BUILDINGS	1,091,846	1,135,366	1,075,599	1,181,074	45,708	1,075,599	1,181,074
507	INFORMATION SYSTEMS **	1,400,555	1,585,415	1,364,436	1,591,136	5,721	1,364,436	1,591,136
651	AIRPORT AGENCY **	30,294,074	30,074,918	18,288,211	18,239,569	(11,835,349)	18,288,211	18,239,569
707	LAWSON GARDENS ENDOW	210,500	216,016	102,250	109,842	(106,174)	102,250	109,842
710	CEMETERY CARE FUND	3,500	500	4,500	500		4,500	500
	<b>TOTAL ALL FUNDS:</b>	<b>\$106,150,447</b>	<b>\$103,880,884</b>	<b>\$81,840,678</b>	<b>\$100,503,813</b>	<b>(\$3,377,071)</b>	<b>\$59,885,241</b>	<b>\$101,681,470</b>
						PERCENTAGE CHANGE:	-3.3%	1.2%

\* Includes Budget Amendments Approved on October 2, 2018.

\*\* Expenditures exclude non-cash depreciation of \$5,885,000 in 2018, \$6,075,000 in 2019 and \$4,775,000 in 2020.

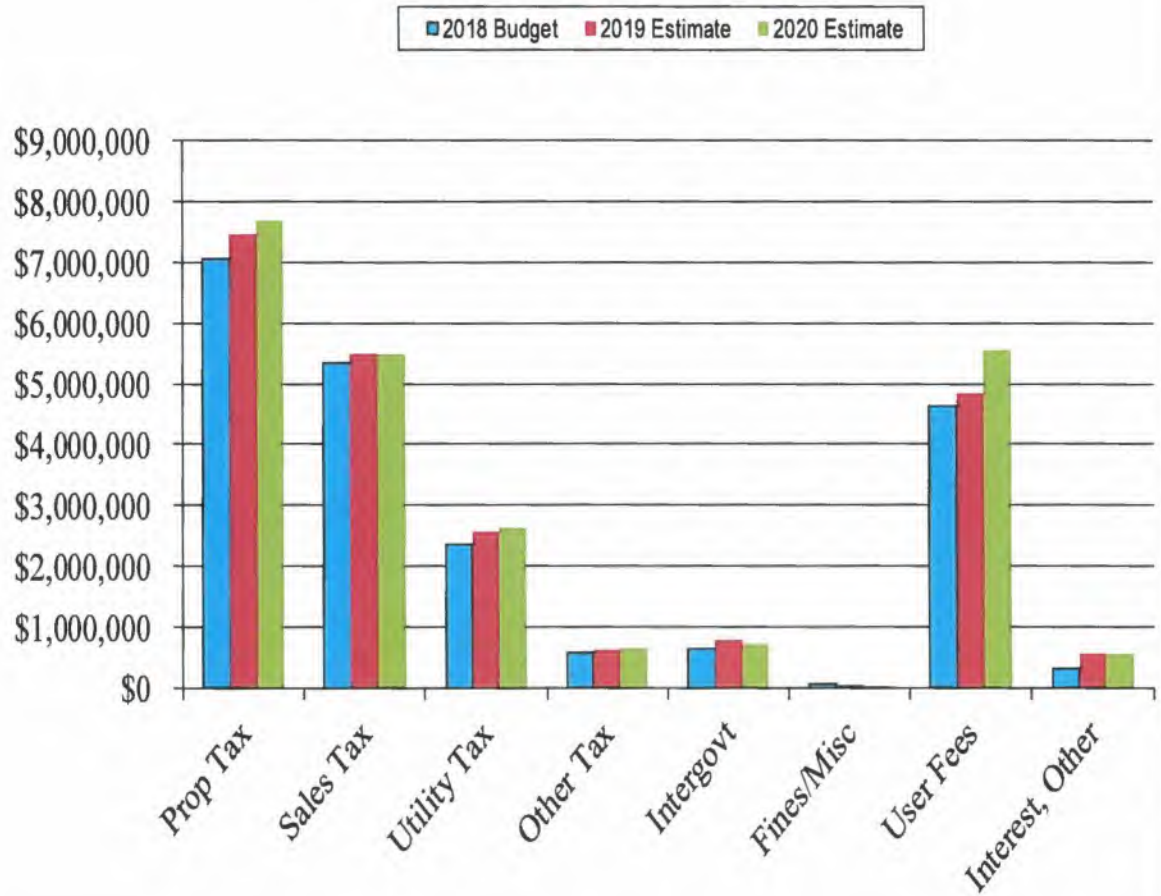
### General Fund Revenues



**2019 Total: \$22,349,267**

**2020 Total: \$23,349,491**

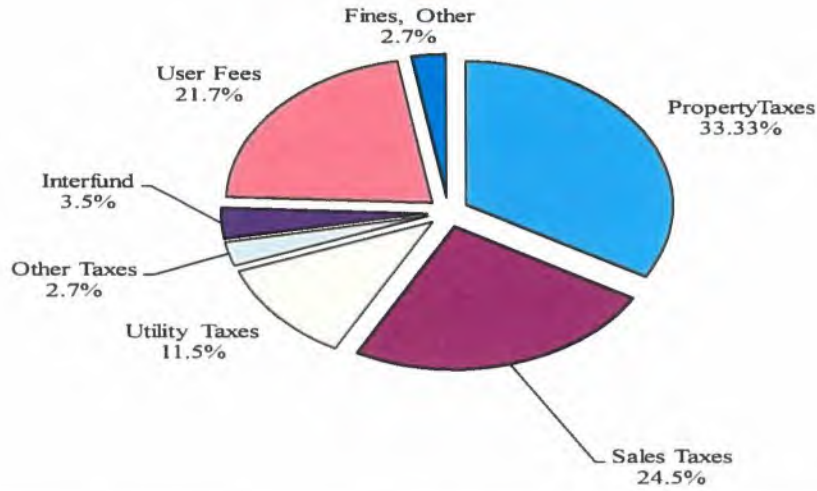
## General Fund Revenues



**2019 Total: \$22,349,267**

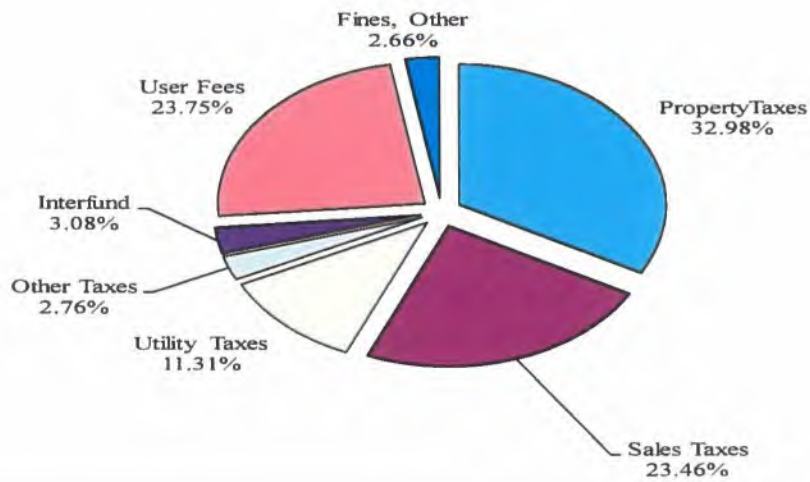
**2020 Total: \$23,349,491**

**Pullman's General Fund 2019 Budget**  
**Estimated Revenues: \$22,349,267**



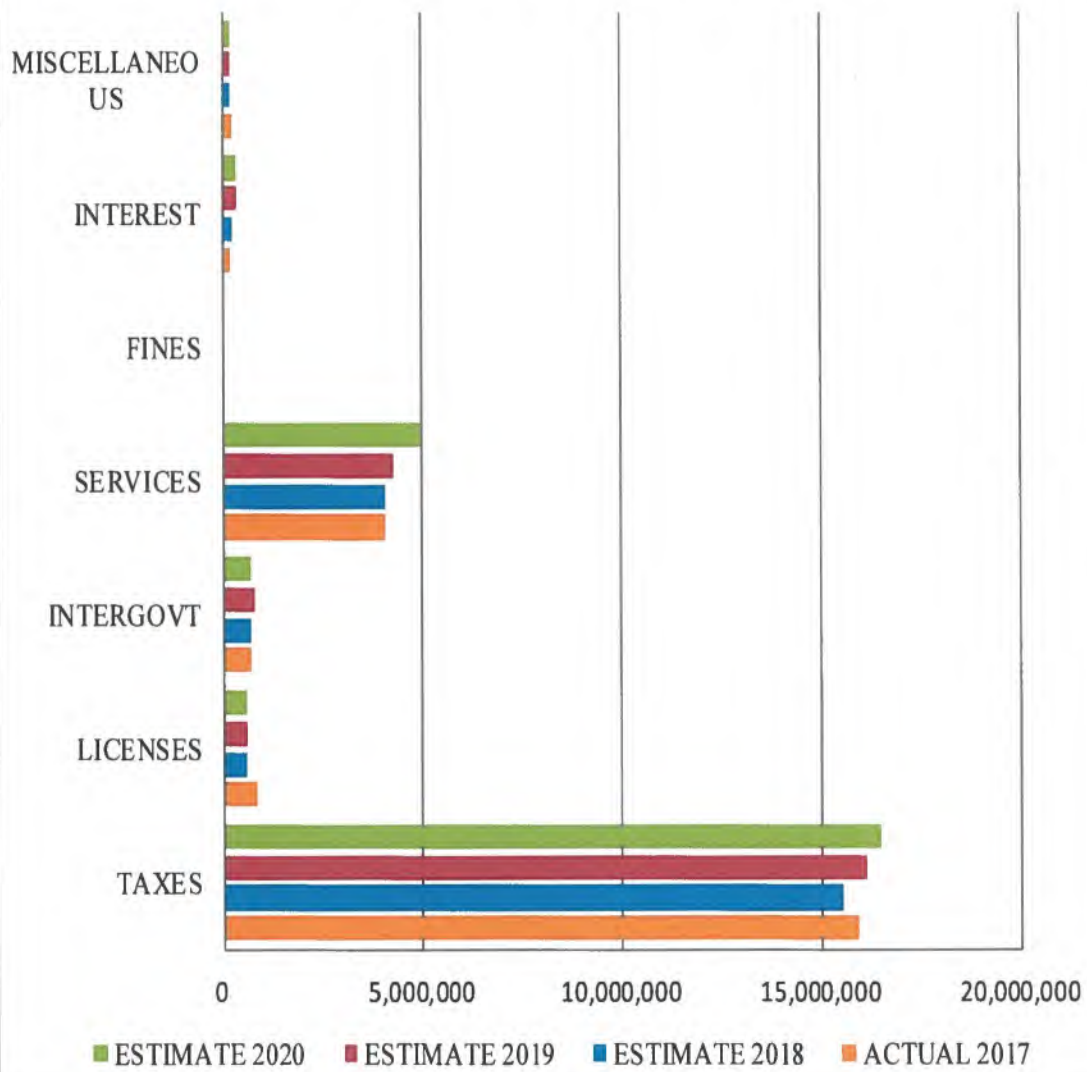
**2019 Total: \$22,349,267**

**Pullman's General Fund 2020 Budget**  
**Estimated Revenues: \$23,349,491**



**2020 Total: \$23,349,491**

## General Fund Revenue History



**2019 Total: \$22,349,267**

**2020 Total: \$23,349,491**



**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 2019 should equal approximately \$4.140 million. We estimate that 2019 total revenues will increase 6.7 percent or \$1,394,054 from the budgeted 2018 total. General Fund cash reserves at year-end 2020 should equal approximately \$1.355 million. We estimate that 2020 total revenues will increase 4.5 percent or \$1,000,224 from the budgeted 2019 total. Details on various revenue elements follow:

**TAXES:** 2019 general property tax revenue and the EMS levy comprise 33.3 percent of General Fund revenues. 2020 general property tax revenue and the EMS levy comprise 33.0 percent of General Fund revenues.

Expected 2019 sales tax revenue comprise 24.5 percent of General Fund revenues. Expected 2020 sales tax revenue comprise 23.5 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 in 2017 were 25% less than 2016. Building permit valuation through September 2018 are 24% less than September 2017 indicating that 2018 construction will decline in 2019. Sales taxes collected were: 2012 \$3,966,306; 2013 \$3,928,923; 2014 \$4,503,261; 2015 \$4,336,017; 2016 \$4,623,660, and 2017 \$5,287,261. Sales tax revenue projections for 2019 and 2020 are \$5.0 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 \$477,000 for 2019 and 2020 providing 2.1 percent of total General Fund revenues in 2019 and 2.0 percent of total General Fund revenues in 2020. Sales taxes is reliant on building activities, apartment construction and other WSU projects. Construction at Pullman School District is projected to increase from 2018 to 2019 due to continued construction on Pullman schools, WSU, and the airport projects. There are expected new projects from included WSU, the airport project, five CAC buildings, Trinitas phase 1 housing, and the City's bond

projects. Consequently, sales tax revenue for 2019 is currently projected to increase approximately \$100,000. The 2020 preliminary estimate remains at \$5,000,000 based on three years of consistent retain sales tax revenue.

Utility taxes are expected to increase \$150,000 in 2019 due to an increase in energy use and remain the same in 2020. Total taxes for 2019 will provide about \$16,112,500, or 72.1 percent of the General Fund's total revenues. This is a 5.2 percent increase from 2018. Total taxes for 2020 will provide about \$16,463,000, or 76.7 percent of the General Fund's total revenues. This is a 2.2 percent increase from 2019.

**LICENSES AND PERMITS:** The cable TV franchise fee should generate approximately \$130,000 for 2019 and 2020. Building permits revenues were increased to \$380,000 for 2019 and \$390,000 for 2020. 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 2017 population at 33,730. The state's estimates of per capita shares in 2019 are Liquor Tax: \$5.14 and Liquor Profits: \$8.16 and in 2020 are Liquor Tax: \$5.27 and Liquor Profits: \$8.02. 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. In 2017 the legislature decrease the distribution from \$15 million to \$6 million distribution across the state and distribution limitations (like moratoriums), but in 2018 the legislature reinstated the \$15 million distribution. In March 2018 the city of Pullman received \$40,871.95 which included a one time increase from legislation required distribution. September 30, 2018 the city of Pullman started receiving \$16,680.64 quarterly distributions of state collected excise tax on taxable marijuana sales in the jurisdiction. Marijuana distributions are expected to be 75,000 for 2019 and 2020.

State-shared and other intergovernmental and known grant revenue in 2019 will provide \$788,680, or 3.5 percent of General Fund revenues. Overall 2019 State-shared and other intergovernmental revenues are projected to increase 24.0 percent compared to 2017. State-shared and other intergovernmental and known grant revenue in 2020 will provide \$718,770, or 3.1 percent of General Fund revenues. Overall 2020 State-shared and other intergovernmental revenues are projected to decrease 8.9 percent compared to 2019 due a decrease in federal grant revenue.

**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 2019 fee income will total approximately \$3,764,520, which is \$135,583 more than the 2018 budget. Approximately 16.8 percent of 2019 General Fund revenues are derived from service fees and user charges. Approximately 21.7 percent of 2019 General Fund revenues are derived from total user fees that consist of cable



franchise fees, other licenses, service charges and interfund charges. We estimate that 2020 fee income will total approximately \$4,686,600, which is \$622,080 more than the 2019 budget. Approximately 18.8 percent of 2020 General Fund revenues are derived from service fees and user charges. Approximately 23.8 percent of 2020 General Fund revenues are derived from total user fees that consist of cable franchise fees, other licenses, service charges and interfund charges.

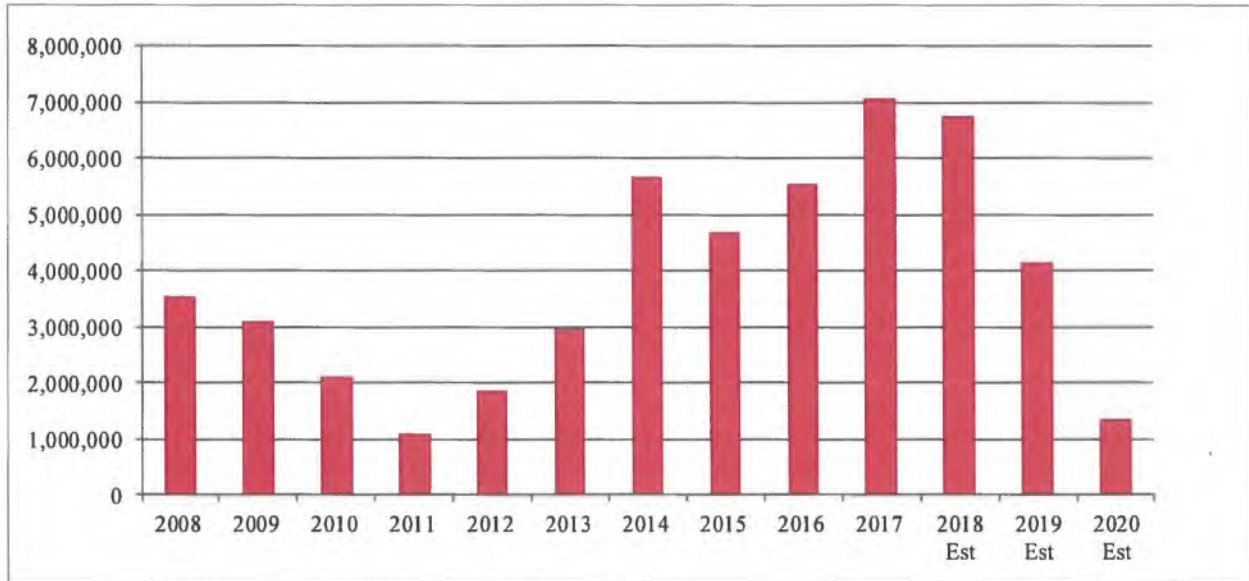
Per the Interlocal Agreement with Washington State University to provide fire protection services to the university campus the fee charged is re-calculated annually based on the fire department budget and call volume. In 2018, the university will provide the City \$1,367,000 to offset the costs to provide those services. This amount should be approximately \$1,400,000 for 2019 and \$1,500,000 in 2020.

**FINES AND FORFEITS:** A decrease of \$7,500 is projected for Fine estimates for 2019 and remain the same in 2020. This category is projected to contribute 0.2 percent of total 2019 and 2020 General Fund revenues.

**INVESTMENT INTEREST AND MISCELLANEOUS INCOME:** Interest rates are expected to double from 2018 to 2019 and level in 2020. Investment and miscellaneous income categories provide about 2.5 percent or \$549,777 of 2019 General Fund revenues and about 2.4 percent or \$569,050 of 2019 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 2019 beginning allocated and unreserved contingency cash reserve totals \$6.747 million, or 30.16 percent of the 2018 original operating requests and 28.37 percent of 2019 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
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%	\$7,086,776	23.90%
2018	\$2,929,425	13.10%	Not available	Not available
2019	\$4,140,054	17.35%	Not available	Not available
2020	\$1,354,840	5.50%	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 of \$1,306,556 were budgeted to be 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 of \$1,548,453 were budgeted to be used for 2018 to accommodate a final 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 of \$1,155,187 are used for 2019 to accommodate to balance increasing staff costs with relatively flat revenue. Reserves of \$2,785,214 are used for 2020 to accommodate to balance increasing staff costs with relatively flat revenue.

**TOTAL REVENUES:** Total 2019 revenues are expected to increase \$1,394,054 from the 2018 amended budget. Total 2020 revenues are expected to increase \$1,000,224 from the 2019 amended budget. Estimated 2019 and 2020 General Fund revenues together with year-end 2018 reserves and savings are sufficient to sustain the 2019 and 2020 budget.

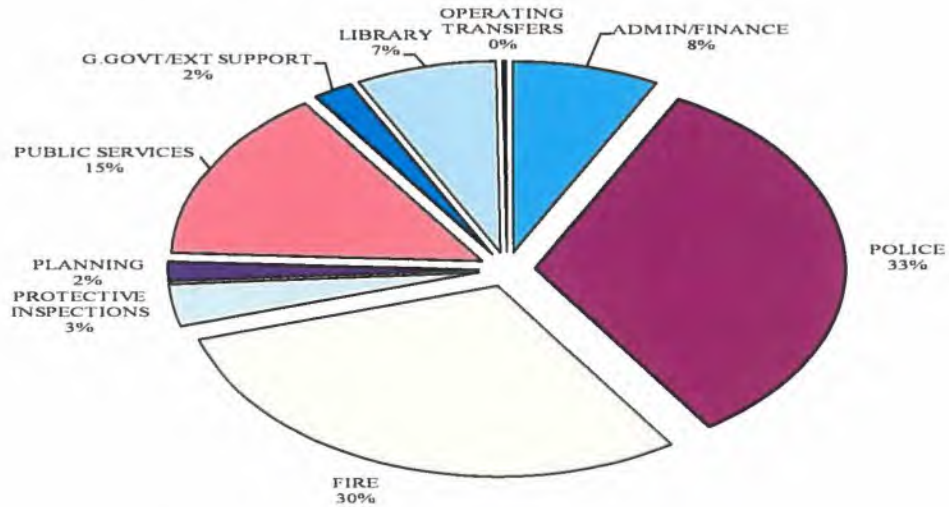
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**2019-2020 GENERAL FUND REVENUE ESTIMATE SUMMARY**

	ACTUAL 2017	AMENDED BUDGET 2018	YTD 06/30/18	YEAR END ESTIMATE 2018	PRELIMINARY ESTIMATE 2019	PRELIMINARY ESTIMATE 2020	\$ CHANGE ESTIMATES 2018-2019	% CHANGE ESTIMATES 2018-2019	% OF BUDGET
<b>TAXES:</b>									
PROPERTY	5,985,454	6,200,000	3,426,966	6,200,000	6,540,000	6,760,000	340,000	5.5%	29.3%
EMS TAX LEVY	831,720	860,000	476,086	860,000	909,000	940,000	49,000	5.7%	4.1%
RETAIL SALES	5,287,261	4,900,000	2,417,223	4,900,000	5,000,000	5,000,000	100,000	2.0%	22.4%
NATURAL GAS USE	129,528	85,000	77,138	105,000	120,000	130,000	35,000	41.2%	0.5%
LOCAL CRIM JUST SALES TAX	503,744	428,000	238,658	477,000	477,000	477,000	49,000	11.4%	2.1%
IF TAXES - UTILITIES - WATER	233,446	215,000	87,970	225,000	225,000	230,000	10,000	4.7%	1.0%
IF TAXES - UTILITIES - SEWER	223,720	200,000	91,744	205,000	206,000	207,000	6,000	3.0%	0.9%
IF TAXES - UTILITIES - STORMWAT	45,109	46,000	22,454	46,000	46,500	47,000	500	1.1%	0.2%
ADMISSIONS	560,411	400,000	159,354	400,000	450,000	475,000	50,000	12.5%	2.0%
UTIL TAX-ENERGY	1,470,619	1,300,000	620,724	1,400,000	1,450,000	1,500,000	150,000	11.5%	6.5%
UTIL TAX-SOLID WASTE	159,130	152,000	71,916	157,000	159,000	161,000	7,000	4.6%	0.7%
UTIL TAX-SOLID WASTE 3%	116,122	114,000	52,479	114,000	115,000	116,000	1,000	0.9%	0.5%
UTIL TAX-TELEPHONE	272,657	260,000	107,061	260,000	255,000	250,000	(5,000)	-1.9%	1.1%
LEASEHOLD EXCISE	59,304	80,000	66,670	98,000	95,000	95,000	15,000	18.8%	0.4%
GAMBLING	59,654	80,000	14,431	55,000	65,000	75,000	(15,000)	-18.8%	0.3%
<b>TOTAL TAXES:</b>	<b>\$15,937,877</b>	<b>\$15,320,000</b>	<b>\$7,930,875</b>	<b>\$15,502,000</b>	<b>\$16,112,500</b>	<b>\$16,463,000</b>	<b>\$792,500</b>	<b>5.2%</b>	<b>72.1%</b>
CABLE FRANCHISE	130,747	100,000	66,800	130,000	130,000	130,000	30,000	30.0%	0.6%
OTHER LICENSES:	724,788	442,800	244,614	489,450	471,250	484,250	28,450	6.4%	2.1%
<b>INTERGOVERNMENT:</b>									
FEDERAL GRANT TOTALS	38,750	40,300	3,112	15,644	100,610	18,100	60,310	149.7%	0.5%
STATE GRANT TOTALS	1,501	500	1,222	1,222	1,570	1,670	1,070	214.0%	0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	0	0	0	0	0	0		0.0%
EQUALIZATION	0	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	116,997	100,800	56,820	113,500	106,500	110,000	5,700	5.7%	0.5%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0	0		0.0%
MYET - CRIMINAL JUSTICE	42,736	35,750	21,803	44,500	45,000	47,000	9,250	25.9%	0.2%
CTED CRIMINAL JUSTICE	4,948	4,300	2,460	5,000	5,000	5,000	700	16.3%	0.0%
MARIJUANA	27,485	15,000	59,450	96,600	75,000	75,000	60,000	400.0%	0.3%
LIQUOR EXCISE	159,444	157,000	45,492	168,000	170,000	174,000	13,000	8.3%	0.8%
LIQUOR PROFITS	275,660	275,000	137,891	276,000	275,000	275,000	0	0.0%	1.2%
TSA SHARED SALES TAX	9,293	7,500	0	0	10,000	13,000	2,500	33.3%	0.0%
<b>TOTAL INTERGOVT:</b>	<b>\$676,814</b>	<b>\$636,150</b>	<b>\$328,250</b>	<b>\$720,465</b>	<b>\$788,680</b>	<b>\$718,770</b>	<b>\$152,530</b>	<b>24.0%</b>	<b>3.5%</b>
<b>SERVICE CHARGES:</b>	<b>3,617,878</b>	<b>3,628,937</b>	<b>1,866,719</b>	<b>3,593,831</b>	<b>3,764,520</b>	<b>4,386,600</b>	<b>135,583</b>	<b>3.7%</b>	<b>16.8%</b>
<b>INTERFUND CHGS:</b>	<b>456,589</b>	<b>465,526</b>	<b>176,263</b>	<b>465,525</b>	<b>480,040</b>	<b>545,321</b>	<b>14,514</b>	<b>3.1%</b>	<b>2.1%</b>
<b>FINES:</b>	<b>70,078</b>	<b>60,000</b>	<b>29,407</b>	<b>58,500</b>	<b>52,500</b>	<b>52,500</b>	<b>(7,500)</b>	<b>-12.5%</b>	<b>0.2%</b>
<b>INVESTMENT INCOME</b>	<b>197,858</b>	<b>154,000</b>	<b>96,575</b>	<b>241,000</b>	<b>338,000</b>	<b>358,000</b>	<b>184,000</b>	<b>119.5%</b>	<b>1.5%</b>
<b>OTHER MISC.</b>	<b>235,805</b>	<b>147,800</b>	<b>112,607</b>	<b>202,050</b>	<b>211,777</b>	<b>211,050</b>	<b>63,977</b>	<b>43.3%</b>	<b>0.9%</b>
<b>TOTAL MISC:</b>	<b>\$433,663</b>	<b>\$301,800</b>	<b>\$209,183</b>	<b>443,050</b>	<b>\$549,777</b>	<b>\$569,050</b>	<b>\$247,977</b>	<b>82.2%</b>	<b>2.5%</b>
<b>TOTAL REVENUES:</b>	<b>\$22,048,435</b>	<b>\$20,955,213</b>	<b>\$10,852,109</b>	<b>\$21,402,821</b>	<b>\$22,349,267</b>	<b>\$23,349,491</b>	<b>\$1,394,054</b>	<b>6.7%</b>	<b>100.0%</b>
<b>BEGINNING CASH:</b>	<b>5,537,495</b>	<b>7,086,773</b>	<b>7,086,773</b>	<b>7,086,773</b>	<b>6,748,856</b>	<b>0</b>	<b>(337,917)</b>	<b>-4.8%</b>	

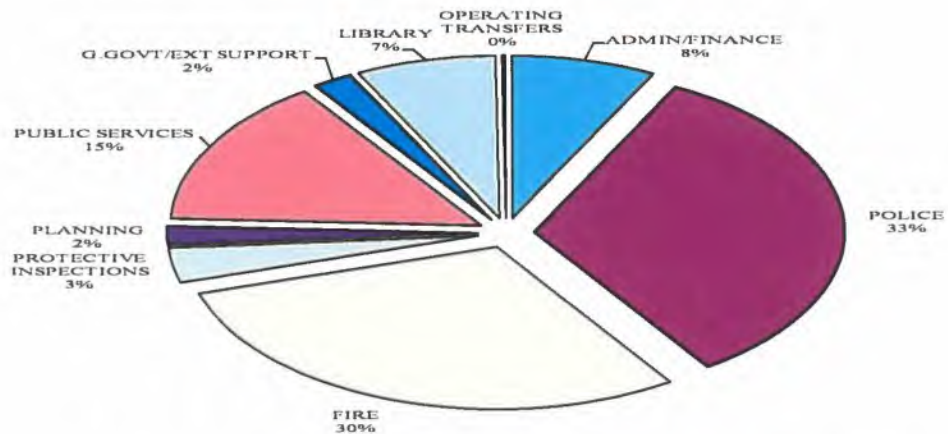


**2019  
General Fund Budget: Operating Requests**

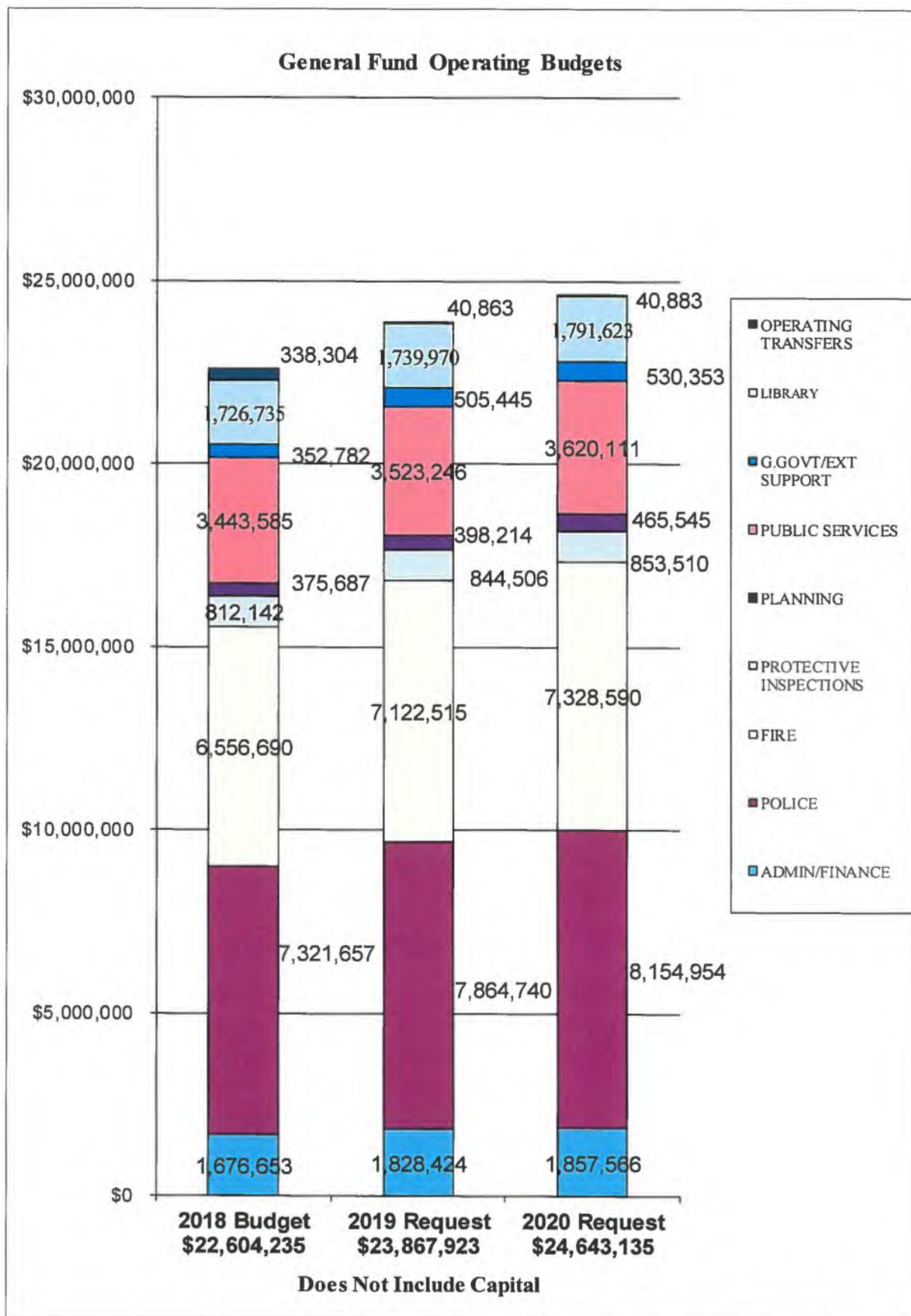


**2019 Total Operating Requests: \$23,867,923**

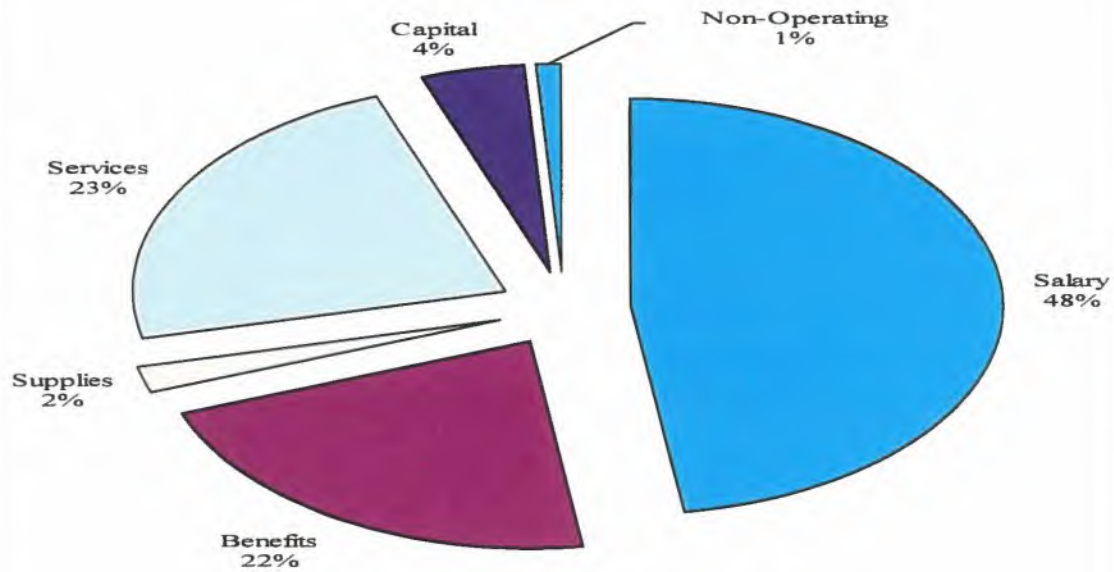
**2020  
General Fund Budget: Operating Requests**



**2020 Total Operating Requests: \$24,643,135**

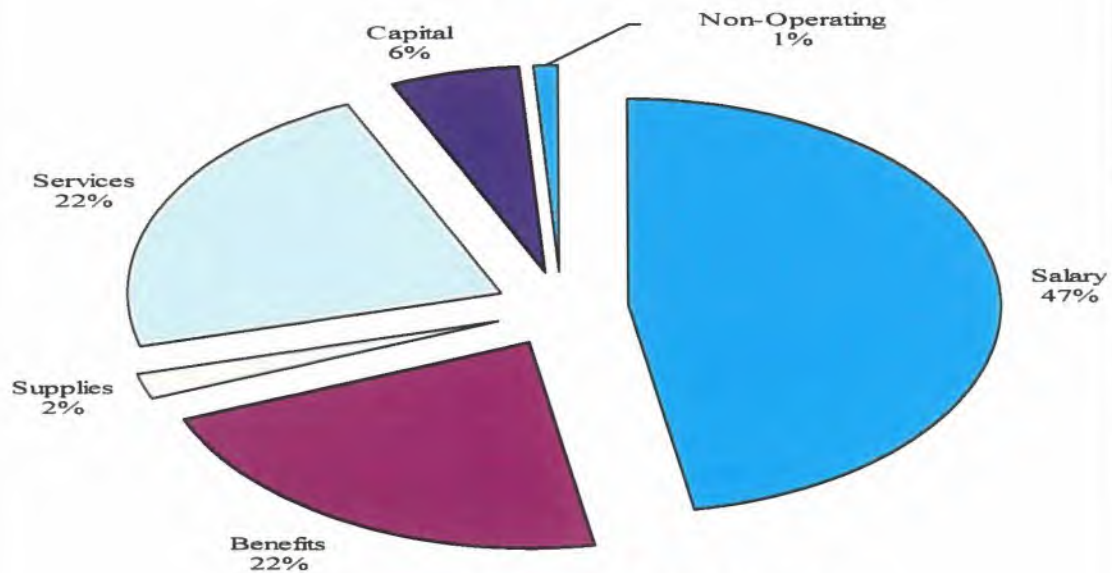


**2019 General Fund Budget Requests  
By Category**

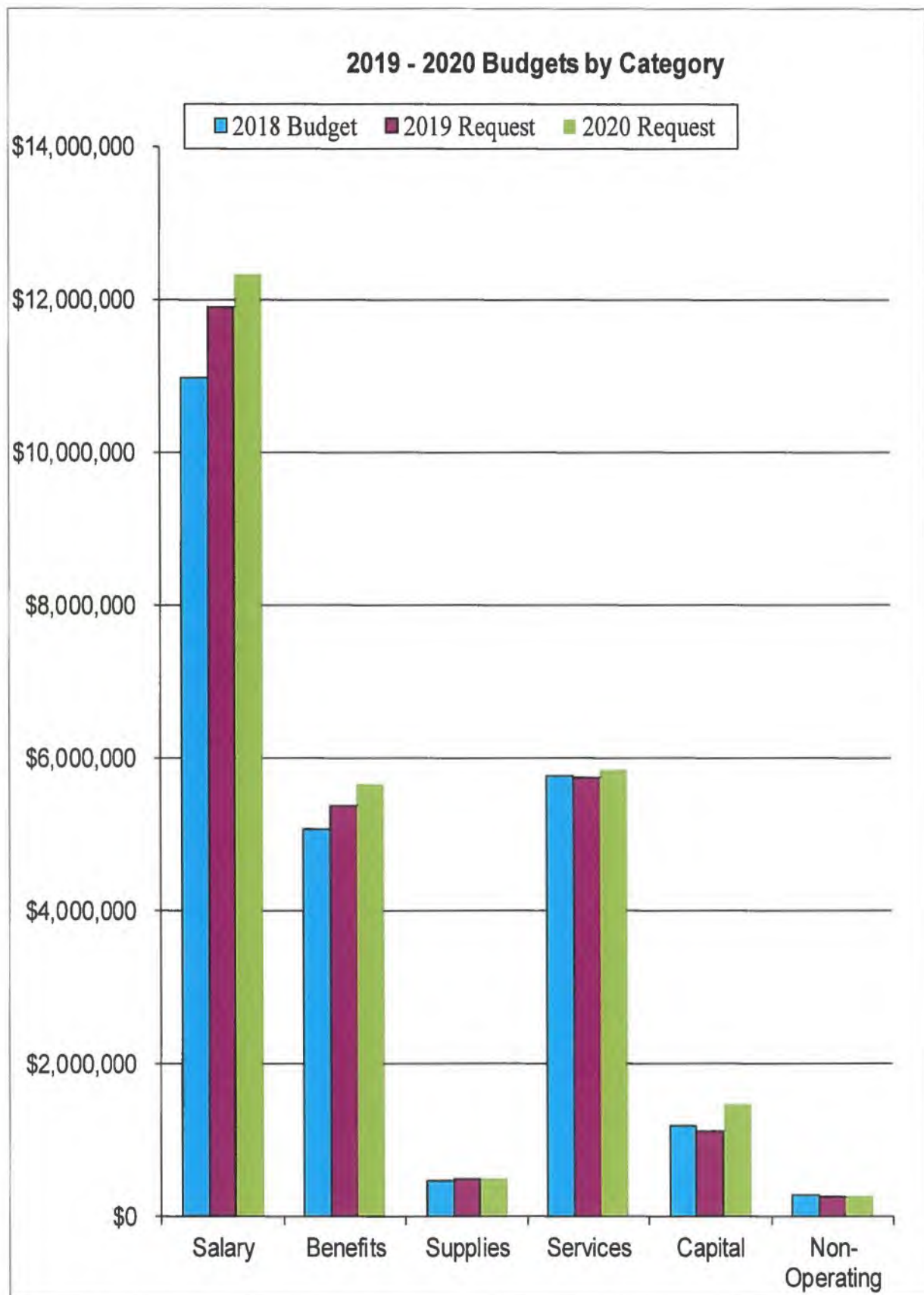


**2019 Total Requests: \$24,957,048**

**2020 General Fund Budget Requests  
By Category**



**2020 Total Requests: \$26,134,705**





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

**EXPENDITURES:** The Departmental Budget Request summary table lists 2019 and 2020 General Fund Operating Expenditure requests totaling \$24,957,048 and \$26,134,705. Overall, 2019 total operating requests represent an increase of 5.6 percent above the 2018 amended budget and 2020 total operating requests represent an increase of 3.2 percent above the 2019 amended budget. Total 2019 expenditure requests, including capital expenditures and capital transfers total \$24,957,048. This is a 4.9 percent increase from the 2018 amended budget. Capital expenditure requests total \$820,386. Total 2020 expenditure requests, including capital expenditures and capital transfers total \$26,134,705. This is a 4.7 percent increase from the 2019 amended budget. Capital expenditure requests total \$1,210,607

**ESTIMATED ENDING CASH:** This proposal establishes an estimated 2019 ending cash balance of \$4,140,052 and estimated 2020 ending cash balance of \$1,354,840. 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 2019 cash balance exceeds this 13 percent goal, but the 2020 cash balance does not exceed this 13 percent goal. The projected 2019 ending cash balance, after CIP set aside, equals 17.35 percent of operating requests or about \$1,037,224 over goal and equals 5.50 percent of operating requests or about \$1,848,768 below 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**

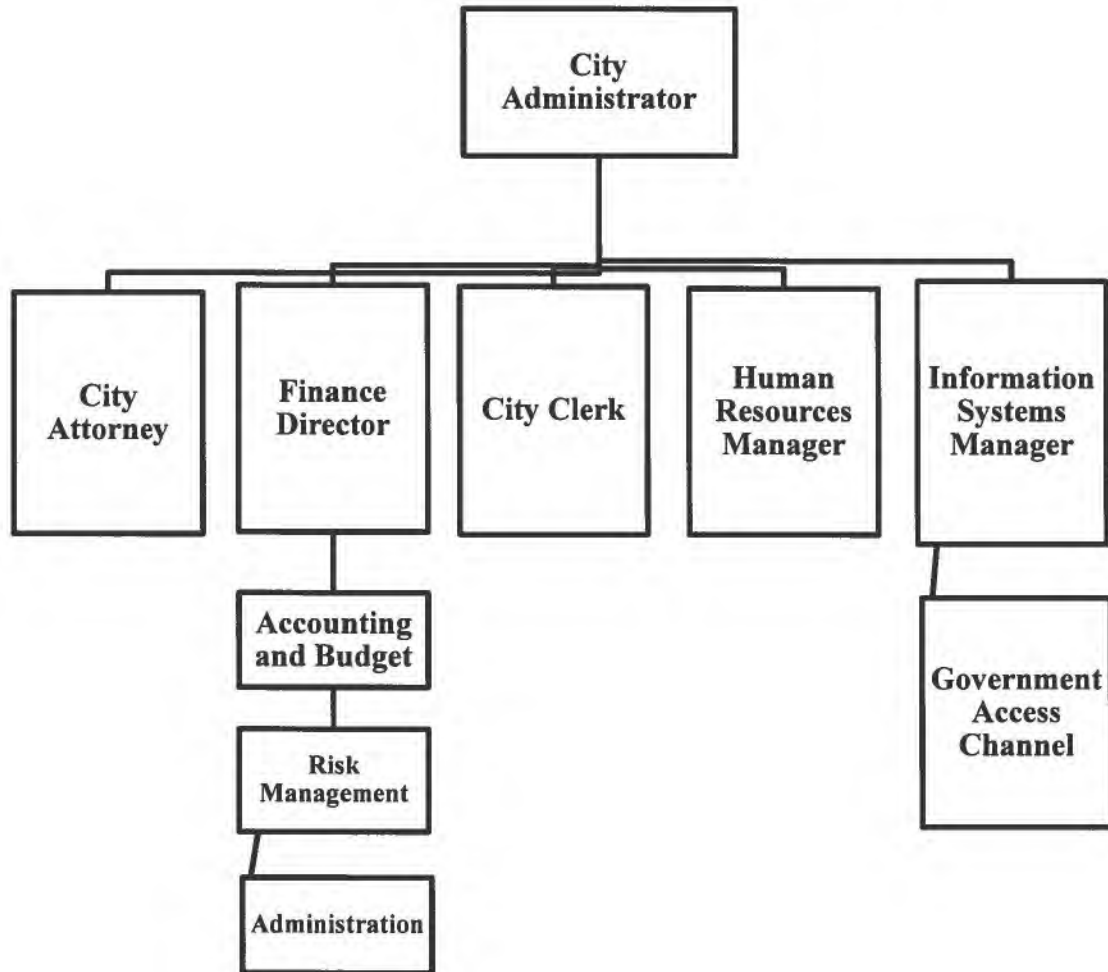
	2017	2018 AMENDED	YTD	2019	2020		SHARE	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>	<u>% CHANG</u>	<u>OF TOTAL</u>
<b>DEPARTMENT TOTALS:</b>								
ADMIN/FINANCE	1,402,123	1,676,653	822,687	1,828,424	1,857,566	151,771	9.1%	7.7%
POLICE	6,485,882	7,321,657	3,282,584	7,864,740	8,154,954	543,083	7.4%	33.0%
FIRE	5,951,797	6,556,690	3,007,742	7,122,515	7,328,590	565,825	8.6%	29.8%
PROTECTIVE INSPECTIONS	749,746	812,142	377,006	844,506	853,510	32,364	4.0%	3.5%
PLANNING	322,289	375,687	174,079	398,214	465,545	22,527	6.0%	1.7%
PUBLIC SERVICE	3,240,730	3,443,585	1,613,331	3,523,246	3,620,111	79,661	2.3%	14.8%
G.GOV'T/EXT SUPPORT	283,773	352,782	282,898	505,445	530,353	152,663	43.3%	2.1%
LIBRARY	1,392,637	1,726,735	712,309	1,739,970	1,791,623	13,235	0.8%	7.3%
OPERATING TRANSFERS								
EQUIPMENT RENTAL DIVISION	0	0	0	0	0	0		
INFO SYS-GOV'T ACCESS CHANNEL	5,689	6,291	0	8,850	8,870	2,559		0.0%
GOVT BUILDINGS	0	0	3,516,828	0	0	0		
AIRPORT	332,013	332,013	332,013	32,013	32,013	(300,000)	-90.4%	0.1%
<b>TOTAL OPERATING:</b>	<b>\$20,166,777</b>	<b>\$22,604,235</b>	<b>\$14,121,477</b>	<b>\$23,867,923</b>	<b>\$24,643,135</b>	<b>\$1,263,688</b>	<b>5.6%</b>	<b>100.0%</b>
<b>PERCENTAGE CHANGE:</b>							<b>5.6%</b>	
NON-OPERATING EXPENDITURES	216,881	291,806	120,703	268,739	280,963	(23,067)	-10.6%	
<b>CAPITAL OUTLAYS:</b>								
C.I.P. PROJECTS	126,579	905,820	132,155	820,386	1,210,607	(171,934)	-135.8%	
CAPITAL TRANSFERS:								
OTHER FUNDS	0	0	0	0	0	0		
<b>TOTAL CAPITAL:</b>	<b>\$126,579</b>	<b>\$905,820</b>	<b>\$132,155</b>	<b>\$820,386</b>	<b>\$1,210,607</b>	<b>(\$171,934)</b>	<b>-19.0%</b>	
<b>TOTAL GENERAL FUND:</b>	<b>\$20,510,137</b>	<b>\$23,801,861</b>	<b>\$14,374,334</b>	<b>\$24,957,048</b>	<b>\$26,134,705</b>	<b>\$1,068,687</b>	<b>4.49%</b>	
<b>PERCENTAGE CHANGE:</b>							<b>4.5%</b>	
+ ENDING CASH	7,086,773	4,240,125	3,564,548	4,141,075	22,280,804	(99,050)		
<b>TOTAL USES:</b>	<b>\$27,596,910</b>	<b>\$28,041,986</b>	<b>\$17,938,882</b>	<b>\$29,098,123</b>	<b>\$48,415,509</b>	<b>\$969,637</b>		

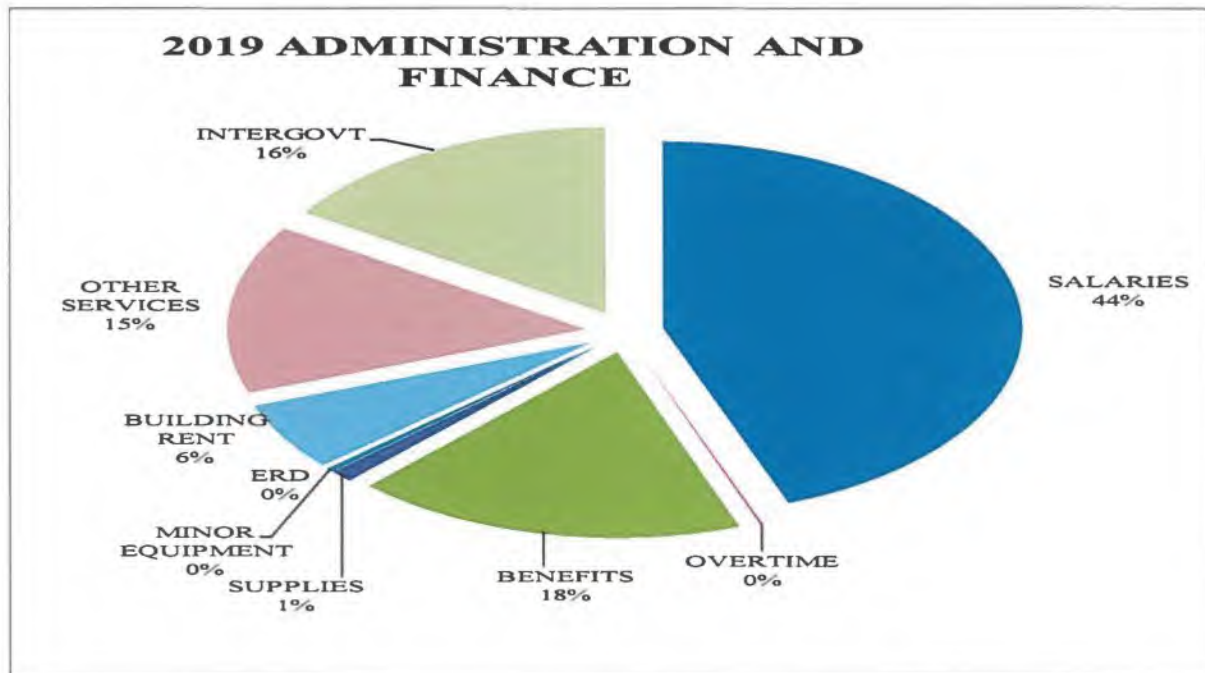
**GENERAL FUND DEPARTMENTAL BUDGET REQUESTS**

	2017	2018	YTD	2019	2020		SHARE
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>	<u>% CHANGE</u> <u>OF TOTAL</u>
<b>ALL DEPARTMENTS</b>							
SALARIES	9,681,867	10,323,586	4,851,009	11,148,979	11,611,719	825,393	8.0%
OVERTIME	666,569	662,694	263,598	767,639	722,612	104,945	15.8%
BENEFITS	4,008,247	5,079,001	2,049,144	5,385,713	5,669,690	306,712	6.0%
SUPPLIES	370,111	471,838	196,561	502,755	516,195	30,917	6.6%
MINOR CAPITAL, BOOKS	248,069	287,677	142,857	313,165	266,009	25,488	8.9%
ERD RENTAL	859,926	1,077,350	537,102	1,056,941	1,067,310	(20,409)	-1.9%
BUILDING RENT	946,246	894,442	449,784	952,438	946,848	57,996	6.5%
OTHER SERVICES	585,132	1,467,939	649,045	1,693,556	1,771,116	225,617	15.4%
INFO SYS/INTERGOVT	2,179,034	1,648,622	850,638	1,500,429	1,500,400	(148,193)	-9.0%
<b>TOTAL DEPT OPERATING:</b>	<b>\$19,545,202</b>	<b>\$21,913,149</b>	<b>\$9,989,738</b>	<b>\$23,321,615</b>	<b>\$24,071,899</b>	<b>\$1,408,466</b>	<b>6.4%</b>
GENERAL GOV'T	275,071	344,082	282,898	496,525	521,373	152,443	44.3%
EXTERNAL SUPPORT	8,702	8,700	0	8,920	8,980	220	2.5%
OPER. TRANSFERS:	337,702	338,304	3,848,841	40,863	40,883	(297,441)	-87.9%
NON-OPERATING EXPENDITURES	216,881	291,806	120,703	268,739	280,963	(23,067)	0
<b>TOTAL OPERATING:</b>	<b>\$20,383,558</b>	<b>\$22,604,235</b>	<b>\$14,121,477</b>	<b>\$24,136,662</b>	<b>\$24,924,098</b>	<b>\$1,240,621</b>	<b>5.5%</b>
CAPITAL OUTLAYS	121,747	905,820	132,155	820,386	1,210,607	(85,434)	-9.4%
<b>GRAND TOTAL:</b>	<b>\$20,505,306</b>	<b>\$23,801,861</b>	<b>\$14,374,334</b>	<b>\$24,957,048</b>	<b>\$26,134,705</b>	<b>\$1,155,187</b>	<b>4.9%</b>

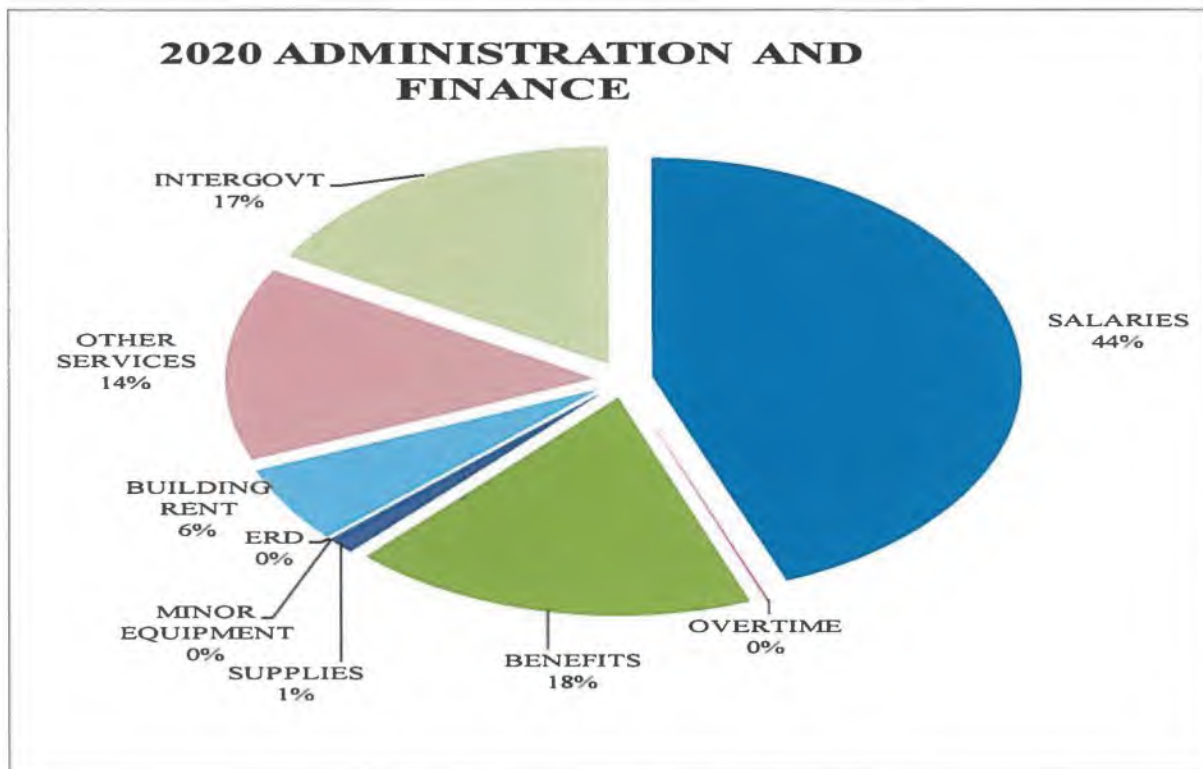
# City of Pullman

## Administration & Finance





**2019 TOTAL OPERATING REQUEST: \$1,828,424**



**2020 TOTAL OPERATING REQUEST: \$1,857,566**

# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2017	2018	YTD	2019	2020	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>ADMINISTRATION AND FINANCE</b>						
SALARIES	704,895	777,398	381,942	810,957	819,356	33,559
OVERTIME	345	1,500	161	1,500	1,500	0
BENEFITS	270,189	341,437	146,676	324,313	331,263	(17,124)
SUPPLIES	12,432	17,300	6,503	18,100	20,250	800
MINOR EQUIPMENT	4,212	1,000	622	5,900	2,200	4,900
ERD	0	0	0	0	0	0
BUILDING RENT	87,536	107,495	53,851	108,867	106,365	1,372
OTHER SERVICES	156,988	266,525	114,873	268,135	265,965	1,610
INFO SYS/INTERGOVT	165,527	163,998	118,059	290,652	310,667	126,654
<b>TOTAL OPERATING:</b>	<b>\$1,402,123</b>	<b>\$1,676,653</b>	<b>\$822,687</b>	<b>\$1,828,424</b>	<b>\$1,857,566</b>	<b>\$151,771</b>
	\$539,644	\$506,834	\$272,989	\$705,260	\$790,541	



**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:**

\$213,915 for 2019 and \$227,807 for 2020

**MAJOR BUDGET CHANGES:**

Municipal elections and related costs occur in odd numbered years; this results in \$30,000 for the 2019 budget. Voter registration costs are budgeted at \$35,000 for the 2019 budget. The presidential election and related costs are budgeted in 2020 for \$45,000. Voter registration costs are budgeted at \$45,000 for the 2020 budget. 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 2019 and 2020 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 2019 - 2020 BUDGET REQUESTS**

	2017	2018		2019	2020	
	<u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>LEGISLATIVE</b>						
SALARIES	37,201	46,200	23,100	46,200	46,200	0
OVERTIME	0	0	0			
BENEFITS	2,940	3,169	1,817	3,500	3,500	331
SUPPLIES	3,413	3,200	1,096	3,000	3,000	(200)
MINOR EQUIPMENT	0	0	0			
ERD RENTAL	0	0	0			
BUILDING RENT	38,768	47,607	23,907	48,215	47,107	608
OTHER SERVICES	21,360	25,300	13,300	24,000	24,000	(1,300)
AWC;INTGOVT	93,611	91,650	81,885	89,000	104,000	(2,650)
<b>TOTAL:</b>	<b>\$197,292</b>	<b>\$217,126</b>	<b>\$145,105</b>	<b>\$213,915</b>	<b>\$227,807</b>	<b>(\$3,211)</b>

<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Number Elected</b>	
Councilmembers	7.00	7.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>

**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 Administrator 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:**

\$27,650 for 2019 and \$27,650 for 2020

**MAJOR BUDGET CHANGES:**

No major budget changes for 2019 and 2020.

**MEASUREMENT TECHNIQUE:**

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

# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017	2018		2019	2020	
	<u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>MAYOR</b>						
SALARIES	17,001	17,000	8,500	17,000	17,000	0
OVERTIME	0	0	0			
BENEFITS	1,455	1,409	731	1,500	1,500	91
SUPPLIES	8	50	0	50	50	0
MINOR EQUIPMENT	0	0	0			
ERD RENTAL	0	0	0			
BUILDING RENT	0	0	0			
OTHER SERVICES	3,483	9,250	5,503	9,100	9,100	(150)
INTERGOVERNMENT		0	0			
<b>TOTAL:</b>	<b>\$21,948</b>	<b>\$27,709</b>	<b>\$14,735</b>	<b>\$27,650</b>	<b>\$27,650</b>	<b>(\$59)</b>

<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Number Elected</b>	
Mayor	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>

**ACTIVITY:**

City Administrator

**ACTIVITY DESCRIPTION:**

The City Administrator, who serves as the Chief Administrative Officer, is appointed by the Mayor to implement the policies and goals of the Mayor and City Council through professional leadership and management practices. The City Administrator leads all city departments to provide efficient delivery of municipal services and programs. Key responsibilities include resolving issues by facilitating communication among the Mayor, City Council, employees, and the community; ensuring understanding of Council goals, policies, and direction; developing the City Council meeting agendas; and intergovernmental relations.

**GOAL:**

The City Administrator implements the policies and goals of the City Council, manages and coordinates the overall operations of the City and provides leadership, coordination and development of City departments, while ensuring the delivery of quality service and serving the needs of the public. This is accomplished through the expressed direction of the Mayor of Pullman and Pullman City Council. City Administrator's Department helps resolve issues by promoting communication among the City Council, citizens and employees.

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

Implement policies and direction of the Mayor and City Council.

Protect and enhance the City's financial health and stability while maintaining essential public services in a cost effective manner.

Enhance the vitality and livability of the community by promoting a prosperous economy and quality businesses and Neighborhoods.

Develop and implement effective communication and outreach with the Community.

Ensure achievement of the city's goals and objectives by appropriately placing authority, assigning accountability, and monitoring performance.

Assess the character of city services and programs and prepared recommendations to the Mayor and City Council to guide decisions on level of effort and resource allocation.

Implement citywide programs and services to build an inclusive city with opportunities for all.

Ensure that resident concerns are addressed accurately, sensitively, and in a timely manner.

See that all laws and ordinances are faithfully executed.

Prepare and submit reports to the Mayor and City Council.

Provide strategic leadership and oversight for the city's annual budget, comprehensive plan, and business and operational plans.



**BUDGET:**

\$228,117 for 2019 and \$225,316 for 2020

**MAJOR BUDGET CHANGES:**

2019 and 2020 budget includes an increase in salary and benefit costs for a programmed salary step.

**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 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	06/30/18	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>CITY ADMINISTRATOR</b>						
SALARIES	124,118	132,662	66,330	144,593	144,592	11,931
OVERTIME	0	0	0			
BENEFITS	45,771	51,216	24,218	59,574	59,574	8,358
SUPPLIES	0	100	0	100	100	0
MINOR EQUIPMENT	3,674	0	0			
ERD RENTAL	0	0	0			
BUILDING RENT	0	0	0			
OTHER SERVICES	4,689	30,165	6,420	23,850	21,050	(6,315)
INTERGOVERNMENT		0	0			0
<b>TOTAL:</b>	<b>\$178,252</b>	<b>\$214,143</b>	<b>\$96,967</b>	<b>\$228,117</b>	<b>\$225,316</b>	<b>\$13,974</b>

<b>AUTHORIZED STAFFING</b>		
Position	Full-Time Equivalent	
City Supervisor	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>

**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:**

\$1,115,589 for 2019 and \$1,128,240 for 2020

**MAJOR BUDGET CHANGES:**

2019 and 2020 budget includes programmed salary step increases and information technology systems fees. Benefits decreased due to limiting staff turnover. Information technology systems fees increased \$130,000 for legislative electronic devices.

2019 minor equipment includes \$4,900 for GovQA module and \$1,000 for unanticipated equipment needs. 2020 minor equipment includes \$2,200 for unanticipated equipment needs.

**MEASUREMENT TECHNIQUE:**

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

# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	06/30/18	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>FINANCE</b>						
SALARIES	442,260	495,532	241,009	514,100	522,500	18,568
OVERTIME	345	1,500	161	1,500	1,500	0
BENEFITS	192,826	258,056	106,232	230,650	237,600	(27,406)
SUPPLIES	6,029	8,350	1,975	8,350	8,400	0
MINOR EQUIPMENT	538	1,000	622	5,900	2,200	4,900
ERD RENTAL	0	0	0	0	0	0
BUILDING RENT	48,768	59,888	29,944	60,652	59,258	764
OTHER SERVICES	49,714	85,910	24,347	92,785	90,115	6,875
INFOSYS/INTGOVT	63,377	72,348	36,174	201,652	206,667	129,304
<b>TOTAL:</b>	<b>\$803,857</b>	<b>\$982,584</b>	<b>\$440,466</b>	<b>\$1,115,589</b>	<b>\$1,128,240</b>	<b>\$133,005</b>
	539,644	506,834	272,989	705,260	790,541	

<b>AUTHORIZED STAFFING</b>		
Position	Full-Time Equivalent	
Finance Director	1.00	1.00
Accounting Manager	1.00	1.00
Accountant	1.00	1.00
Accounting Specialist	2.00	2.00
Deputy City Clerk	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Clerk	0.75	0.75
<b>Total</b>	<b>7.75</b>	<b>7.75</b>

**ACTIVITY:**

City Attorney

**ACTIVITY DESCRIPTION:**

Perform necessary legal work and provide legal advice to the City Council, Mayor, Commissions and Boards, City Administrator, 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:**

\$114,000 for 2019 and \$114,000 for 2020

**MAJOR BUDGET CHANGES:**

No major budget changes for 2019 and 2020.

**MEASUREMENT TECHNIQUE:**

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	06/30/18	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>CITY ATTORNEY</b>						
SALARIES	0	0	0			
OVERTIME	0	0	0			
BENEFITS	0	0	0			
SUPPLIES	0	0	0			0
MINOR EQUIPMENT	0	0	0			
ERD RENTAL	0	0	0			
BUILDING RENT	0	0	0			
INFO SYSTEMS	0	0	0			
OTHER SERVICES	84,000	111,500	64,000	114,000	114,000	2,500
INTERGOVERNMENT	0	0	0			
<b>TOTAL:</b>	<b>\$84,000</b>	<b>\$111,500</b>	<b>\$64,000</b>	<b>\$114,000</b>	<b>\$114,000</b>	<b>\$2,500</b>

<b>AUTHORIZED STAFFING</b>		
Position	Number	Number
City Attorney	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>



**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:**

\$129,153 for 2019 and \$134,553 for 2020

**MAJOR BUDGET CHANGES:**

2019 incorporates a 2% wage increase and benefit increases for the Human Resource Manager.

**MEASUREMENT TECHNIQUE:**

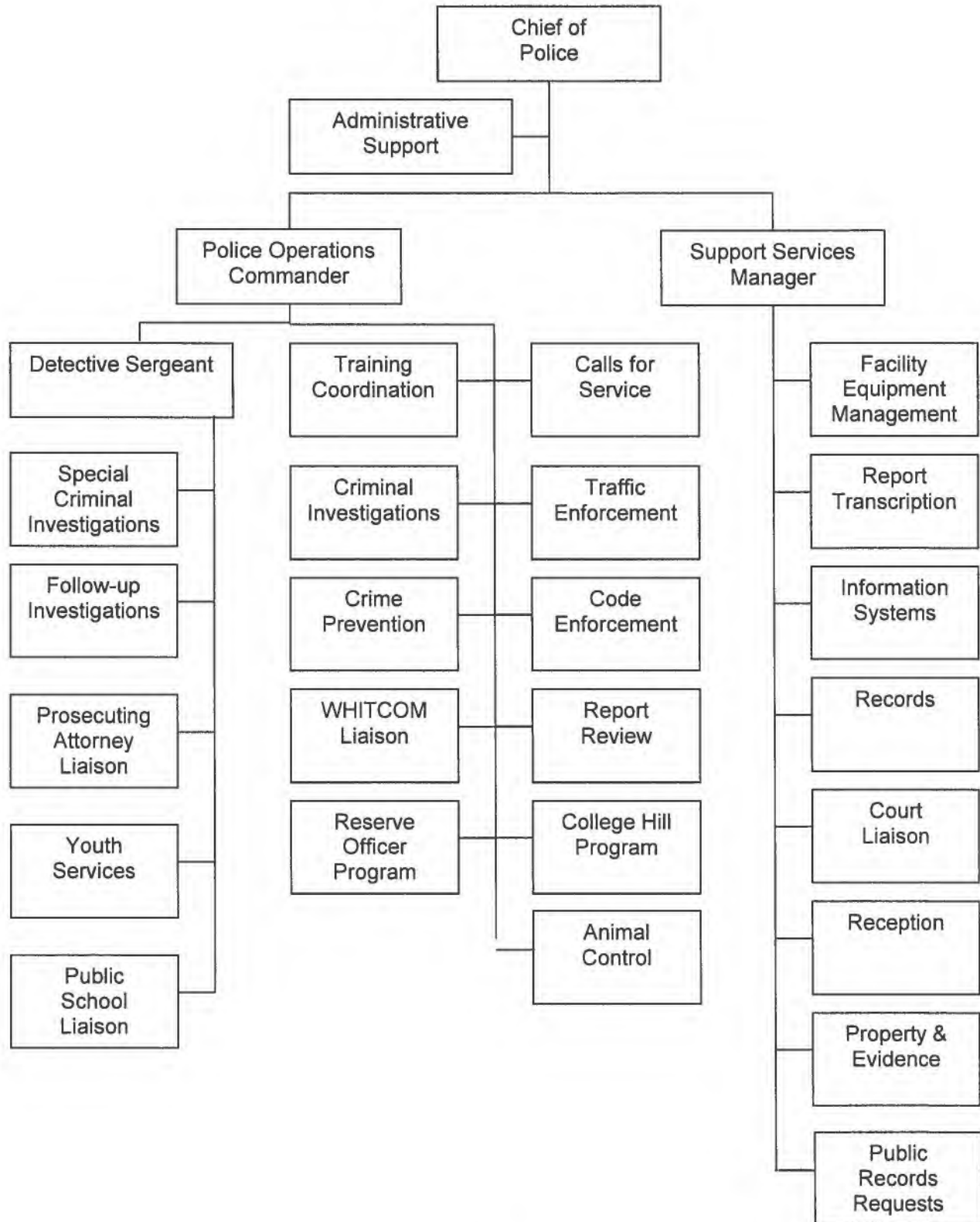
Through performance evaluation and goal-setting sessions with City Administrator.

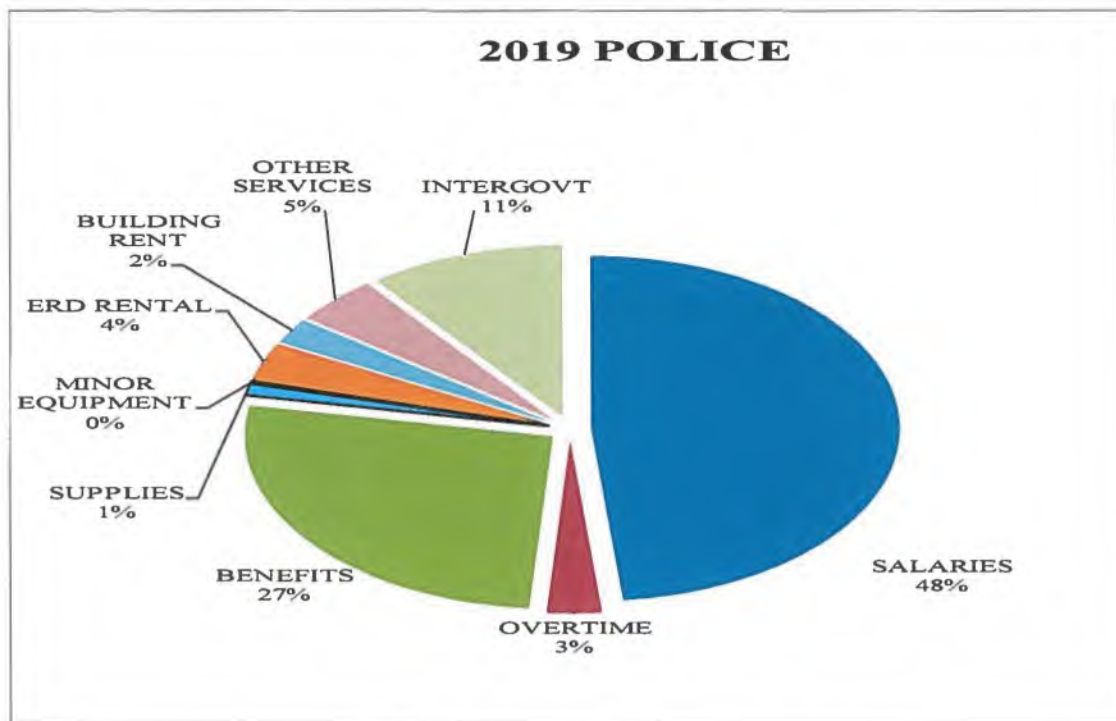
# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017	2018		2019	2020	
	<u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>HUMAN RESOURCES</b>						
SALARIES	84,314	86,004	43,002	89,064	89,064	3,060
OVERTIME	0	0	0			
BENEFITS	27,197	27,587	13,677	29,089	29,089	1,502
SUPPLIES	2,981	5,600	3,432	6,600	8,700	1,000
MINOR EQUIPMENT	0	0	0			
ERD RENTAL	0	0	0			
BUILDING RENT	0	0	0			
OTHER SERVICES	2,281	4,400	1,303	4,400	7,700	0
INTERGOVERNMENT		0	0	0	0	
<b>TOTAL:</b>	<b>\$116,773</b>	<b>\$123,591</b>	<b>\$61,414</b>	<b>\$129,153</b>	<b>\$134,553</b>	<b>\$5,562</b>

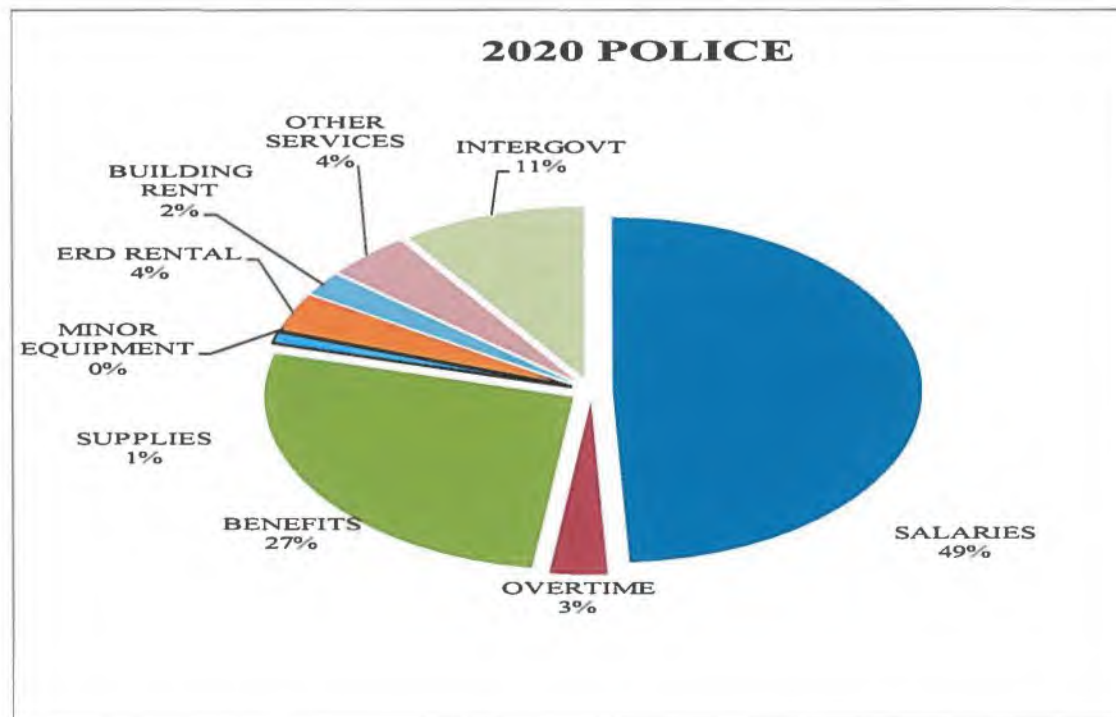
<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Human Resources Manager	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>

**CITY OF PULLMAN  
POLICE DEPARTMENT**





**2019 TOTAL OPERATING REQUEST: \$7,864,740**



**2020 TOTAL OPERATING REQUEST: \$8,154,954**

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# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2017	2018	YTD	2019	2020	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>POLICE</b>						
SALARIES	3,285,140	3,480,615	1,573,874	3,805,415	4,010,633	324,800
OVERTIME	223,722	239,843	82,393	225,313	244,654	(14,530)
BENEFITS	1,352,452	1,847,120	680,984	2,092,973	2,195,861	245,853
SUPPLIES	60,902	76,228	25,290	86,470	87,010	10,242
MINOR EQUIPMENT	54,172	10,305	24,916	16,905	9,357	6,600
ERD RENTAL	278,843	293,498	147,121	280,967	284,487	(12,531)
BUILDING RENT	167,439	150,377	75,489	185,727	176,210	35,350
OTHER SERVICES	755,805	267,966	159,344	355,536	357,542	87,570
INFO SYS/INTERGOVT	307,407	955,705	513,175	815,434	789,200	(140,271)
<b>TOTAL:</b>	<b>\$6,485,882</b>	<b>\$7,321,657</b>	<b>\$3,282,584</b>	<b>\$7,864,740</b>	<b>\$8,154,954</b>	<b>\$543,083</b>
	\$782,365	\$669,892	\$345,252	\$711,980	\$713,080	

**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:**

\$8,041,156 (including operating \$7,553,638, LEOFF \$203,739, and capital \$283,779) for 2019 and \$8,088,133 (including operating \$7,872,170, LEOFF \$215,963, and capital \$0) for 2020

**MAJOR BUDGET CHANGES:**

The salary and benefit increases are primarily due to the addition of three police officer positions (\$208,157 salaries; \$140,382 benefits) and one Code Enforcement Officer position (\$51,307 salary; \$48,024 benefits). The balance of salary and benefit increases are due to salary step increases and increases in health care costs. Other notable increases include minor capital (primarily patrol equipment replacement and safety equipment), building rental charges, and other services. The increase in other services is primarily due to training costs. However, the increase is actually about \$22,000 less than it appears in the budget due to a miscalculation in the 2018 budget resulting in an underfunded line item.

Major Capital includes police facility security improvements, a radio tower communications shelter, and replacement portable radios.

Minor Capital includes a laptop, additional police facility security camera, employee drinking water dispenser system, chair and cabinet replacement in Records, interview room recording equipment and software, two replacement rifles and handguns, six rifle cases for SWAT, night vision device for SWAT, one replacement and one new portable breath testing device, eight biometric vests to facilitate officer performance research conducted by WSU, two electric-assisted police bicycles, explosive “blanket” for SWAT, portable ticket printer, portable radio for additional Code Enforcement Officer, and two radar units.

**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 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 <u>AMENDED BUDGET</u>	<u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>LAW ENFORCEMENT AND DETENTION</b>						
SALARIES	3,285,140	3,480,615	1,573,874	3,805,415	4,010,633	324,800
OVERTIME	223,722	239,843	82,393	225,313	244,654	(14,530)
BENEFITS	1,352,452	1,847,120	680,984	2,092,973	2,195,861	245,853
SUPPLIES	60,854	76,228	25,246	86,470	87,010	10,242
MINOR EQUIPMENT	54,172	10,305	24,916	16,905	9,357	6,600
ERD RENTAL	278,843	293,498	147,121	280,967	284,487	(12,531)
BUILDING RENT	167,439	150,377	75,489	185,727	176,210	35,350
INFO SYSTEMS	177,729	251,683	125,842	215,384	219,150	(36,299)
OTHER SERVICES	253,509	267,966	159,344	297,484	297,808	29,518
INTERGOVERNMENT	347,000	406,000	173,500	347,000	347,000	(59,000)
<b>TOTAL:</b>	<b>\$6,200,859</b>	<b>\$7,023,635</b>	<b>\$3,068,707</b>	<b>\$7,553,638</b>	<b>\$7,872,170</b>	<b>\$530,003</b>
	775,340	663,392	341,487	703,980	705,080	

<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Police Chief	1.00	1.00
Police Operations Commander	1.00	1.00
Support Services Manager	1.00	1.00
Police Administrative Assistant	1.00	1.00
Police Technology Specialist	1.00	1.00
Patrol Sergeant	3.00	3.00
Patrol Officer	24.00	24.00
Detective Sergeant	1.00	1.00
Detective	2.00	2.00
Officer: Youth Services	1.00	1.00
Code Enforcement Officers	4.00	4.00
Records Specialist	7.00	7.00
Property/Evidence Specialist	1.00	1.00
<b>Total</b>	<b>48.00</b>	<b>48.00</b>



**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:**

\$252,050 for 2019 and \$223,050 for 2020

**MAJOR BUDGET CHANGES:**

WHITCOM contributions increased by \$10,000 annually to fund a Whitcom capital budget; similar contributions will be made by all other member agencies. 2019 is the last year that the annual increase is scheduled.

**MEASUREMENT TECHNIQUE:**

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

# GENERAL FUND 2019 - 2020 BUDGET REQUESTS

	2017	2018		2019	2020	
	<u>ACTUAL</u>	<u>AMENDED</u> <u>BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>COMMUNICATIONS</b>						
SALARIES	0	0	0			0
OVERTIME	0	0	0			0
BENEFITS	0	0	0			0
SUPPLIES	48	0	44			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	2	0				0
INTERGOVERNMENT	231,076	241,970	185,807	253,050	223,050	11,080
<b>TOTAL:</b>	<b>\$231,126</b>	<b>\$241,970</b>	<b>\$185,851</b>	<b>\$253,050</b>	<b>\$223,050</b>	<b>\$11,080</b>
	0	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:**

\$58,052 for 2019 and \$59,734 for 2020

**MAJOR BUDGET CHANGES:**

The contract cost with the WCHS remains the same. \$2,000 for animal mitigation was added back into this budget after it was cut last year as a budget reduction measure.

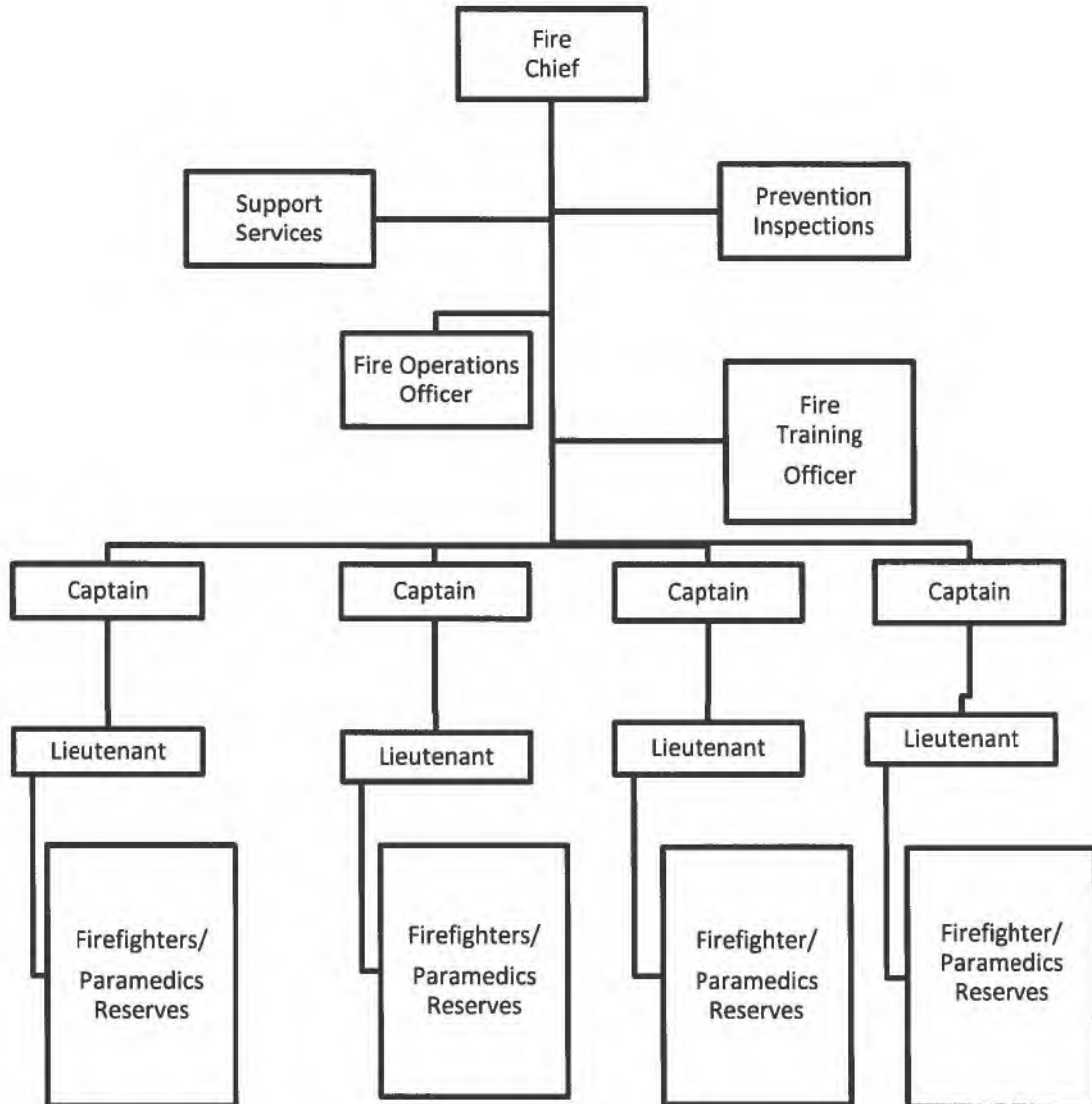
**MEASUREMENT TECHNIQUE:**

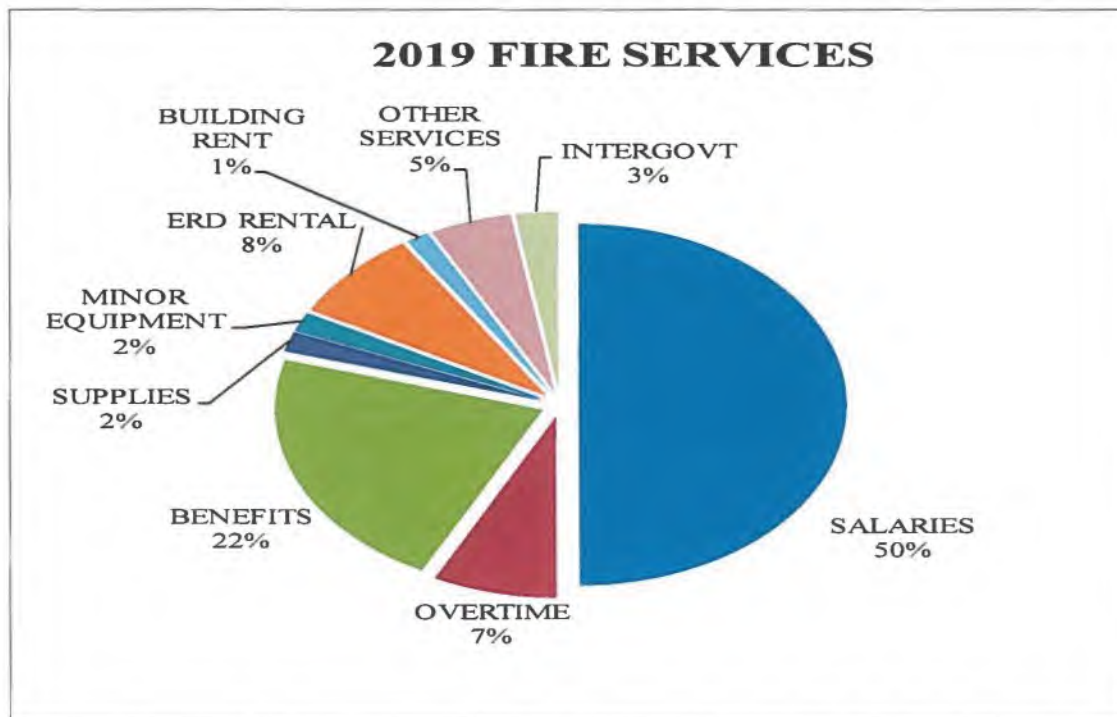
Monthly report of activity from the Humane Society. Reports from police staff and the public. .

# GENERAL FUND 2019 - 2020 BUDGET REQUESTS

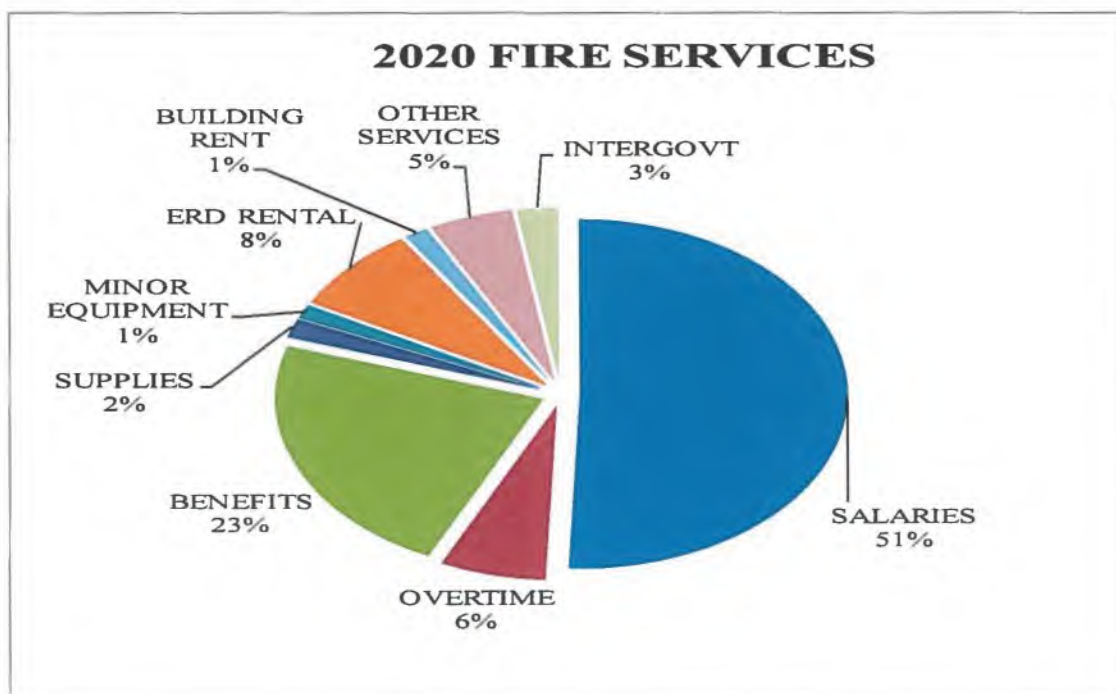
	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	06/30/18	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>ANIMAL CONTROL</b>						
SALARIES	0	0	0			0
OVERTIME	0	0	0			0
BENEFITS	0	0	0			0
SUPPLIES	0	0	0			0
MINOR EQUIPMENT	0	0	0			0
ERD RENTAL	0	0	0			0
BUILDING RENT	0	0	0			0
INFO SYSTEMS	0	0	0			0
OTHER SERVICES	53,896	56,052	28,026	58,052	59,734	2,000
INTERGOVERNMENT						
TOTAL:	<b>\$53,896</b>	<b>\$56,052</b>	<b>\$28,026</b>	<b>\$58,052</b>	<b>\$59,734</b>	<b>\$2,000</b>
	7,025	6,500	3,765	8,000	8,000	

# City of Pullman Fire Department





**2019 TOTAL OPERATING REQUEST: \$7,122,515**



**2020 TOTAL OPERATING REQUEST: \$7,328,590**



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# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2017	2018	YTD	2019	2020	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>FIRE SERVICES</b>						
SALARIES	3,074,513	3,252,276	1,522,759	3,561,198	3,715,402	308,922
OVERTIME	438,071	413,124	179,694	532,404	468,014	119,280
BENEFITS	1,268,076	1,499,716	642,187	1,563,173	1,673,063	63,457
SUPPLIES	111,519	115,100	53,390	125,325	126,425	10,225
MINOR EQUIPMENT	62,790	95,479	25,956	122,510	95,052	27,031
ERD RENTAL	411,139	555,701	278,539	578,844	583,866	23,143
BUILDING RENT	192,174	97,549	50,035	101,975	106,693	4,426
OTHER SERVICES	206,329	296,413	139,515	353,847	373,901	57,434
INFO SYS/INTERGOVT	187,187	231,332	115,666	183,239	186,174	(48,093)
<b>TOTAL OPERATING:</b>	<b>\$5,951,797</b>	<b>\$6,556,690</b>	<b>\$3,007,742</b>	<b>\$7,122,515</b>	<b>\$7,328,590</b>	<b>\$565,825</b>
	\$2,763,233	\$3,025,000	\$1,557,646	\$3,195,780	\$3,248,270	

**ACTIVITY:**

Fire Operations and Prevention Activities

**ELEMENTS:**

Administration, Suppression Operations, Fire Training, Prevention Operations, Vehicle Maintenance and Facilities.

**ACTIVITY DESCRIPTION:**

Administration operations.

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

Fire prevention operations to include pre-fire 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, one wildland engine and five staff vehicles.

**GOAL:**

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

To reduce and prevent 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 equipment, training, employee well -being and 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 five minute or less response for initial arriving personnel and response apparatus to incidents.

Reduction in the number of fires by performing fire prevention and public education activities and fire 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:**

\$4,417,250 (including operating \$4,242,250, LEOFF \$65,000, and capital \$110,000) for 2019 and \$4,375,167 (including operating \$4,310,167, LEOFF \$65,000, and capital \$0) for 2020

**MAJOR BUDGET CHANGES:**

The Fire budget was increased by a total of \$403,311 in 2019 and \$361,288 in 2020 in comparison to the 2018 budget.

The major increases in the 2019 and 2020 budgets were the addition of two career firefighters, adjustment of salaries, benefits and overtime, medical physicals and fitness evaluations for firefighters, protective equipment replacements, conversion of an office to a double bedroom at station 2 and additions/replacements to our fleet radio components. An additional \$82,334 was added to the 2019 overtime budget to account for the Assistance to Firefighter Grant received for firefighter training.

Similar to years past the aging infrastructure and 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.

Personal protective equipment was held to what it was in previous years. These funds will provide for necessary gear and uniforms for personnel as well as medical physicals and fitness evaluations for firefighters.

Minor equipment purchases were held to similar values of years past for the retention of equipment that we are legally required to operate or areas critical to the mission of the department. Examples of these are fire hose replacement, promotional testing process, and firefighter certification testing to improve WSRB ratings and generalized replacement of interior facilities.

Comparing the Minor Fire Capital to 2018 there was an increase by a total of \$23,051 in 2019 and \$951 in 2020. The two year budgeted items include administrative office furniture (\$2,500), fire hose replacement (15,000), structural fire nozzle/coupling replacement (\$9,000), miscellaneous tool/small equipment replacement (\$5,000), wildland nozzles/appliances (\$8,000), radio equipment (\$26,000), Knox Box replacements (\$6,500), training tower asphalt repair (\$5,000), storage container for training (\$5,000), and repurposing office to firefighter bedroom at St. 2 (\$6,500)

Major Fire Capital includes acquiring a used police utility vehicle (\$35,000) and additional funds towards the replacement of the department wildland engine (\$75,000).

**MEASUREMENT TECHNIQUE:**

Review of response times to calls, departmental critiques of fire related calls, customer questionnaires, department and public feedback, public open houses annually, monthly overtime reports and the monitoring of all fire budget items and reports.

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# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	<u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>FIRE CONTROL</b>						
SALARIES	1,789,891	1,824,279	878,150	1,975,530	2,052,452	151,251
OVERTIME	221,929	190,826	99,465	287,389	214,057	96,563
BENEFITS	801,898	924,766	391,493	957,373	1,017,887	32,607
SUPPLIES	49,400	50,350	23,226	57,325	55,125	6,975
MINOR EQUIPMENT	48,944	62,879	21,998	79,430	57,330	16,551
ERD RENTAL	344,269	383,282	191,730	386,087	389,608	2,805
BUILDING RENT	106,574	97,549	50,035	101,975	106,693	4,426
INFO SYSTEMS	165,544	231,332	115,666	183,239	186,174	(48,093)
OTHER SERVICES	156,707	178,176	91,357	213,902	230,841	35,726
INTERGOVERNMENT	21,643	0	0			0
<b>TOTAL:</b>	<b>\$3,706,798</b>	<b>\$3,943,439</b>	<b>\$1,863,119</b>	<b>\$4,242,250</b>	<b>\$4,310,167</b>	<b>\$298,811</b>
	1,395,863	1,397,000	673,306	1,517,510	1,539,000	

<b>AUTHORIZED STAFFING</b>		
Position	Full-Time Equivalent	
Fire Chief	1.00	1.00
Operations Officer	1.00	1.00
Captain	4.00	4.00
Lieutenant	4.00	4.00
Fire Marshal	1.00	1.00
Deputy Fire Marshal	1.00	1.00
Fire Training Officer	1.00	1.00
Firefighter	24.00	26.00
Administrative Assistant	1.00	1.00
Administrative Specialist	1.00	1.00
<b>Total</b>	<b>39.00</b>	<b>41.00</b>
Reserve Firefighter	25.00	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 and Basic Life Support medical operations and training for five transport ambulances.

Initial ambulance billing services for all ambulance transports.

Rescue training and operations for hazardous materials, rope rescue and confined space to City of Pullman, Washington State University and the surrounding county contracted response areas.

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

**GOAL:**

To provide rescue and Advanced Life Support medical 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 and after action evaluations.

To provide First Aid and Cardio-Pulmonary Resuscitation (CPR) classes to the public.

To provide the necessary equipment, training and 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 five minute or less response for initial arriving personnel and response apparatus to incidents.

To provide Advanced Life Support response to 95% of medical calls.

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

**BUDGET:**

\$2,967,872 (including operating \$2,880,265 and capital \$87,607) for 2019 and \$3,041,030 (including operating \$3,018,423 and capital \$70,607) for 2020

**MAJOR BUDGET CHANGES:**

In comparison to 2018 the Ambulance budget was increased by a total of \$288,325 in 2019 and \$409,483 in 2020.

The major increases in the 2019 and 2020 budgets were the addition of two career firefighters, the adjustment of salaries, benefits and overtime, medical physicals and fitness evaluations for firefighters, replacement of required rope rescue equipment, 2 ambulance cot loading upgrades, AutoPulse device to perform CPR and the ongoing replacement of defibrillators utilizing a five year payment plan.

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 were increased by a total of \$2,000 in 2019 and \$7,000 in 2020.

Minor ambulance capital was decreased by a total of \$6,959 in 2019 and \$12,317 in 2020 when compared to 2018. Items include rope rescue equipment replacements (\$16,000), forcible entry tool (\$7,000), 4-gas detectors (\$8,000) and powered stair chairs (\$12,752).

Major ambulance capital includes the replacement of departmental defibrillators through a five year payment plan of \$48,607 annually, ambulance cot loading system at \$22,000 annually and an Autopulse at \$17,000.

**MEASUREMENT TECHNIQUE:**

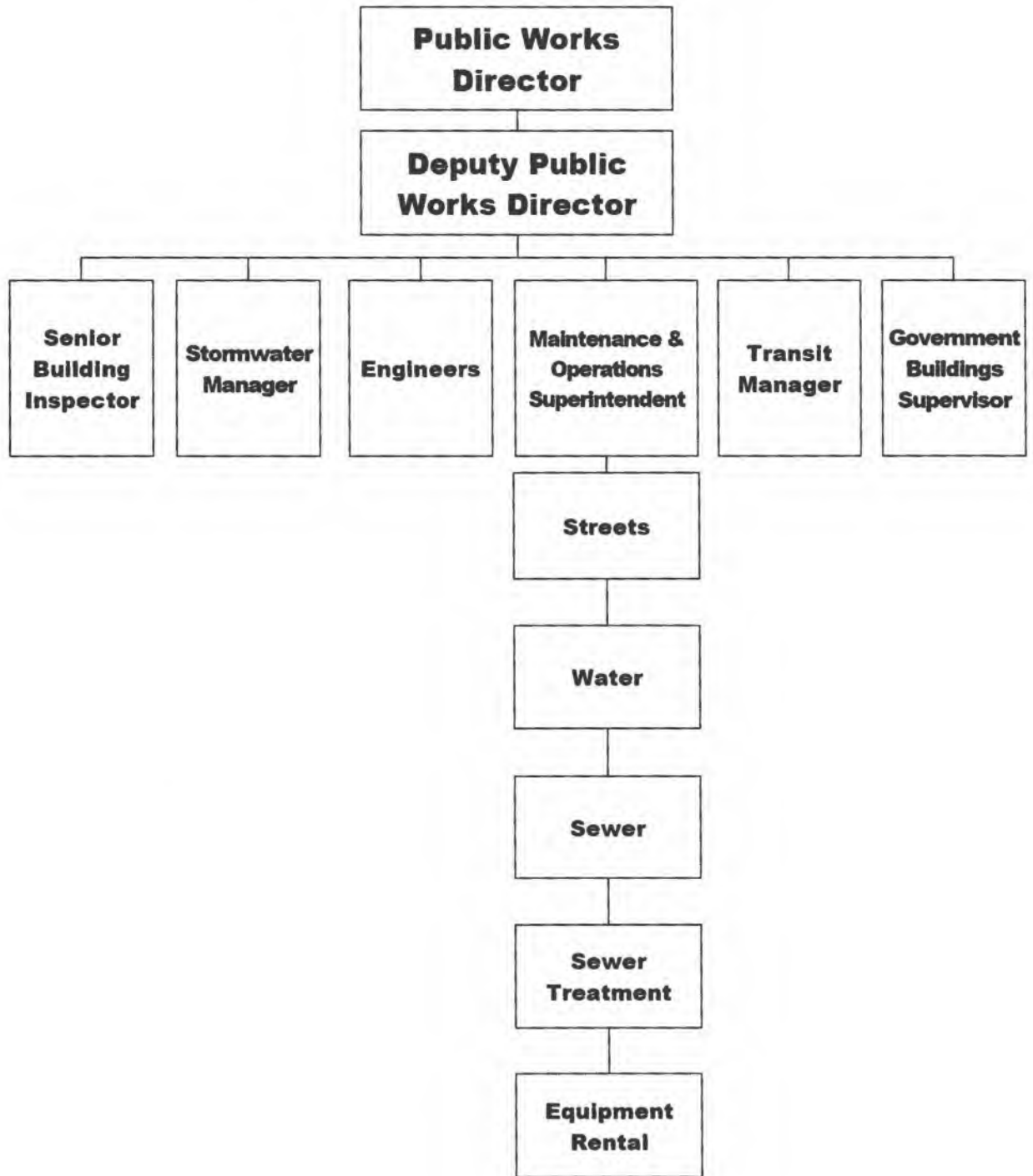
Review of response times to calls, quality assurance program of medical calls, customer questionnaires, department, hospital and public feedback and the monitoring of all ambulance budget items.

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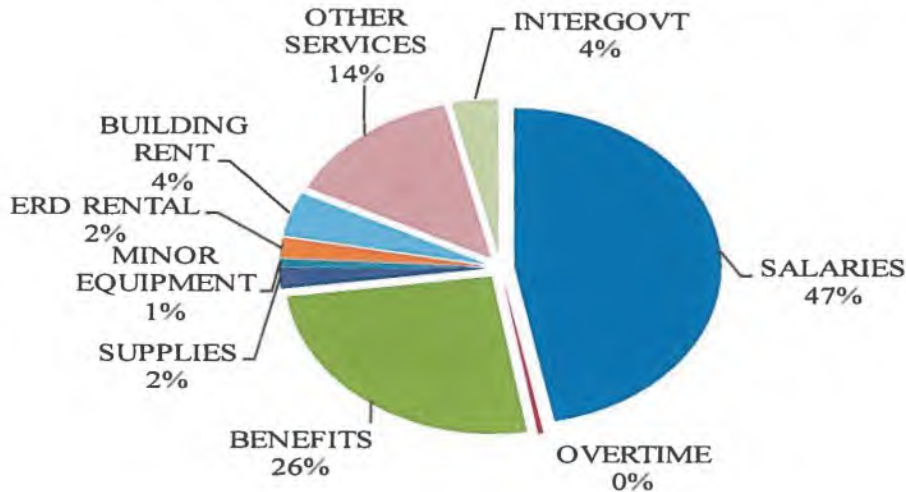
# GENERAL FUND 2019 - 2020 BUDGET REQUESTS

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	<u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>AMBULANCE &amp; EMERGENCY AID</b>						
SALARIES	1,284,621	1,427,997	644,609	1,585,668	1,662,950	157,671
OVERTIME	216,142	222,298	80,230	245,015	253,957	22,717
BENEFITS	466,178	574,950	250,694	605,800	655,176	30,850
SUPPLIES	62,119	64,750	30,165	68,000	71,300	3,250
MINOR EQUIPMENT	13,846	32,600	3,958	43,080	37,722	10,480
ERD RENTAL	66,870	172,419	86,810	192,757	194,258	20,338
BUILDING RENT	85,600	0	0	0	0	0
INFO SYSTEMS	0	0	0	0	0	0
OTHER SERVICES	49,622	118,237	48,159	139,945	143,060	21,708
INTERGOVERNMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>\$2,244,999</b>	<b>\$2,613,251</b>	<b>\$1,144,624</b>	<b>\$2,880,265</b>	<b>\$3,018,423</b>	<b>\$267,014</b>
	1,367,370	1,628,000	884,339	1,678,270	1,709,270	

**City of Pullman  
Public Works Department**

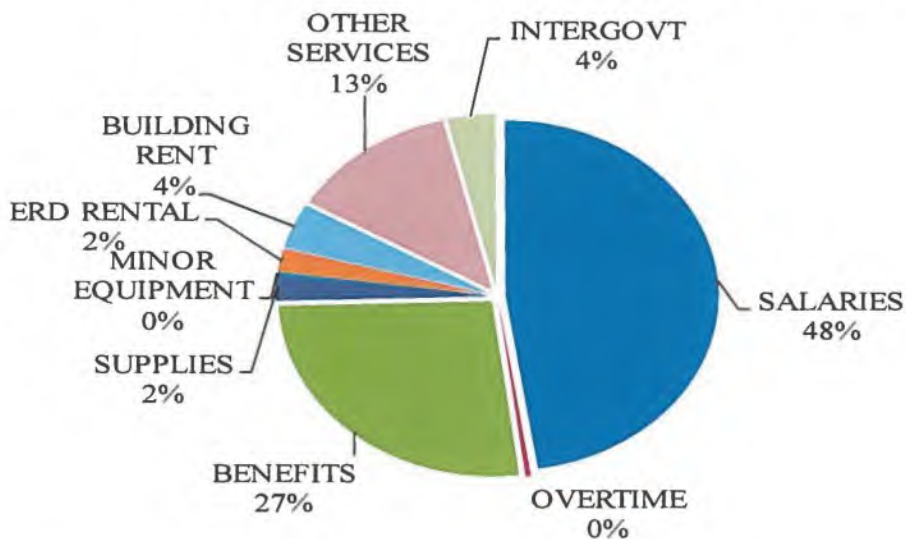


## 2019 PROTECTIVE INSPECTIONS



**2019 TOTAL OPERATING REQUEST: \$844,506**

## 2020 PROTECTIVE INSPECTIONS



**2020 TOTAL OPERATING REQUEST: \$853,510**



**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 700+ building permits, including plan reviews. Provide 3,500 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:**

\$844,506 for 2019 and \$853,510 for 2020

**MAJOR BUDGET CHANGES:**

The 2019 & 2020 budget includes programmed salary step increases and two percent cost of living increase each year, annual subscription contribution for electronic permitting software (\$10,000), development services department plan contribution of (\$10,000-2019 and \$2,000-2020).

Minor Capital includes gas detector (\$250); tablets for use with permitting software (\$2,500), Veridesk (total of 5- \$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 2019 - 2020 BUDGET REQUESTS

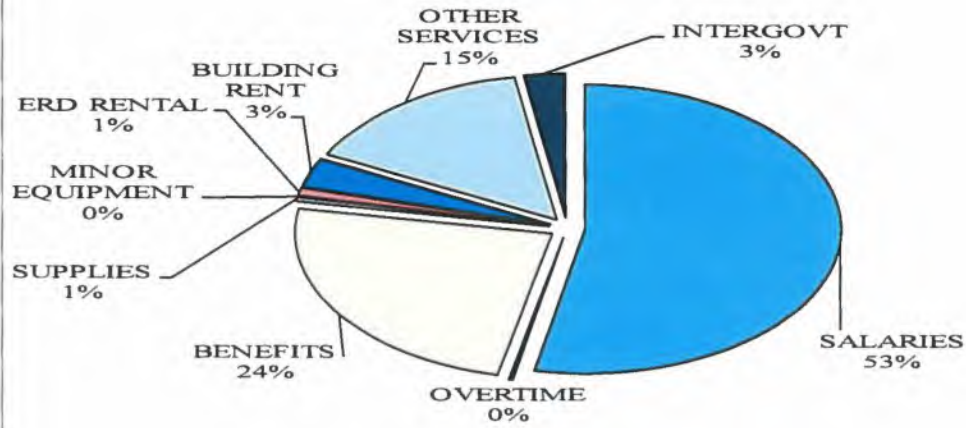
	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	06/30/18	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>INSPECTIONS</b>						
SALARIES	356,583	378,332	191,161	395,988	406,175	17,656
OVERTIME	2,128	3,227	688	3,422	3,444	195
BENEFITS	183,172	223,225	101,991	216,569	227,059	(6,656)
SUPPLIES	6,192	19,010	2,575	17,510	18,510	(1,500)
MINOR EQUIPMENT	0	2,750	240	6,500	3,000	3,750
ERD RENTAL	16,278	24,075	11,161	17,768	18,123	(6,307)
BUILDING RENT	26,396	38,097	19,049	37,976	35,864	(121)
INFO SYSTEMS	23,730	28,391	14,196	29,178	29,630	787
OTHER SERVICES	110,847	95,035	35,946	117,595	109,705	22,560
INTERGOVERNMENT	24,419	0	0	2,000	2,000	2,000
<b>TOTAL:</b>	<b>\$749,746</b>	<b>\$812,142</b>	<b>\$377,006</b>	<b>\$844,506</b>	<b>\$853,510</b>	<b>\$32,364</b>
	824,788	459,000	303,346	494,000	502,000	

<b>AUTHORIZED STAFFING</b>		
Position	Full-Time Equivalent	
Public Works Director	0.10	0.10
Deputy Public Works Director	0.10	0.10
Senior Building Inspector	1.00	1.00
Building Inspector	4.00	4.00
Clerical	0.90	0.90
<b>Total</b>	<b>6.10</b>	<b>6.10</b>

# **City of Pullman Planning**

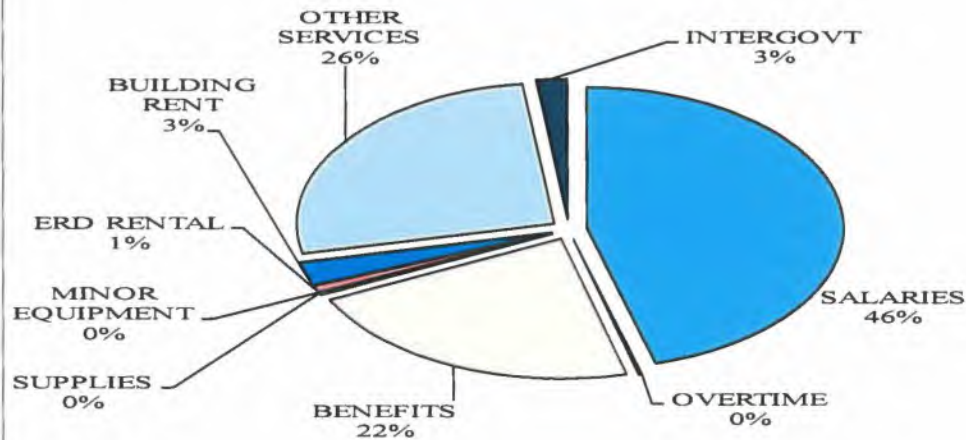


### 2019 PLANNING



**2019 TOTAL OPERATING REQUEST: \$398,214**

### 2020 PLANNING



**2020 TOTAL OPERATING REQUEST: \$465,545**

**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:**

\$398,214 for 2019 and \$465,545 for 2020

**MAJOR BUDGET CHANGES:**

The budget includes programmed salary augmentation for an increase of approximately \$19,000 in "Salaries/Benefits" over the biennium. In the "Other Services" category, the budget includes an increase of \$10,000 in the 2019 budget for the city's contribution to the Palouse Regional Housing Needs Assessment, an allocation of \$10,000 in both the 2019 and 2020 budgets for the planning department's share of consultant services to formulate an organizational/funding plan for the potential creation of a Community Development Department, a provision for potential Hearing Examiner services in the amount of \$9,000 for 2019 (one-half year) and \$18,000 for 2020 (full year), and an increase of \$70,000 in the 2020 budget for consultant services to revise the city's development regulations (e.g., zoning code) as part of the implementation of the Comprehensive Plan update scheduled for completion by early 2020, and an increase of \$10,000 in 2019 for a housing study.

**MEASUREMENT TECHNIQUE:**

Public feedback on quality of life for community.

# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

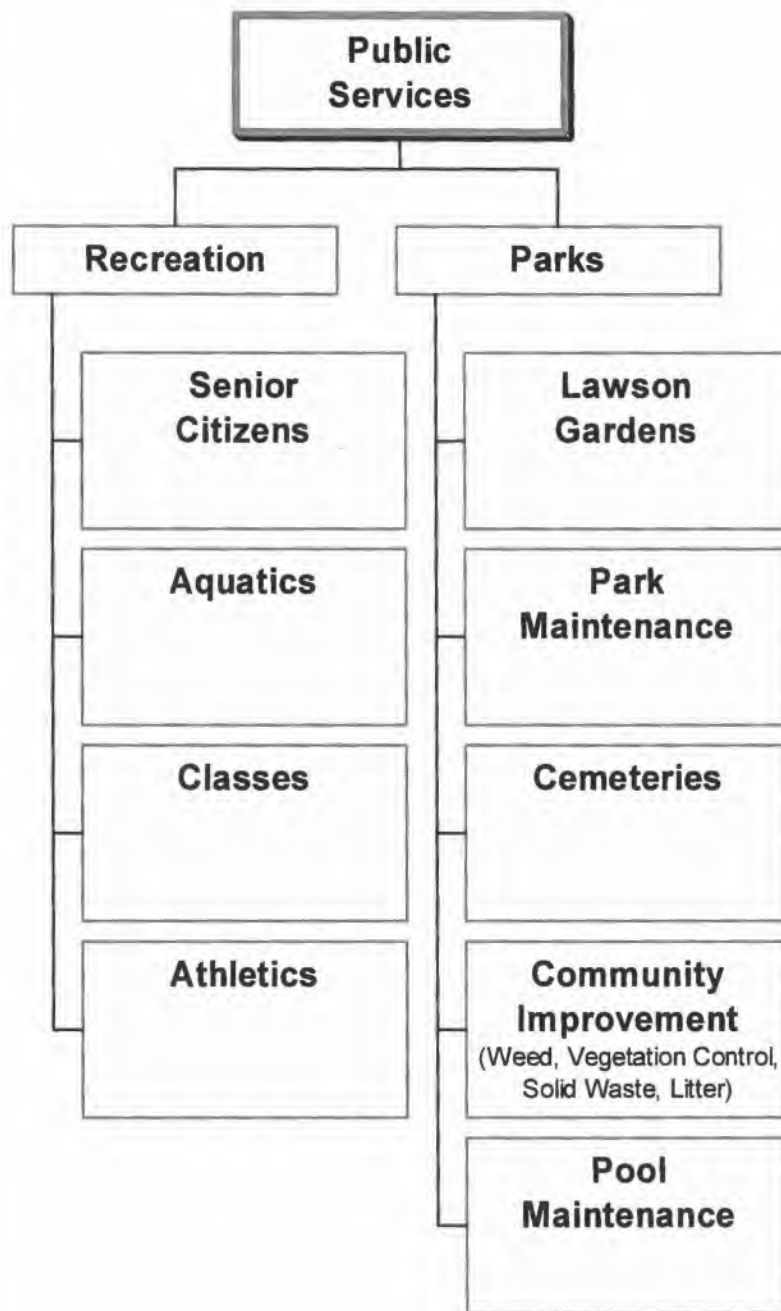
	<u>2017</u>	<u>2018</u>		<u>2019</u>	<u>2020</u>	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
		<u>BUDGET</u>				
<b>PLANNING</b>						
SALARIES	191,938	203,223	99,726	211,774	212,865	8,551
OVERTIME	0	1,000	270	1,000	1,000	0
BENEFITS	87,273	97,013	45,318	96,751	101,818	(262)
SUPPLIES	900	1,800	542	1,800	1,600	0
MINOR EQUIPMENT	248	418	23	500	0	82
ERD RENTAL	8,456	10,900	3,635	3,500	3,500	(7,400)
BUILDING RENT	10,209	12,509	6,255	13,131	12,547	622
INFO SYSTEMS	8,416	11,928	5,964	8,472	8,562	(3,456)
OTHER SERVICES	14,348	35,063	11,846	59,453	123,153	24,390
INTERGOVERNMENT	500	1,833	500	1,833	500	0
<b>TOTAL:</b>	<b>\$322,289</b>	<b>\$375,687</b>	<b>\$174,079</b>	<b>\$398,214</b>	<b>\$465,545</b>	<b>\$22,527</b>
	147,194	79,950	48,714	84,350	86,350	

<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Director of Planning	1.00	1.00
Assistant City Planner	1.00	1.00
Clerical	0.60	0.60
<b>Total</b>	<b>2.60</b>	<b>2.60</b>

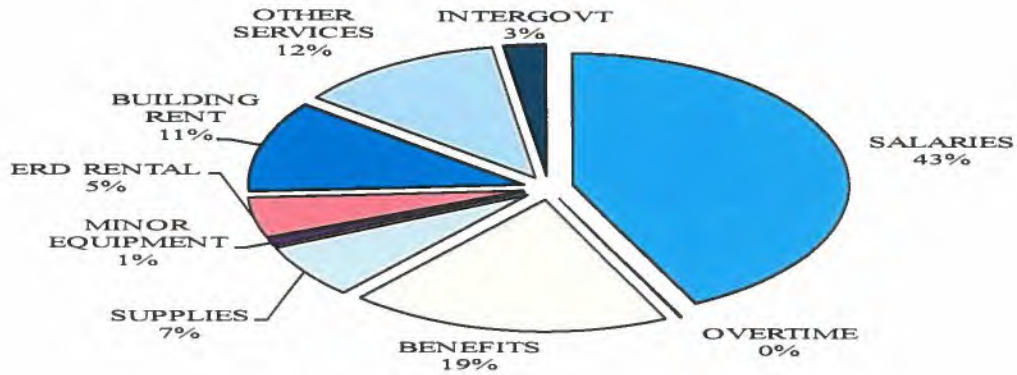


# City of Pullman

## Public Services Department

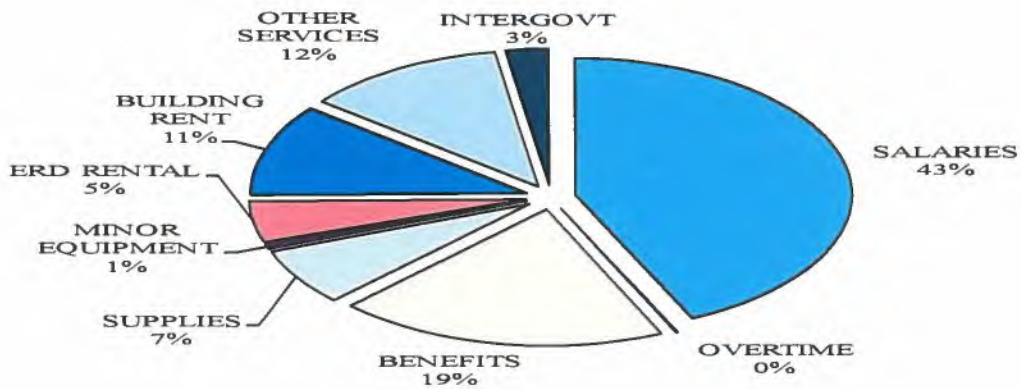


### 2019 PUBLIC SERVICES



**2019 TOTAL OPERATING REQUEST: \$3,523,246**

### 2020 PUBLIC SERVICES



**2020 TOTAL OPERATING REQUEST: \$3,620,111**

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# GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2017	2018	YTD	2019	2020	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>PROTECTIVE INSPECTIONS</b>						
SALARIES	356,583	378,332	191,161	395,988	406,175	17,656
OVERTIME	2,128	3,227	688	3,422	3,444	195
BENEFITS	183,172	223,225	101,991	216,569	227,059	(6,656)
SUPPLIES	6,192	19,010	2,575	17,510	18,510	(1,500)
MINOR EQUIPMENT	0	2,750	240	6,500	3,000	3,750
ERD RENTAL	16,278	24,075	11,161	17,768	18,123	(6,307)
BUILDING RENT	26,396	38,097	19,049	37,976	35,864	(121)
OTHER SERVICES	23,730	28,391	14,196	117,595	109,705	89,204
INFO SYS/INTERGOVT	135,266	95,035	35,946	31,178	31,630	(63,857)
<b>TOTAL OPERATING:</b>	<b>\$749,746</b>	<b>\$812,142</b>	<b>\$377,006</b>	<b>\$844,506</b>	<b>\$853,510</b>	<b>\$32,364</b>
	\$824,788	\$459,000	\$303,346	\$494,000	\$502,000	

**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:**

\$1,204,366 for 2019 and \$1,252,983 for 2020

**MAJOR BUDGET CHANGES:**

2019 budget includes programmed salary step increases and an increase of 50 cents per hour in minimum wage (\$7,644). Other Services increase of (\$12,650) which includes an increase to Professional Services of (\$5,750) and increase in Miscellaneous of (\$3,400). Minor Capital includes tables/chairs (\$2,000), camera (\$500), and table cart (\$350).

2020 budget includes programmed salary step increases, increase of \$1.50 per hour in minimum wage, and moving department Administrative Specialist from .75 to full-time status for an increase in salaries/benefits of (\$51,056). Minor Capital includes tables/chairs (\$2,000) and AV Equipment (\$6,000) for new Recreation Center.

**MEASUREMENT TECHNIQUE:**

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

**GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	<u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>RECREATION SERVICES</b>						
SALARIES	477,823	496,460	257,396	504,104	525,780	7,644
OVERTIME	0	0	0	0	0	0
BENEFITS	198,081	212,333	101,984	216,937	233,370	4,604
SUPPLIES	70,970	86,000	32,687	91,700	96,000	5,700
MINOR EQUIPMENT	1,652	3,600	949	2,850	8,000	(750)
ERD RENTAL	33,735	33,779	16,890	34,959	35,287	1,180
BUILDING RENT	141,299	170,626	85,313	170,124	168,717	(502)
INFO SYSTEMS	26,982	24,712	12,356	26,542	27,179	1,830
OTHER SERVICES	223,737	144,500	83,074	157,150	158,650	12,650
INTERGOVERNMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>\$1,174,281</b>	<b>\$1,172,010</b>	<b>\$590,649</b>	<b>\$1,204,366</b>	<b>\$1,252,983</b>	<b>\$32,356</b>
	640,702	566,050	316,735	584,150	611,400	

<b>AUTHORIZED STAFFING</b>		
Position	Full-Time Equivalent	
Recreation Manager	1.00	1.00
Recreation Supervisor	1.00	1.00
Senior Citizen Program Coordinator	1.00	1.00
Preschool Program Coordinator	1.00	1.00
Administrative Assistant	1.00	1.00
Administrative Specialist	0.75	1.75
<b>Total</b>	<b>5.75</b>	<b>6.75</b>



**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:**

\$1,519,431 (including operating \$1,300,431 and capital \$219,000) for 2019 and \$1,448,210 (including operating \$1,298,210 and capital \$150,000) for 2020)

**MAJOR BUDGET CHANGES:**

Salary and Benefit increases due to step increase and seasonal employee range change. Substantial decrease in ERD maintenance costs. Other Services 2019 increase to handle Skate Park repairs.

Minor Capital expenditures for 2019 include misc. tools (\$3,800) and Reaney Pool Facility; lane lines (\$1,500), Wibit replacement section and lockers (\$5,000). 2020 is budgeted for further misc. tools (\$3,800) and an additional Wibit section replacement (\$3,000).

Major Capital expenditures which are included separately within the CIP Budget on page 135 include the following; the resurfacing of the Kruegel and Sunnyside tennis courts (\$110,000), an additional flatbed truck (\$77,000) and \$22,000 carried over from 2018 CIP for a Reaney Pool climbing wall as well as the Parks portion of the Bond funded ADA accessible route to Sunnyside Park (\$10,000).

**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 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	<u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>PARKS</b>						
SALARIES	450,654	476,256	221,210	563,146	565,650	86,890
OVERTIME	1,248	3,000	349	3,000	3,000	0
BENEFITS	212,816	221,390	103,829	276,128	275,700	54,738
SUPPLIES	65,182	100,000	45,316	103,025	106,875	3,025
MINOR EQUIPMENT	21,605	48,825	39,482	13,300	6,800	(35,525)
ERD RENTAL	85,186	125,995	62,995	105,283	106,016	(20,712)
BUILDING RENT	0	0	0			0
INFO SYSTEMS	17,527	21,965	12,593	21,559	22,244	(406)
OTHER SERVICES	183,124	201,905	49,618	204,990	201,925	3,085
INTERGOVERNMENT	93,338	107,500	7,500	10,000	10,000	(97,500)
<b>TOTAL:</b>	<b>\$1,130,680</b>	<b>\$1,306,836</b>	<b>\$542,892</b>	<b>\$1,300,431</b>	<b>\$1,298,210</b>	<b>(\$6,405)</b>
	492,748	504,990	190,219	509,200	538,800	

<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Parks Manager	1.00	1.00
Lead Park Maintenance Worker	1.00	1.00
Park Maintenance Worker*	6.00	6.00
Horticulturist	1.00	1.00
Community Improvement Specialist	1.00	1.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>
*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:**

\$147,328 for 219 and \$148,594 for 2020

**MAJOR BUDGET CHANGES:**

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

**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.

# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017	2018		2019	2020	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>COMMUNITY IMPROVEMENT</b>						
SALARIES	61,159	70,049	36,175	71,877	71,877	1,828
OVERTIME	0	0	0			0
BENEFITS	34,965	44,033	20,838	46,476	46,476	2,443
SUPPLIES	3,597	8,500	6,961	8,750	9,400	250
MINOR EQUIPMENT	0	0	0			0
ERD RENTAL	8,095	9,874	4,937	7,984	8,029	(1,890)
BUILDING RENT	0	0	0			0
INFO SYSTEMS	8,359	10,832	5,416	9,491	9,762	(1,341)
OTHER SERVICES	2,021	2,150	1,035	2,750	3,050	600
INTERGOVERNMENT	0	0	0			0
<b>TOTAL:</b>	<b>\$118,196</b>	<b>\$145,438</b>	<b>\$75,363</b>	<b>\$147,328</b>	<b>\$148,594</b>	<b>\$1,890</b>
	136,122	134,000	52,479	135,000	136,000	



**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:**

\$141,872 for 2019 and \$142,825 for 2020

**MAJOR BUDGET CHANGES:**

Salary increase reflects range change for seasonal employees. ERD rate increase.

**MEASUREMENT TECHNIQUE:**

Cemetery appearance, resource management, and public feedback.

# GENERAL FUND 2019 - 2020 BUDGET REQUESTS

	2017	2018		2019	2020	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
<b>CEMETERY</b>						
SALARIES	49,364	50,475	29,545	54,226	54,226	3,751
OVERTIME	0	0	0	0	0	0
BENEFITS	20,562	19,662	11,006	20,096	20,096	434
SUPPLIES	553	5,200	3,183	6,075	6,125	875
MINOR EQUIPMENT	0	0	0	0	0	0
ERD RENTAL	15,721	21,406	10,703	26,475	26,828	5,069
INFO SYSTEMS	0	0	0	0	0	
OTHER SERVICES	26,772	35,000	2,758	35,000	35,550	0
INTERGOVERNMENT	0	0	0			0
<b>SUBTOTAL:</b>	<b>\$112,971</b>	<b>\$131,743</b>	<b>\$57,195</b>	<b>\$141,872</b>	<b>\$142,825</b>	<b>\$10,129</b>
	27,433	20,000	9,228	20,000	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:**

\$819,249 (including operating \$729,249 and capital \$90,000) for 2019 and \$1,767,499 (including operating \$777,499 and capital \$990,000) for 2020

**MAJOR BUDGET CHANGES:**

2019 budget includes programmed salary step increase, an increase of 50 cents per hour in minimum wage (\$14,303), and building rent increase of (\$31,840). Minor Capital includes replacement of fitness equipment (\$6,000), addition of Wibit section (\$3,000), and the replacement of backboards (\$1,200). Major Capital includes engineering design phase of HVAC replacement project (\$90,000).

2020 budget includes programmed salary step increase, an increase of \$1.50 per hour in minimum wage, and hiring an Assistant Aquatics Program Coordinator for an increase in

salaries/benefits of (\$51,019). Minor Capital includes replacement of fitness equipment (\$6,000). Major Capital includes construction phase of HVAC replacement project (\$990,000).

**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 2019 - 2020 BUDGET REQUESTS

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	06/30/18	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>AQUATIC CENTER</b>						
SALARIES	277,584	296,628	154,413	310,931	342,591	14,303
OVERTIME	1,055	1,000	42	1,000	1,000	0
BENEFITS	93,969	109,174	45,261	105,121	123,454	(4,053)
SUPPLIES	23,838	26,500	15,385	27,500	27,500	1,000
MINOR CAPITAL	15,410	11,000	13,185	10,200	6,000	(800)
ERD RENTAL	2,473	2,122	1,122	1,161	1,174	(961)
BUILDING RENT	228,842	194,786	97,393	226,626	227,589	31,840
INFO SYSTEMS	26,830	20,898	10,449	20,310	21,016	(588)
OTHER SERVICES	34,601	25,450	9,981	26,400	27,175	950
INTERGOVERNMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>\$704,602</b>	<b>\$687,558</b>	<b>\$347,232</b>	<b>\$729,249</b>	<b>\$777,499</b>	<b>\$41,691</b>
	392,092	411,460	192,124	476,570	946,800	

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

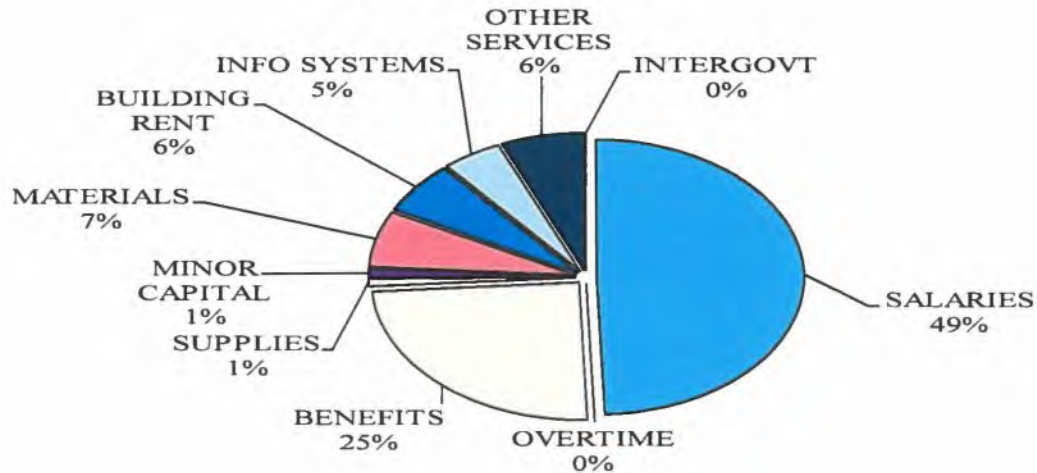


# **City of Pullman**

## **Neill Public Library**

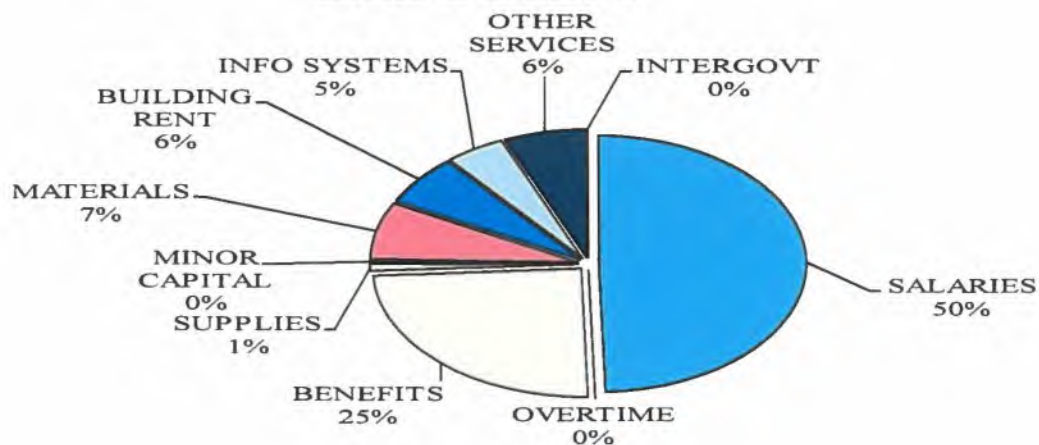


## 2019 NEILL PUBLIC LIBRARY



**2019 TOTAL OPERATING REQUEST: \$1,739,970**

## 2020 NEILL PUBLIC LIBRARY



**2020 TOTAL OPERATING REQUEST: \$1,791,623**

**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:**

\$1,769,970 (including operating \$1,739,970 and capital \$30,000) for 2019 and \$1,791,623 (including operating \$1,791,623 and capital \$0) for 2020

**MAJOR BUDGET CHANGES:**

**Minor Capital: \$11,100**

Purchase document scanner for public use (\$3,600), display/ shelving for tween and YA collection (\$5,000); 2 Veridesk platforms for standing stations (\$1,500); misc. office equipment (\$1,000).

**Capital: \$17,000**

Current public computer furniture purchased from Ikea in 2007 is at the end of its useful life. Replace furnishings to better support mixed use of computers, allow for more elbow room, and reduce noise levels (\$8,000); frame in staff supervisor office for noise control and improved functionality (up to \$9,000).

**CIP Capital: \$30,000 in 2019 replace library roof**

The existing membrane roof was installed in 1992 and is at the end of its useful life. During the winter of 2017-18, Government Buildings staff spent considerable time patching leaks due to seams coming unglued and flaps over screw heads needing to be patched. New leaks have already appeared this year.

The library will submit a funding request to Innovia (formerly Inland NW Community Foundation) for \$5,727 of the total estimated cost of this project.

**Building Rate for Heritage Addition: \$25,491 in 2019; \$26,195 in 2020**

The Library will submit its annual funding request to Innovia 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.

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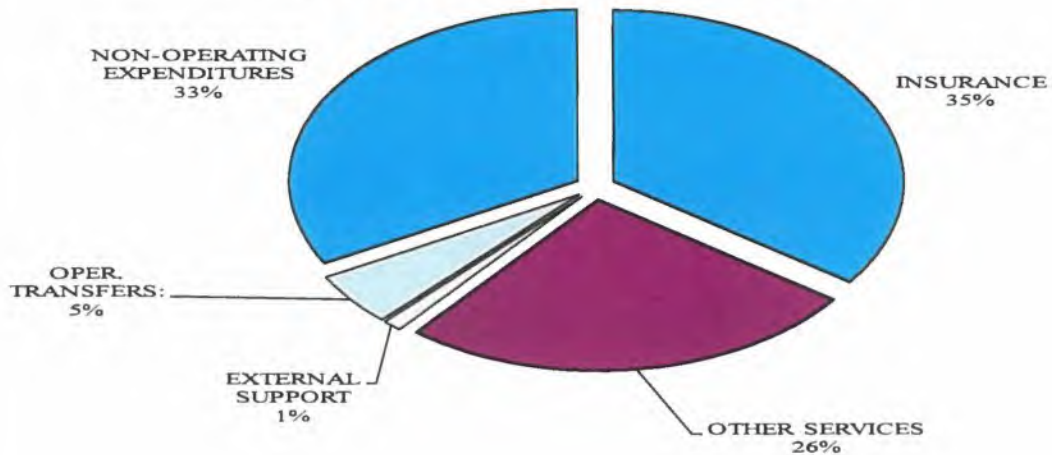
# **GENERAL FUND 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	06/30/18	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>NEILL PUBLIC LIBRARY</b>						
SALARIES	752,214	841,874	382,807	859,363	887,164	17,489
OVERTIME	0	0	0	0	0	0
BENEFITS	286,693	463,898	149,070	427,176	441,530	(36,722)
SUPPLIES	14,027	16,200	4,729	16,500	16,500	300
MINOR CAPITAL	2,945	18,500	377	19,100	6,500	600
MATERIALS	85,034	95,800	37,106	115,400	129,100	19,600
BUILDING RENT	92,351	123,003	62,402	108,012	112,863	(14,991)
INFO SYSTEMS	66,638	69,528	34,764	81,719	83,466	12,191
OTHER SERVICES	92,735	97,932	41,055	112,700	114,500	14,768
INTERGOVERNMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>\$1,392,637</b>	<b>\$1,726,735</b>	<b>\$712,309</b>	<b>\$1,739,970</b>	<b>\$1,791,623</b>	<b>\$13,235</b>
	91,771	51,237	24,342	34,027	28,300	

<b>AUTHORIZED STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Library Services Director	1.00	1.00
Library Division Manager	2.00	2.00
Library System Administrator	0.50	0.50
Library Supervisor	1.75	1.75
Administrative Assistant	1.00	1.00
Library Technician	3.00	3.00
Library Assistant	3.25	3.25
<b>Total</b>	<b>12.50</b>	<b>12.50</b>

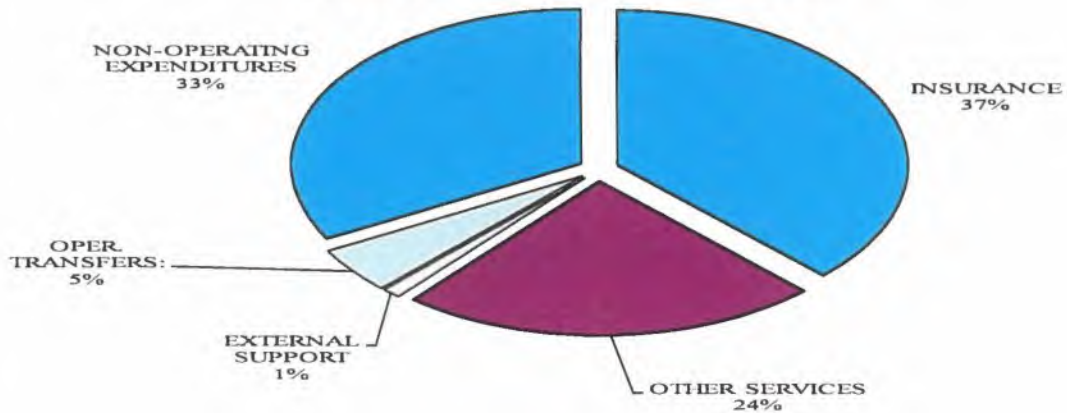


**2019 GENERAL GOVERNMENT AND  
OPERATING TRANSFERS**



**2019 TOTAL GENERAL GOVERNMENT, NON-OPERATING AND  
TRANSFER REQUEST: \$815,047**

**2020 GENERAL GOVERNMENT AND  
OPERATING TRANSFERS**



**2020 TOTAL GENERAL GOVERNMENT, NON-OPERATING AND  
TRANSFER REQUEST: \$852,199**



## ACTIVITY:

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

The 2019 General Government non-departmental expenditure requests include \$35,000 increase in insurance expenses and an increase of \$117,443 in the general government for an Economic Development Manager (\$143,000), and Lean program (\$10,000). The 2020 General Government non-departmental expenditure requests include \$35,000 increase in insurance expenses and a decrease of \$10,152 including an Economic Development Manager (\$140,000), and Lean program (\$10,000).

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 \$8,920 in 2019 and \$8,980 in 2020.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$8,870 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. General Fund capital projects total \$820,386 for 2019 and \$1,210,607 for 2020. The 2019 approved projects are police facilities security improvements (\$30,729), police radio tower communication shelter (\$43,450), police portable radios (\$127,600), fire department defibrillators (\$48,607), fire department AutoPulse (\$17,000), fire department vehicle (\$35,000), fire department brush engine upgrade (\$75,000), fire department power load system (\$22,000), parks department HVAC upgrade (\$90,000), parks department one ton truck (\$77,000), parks department Sunnyside Park ADA path (\$10,000), parks department Kruegel/Sunnyside tennis court resurfacing (\$110,000) funded by the Metropolitan Park District (\$110,000), and library roof design (\$30,000). The 2020 projects are fire department defibrillators (\$48,607), fire department ambulance cot loading system (\$22,000), aquatics department HVAC replacement (\$990,000), and parks department HVAC Sunnyside Playground revamp (\$150,000).

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 2019 - 2020 BUDGET REQUESTS**

	2017 <u>ACTUAL</u>	2018 AMENDED <u>BUDGET</u>	<u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>GENERAL GOVERNMENT</b>						
INSURANCE	242,640	250,000	246,258	285,000	320,000	35,000
OTHER SERVICES	32,431	94,082	36,639	211,525	201,373	117,443
CENTRAL STORES	0	0	0	0	0	0
TOTAL:	<u>\$275,071</u>	<u>\$344,082</u>	<u>\$282,898</u>	<u>\$496,525</u>	<u>\$521,373</u>	<u>\$152,443</u>
	0	0	0			
<b>EXTERNAL SUPPORT</b>						
ALCOHOLISM	8,702	8,700	0	8,920	8,980	220
TOTAL:	<u>\$8,702</u>	<u>\$8,700</u>	<u>\$0</u>	<u>\$8,920</u>	<u>\$8,980</u>	<u>\$220</u>
<b>OPERATING TRANSFERS</b>						
STREETS/OTHER FUNDS	0	0	0	0	0	0
INFO SYS -GOV'T ACCESS&	5,689	6,291	0	8,850	8,870	2,559
GOVT BUILDINGS	0	0	3,516,828	0	0	0
ERD	0	0	0	0	0	0
AIRPORT	332,013	332,013	332,013	32,013	32,013	(300,000)
TOTAL:	<u>\$337,702</u>	<u>\$338,304</u>	<u>\$3,848,841</u>	<u>\$40,863</u>	<u>\$40,883</u>	<u>(\$297,441)</u>
OPER. SUBTOTAL:	<u>\$621,475</u>	<u>\$691,086</u>	<u>\$4,131,739</u>	<u>\$546,308</u>	<u>\$571,236</u>	<u>(\$144,778)</u>
<b>NON-OPERATING EXPENDITURES</b>						
LEOFF 1 - POLICE	176,428	226,806	96,103	203,739	215,963	(23,067)
LEOFF 1 - FIRE	40,453	65,000	24,600	65,000	65,000	0
POLICE GRANT	0	0	0	0	0	0
FIRE GRANT	0	0	0	0	0	0
	<u>\$216,881</u>	<u>\$291,806</u>	<u>\$120,703</u>	<u>\$268,739</u>	<u>\$280,963</u>	<u>(\$23,067)</u>
<b>CAPITAL EXPENDITURES</b>						
<u>C.I.P. PROJECTS</u>						
ADMIN/FINANCE	0	0	0	0	0	0
POLICE	33,505	155,963	35,453	283,779	0	127,816
FIRE	20,721	225,000	0	110,000	0	(115,000)
AMBULANCE	48,606	78,607		87,607	70,607	9,000
INSPECTIONS	0	0	0	0	0	0
AQUATICS	0	3,500	0	90,000	990,000	
PARKS	18,915	442,750	96,702	219,000	150,000	(223,750)
GENERAL		0	0	0	0	0
LIBRARY	4,831	0	0	30,000	0	30,000
TOTAL:	<u>\$126,579</u>	<u>\$905,820</u>	<u>\$132,155</u>	<u>\$820,386</u>	<u>\$1,210,607</u>	<u>(\$171,934)</u>
		24,000				
<u>CAPITAL FUND TRANSFERS:</u>						
OTHER FUNDS	0	0	0	0	0	0
TOTAL CAPITAL:	<u>\$126,579</u>	<u>\$905,820</u>	<u>\$132,155</u>	<u>\$820,386</u>	<u>\$1,210,607</u>	<u>(\$171,934)</u>
PAGE TOTAL:	<u>\$964,935</u>	<u>\$1,888,712</u>	<u>\$4,384,597</u>	<u>\$1,635,433</u>	<u>\$2,062,806</u>	<u>(\$339,779)</u>

**ACTIVITY:**

2019 General Fund Capital Improvement Projects

**ACTIVITY DESCRIPTION:**

This activity segregates the capital improvement projects from the rest of the General Fund.  
On August 28, 2018 the City Council adopted the CIP for 2019 – 2024.

**BUDGET:**

Direct Expenditures	\$	716,386
Carryover to 2019	\$	104,000
Total	\$	820,386
Transfer to Metropolitan Park	\$	(132,000)
Funds from Grants	\$	( 0)
Net Total	\$	688,386
	\$	

**2019 GENERAL FUND C.I.P PROJECTS**

<u>Department</u>	<u>Project</u>	<u>Amended 2018 Budget</u>	<u>Estimate Yr End 2018</u>	<u>Carryover to 2019</u>	<u>Carryover to 2020</u>	<u>New 2019 Request</u>	<u>Dept Total</u>
Police	Facility Stairs Resurfacing	10,586	10,586			0	
	Patrol Vehicle	59,000	39,266			0	
	Police Station Remodel	14,877	14,877			0	
	New Police Officer Accessories	4,000	4,000			0	
	Voice Recognition Software	16,500	16,500			0	
	Emergency Generator Replacement	110,000	28,000	82,000		0	
	Facilities Security Improvements	0	0			30,729	
	Radio Tower Communication Shelter	0	0			43,450	
	Portable Radios	0	0			127,600	
	Subtotal:	214,963	113,229	82,000	0	201,779	\$283,779
Fire/Amb	Defibrillator Replacements	48,607	48,607			48,607	
	Bullet proof vests and helmets for domestic violence/active shooter response (grant contingent)	30,000	0			0	
	Fire Station 1 Land Acquisition	225,000	0			0	
	AutoPulse	0	0			17,000	
	Vehicle to replace Dodge Stratus	0	0			35,000	
	Type 6 Brush Engine Upgrade	0	0			75,000	
	Stryker Power Load System	0	0			22,000	
	Subtotal:	303,607	48,607	0	0	197,607	\$197,607
Parks	Accessible Route to Sunnyside Park (bond)	140,000	0			0	
	Canyon View Drive to Darrow Street Path-MP (bond)	92,500	0			0	
	Quann Field Fencing-MP	10,000	10,000			0	
	Replace Wrestling Mats-MP	11,000	11,000			0	
	Soccer Goals-MP	13,750	13,750			0	
	Climbing Wall-MP	22,000	0	22,000		0	
	Portable Band Shell (bond)	125,000	0			0	
	Sunnyside Park ADA Path (bond)	2,250	0			0	
	Itani Linear Park Path Paving (bond)	2,250	0			0	
	Sidewalk Infill (bond)	6,000	0			0	
	Canyon View Path (bond)	3,000	0			0	
	Reaney Park Pool Restrooms and Liners (bond)	15,000	0			0	
	Vehicle for Aquatic Center Staff	3,500	3,500			0	
	HVAC Upgrade for Aquatic Center	0	0			90,000	
	One Ton Truck	0	0			77,000	
	Sunnyside Park ADA Path	0	0			10,000	
	Kruegel/Sunnyside Tennis Court Resurfacing -MP	0	0			110,000	
	Subtotal:	446,250	38,250	22,000	0	287,000	\$309,000
Library	Roof Design	0	0			30,000	
	Subtotal:	0	0	0	0	30,000	\$30,000
TOTAL GENERAL FUND DIRECT:		964,820	200,086	104,000	0	716,386	820,386
Transfers to Other Funds-MP		(149,250)	(34,750)	(22,000)		(110,000)	
Funds from Grant		(24,000)	0	0		0	
Total Transfers to Other Funds:		(173,250)	(34,750)	(22,000)		(110,000)	(\$132,000)
TOTAL GENERAL FUND CAPITAL:		\$791,570	\$165,336	\$82,000	\$0	\$606,386	\$688,386
Transfers from Non Reserve Funds:			\$0				\$0
<u>C.I.P. Reserve:</u>		<u>Beginning 2018</u>	<u>Additions/ 2018</u>	<u>Year End 2018</u>	<u>Additions in 2019</u>	<u>Additions (Uses) in 2019</u>	<u>Year End 2019</u>
Transfer from Undesignated Reserves			650,000		700,000		
Transfers from Non Reserve Funds			0				
		\$660,949	(\$165,336)	\$1,145,613		(\$688,386)	\$1,167,227
Transfers from Non Reserve Funds (Negative Balance=Used all Reserves)				\$0			
December 31, 2017 CIP Reserve Balance				<u>\$1,145,613</u>			

**FUND NUMBER****TITLE****104****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:**

\$924,250 for 2019 and \$3,179,600 for 2020

**MAJOR BUDGET CHANGES:**

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2019-2020 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.

**2019 Program:**

Grand Avenue / Center Street Traffic Signal	100,000
Bishop Boulevard Bridge Decks Resurfacing	16,000
Crestview Drive Improvements	124,750
Terre View Drive Bicycle-Pedestrian Path	10,000
Arterial Streets Resurfacing 2020	40,000
Downtown Enhancements—Grand Avenue & Main Street	92,000
Grand Avenue & Main Street Signal Enhancements	125,000
Complete Street Improvements	250,000
Miscellaneous	<u>166,500</u>
<b>Total</b>	<b>\$ <u>924,250</u></b>

**2020 Program:**

Grand Avenue / Center Street Traffic Signal	935,000
Crestview Drive Improvements	10,000
Terre View Drive Bicycle-Pedestrian path	320,000
Arterial Streets Resurfacing 2020	1,268,100
Downtown Enhancements—Grand Avenue & Main Streets	321,000
Grand Avenue & Main Street Signal Enhancements	126,000
Complete Street Improvements	15,000
Miscellaneous	<u>184,500</u>
<b>Total</b>	<b>\$ <u>2,995,100</u></b>

**MEASUREMENT TECHNIQUE:**

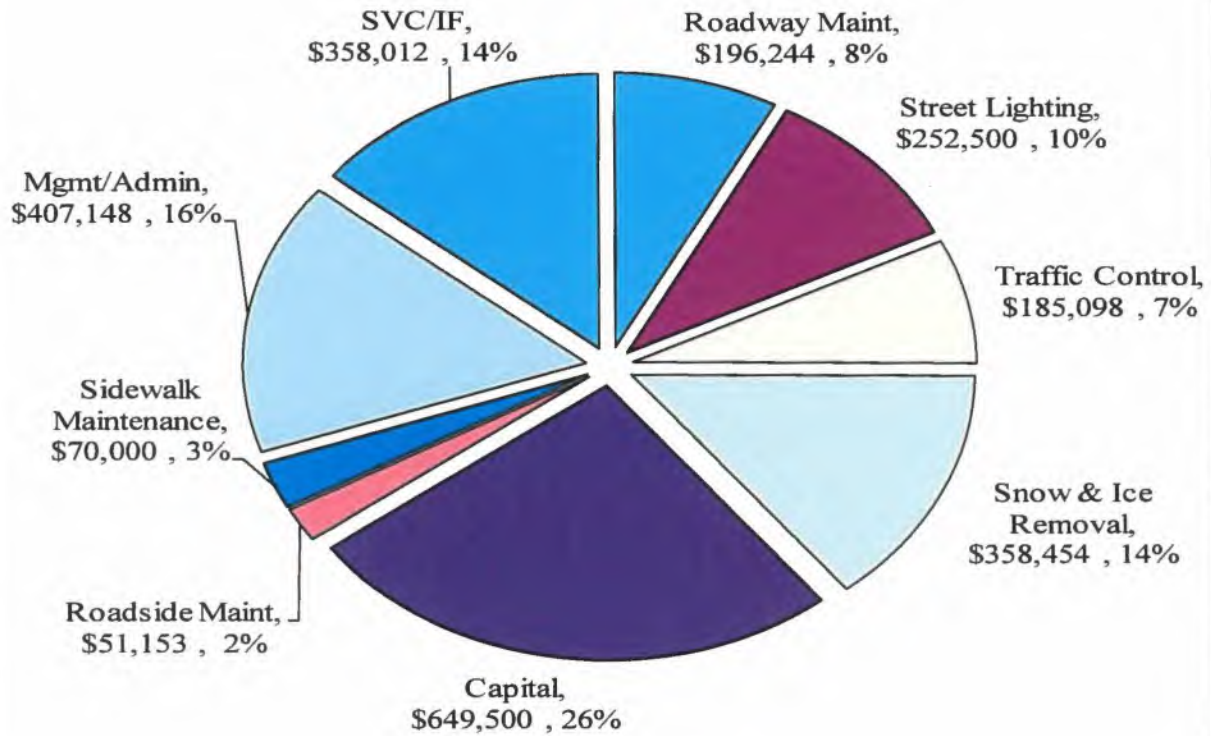
Feedback received at public hearings on Transportation Improvement Program and during and after construction.

# **ARTERIAL STREET FUND #104**

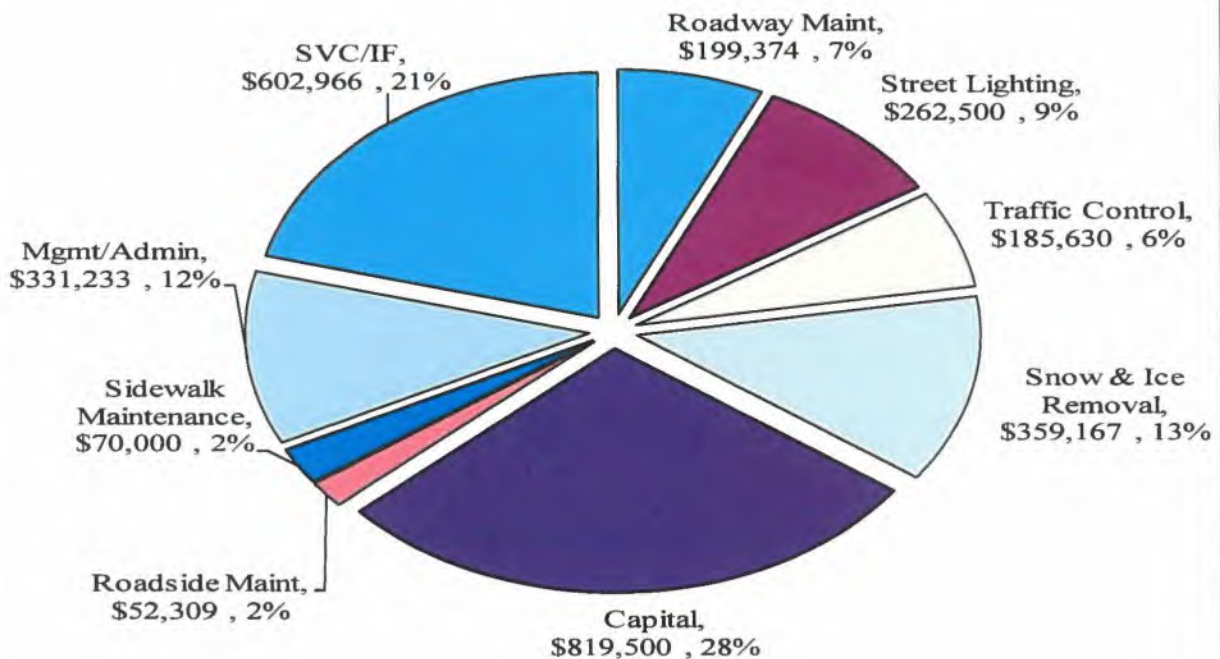
	<u>2017 ACTUAL</u>	<u>2018 BUDGET</u>	<u>YTD 06/30/18</u>	<u>2019 REQUEST</u>	<u>2020 REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>						
FEDERAL GRANTS	1,320,170		902	1,400,000	1,685,000	1,400,000
STATE GRANTS						
GAS TAX	216,662	205,000	105,131	210,000	210,000	5,000
TRANSIT-PROJECTS						
OPERATING TRANSFERS	100,000	100,000		100,000	100,000	
MISCELLANEOUS						
<b>TOTAL REVENUES:</b>	<b>\$1,636,832</b>	<b>\$305,000</b>	<b>\$106,033</b>	<b>\$1,710,000</b>	<b>\$1,995,000</b>	<b>\$1,405,000</b>
<b>+BEGINNING CASH:</b>	1,411,894	1,399,016	1,399,016	1,321,558	2,089,308	(77,458)
<b>TOTAL RESOURCES:</b>	<b>3,048,726</b>	<b>\$1,704,016</b>	<b>\$1,505,049</b>	<b>\$3,031,558</b>	<b>\$4,084,308</b>	<b>\$1,327,542</b>
<b>EXPENDITURES:</b>						
SALARIES		4,000	714	80,000	20,000	76,000
OVERTIME						
BENEFITS		2,000	329	35,000	10,000	33,000
SUPPLIES		1,500	218	1,000	3,000	(500)
MINOR EQUIPMENT		3,000	1,962	4,000	4,000	1,000
OTHER SERVICES		157,000	41,256	354,500	278,000	197,500
INTGOVT/OTHER	1,649,710	5,000		5,000	5,000	
CAPITAL		290,000	70,269	462,750	2,859,600	172,750
<b>TOTAL EXPENDITURE</b>	<b>\$1,649,710</b>	<b>\$462,500</b>	<b>\$114,748</b>	<b>\$942,250</b>	<b>\$3,179,600</b>	<b>\$479,750</b>
<b>+ENDING CASH</b>	1,399,016	1,241,516	1,390,301	2,089,308	904,708	847,792
<b>TOTAL USES:</b>	<b>\$3,048,726</b>	<b>\$1,704,016</b>	<b>\$1,505,049</b>	<b>\$3,031,558</b>	<b>\$4,084,308</b>	<b>\$1,327,542</b>



## 2019 Street Budget \$2,528,109



## 2020 Street Budget \$2,882,679



**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 to three 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 (71.63 miles plus 9.31 miles of state highway) for the motoring public.

**BUDGET:**

\$2,528,109 for 2019 and \$2,882,679 for 2020

**MAJOR BUDGET CHANGES:**

The 2019-2020 Budget includes programmed salary step increases, a two percent cost of living increases in 2019 and 2020 for non-represented employees, a portion (20%) of a new City Engineer position, a Bike/Pedestrian Master Plan (\$35,000 carryover), a payment rating survey (\$40,000), and a contribution (\$12,000) for design work on downtown enhancements (\$12,000). Crack sealing (\$10,000), sidewalk repair (\$70,000), accelerated street maintenance (\$400,000) remain the same as 2018, and sidewalk infilling (\$80,000) has increased over 2018.

**2019 Budget Capital Expenditures****Roadway**

Extraordinary street maintenance	\$	400,000
Manhole repair pavement cutter and manhole lid repositioning tool	\$	33,000
Orchard Drive/ Valley road shared use path (WSU led project)	\$	75,000
Welcome Park (Retainage)	\$	10,000

**Sidewalks**

Annual sidewalk construction project	\$	80,000
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**Street Lighting**

Miscellaneous Improvements	\$	10,000
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**Traffic Control Devices**

Traffic Control Vehicle Detection Upgrade Project	\$	25,000
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**Parking Facilities**

Spring Street electric vehicle lot (partnership with Avista)	\$	16,500
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### **2019 Budget Minor Capital Expenditures**

<u>Roadway Maintenance</u>		
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,500
<u>Traffic Control Devices Maintenance</u>		
Low cost tool or equipment procurement	\$	1,500
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,500
Preformed traffic loops for street projects	\$	500
Spare conflict monitors to facilitate annual testing program	\$	9,900
Traffic Signal Controller Replacement Project	\$	4,500
Two portable inverter generators	\$	2,600
<u>Snow and Ice Control Maintenance</u>		
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,500
GPS tracking device for snow and ice control equipment	\$	4,000
<u>Management- General Administration</u>		
Computer or other device for entering work order information into the CMMS from the field (2 device/year)	\$	2,500

### **2020 Budget Capital Expenditures**

<u>Roadway</u>		
Downtown Enhancement Project – High Street (50% Water, 50% Street, 2019 Design in 41.00)	\$	94,500
Downtown Enhancement Project – Pine Street (2019 Design in 41.00)	\$	210,000
Extraordinary street maintenance	\$	400,000
<u>Sidewalks</u>		
Annual sidewalk construction project	\$	80,000
<u>Street Lighting</u>		
Miscellaneous Improvements	\$	10,000
<u>Traffic Control Devices</u>		
Traffic Control Vehicle Detection Upgrade Project	\$	25,000

### **2020 Budget Minor Capital Expenditures**

<u>Roadway Maintenance</u>		
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,500
<u>Traffic Control Devices Maintenance</u>		
Low cost tool or equipment procurement	\$	1,500
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,500
Preformed traffic loops for street projects	\$	500
Spare conflict monitors to facilitate annual testing program	\$	9,900
Traffic Signal Controller Replacement Project	\$	4,500
Two portable inverter generators	\$	2,600
<u>Snow and Ice Control Maintenance</u>		
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,500
<u>Management- General Administration</u>		
Computer or other device for entering work order information into the CMMS from the field (2 device/year)	\$	2,500

### **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

	2017 <u>ACTUAL</u>	AMENDED <u>2018 BUDGET</u>	YTD <u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>						
UTILITY TAX	1,264,951	1,181,000	538,794	1,168,000	1,171,000	(13,000)
1/4% R.E. TAX	415,961	200,000	210,050	250,000	260,000	50,000
GAS TAX/MVA/MULTI	460,407	449,000	243,893	525,000	525,000	76,000
GRANTS, OTHER DIRECT	95,915	118,010	48,817	14,710	14,710	(103,300)
GENERAL FUND - C.I.P.		32,000				(32,000)
TRANSIT FUND		32,000	23,417			10,000
<b>TOTAL REVENUES:</b>	2,862,451	1,980,010	1,064,971	1,957,710	1,970,710	(22,300)
<b>+BEGINNING FUND BALANCE</b>	2,839,995	2,839,995	2,839,995	2,586,836	2,016,437	(253,159)
<b>TOTAL RESOURCES:</b>	<b>\$5,702,446</b>	<b>\$4,820,005</b>	<b>\$3,904,966</b>	<b>\$4,544,546</b>	<b>\$3,987,147</b>	<b>(\$275,459)</b>

<b>EXPENDITURES:</b>						
SALARIES	297,791	311,923	166,970	336,425	346,427	24,502
OVERTIME	14,788	26,691	3,517	26,926	28,031	235
BENEFITS	149,174	168,669	82,959	186,944	189,947	18,275
SUPPLIES	143,295	251,800	138,717	279,852	278,052	28,052
MINOR EQUIPMENT	10,406	27,450	3,600	30,000	26,000	2,550
ERD / BLDG.RENTAL/ INFO	313,565	203,585	101,793	220,973	225,158	17,388
OTHER SERVICES	843,473	720,571	207,278	755,489	688,564	34,918
INTERGOVERNMENTAL	180,593	50,000		42,000	281,000	(8,000)
CAPITAL & ACCEL MAINT.	502,731	686,500	4,434	649,500	819,500	(37,000)

<b>TOTAL EXPENDITURE</b>	<b>2,455,816</b>	<b>2,447,189</b>	<b>709,268</b>	<b>2,528,109</b>	<b>2,882,679</b>	<b>80,920</b>
<b>+ENDING FUND BALANCE</b>	<b>2,839,995</b>	<b>2,372,816</b>	<b>3,195,698</b>	<b>2,016,437</b>	<b>1,104,468</b>	<b>(356,379)</b>

<b>TOTAL USES:</b>	<b>\$5,295,811</b>	<b>\$4,820,005</b>	<b>\$3,904,966</b>	<b>\$4,544,546</b>	<b>\$3,987,147</b>	<b>(\$275,459)</b>
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STAFFING		
<u>Position</u>	<u>Full-Time Equivalent</u>	
Maintenance & Operations Superintendent	0.15	0.15
Maintenance Supervisor	0.25	0.25
Control Specialist	0.03	0.03
Senior Civil Engineer	0.20	0.50
Maintenance Workers	2.40	2.40
Engineering Technician	0.70	0.70
Civil Engineer	0.20	0.20
Seasonal/Casual	0.82	0.82
Administration	0.87	0.87
Clerical	0.25	0.25
<b>Total</b>	<b>5.87</b>	<b>6.17</b>



**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 \$371,000 for 2019 / \$1,077,000 for 2020

**EXPENDITURES**

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. The 2019-2020 request is summarized below:

		<u>2019</u>	<u>2020</u>
Salaries:	Tourism Director	\$ 42,139	\$ 44,246
	Event Coordinator	\$ 35,000	\$ 36,750
	Office Manager	\$ 6,000	\$ 6,000
	Part-time Seasonal Intern	\$ 3,000	\$ 3,000
Payroll Taxes:	Tourism Director	\$ 3,800	\$ 3,900
	Event Coordinator	\$ 3,510	\$ 3,686
	Office Manager	\$ 590	\$ 590
	Intern	\$ 270	\$ 270
Simple IRA Benefit:	Tourism Director	\$ 1,288	\$ 1,353
	Event Coordinator	\$ 1,170	\$ 1,230
	Office Manager	\$ 480	\$ 480
Medical Benefit		\$ 11,808	\$ 11,808
1-800 Phone Number		\$ 750	\$ 750
Postage		\$ 6,000	\$ 6,000
Travel/Tourism Meetings		\$ 4,250	\$ 4,250
The Palouse Scenic Byway Program for Whitman Co.		\$ 18,000	\$ 18,000
Brochures		\$ 12,000	\$ 12,000
	Pullman-Moscow Activities Guide	\$ 300	
	Downtown Retail Map	\$ 1,850	
	Winery/Brewery Rack Cards	\$ 470	
	Photography Map	\$ 2,310	
	Walk of Fame Brochure	\$ 1,800	
	A Walking Tour	\$ 2,800	
	New Brochure	\$ 2,000	
	Restaurant Guide Rack Card	\$ 470	
	Brochure Total	<u>\$12,000</u>	

	<u>2019</u>	<u>2020</u>
Holiday Festival & Tree Lighting	\$ 4,000	\$ 4,000
Pullman Promotion	\$ 8,000	\$ 8,000
Fourth of July	\$ 6,500	\$ 6,500
National Lentil Festival	\$ 40,000	\$ 40,000
General Advertising (targeted ads)	\$ 85,000	\$ 85,000
Tourism Promotion Grants	\$ 65,045	\$ 66,387
Lawson Gardens Pavilion	\$ 0	\$700,000
Office supplies and equipment rental	\$ 5,000	\$ 5,000
Insurance	\$ 4,400	\$ 4,800
Technology and Software	\$ 1,500	\$ 1,500
Website and DSL Fees	\$ 1,500	\$ 1,500
<b>Total Budget Requested</b>	<b><u>\$371,000</u></b>	<b><u>\$1,077,000</u></b>

This request asks to continue to support a full time Tourism & Special Events Director to handle Tourism and the larger events such as the National Lentil Festival: \$42,139 for 2019/\$44,246 for 2020 (indicating a 5% maximum raise for each year, a 3-5% range is dependent upon merit and is at the discretion of the Pullman Chamber Executive Director) 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, and the National Lentil Festival. This request also asks to continue supporting an Event Coordinator includes the 3-5% merit range \$35,000 for 2019/\$36,750 funding for an Event Coordinator to work forty hours per week throughout the year. This position covers events including Fourth of July, and Holiday Fest, processes relocation and visitor request fulfillment and other tourism related projects and assists with the Tourism Director as well as greeting visitors. These figures include a 5% salary increase (based on event growth and added duties) for 2019 and a 3% increase for 2020, 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, and an increase to \$6,000 for 2019 and 2020.

Medical Benefit has been adjusted by 20%, (a high estimate) and raised the benefit from \$9,840 in 2018 to \$11,808 for 2019 and 2020.

1-800 phone number stays at the \$750/year, as adjusted in 2018.

Postage has been reduced from \$7,300 to \$6,000 for both 2019 and 2020, as this is a reasonable reduction based on the past three years, with more benefits from using Bulk Mail.

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 2019 and 2020 Pullman Activities Guide, which will be sold in-house as it has been for the past

five years. We will also continue production of the various popular brochures and rack cards. Overall, brochure total should increase in 2019 from \$10,390 to \$12,000 and remain the same in 2020 at \$12,000 should costs increase.

Holiday Festival remains at \$4,000. Local Promotion (Previously named Pullman Promotion) remains at \$8,000. The Local Promotion allows for things such as Music on Main, Bike Week, light bulbs for the bridge at Pine Street Plaza, Pedal the Palouse decals, and other small budgeted items which improve the tourism appeal in Pullman.

The Fourth of July budget of \$6,500 for fireworks remains as a line item. Funding of \$40,000 remains the same for National Lentil Festival.

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

Tourism Promotion Funding is raised from \$56,353 in 2018 to \$65,045 in 2019 and to \$66,387 for 2020.

Insurance has been increased by \$400 in 2019 to \$4,400 and an additional \$400 in 2020 to \$4,800. This covers the special events put on by the Tourism Department.

Technology and Software has been dropped by \$500 to \$1,500, as \$2,000 has proven to be a bit high.

Website and DSL Fees have dropped from \$4,860 to \$1,500 as that is more in line with current rates, evidenced over the last three years.

The Tourism Director manages/co-manages 3 separate websites, PullmanChamber.com (which houses material for tourists along with chamber membership information), the PalouseScenicByway.org and LentilFest.com which 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.

Visitor Information packets are mailed out to prospective tourists as a result of General Advertising. The number of relocation packets+ mailed have dropped, as bulk quantities of brochures are being supplied to major employers such as WSU and SEL.



<b>Chamber Website</b>		
<b>Month</b>	<b>Visits</b>	<b>Page Views</b>
1st Quarter 2016	16,026	75,988
2nd Quarter 2016	19,405	78,942
3rd Quarter 2016	21,285	41,764
4th Quarter 2016	13,822	30,515
1st Quarter 2017	13,294	28,938
2nd Quarter 2017	16,275	32,752
3rd Quarter 2017	18,445	35,795
4th Quarter 201	11,788	25,137
	Facebook fans 1,922	Twitter 2,230 followers
<b>Month</b>	<b>Visits</b>	<b>Page Views</b>
<b>Lentil Festival Site:</b>		
1st Quarter 2016	3,175	7,958
2nd Quarter 2016	6,297	16,880
3rd Quarter 2016	19,743	56,155
4th Quarter 2016	3,656	7,348
1st Quarter 2017	2,741	7,894
2nd Quarter 2017	5,777	15,071
3rd Quarter 2017	15,360	46,232
4th Quarter 2017	1,601	3,271
<b>Palouse Scenic Byway</b>		
1st Quarter 2016		15,351
2nd Quarter 2016		30,705
3rd Quarter 2016		25,579
4th Quarter 2016		11,863
1st Quarter 2017		15,700
2nd Quarter 2017		29,851
3rd Quarter 2017		19,473
4th Quarter 2017		7,814

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**CIVIC IMPROVEMENT FUND #120**

	<b>2017 ACTUAL</b>	<b>AMENDED 2018 BUDGET</b>	<b>YTD 06/30/18</b>	<b>2019 REQUEST</b>	<b>2020 REQUEST</b>	<b>\$ CHANGE</b>
<b><u>REVENUES:</u></b>						
LODGING EXCISE TAX	610,170	365,000	240,374	371,000	377,000	6,000
INTEREST	6,213	5,000	5,295	10,000	12,000	5,000
<b>TOTAL REVENUES:</b>	<b>\$616,383</b>	<b>\$370,000</b>	<b>\$245,669</b>	<b>\$381,000</b>	<b>\$389,000</b>	<b>\$11,000</b>
<b>+BEGINNING FUND BALANCE:</b>	<b>1,529,582</b>	<b>1,846,864</b>	<b>1,846,864</b>	<b>2,135,850</b>	<b>2,145,850</b>	<b>288,986</b>
<b>TOTAL RESOURCES:</b>	<b>\$2,145,965</b>	<b>\$2,216,864</b>	<b>\$2,092,533</b>	<b>\$2,516,850</b>	<b>\$2,534,850</b>	<b>\$299,986</b>
<b><u>EXPENDITURES:</u></b>						
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	299,101	505,000	148,387	371,000	1,077,000	(134,000)
<b>TOTAL EXPENDITURE</b>	<b>\$299,101</b>	<b>\$505,000</b>	<b>\$148,387</b>	<b>\$371,000</b>	<b>\$1,077,000</b>	<b>(\$134,000)</b>
<b>+ENDING FUND BALANCE</b>	<b>1,846,864</b>	<b>1,711,864</b>	<b>1,944,146</b>	<b>2,145,850</b>	<b>1,457,850</b>	<b>433,986</b>
<b>TOTAL USES:</b>	<b>\$2,145,965</b>	<b>\$2,216,864</b>	<b>\$2,092,533</b>	<b>\$2,516,850</b>	<b>\$2,534,850</b>	<b>\$299,986</b>

**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:**

\$37,000 for 2019 and \$37,500 for 2020

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

**EXPENDITURES:**

\$40,000 for 2019 and \$40,000 for 2020

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 \$343,376 by year-end 2019 and \$340,876 by year-end 2020.

# **FIREMEN'S PENSION FUND #125**

	<u>2017</u> <u>ACTUAL</u>	<u>2018</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/18</u>	<u>2019</u> <u>REQUEST</u>	<u>2020</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>						
FIRE INSURANCE						
PREMIUM TAX	33,313	33,000	36,175	35,000	35,000	2,000
INVESTMENTS	1,321	1,000	1,125	2,000	2,500	1,000
<b>TOTAL REVENUES:</b>	34,634	\$34,000	\$37,300	\$37,000	\$37,500	\$3,000
<b>+BEGINNING CASH:</b>	339,552	358,202	358,202	346,376	343,376	(11,826)
<b>TOTAL RESOURCES:</b>	<b>\$374,186</b>	<b>\$392,202</b>	<b>\$395,502</b>	<b>\$383,376</b>	<b>\$380,876</b>	<b>(\$8,826)</b>
<b><u>EXPENDITURES:</u></b>						
BENEFITS	15,984	40,000	6,368	40,000	40,000	
PROF. SERVICES						
<b>TOTAL EXPENDITURE</b>	<b>\$15,984</b>	<b>\$40,000</b>	<b>\$6,368</b>	<b>\$40,000</b>	<b>\$40,000</b>	
<b>+ENDING CASH</b>	358,202	352,202	389,134	343,376	340,876	(8,826)
<b>TOTAL USES:</b>	<b>\$374,186</b>	<b>\$392,202</b>	<b>\$395,502</b>	<b>\$383,376</b>	<b>\$380,876</b>	<b>(\$8,826)</b>

**FUND NUMBER:****TITLE****310****CEMETERY EXPANSION****PURPOSE:**

To provide funds for cemetery expansion and/or development.

**GOAL:**

Continue to provide the opportunity for capital cemetery improvements.

**BUDGET:**

\$500 for 2019 and \$500 for 2020

**MAJOR BUDGET CHANGES:**

Revenues consist of interest earnings that are transferred from the Cemetery Endowment Care Fund. There are no planned projects for 2019 and 2020.

# CEMETERY EXPANSION FUND #310

	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	YTD <u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>						
FEES	640					
CONTRIBUTIONS			2,350			
OTHER	2,372	500		500	500	
<b>TOTAL REVENUES:</b>	3,012	500	2,350	500	500	
<b>+BEGINNING CASH:</b>	21,321	3,286	3,286	6,136	6,136	2,850
<b>TOTAL RESOURCES:</b>	<b>\$24,333</b>	<b>\$3,786</b>	<b>\$5,636</b>	<b>\$6,636</b>	<b>\$6,636</b>	<b>\$2,850</b>
<b><u>EXPENDITURES:</u></b>						
SALARIES						
BENEFITS						
SUPPLIES						
MINOR CAPITAL						
OTHER SERVICES				500	500	500
LAND PURCHASE						
IMPROVEMENTS	21,047					
<b>TOTAL EXPENDS:</b>	21,047			500	500	500
<b>+ENDING CASH</b>	3,286	3,786	5,636	6,136	6,136	2,350
<b>TOTAL USES:</b>	<b>\$24,333</b>	<b>\$3,786</b>	<b>\$5,636</b>	<b>\$6,636</b>	<b>\$6,636</b>	<b>\$2,850</b>



<b>FUND NUMBER:</b>	<b>TITLE</b>
<b>317</b>	<b>WATER-SEWER REVENUE BOND FUND</b>

**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. Starting in 2018, this fund collects the necessary General Fund amounts from the Water and Sewer system to repay the bond for the ultraviolet disinfectant project.

**REVENUES:**

Estimated receipts: \$1,047,392 for 2019 and \$1,042,194 for 2020

**EXPENDITURES:**

Estimated expenditures: \$1,047,392 for 2019 and \$1,042,194 for 2020

# **WATER-SEWER REVENUE BOND FUND #317**

	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	YTD <u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>						
INTER-GOVERNMENTAL						
BOND PROCEEDS			20,018			
INVESTMENTS		7,117,671	7,117,671			(7,117,671)
TRANSFERS IN	398,515	394,716	40,116	1,047,392	1,042,194	652,676
TOTAL REVENUES:	398,515	7,512,387	7,177,805	1,047,392	1,042,194	(6,464,995)
+BEGINNING CASH:	687,765	191,611	191,611	234,687	234,687	43,076
TOTAL RESOURCES:	<b>\$1,086,281</b>	<b>\$7,703,998</b>	<b>\$7,369,416</b>	<b>\$1,282,079</b>	<b>\$1,276,881</b>	<b>(\$6,421,919)</b>
<b>EXPENDITURES:</b>						
<b>PRINCIPAL:</b>						
2009 REV BONDS	120,000	425,000		130,000	130,000	(295,000)
SR270 SEWER BOND	155,818	1,250,000	1,047,245			(1,250,000)
2018 REV BONDS				171,350	174,742	171,350
2018 UV REV BONDS				515,705	527,979	515,705
<b>INTEREST:</b>						
2009 REV BONDS	83,233	80,233	13,372	75,433	70,233	(4,800)
SR270 SEWER BOND	37,231	30,000	10,650			(30,000)
2018 REV BONDS		100,000		17,650	14,260	(82,350)
2018 UV REV BONDS				136,754	124,480	136,754
REGISTRATION	300	1,000		500	500	(500)
DEBT ISSUE						
TRANSFERS	505,000	6,000,000				
TOTAL EXPENDITURE	901,581	7,943,733	1,128,002	1,047,392	1,042,194	(6,896,341)
+ENDING CASH	184,700	(239,735)	6,241,414	234,687	234,687	474,422
TOTAL USES:	<b>\$1,086,281</b>	<b>\$7,703,998</b>	<b>\$7,369,416</b>	<b>\$1,282,079</b>	<b>\$1,276,881</b>	<b>(\$6,421,919)</b>

## **REVENUE BONDS BALANCE OUTSTANDING AS OF DECEMBER 31, :**

	2018	2019	2020	Maturity
2009 Revenue Bond	\$ 1,720,000	\$ 1,590,000	\$ 1,460,000	September 1, 2029
SR270 Sewer Revenue Bond*	\$ -	\$ -	\$ -	December 1, 2023
2018 Revenue Bond*	\$ 891,233	\$ 719,884	\$ 545,142	December 1, 2023
2018 UV Revenue Bond	\$ 5,745,929	\$ 5,230,224	\$ 4,702,245	December 1, 2028
TOTAL:	\$ 8,357,162	\$ 7,540,108	\$ 6,707,387	

\* The SR270 Sewer Bond was refunded in 2018.

**FUND NUMBER:****318****TITLE****2018 BOND FUND****PURPOSE:**

This fund was established to account for the revenue and expenditures related to the City Hall and Parks/Paths Bond Fund. This fund collects the necessary amounts from property taxes to repay the bond for the City Hall and Parks/Paths General Obligation Bonds.

**REVENUES:**

Estimated receipts: \$1,163,000 for 2019 and \$1,073,000 for 2020

**EXPENDITURES:**

Estimated expenditures: \$6,773,759 for 2019 and \$4,134,713 for 2020

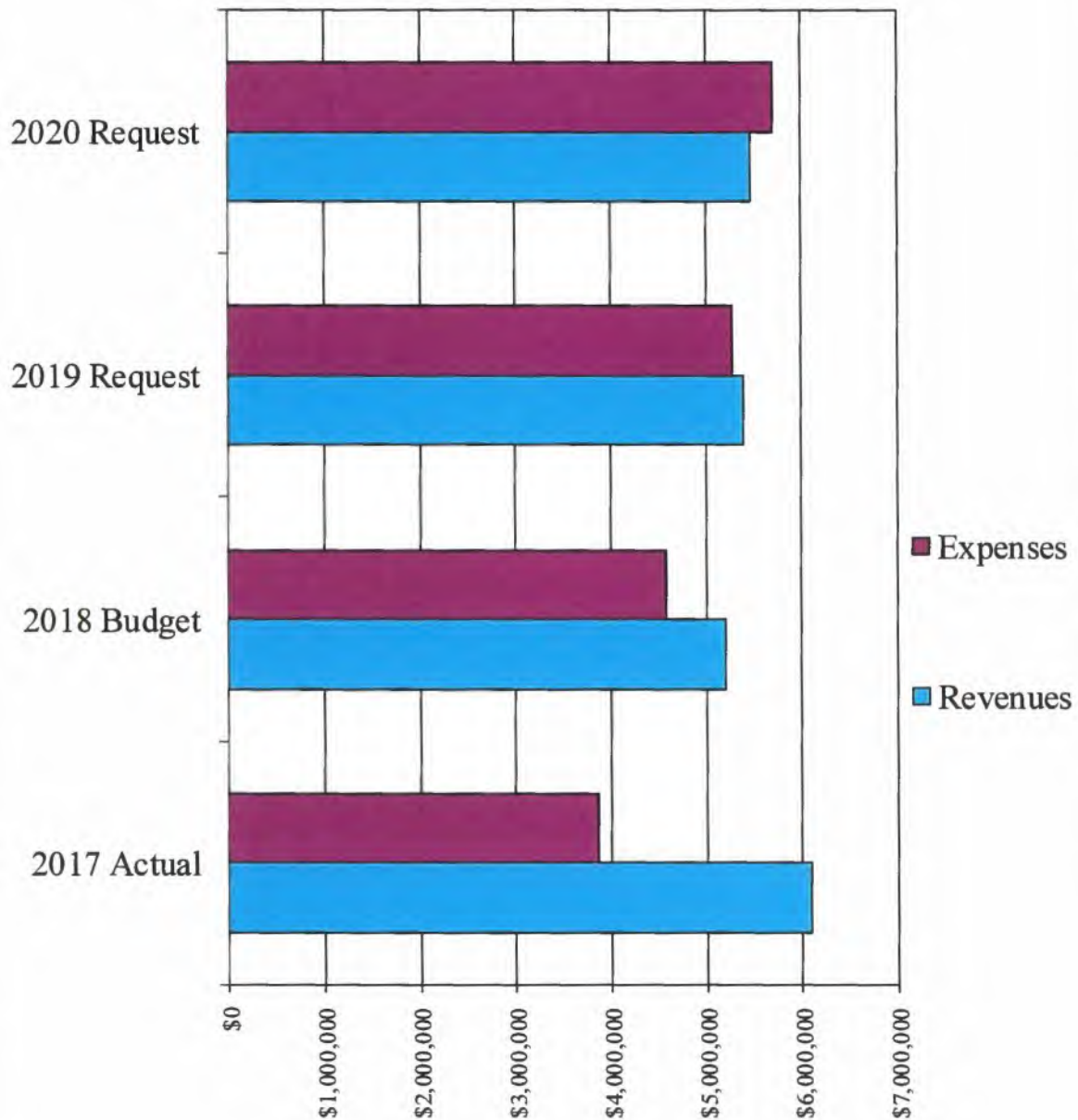
**2018 BOND FUND #318**

	<u>2017</u> <u>ACTUAL</u>	<u>2018</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/18</u>	<u>2019</u> <u>REQUEST</u>	<u>2020</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>						
PROPERTY TAX				1,043,000	1,043,000	1,043,000
TRANSFER IN						
BOND PROCEEDS		12,900,000	12,900,000			(12,900,000)
INVESTMENTS				120,000	30,000	120,000
<b>TOTAL REVENUES:</b>		12,900,000	12,900,000	1,163,000	1,073,000	(11,737,000)
<b>+BEGINNING CASH:</b>				8,681,000	3,070,241	
<b>TOTAL RESOURCES:</b>		\$12,900,000	\$12,900,000	\$9,844,000	\$4,143,241	(\$3,056,000)
<b>EXPENDITURES:</b>						
<b>PRINCIPAL:</b>						
CITY HALL				240,000	445,500	240,000
PARKS				185,000	255,000	
<b>INTEREST:</b>						
CITY HALL		114,000		300,000	300,000	186,000
PARKS		23,000		60,000	55,000	
<b>OTHER IMPROVEMENTS:</b>						
CITY HALL		3,950,000		5,125,734	2,181,963	
PARKS		22,500		863,025	897,250	
<b>DEBT ISSUE COSTS:</b>						
CITY HALL		135,000				
PARKS		34,500				
<b>REGISTRATION:</b>						
CITY HALL						
PARKS						
<b>TOTAL EXPENDITURE</b>		4,279,000		6,773,759	4,134,713	2,494,759
<b>+ENDING CASH</b>		8,621,000	12,900,000	3,070,241	8,528	(5,550,759)
<b>TOTAL USES:</b>		\$12,900,000	\$12,900,000	\$9,844,000	\$4,143,241	(\$3,056,000)

**2018 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, :**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Maturity</u>
2018 City Hall GO Bond	\$ 10,500,000	\$ 10,260,000	\$ 9,814,647	December 1, 2037
2018 Parks GO Bond	\$ 2,400,000	\$ 2,215,000	\$ 1,961,275	December 1, 2027
<b>TOTAL:</b>	<b>\$ 12,900,000</b>	<b>\$ 12,475,000</b>	<b>\$ 11,775,922</b>	

## Utility Fund: Water Division



## Revenues vs. Expenses

**FUND NUMBER:****401****TITLE****UTILITIES/WATER****ACTIVITY DESCRIPTION:**

Maintenance and operation of City water facilities delivering approximately 930 million gallons of water to consumers annually.

**GOAL:**

Provide a constant supply of the highest quality water available at adequate pressure to approximately 5,403 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, endosulfan, diquat, glyphosphate, and radionuclides (approximately 3,200 tests conducted yearly).

**BUDGET:**

\$5,270,813 for 2019 and \$5,700,552 for 2020

**MAJOR BUDGET CHANGES:**

The 2019-2020 budget includes programmed salary step increases and a two percent cost of living for non-represented employees each year, a portion (20%) of a new City Engineer position, a Comprehensive Plan contribution (\$2,000 carryover from 2018), a (\$10,000) contribution to Lean evaluation/implementation, a control system replacement (\$30,000), a contribution (\$10,000) to a development services department plan, and a contribution (\$17,930) to an asset management system upgrade.

**2019 Budget Capital Expenditures**

(P-1) Pipe Replacement, Johnson Road	\$	259,000
(P-10) Pipe replacement, well 7 to Landis Reservoir Conveyance	\$	96,000
(P-3) Pipe replacement, Jackson Street	\$	58,000
Airport Domestic Water System Upgrades	\$	104,000
Install a low-water use landscape demonstration area at new City Hall	\$	61,000
Miscellaneous water line replacement program	\$	120,000
Pave access to Pioneer Reservoir and Charlie Brown Tank	\$	15,000
Purchase new large format color printer/color scanner	\$	15,000



Radio read water meters for new accounts	\$	30,000
Spring Street utility upgrades (Water 50%, Sewer 25%, and Storm 25%)	\$	113,750

### **2019 Budget Minor Capital Expenditures**

#### **Utilities - Water**

Backflow assembly test kit	\$	4,500
Chlorine analyzer replacement program (2/year)	\$	8,000
Computer for new City Engineer position	\$	2,000
Computer or other device for entering work order information into the CMMS from the field (1 device/year)	\$	2,500
Fluoride analyzer replacement program (1/year)	\$	8,100
Hydrant meter assemblies, include backflow preventer (2/year)	\$	9,000
Laptop mounting system for meter reading vehicle (\$450 for mount, \$450 for ERD installation)	\$	900
Low cost tool or equipment procurement	\$	1,500
Mini-computer and wall mount monitor for remote CitectScada stations (2019 Booster 11 & Well 8, 2020 Well 7)	\$	2,000
Miscellaneous hand, electric and pneumatic tool replacements	\$	2,200
Portable electric sump pump (2/1-Maintenance, 1-Operations)	\$	700
Replace M&O shop copier/printer (IT will select the unit to be purchased)	\$	2,000
Well No. 6 fluoride dosing pump replacement	\$	4,000

### **2020 Budget Capital Expenditures**

(P-13) Pipe Replacement, south of Grand Avenue and east of Harms Road	\$	198,000
(P-14) Pipe addition Harold Drive and Effie Drive	\$	157,000
Downtown Enhancement Project- High Street (CIP, 50% Water, 50% Storm, 2019 in 41.00)	\$	94,500
Miscellaneous water line replacement program	\$	140,000
Radio read water meters for new accounts	\$	35,000
Replace Well 6 Hypochlorite generator (2019 in 41.00)	\$	160,000
Replace Well 7 Hypochlorite generator (2019 in 41.00)	\$	160,000

### **2020 Budget Minor Capital Expenditures**

#### **Utilities - Water**

Backflow assembly test kit	\$	4,500
Chlorine analyzer replacement program (2/year)	\$	8,000
Computer or other device for entering work order information into the CMMS from the field (1 device/year) NEW	\$	2,500
Electric tools (drill, impact driver, grinder)	\$	700
Fluoride analyzer replacement program (1/year)	\$	8,100
Hydrant meter assemblies, include backflow preventer (2/year)	\$	9,000
Low cost tool or equipment procurement	\$	1,500



Manual sump pump (1-Maintenance)	\$	2,000
Min-computer and wall mount monitor for remote CitectScada stations (2019 Booster 11 & Well 8, 2020 Well)	\$	1,000
Miscellaneous hand, electric and pneumatic tool replacements	\$	2,200
Pipe cutting chainsaw	\$	4,000

**MEASUREMENT TECHNIQUE:**

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

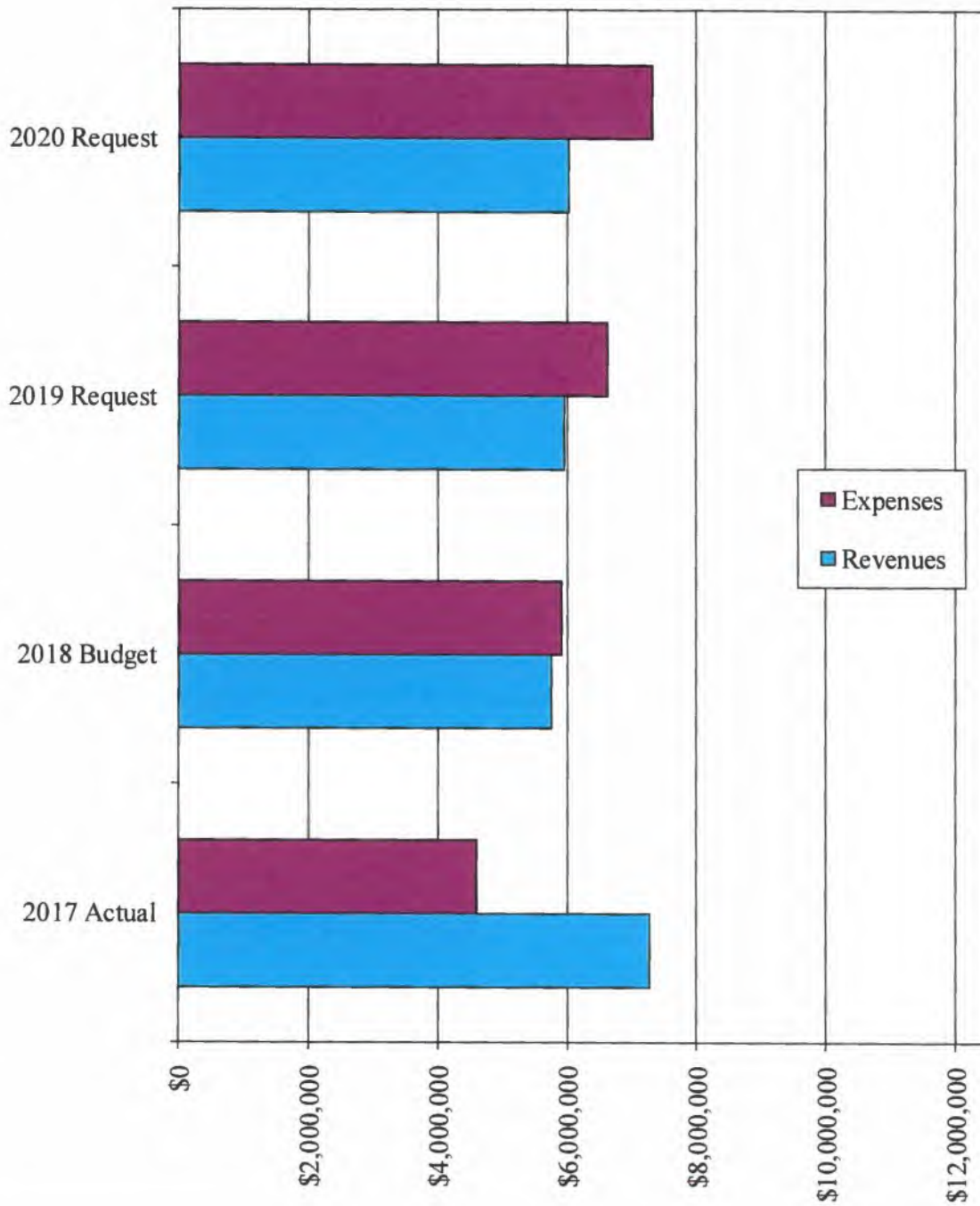
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**UTILITY FUND #401****WATER-SEWER REVENUES AND EXPENSES**

	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	YTD <u>06/30/18</u>	2019 <u>REQUEST</u>	2019 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>REVENUES:</b>						
<b>WATER DIVISION:</b>						
WATER SALES	5,172,086	4,905,000	2,014,080	5,006,000	5,056,000	101,000
MISCELLANEOUS	915,605	293,768	159,100	399,547	408,936	105,779
<b>TOTAL REVENUES:</b>	<b>\$6,087,691</b>	<b>\$5,198,768</b>	<b>\$2,173,180</b>	<b>\$5,405,547</b>	<b>\$5,464,936</b>	<b>\$206,779</b>
<b>EXPENSES:</b>						
SALARIES	794,561	917,670	406,564	929,237	962,946	11,567
OVERTIME	18,902	30,651	6,165	30,934	32,195	283
BENEFITS	407,654	499,546	205,133	513,847	523,663	14,301
SUPPLIES	199,739	528,345	288,012	411,325	496,925	(117,020)
MINOR EQUIPMENT	36,487	30,450	10,500	47,400	41,700	16,950
ERD/BUILDING RENTAL	258,532	143,432	99,522	177,029	181,681	33,597
OTHER SERVICES	1,530,403	1,818,263	682,613	1,851,698	2,072,774	33,435
INFO SYS/INTERGOVT	298,757			379,593	444,168	379,593
DEBT REDEMPTION						
**CAPITAL	314,936	243,000	6,760	929,750	944,500	686,750
<b>TOTAL EXPENSES:</b>	<b>\$3,859,971</b>	<b>\$4,585,591</b>	<b>\$1,795,704</b>	<b>\$5,270,813</b>	<b>\$5,700,552</b>	<b>\$685,222</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$2,227,720</b>	<b>\$613,177</b>	<b>\$377,476</b>	<b>\$134,734</b>	<b>(\$235,616)</b>	<b>(\$478,443)</b>

<b>STAFFING: WATER</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Maintenance & Operations Superintendent	0.45	0.45
Operations Supervisor	0.93	0.93
Maintenance Supervisor	0.35	0.35
Maintenance Workers	8.30	8.30
Control Specialist	0.60	0.60
Senior Civil Engineer	0.50	0.20
Civil Engineer	0.25	0.40
Engineering Technician	0.40	0.40
Seasonal/Casual	1.41	1.41
Clerical	0.60	0.60
Administration	1.70	1.70
Mapping Aide	1.00	1.00
<b>Total</b>	<b>16.49</b>	<b>16.34</b>

Utility Fund:  
Sewer/Sewage Treatment



**Revenues vs. Expenses**

**ACTIVITY:**

401

**TITLE****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 95.90 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 1022 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 460 dry tons of biosolids; conduct 4,000 ± laboratory tests annually for operational needs and monitoring requirements.

**BUDGET:**

\$6,625,093 for 2019 (Sewer Maintenance \$1,559,354 and Sewage Treatment \$5,065,739)  
\$7,315,312 for 2020 (Sewer Maintenance \$1,752,476 and Sewage Treatment \$5,562,836)

**MAJOR BUDGET CHANGES:**

The 2019-2020 Budget includes programmed salary step increases and a two percent cost of living increase each year for non-represented employees, and a portion (40%) of a new City Engineer position. The Sewer Treatment budget includes SRF loan repayment (\$873,010) on the Secondary Process Improvements project, an annual bond payment (\$653,000) for UV project, a flow and loadings study for WSU cost share of WWTP in (\$100,000) a sewer master plan for airport area basin (\$50,000), a sewer master plan for area around US195 and Wawawai Road (\$50,000, pre-design of a sanitary sewer truck extension to the airport (\$30,000) and a contribution (\$10,000) to a development services plan.

**2019 Budget Capital Expenditures****Capitalized Expenditures –Sewer Maintenance**

Canyon View Drive to Darrow Street Path	\$	92,00
Inflow/infiltration reduction program CIP 12	\$	26,000
Miscellaneous Pipe Rehabilitation Projects	\$	100,000
Miscellaneous sewer line replacement	\$	75,000
Spring Street Utility Upgrades (Water 50%, Sewer 25%, Storm 25%)	\$	56,875

**2019 Budget Minor Capital Expenditures****Utilities-Sewer Maintenance**

Computer or other device <sup>4</sup> for entering work order information in to the CMMS from the field (1 device/year)	\$	2,500
Miscellaneous hand, electric and pneumatic tool replacements	\$	3,000

**2020 Budget Capital Expenditures****Capitalized Expenditures –Sewer Maintenance**

Future sewer plan identified capital improvement projects	\$	250,000
Inflow/infiltration reduction program CIP12	\$	26,000
Miscellaneous Pipe Rehabilitation Projects	\$	100,000
Miscellaneous sewer line replacement	\$	75,000

**2020 Budget Minor Capital Expenditures****Utilities-Sewer Maintenance**

Computer or other device for entering work order information in to the CMMS from the field (1 device/year)	\$	2,500
Miscellaneous hand, electric and pneumatic tool replacements	\$	3,000

**2019 Budget Capital Expenditures****Capitalized Expenditures –Sewer Treatment**

Administrative building heater replacement	\$	15,000
Replace electrical panel P208, L208, and K208 in the WWTP Administration Building (2019 in 41.00)	\$	70,000
WWTP Control System Upgrade	\$	90,000

**2019 Budget Minor Capital Expenditures****Administration – General**

Computer or other device for entering work order information into the CMMS from the field (1 device/year) NEW	\$	2,500
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**Utilities – Sewage Treatment**

Annual replacement of building heaters (1@ \$2500)	\$	2,500
Annual replacement of sump pump (3@ \$800)	\$	2,400
Low cost tool or equipment procurement	\$	2,500
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,200

Miscellaneous tools for the WWTP Mechanic	\$	5,750
Tool Storage	\$	1,300

### **2020 Budget Capital Expenditures**

#### **Capitalized Expenditures –Sewer Treatment**

Purchase SYG property for WWTP expansion	\$	400,000
Wastewater Treatment Plant remote bio solids storage area (2019 budgeted in 41.00)	\$	240,000

### **2020 Budget Minor Capital Expenditures**

#### **Administration – General**

Computer or other device for entering work order information into the CMMS from the field (1 device/year) NEW	\$	2,500
Engineering Minor Equipment Purchases, items to the determined later	\$	2,500
Mini-computer and wall mount conference room monitor for M&O Administration Building meeting room (after Jerry moves to City Hall)	\$	4,500

#### **Utilities – Sewage Treatment**

Annual replacement of building heaters (1 @ \$2,500)	\$	2,500
Annual replacement of sump pump (3 @ \$800)	\$	2,400
Low cost tool or equipment procurement	\$	2,500
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,200
Miscellaneous oxygen/acetylene equipment	\$	800
Miscellaneous tools for the WWTP Mechanic	\$	1,500

### **MEASUREMENT TECHNIQUE:**

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



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

	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	YTD <u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b>SEWER/SEWAGE TREATMENT DIVISION:</b>						
<b>REVENUES:</b>						
SEWER SALES	4,588,037	4,400,000	2,217,032	4,450,000	4,500,000	50,000
WSU REIMBURSMT	1,237,515	1,000,000		1,000,000	1,000,000	
MISCELLANEOUS	1,450,079	362,732	203,799	507,369	519,980	144,637
<b>TOTAL REVENUES:</b>	<b>\$7,275,631</b>	<b>\$5,762,732</b>	<b>\$2,420,831</b>	<b>\$5,957,369</b>	<b>\$6,019,980</b>	<b>\$194,637</b>
<b>EXPENSES:</b>						
SALARIES	897,595	1,008,157	480,270	1,063,824	1,098,503	55,667
OVERTIME	12,237	12,159	4,408	12,280	12,775	121
BENEFITS	473,276	499,276	245,609	545,442	555,192	46,166
SUPPLIES	207,103	264,430	121,749	280,050	250,896	15,620
MINOR EQUIPMENT	25,011	36,080	19,930	23,650	25,900	(12,430)
ERD/ BUILDING RENTAL	241,698	80,250	69,922	159,370	161,752	79,120
OTHER SERVICES	1,469,451	2,725,509	1,062,825	2,974,430	3,095,487	248,921
INFO SYS/INTERGOVT	156,838	354,638	50,319	1,040,672	1,023,807	686,034
DEBT REDEMPTION	873,860					
**CAPITAL	254,553	941,500	27,182	525,375	1,091,000	(416,125)
<b>TOTAL EXPENSES:</b>	<b>\$4,611,621</b>	<b>\$5,921,999</b>	<b>\$2,082,214</b>	<b>\$6,625,093</b>	<b>\$7,315,312</b>	<b>\$703,094</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$2,664,010</b>	<b>(\$159,267)</b>	<b>\$338,617</b>	<b>(\$667,724)</b>	<b>(\$1,295,332)</b>	<b>(\$508,457)</b>

<b>STAFFING:SEWER/SEWAGE TREATMENT</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Maintenance & Operations Superintendent	0.20	0.20
Maintenance Supervisor	0.30	0.30
Operations Supervisor	0.07	0.07
WWTP Supervisor	1.00	1.00
WWTP Operator	5.00	5.00
Laboratory Manager	1.00	1.00
WWTP Mechanic	1.00	1.00
Control Specialist	0.37	0.37
Senior Civil Engineer	0.20	0.20
Maintenance Workers	1.74	1.74
Civil Engineer	0.55	0.40
Engineering Technician	0.50	0.50
Seasonal/Casual	0.99	0.99
Clerical	0.95	0.95
Administration	2.04	1.99
Mapping Aide	1.00	1.00
<b>Total</b>	<b>16.91</b>	<b>16.71</b>

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

<u>2017</u>	<u>2018</u>	<u>YTD</u>	<u>2019</u>	<u>2020</u>	
<u>ACTUAL</u>	<u>BUDGET</u>	<u>06/30/18</u>	<u>REQUEST</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

**TOTAL UTILITY FUND:**

REVENUES:	13,363,322	10,961,500	4,594,011	11,362,916	11,484,916	401,416
EXPENSES:	8,471,592	10,507,590	3,877,918	11,895,906	13,015,864	1,388,316
DEPRECIATION:	2,056,594	3,000,000		3,100,000	3,100,000	100,000
CAPITAL TRANSFERS 403:	1,624,992	2,079,500		9,449,500	3,774,500	7,370,000
SURPLUS/(DEFICIT):	1,210,144	(4,625,590)	716,093	(13,082,490)	(8,405,448)	(8,456,900)
ENDING CASH:	20,243,975	18,618,385	20,960,068	10,453,359	14,597,411	(8,165,026)

**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 2019-2020. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2019-2020 request includes only the estimated project dollars that we intend to expend in 2019-2020.

**REVENUES:**

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

**EXPENDITURES:**

\$9,449,500 for 2019 and \$3,774,500 for 2020

Utility Capital Projects include:

		<b><u>2019</u></b>	<b><u>2020</u></b>
	<b><u>Water</u></b>		
3381	Water Tank 11 (NW High)	\$2,225,000	\$160,000
3383	Water Tank 12 (NE High)	600,000	1,650,000
3387	M&O Administration/Information Services Office Building	<u>100,000</u>	<u>100,000</u>
	<b><u>Total Water</u></b>	<b><u>\$2,925,000</u></b>	<b><u>\$1,910,000</u></b>
	<b><u>Sewer</u></b>		
3373	Dry Fork Creek Sewer Line Replacement	\$29,500	\$29,500
3389	M&O Facility Expansion	<u>1,275,000</u>	<u>82,000</u>
	<b><u>Total Sewer</u></b>	<b><u>\$1,304,500</u></b>	<b><u>\$111,500</u></b>
	<b><u>WWTP</u></b>		
3356	Ultraviolet Disinfection	\$4,010,000	\$208,000
3390	Headworks Perforated Plate Screen	890,000	50,000
3391	Thickened WAS Pump Replacement	20,000	145,000
3392	Dissolved Air Flotation Tank Replacement	<u>300,000</u>	<u>1,350,000</u>
	<b><u>Total WWTP</u></b>	<b><u>\$5,220,000</u></b>	<b><u>\$1,753,000</u></b>
	<b><u>Grand Total</u></b>	<b><u>\$9,449,500</u></b>	<b><u>\$3,774,500</u></b>

# UTILITY CAPITAL PROJECTS FUND 403

	2015 REQUEST	2016 REQUEST	2017 REQUEST	2018 REQUEST	2019 REQUEST	2020 REQUEST
<b>REVENUES:</b>						
WSU CONTRIBUTIONS						
OTHER						
<b>TOTAL REVENUES:</b>						
+UTILITY FUND CASH + LOANS:	838,380	1,894,000	2,615,000	8,079,500	9,449,500	3,774,500
<b>TOTAL RESOURCES:</b>	<b>\$838,380</b>	<b>\$1,894,000</b>	<b>\$2,615,000</b>	<b>\$8,079,500</b>	<b>\$9,449,500</b>	<b>\$3,774,500</b>
<b>CAPITAL EXPENSES:</b>						
<b>SEWER:</b>						
DRY FORK CREEK SEWER	32,000	29,500	29,500	29,500	29,500	29,500
REANEY PARK SEWER	81,500	4,000				
SR70/AIRPORT ROAD SEWER	106,000	105,000				
SANITARY SEWER REHAB		389,000	70,500			
M&O FACILITY EXPANSION				280,000	1,275,000	82,000
<b>WATER SYSTEMS:</b>						
STATE STREET WATER	219,880	16,000				
JEFFERSON ELEMENTARY WATER LINE REPLAC	164,000					
ORION DRIVE WATERLINE		161,000				
WATER TANK 11	90,000	350,000	150,000	600,000	2,225,000	180,000
WHEATLAND DRIVE WATER LINE REPLACEMENT	61,000	59,500				
WATER TANK 12	50,000	150,000	450,000	750,000	600,000	1,650,000
M&O ADMIN/IS OFFICE BUILDING			100,000	100,000	100,000	100,000
NORTH GRAND WATERLINE REPLACEMENT			930,000	45,000		
<b>WASTEWATER TREATMENT PLANT:</b>						
AERATION BASIN CONSTR./UPGRADES						
STP ELECTRICAL & CONTROL UPGRADE	10,000					
STP SECONDARY CLARIFIER UPGRADES						
RAS PUMPING UPGRADE						
WAWAWAI LIFT STATION REPLACEMENT						
INFLUENT PUMP REPLACEMENT	24,000					
COLFAX LIFT STATION						
IPS PUMP AND METER REPLACEMENT		630,000	285,000	20,000		
ULTRAVIOLET DISINFECTION			600,000	5,750,000	4,010,000	208,000
HEADWORKS PERFORATED PLATE SCREEN				505,000	890,000	50,000
THICKENED WAS PUMP REPLACEMENT					20,000	145,000
DISSOLVED AIR FLOATATION TANK REPLACEMENT					300,000	1,350,000
<b>TOTAL EXPENSES:</b>	<b>\$838,380</b>	<b>\$1,894,000</b>	<b>\$2,615,000</b>	<b>\$8,079,500</b>	<b>\$9,449,500</b>	<b>\$3,774,500</b>
+ENDING CASH						
<b>TOTAL USES:</b>	<b>\$838,380</b>	<b>\$1,894,000</b>	<b>\$2,615,000</b>	<b>\$8,079,500</b>	<b>\$9,449,500</b>	<b>\$3,774,500</b>

**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) Televisе 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:**

\$2,131,082 for 2019 and \$2,180,671 for 2020

**MAJOR BUDGET CHANGES:**

The 2019 budget includes programmed salary step increases, a two percent cost of living increase for non-represented employees in 2019 and 2020, a portion (20%) of a new City Engineer position, and a contribution (\$4,000) to a development services department plan.

Minor Equipment, in both 2019 and 2020 includes 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), and a water quality monitoring station (\$9,500 in 2019).

**2019 Budget Capital Expenditures****Construction of Fixed Assets**

Itani Linear Park Utility Access Paving	\$	20,000
Park Street Flood Improvements	\$	50,000
Miscellaneous Storm Line Replacement	\$	75,000
Welcome Wayside (retainage)	\$	500
Spring Street Utility Upgrade	\$	110,000
New City Hall Parking lot Stormwater Improvements	\$	85,000
Autumn-Summer Utility Upgrades	\$	92,800
Stormwater Improvements 2019	\$	160,000

**2020 Budget Capital Expenditures**

Construction of Fixed Assets

Itani Linear Park Utility Access Paving	\$	1,000
Park Street Flood Improvements	\$	200,000
Miscellaneous Storm Line Replacement	\$	75,000
Spring Street Utility Upgrade	\$	5,000
New City Hall Parking lot Stormwater Improvements	\$	14,500
Autumn-Summer Utility Upgrades	\$	5,000
Stormwater Improvements 2019	\$	8,000

**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.



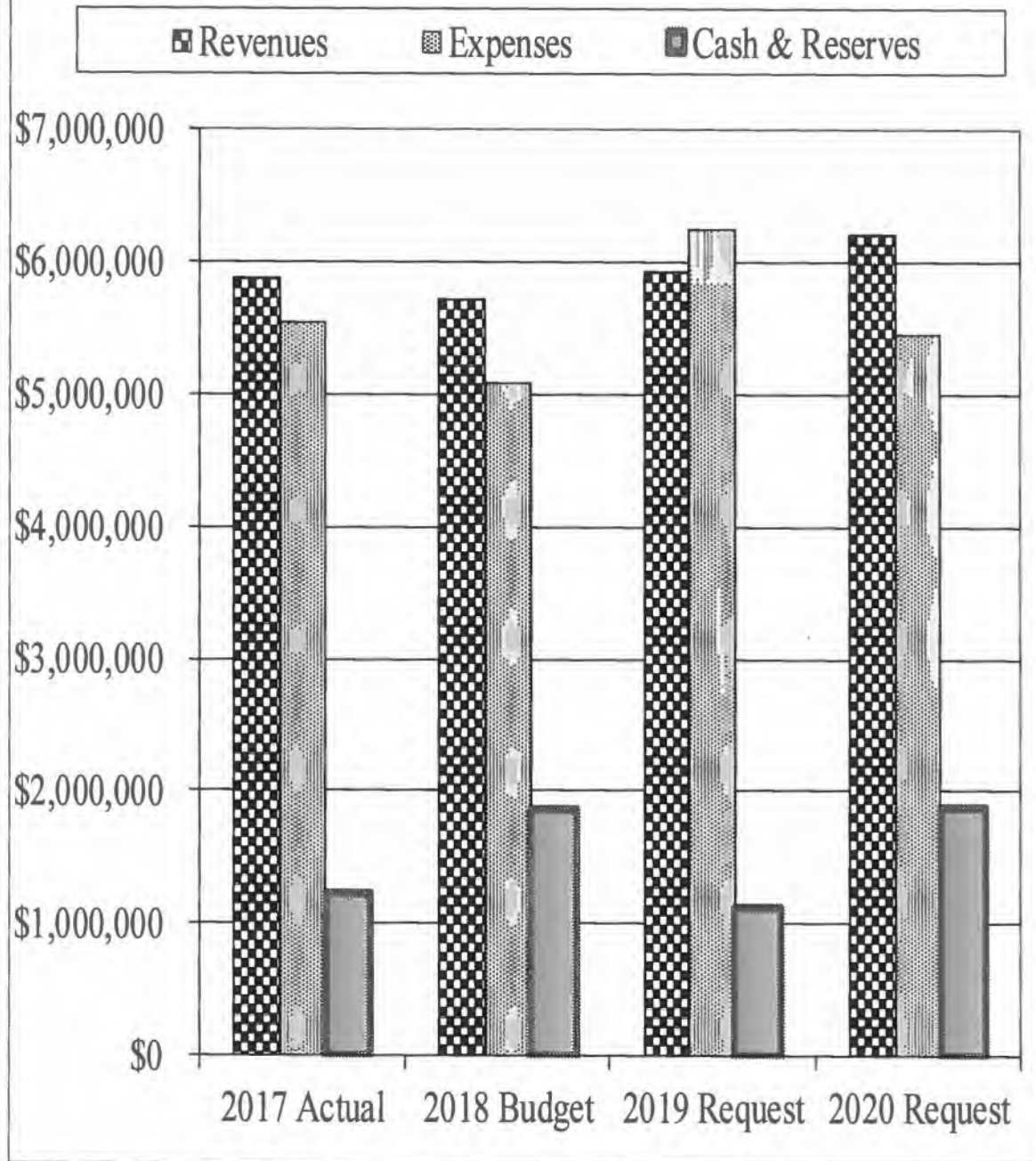
**STORMWATER FUND #404**

	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>YTD 06/30/18</b>	<b>2019 REQUEST</b>	<b>2020 REQUEST</b>	<b>\$ CHANGE</b>
<b>REVENUES:</b>						
CHARGES GOODS&SER	1,122,896	1,123,000	636,587	1,124,000	1,125,000	1,000
GRANTS	4,884	25,000		564,496		539,496
INVESTMENT INTEREST						
OPERATING TRANSFER						
MISCELLANEOUS		1,000		1,100	1,100	
<b>TOTAL REVENUES:</b>	<b>\$1,127,780</b>	<b>\$1,149,000</b>	<b>\$636,587</b>	<b>\$1,689,596</b>	<b>\$1,126,100</b>	<b>\$540,496</b>

<b>EXPENSES:</b>						
SALARIES	253,493	320,625	143,318	316,990	326,206	(3,635)
OVERTIME	5,245	2,825	499	2,356	2,426	(469)
BENEFITS	132,098	165,837	72,946	172,246	178,919	6,409
SUPPLIES	6,876	17,000	9,824	17,000	18,500	
MINOR EQUIPMENT	569	18,000	5,978	19,500	10,000	1,500
ERD RENTAL	121,140	170,602	85,425	173,210	176,674	2,608
BLDG RENTAL	90,298	19,820	10,210	31,480	24,963	11,660
INFO SYSTEMS	23,716	23,437	11,719	17,071	17,458	(6,366)
OTHER SERVICES	284,077	445,056	88,393	555,094	511,622	110,038
INTGOVT/OTHER		170,318	70,066	172,835	183,903	2,517
CAPITAL	104,004	485,000		653,300	730,000	168,300
<b>TOTAL EXPENSES</b>	<b>\$1,021,515</b>	<b>\$1,838,520</b>	<b>\$498,378</b>	<b>\$2,131,082</b>	<b>\$2,180,671</b>	<b>\$292,562</b>
<b>NET REVENUES/EXPENSES</b>	<b>\$57,850</b>	<b>(\$689,520)</b>	<b>\$138,209</b>	<b>(\$441,486)</b>	<b>(\$1,054,571)</b>	<b>(\$248,034)</b>
<b>DEPRECIATION</b>	<b>48,415</b>	<b>80,000</b>	<b>22,849</b>	<b>100,000</b>	<b>100,000</b>	<b>20,000</b>
<b>NET</b>	<b>\$9,435</b>	<b>(\$769,520)</b>	<b>\$115,360</b>	<b>(\$541,486)</b>	<b>(\$1,154,571)</b>	<b>228,034</b>
<b>+BEGINNING CASH:</b>	<b>1,735,123</b>	<b>1,735,123</b>	<b>1,735,123</b>	<b>1,639,354</b>	<b>1,197,868</b>	<b>(95,769)</b>
<b>+ENDING CASH</b>	<b>1,792,973</b>	<b>1,045,603</b>	<b>1,873,332</b>	<b>1,197,868</b>	<b>143,297</b>	<b>152,265</b>

<b>STAFFING: STORMWATER</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Public Works Director	0.10	0.10
Deputy Public Works Director	0.10	0.10
City Engineer	0.20	0.20
Stormwater Service Program Manager	1.00	1.00
Field Technician	1.00	1.00
Maintenance & Operations Superintendent	0.05	0.05
Senior Civil Engineer	0.10	0.10
Engineering Technician	0.40	0.40
Maintenance Workers	1.66	1.66
Clerical	0.39	0.39
Seasonal/Clerical	0.80	0.80
<b>Total</b>	<b>5.80</b>	<b>5.80</b>

## 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:**

\$6,249,942 for 2019 and \$5,446,738 for 2020

**MAJOR BUDGET CHANGES:**

The 2019 budget increased significantly in three areas: employee salaries, bus repair and maintenance, and vehicle capital costs.

Operational costs will increase in 2019 with the first full year of the new Paradise Route, as well as incremental salary matrix movement.

Costs for services provided by all other City departments (Finance, ERD, Government Buildings, IS) went up.

Capital investments have a major impact on changes to the annual budget bottom line, and in 2019 we expect to receive a full sized electric-hybrid bus funded primarily through a Regional Mobility Grant. We have also included costs for electric infrastructure and technology upgrade work, on the assumption that we will be awarded these grants in the spring.

Looking ahead to the 2020 budget, changes should be incremental cost of living adjustments. Capital investments are less than 2019 due to expecting a van and not a bus in 2020.

**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.

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**TRANSIT FUND #405**

**AMENDED**

	<b>2017</b>	<b>2018</b>	<b>YTD</b>	<b>2019</b>	<b>2020</b>	
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>06/30/18</b>	<b>REQUEST</b>	<b>REQUEST</b>	<b>\$ CHANGE</b>
<b>REVENUES:</b>						
FARES	2,341,086	2,416,041	1,187,041	2,411,735	2,481,605	(4,306)
OTHER LOCAL	1,000	10,500	1,885	4,000	4,000	(6,500)
STATE MVET	270,189					
EQUALIZATION						
UTILITY TAX	1,264,954	1,168,000	538,795	1,201,900	1,212,100	33,900
<b>TOT OPER REVENUE</b>	<b>\$3,877,228</b>	<b>\$3,594,541</b>	<b>\$1,727,721</b>	<b>\$3,617,635</b>	<b>\$3,697,705</b>	<b>\$23,094</b>
VEHICLE GRANT	1,320,000	2,500	2,500	2,500	2,500	
OPERATING GRANT	672,113	2,125,678	728,860	2,314,275	2,513,495	188,597
<b>TOTAL REVENUES:</b>	<b>\$5,869,341</b>	<b>\$5,722,719</b>	<b>\$2,459,081</b>	<b>\$5,934,410</b>	<b>\$6,213,700</b>	<b>\$211,691</b>
<b>EXPENSES:</b>						
SALARIES	1,784,482	1,887,963	925,704	2,049,754	2,151,641	161,791
OVERTIME	66,001	41,000	24,769	70,000	71,000	29,000
BENEFITS	965,107	1,103,908	463,819	1,033,301	1,085,216	(70,607)
SUPPLIES	20,477	33,600	12,143	34,500	35,500	900
MINOR EQUIPMENT	2,640	10,000	334	10,000	10,000	
EQUIPMENT MAINTENANCE	1,095,780	1,205,435	603,545	1,259,562	1,287,684	54,127
OTHER SERVICES	291,335	346,273	247,553	452,800	450,300	106,527
INTERFUND PAYMENTS		165,128	27,266	170,025	180,397	4,897
CAPITAL	1,319,129	298,778	135,191	1,170,000	175,000	871,222
<b>TOTAL OPER. EXPENSES</b>	<b>\$5,544,951</b>	<b>\$5,092,085</b>	<b>\$2,440,324</b>	<b>\$6,249,942</b>	<b>\$5,446,738</b>	<b>\$1,157,857</b>
<b>NET REVENUES/ EXPENSES</b>	<b>324,390</b>	<b>630,634</b>	<b>18,757</b>	<b>(315,532)</b>	<b>766,962</b>	<b>(946,166)</b>
<b>DEPRECIATION</b>	<b>476,991</b>	<b>550,000</b>		<b>550,000</b>	<b>550,000</b>	
<b>NET</b>	<b>(\$152,601)</b>	<b>\$80,634</b>	<b>\$18,757</b>	<b>(\$865,532)</b>	<b>\$216,962</b>	<b>(\$946,166)</b>
<b>+BEGINNING CASH:</b>	<b>975,839</b>	<b>1,216,641</b>	<b>1,216,641</b>	<b>1,426,387</b>	<b>1,110,855</b>	<b>209,746</b>
<b>+ENDING CASH</b>	<b>1,216,641</b>	<b>1,847,275</b>	<b>1,235,398</b>	<b>1,110,855</b>	<b>1,877,817</b>	<b>(736,420)</b>

<b>STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Administration	0.20	0.20
Transit Manager	1.00	1.00
Operations Supervisor	1.00	1.00
Administrative Supervisor	1.00	1.00
Training Officer	1.00	1.00
Dispatcher	4.50	4.50
Driver	28.40	28.40
Bus Washer	3.00	3.00
<b>Total</b>	<b>40.10</b>	<b>40.10</b>

**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, 17 police vehicles, 22 transit buses, 4 mini-buses, 526 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), 31 pieces of various heavy equipment, 35 trailer and attachment components; and prepare new equipment for service. Over 3,000 service calls for routine maintenance, repairs, and overhauls are completed.

**BUDGET:**

\$3,545,704 for 2019 and \$3,164,855 for 2020

**MAJOR BUDGET CHANGES:**

The 2019-2020 budget includes programmed salary step increases.

**2019 Capital Expenditures****Motor Pool Vehicle, Public Works**

ERD No. 96-135, Replace 1996 Sewer Equipment of America (SECA) Rodder (CIP, Sewer, REV)	\$	90,000
New Angle Snow Plow for Front-End Loaders (CIP, Street, REV)	\$	30,000
Purchased additional column lifts (CIP)	\$	77,000
Replace ERD No. 01-456, 2001 Ford F550 Mini-Pumper (Fire, CIP)	\$	500,000
Replace ERD No. 06-023, 2006 Ford Crown Victoria (Police, CIP)	\$	47,000
Replace ERD No. 15-019, Ford Utility Police Interceptor (Police, CIP)	\$	60,000
Replace ERD No. 16-018, Ford Utility Police Interceptor (Police, CIP)	\$	60,000
Replace ERD No. 90-455, 1990 Kentucky Movers Van (CIP, Fire)	\$	30,000
Replace ERD No. 98-136, 1998 Trailer Mounted Vacuum/Excavator (CIP, M&O)	\$	140,000
Replace ERD No. 99-126, 1999 Tilt Bed Trailer	\$	10,000



**2019 Minor Capital Expenditures****Maintenance of Facilities & Equipment**

Automotive information module installation	\$	6,500
(2019 Police Department, 2020 Fire Department)	\$	1,800
Employee tool replacement (6@ \$300)	\$	4,000
Miscellaneous hand, electric and pneumatic tool replacements	\$	5,500
Replace AC Recovery Unit	\$	1,500

**2020 Capital Expenditures****Motor Pool Vehicle, Public Works**

Replace ERD No. 00-250, 2000 Caterpillar Front –End Loader (CIP, REV)	\$	300,000
Replace ERD No. 02-074, 2002 Freightliner Dump Truck (M&O,CIP)	\$	160,000
Replace ERD No. 02-141, 2002 Viking Snow Plow (M&O,CIP)	\$	20,000
Replace ERD No.02-155, 2002 Tailgate Spreader (M&O, CIP)	\$	45,000
Replace ERD No. 05-020, 2005 Ford Crown Victoria (Police, CIP)	\$	47,000
Replace ERD No. 08-213, 2008 Kubota F3680 Mower (Parks, CIP)	\$	40,000

**2020 Minor Capital Expenditures****Maintenance of Facilities & Equipment**

Automotive information module installation (2019 Police Department, 2020 Fire Department)	\$	6,500
Employee tool replacement (6 @ \$300)	\$	1,800
Miscellaneous hand, electric and pneumatic tool replacements	\$	1,500
Replace worn office chairs	\$	1,500

**MEASUREMENT TECHNIQUE:**

Satisfaction of vehicle performance from user departments.



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**EQUIPMENT RENTAL FUND #501**

	<b>2017 ACTUAL</b>	<b>2018 BUDGET</b>	<b>YTD 06/30/18</b>	<b>2019 REQUEST</b>	<b>2020 REQUEST</b>	<b>\$ CHANGE</b>
<b>REVENUES:</b>						
EQUIPMENT RENT & REPAIR	2,398,988	2,841,643	1,420,822	2,869,167	2,997,090	27,524
MISCELLANEOUS	100,423	60,000	30,302	54,000	54,000	(6,000)
TRANSFERS IN/OUT	46,062	278,500			126,000	(278,500)
<b>TOTAL REVENUES:</b>	<b>\$2,545,473</b>	<b>\$3,180,143</b>	<b>\$1,451,124</b>	<b>\$2,923,167</b>	<b>\$3,177,090</b>	<b>\$246,487</b>
<b>EXPENSES:</b>						
SALARIES	374,823	429,037	204,655	459,561	473,457	30,524
OVERTIME	11,780	5,338	4,627	5,601	5,731	263
BENEFITS	200,119	236,419	105,494	252,698	256,913	16,279
SUPPLIES	850,934	1,089,975	510,973	1,196,775	1,216,795	106,800
MINOR EQUIPMENT	1,913	9,800	1,049	19,300	13,800	9,500
OTHER SERVICES	391,391	495,530	266,081	543,934	560,624	48,404
INFO SYS/INTERGOVT	55,777	77,227	39,873	23,835	25,535	(53,392)
DEBT SERVICE		61,923				
CAPITAL	1,338,618	1,448,865	536,110	1,044,000	612,000	(404,865)
<b>TOTAL EXPENSES</b>	<b>\$3,225,355</b>	<b>\$3,792,191</b>	<b>\$1,668,862</b>	<b>\$3,545,704</b>	<b>\$3,164,855</b>	<b>(\$246,487)</b>
<b>NET REVENUES/ EXPENSES</b>	<b>(\$679,883)</b>	<b>(\$612,048)</b>	<b>(\$217,738)</b>	<b>(\$622,537)</b>	<b>\$12,235</b>	<b>(\$10,489)</b>
<b>DEPRECIATION</b>	<b>463,355</b>	<b>780,000</b>		<b>800,000</b>	<b>800,000</b>	<b>20,000</b>
<b>NET</b>	<b>(\$1,143,238)</b>	<b>(\$1,392,048)</b>	<b>(\$217,738)</b>	<b>(\$1,422,537)</b>	<b>(\$787,765)</b>	<b>(\$30,489)</b>
<b>BEGINNING CASH</b>	<b>2,678,023</b>	<b>1,965,713</b>	<b>1,965,713</b>	<b>1,480,117</b>	<b>857,580</b>	<b>(485,596)</b>
<b>ENDING CASH</b>	<b>1,546,417</b>	<b>759,280</b>	<b>1,531,023</b>	<b>396,638</b>	<b>458,384</b>	<b>(362,642)</b>
<b>CAP RESERVES</b>	<b>419,296</b>	<b>594,385</b>	<b>216,952</b>	<b>460,942</b>	<b>411,431</b>	<b>(133,443)</b>

<b>STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Maintenance & Operations Superintendent	0.25	0.25
Shop Foreman	1.00	1.00
Auto Repair Supervisor	1.00	1.00
Heavy Equipment Mechanic	4.00	4.00
Administration	0.30	0.30
Clerical	0.15	0.15
Seasonal/Casual	0.95	0.95
<b>Total</b>	<b>7.65</b>	<b>7.65</b>

**FUND NUMBER:****TITLE****504****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:**

\$1,181,074 for 2019 and \$1,271,809 for 2020

**MAJOR BUDGET CHANGES:**

2019 & 2020 budget include programmed salary step increases and two percent cost of living increase each year.

Special maintenance projects include 2019 carpet replacement in Fire Station 1 and Aquatic Center (\$10,000), Fire Station 2 and Transit Administration (2020-\$10,000) and power vacuum cleaning the HVAC ducts at Fire Station 1 & 2 (2019- \$4,000) and (2020-\$4,000).

Major Capital includes ADA transition plan improvements (\$20,000 -2019) (\$20,000-2020).

Minor Equipment includes Renown Wet & Dry Vacuum (18-gallon tank) (\$605), Passenger-side Drop Down Van Ladder Rack (\$818), 24-foot Fiberglass Extension Ladder (\$504) 20-foot Extension Ladder (\$458), Portable Spot Extractor (\$549) and Carpetriever 28 Vacuum 28-inch (\$2,439) and in 2020, \$6,000, TBD.

**MEASUREMENT TECHNIQUE:**

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

# **GOVERNMENT BUILDINGS FUND #504**

	<u>2017</u> <u>ACTUAL</u>	<u>2018</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/18</u>	<u>2019</u> <u>REQUEST</u>	<u>2020</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>						
BUILDING RENTS	1,072,005	1,061,417	432,685	1,049,183	1,113,912	(12,234)
GENERAL FUND						
MISCELLANEOUS	22,542	30,429	2,475	26,416	28,495	(4,013)
<b>TOTAL REVENUES:</b>	<b>\$1,094,547</b>	<b>\$1,091,846</b>	<b>\$560,555</b>	<b>\$1,075,599</b>	<b>\$1,142,407</b>	<b>(\$16,247)</b>
<b>+BEGINNING CASH:</b>	<b>800,984</b>	<b>467,812</b>	<b>467,812</b>	<b>493,150</b>	<b>387,675</b>	<b>25,338</b>
<b>TOTAL RESOURCES:</b>	<b>\$1,895,531</b>	<b>\$1,559,658</b>	<b>\$1,028,367</b>	<b>\$1,568,749</b>	<b>\$1,530,082</b>	<b>\$9,091</b>
<b><u>EXPENDITURES:</u></b>						
SALARIES	251,655	300,436	134,715	313,733	334,782	13,297
OVERTIME	42,156	20,749	18,312	21,724	22,454	975
BENEFITS	153,065	160,731	77,030	156,827	174,130	(3,904)
SUPPLIES	60,856	96,205	27,273	109,305	122,405	13,100
MINOR EQUIPMENT	1,102	2,850	2,794	5,373	6,000	2,523
ERD RENTAL	47,224	23,107	11,407	22,179	22,573	(928)
OTHER SERVICES	673,757	471,910	205,687	520,075	556,575	48,165
INFO SERVICES/GOVT	1,607	34,628		31,858	32,890	(2,770)
CAPITAL	198,413	24,750	20,405			(24,750)
<b>TOTAL EXPENDITURES:</b>	<b>\$1,429,836</b>	<b>\$1,135,366</b>	<b>\$514,937</b>	<b>\$1,181,074</b>	<b>\$1,271,809</b>	<b>\$45,708</b>
<b>+ENDING CASH</b>	<b>467,812</b>	<b>424,292</b>	<b>513,430</b>	<b>387,675</b>	<b>258,273</b>	<b>(36,617)</b>
<b>TOTAL USES:</b>	<b>\$1,897,645</b>	<b>\$1,559,658</b>	<b>\$1,028,367</b>	<b>\$1,568,749</b>	<b>\$1,530,082</b>	<b>\$9,091</b>

<b>STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Maintenance Supervisor	1.00	1.00
Maintenance Worker	1.00	1.00
Custodian	3.00	3.00
Temporary Custodian	0.50	0.50
Weekend Custodian	0.40	0.40
Administration	0.20	0.25
Clerical	0.15	0.15
<b>Total</b>	<b>6.25</b>	<b>6.30</b>



**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 300 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:**

\$1,353,986 for 2019 and \$1,386,541 for 2020

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

**EXPENDITURES:**

\$1,576,986 for 2019 and \$1,404,713 for 2020

Minor Equipment / Capital: \$580,860 for 2019 and \$322,608 for 2020

Operating requirements: \$996,126 for 2019 and \$1,082,105 for 2020

**MAJOR BUDGET CHANGES:**

The primary budget changes for 2019 are due to the proposed new projects. Replacement of a phone system (176,000), Installation of fiber optic multiplexing equipment (25,000) and the reclassification of a Network Specialist to an Network Administrator.

Carryover projects from 2018 include Online Enhancements (55,000), and continue our Geographic Information Systems efforts (200,000).

Primary budget changes in 2020 include a new Geographic Information System position (121,691), and projected capital project not yet identified (200,000).

**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.

**EXPENDITURES:**

\$14,150 for 2019 and \$14,170 for 2020

**MAJOR BUDGET CHANGES:**

The budget increase for 2019 and 2020 is entirely due to the IS rates for equipment and labor.

**MEASUREMENT TECHNIQUE:**

Input received from community.

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# **INFORMATION SYSTEMS FUND (507)**

	<b>2017</b>	<b>2018</b>	<b>YTD</b>	<b>2019</b>	<b>2020</b>	
	<b><u>ACTUAL</u></b>	<b><u>BUDGET</u></b>	<b><u>6/30/2018</u></b>	<b><u>REQUEST</u></b>	<b><u>REQUEST</u></b>	<b><u>\$ CHANGE</u></b>
<b><u>REVENUES:</u></b>						
GENERAL FUND TRANSFER	8,407	6,291		8,850	8,870	2,559
MISCELLANEOUS	854	66,600	728	1,600	1,600	(65,000)
NETWORK & SERVICE FEES	1,058,072	1,327,664	663,831	1,353,986	1,386,541	26,322
<b>TOTAL REVENUES:</b>	<b>1,067,332</b>	<b>\$1,400,555</b>	<b>\$664,559</b>	<b>\$1,364,436</b>	<b>\$1,397,011</b>	<b>(\$36,119)</b>
<b><u>EXPENDITURES:</u></b>						
SALARIES	397,499	419,382	209,510	443,003	526,112	23,621
OVERTIME	524	4,836	721	12,966	16,941	8,130
BENEFITS	168,647	173,346	86,391	185,404	239,852	12,058
SUPPLIES	2,645	10,200	6,928	18,200	18,200	8,000
MINOR CAPITAL	67,339	95,547	60,723	76,860	74,608	(18,687)
OTH SERVICES	167,061	235,337	128,401	320,764	264,178	85,427
EQUIP RENTAL	3,830	9,145	3,500	7,000	7,000	(2,145)
BLDG RENTAL	10,370	15,331	7,966	12,089	13,122	(3,242)
INTGOVT/OTHER	5,689	44,291	3,145	8,850	8,870	(35,441)
EQUIPMENT	56,214	578,000	60,145	506,000	250,000	(72,000)
<b>TOTAL EXPENDITURES:</b>	<b>\$879,818</b>	<b>\$1,585,415</b>	<b>\$567,430</b>	<b>\$1,591,136</b>	<b>\$1,418,883</b>	<b>\$5,721</b>
<b>NET REVENUES/EXPENDITURES</b>	<b>\$187,514</b>	<b>(\$184,860)</b>	<b>\$97,129</b>	<b>(\$226,700)</b>	<b>(\$21,872)</b>	<b>(\$41,840)</b>
<b>DEPRECIATION</b>	<b>42,882</b>	<b>55,000</b>		<b>150,000</b>	<b>225,000</b>	<b>95,000</b>
<b>NET</b>	<b>\$144,632</b>	<b>(\$239,860)</b>	<b>\$97,129</b>	<b>(\$376,700)</b>	<b>(\$246,872)</b>	<b>(\$136,840)</b>
<b>BEGINNING CASH</b>	<b>584,127</b>	<b>771,641</b>	<b>771,641</b>	<b>737,965</b>	<b>511,265</b>	<b>(33,676)</b>
<b>ENDING CASH</b>	<b>771,641</b>	<b>586,781</b>	<b>868,770</b>	<b>511,265</b>	<b>489,393</b>	<b>(75,516)</b>

<b>STAFFING</b>		
<b>Position</b>	<b>Full-Time Equivalent</b>	
Information Systems Manager	1.00	1.00
Information Systems Network Administrator	1.00	1.00
Information Systems Network Specialist	1.00	1.00
Information Systems Technician	2.00	3.00
Information Systems Server Administrator	1.00	1.00
GIS Specialist	-	1.00
<b>Total</b>	<b>6.00</b>	<b>7.00</b>

**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 July 25, 2018. The Airport Board will not adopt the 2020 budget until the summer of 2019.

**REVENUES:**

The Airport expects to receive \$988,211 in operating revenues and \$16,000,000 in FAA Airport Improvement Program Grants, \$250,000 in State of Washington grants, and \$307,300 in Passenger Facility Charge collections. They also expect to receive \$742,700 from donations/contributions for the runway alignment grant project.

**EXPENDITURES:**

The Airport Board approved a total 2019 expenditure budget of \$18,329,569 which consists of \$842,069 in operational expenditures, \$17,300,000 in capital expenditures for the Runway Realignment project, and \$97,500 for car wash facility upgrade. The budget also includes \$1,375,000 in depreciation.

# AIRPORT AGENCY FUND #651

	2017	2018	YTD	2019	2020	
	ACTUAL	AMENDED BUDGET	06/30/18	REQUEST	REQUEST	\$ CHANGE
<b>REVENUES:</b>						
<b>GRANTS:</b>						
FAA, OTHER	39,456,034	27,000,000	3,031,707	16,000,000		(11,000,000)
STATE OF WASHINGTON	126,270	400,000		250,000		(150,000)
STATE OF IDAHO						
PULLMAN	32,013	32,013	32,013	32,013		
MOSCOW	32,013	32,013	32,013	32,013		
PORT OF WHITMAN	20,750	20,750	20,750	20,750		
LATAH COUNTY	17,000	17,000	17,000	17,000		
WSU	18,935	18,935	18,935	18,935		
U OF IDAHO	10,000	10,000	10,000	10,000		
SERVICE FEES	85,810	94,000	38,895	94,000		
PFC	218,496	267,790	117,406	307,300		39,510
RENTS	233,831	259,323	114,346	270,500		11,177
DONATIONS/CONTRIBS	1,225,000	1,793,750	1,400,000	742,700		(1,051,050)
PARKING, CONCESSIONS, MISC	398,617	348,500	189,959	493,000		144,500
TOTAL REVENUES:	\$41,874,770	\$30,294,074	\$5,023,024	\$18,288,211		(\$12,005,863)
LINE OF CREDIT						
INTGOV'T TRANSFERS						
PFC RESERVE						
TOTAL REVENUES	\$41,874,770	\$30,294,074	\$5,023,024	\$18,288,211		(\$12,005,863)
<b>EXPENDITURES:</b>						
SALARIES	292,786	309,708	160,856	332,044		22,336
OVERTIME		4,000		4,000		
BENEFITS	117,398	110,440	59,944	115,962		5,522
SUPPLIES	46,856	53,750	21,055	64,750		11,000
MINOR EQUIPMT	3,821	9,500		9,500		
OTHER SERVICES	211,151	233,191	111,591	253,813		20,622
INTGOV'T	44,661	60,579	26,705	62,000		1,421
CAPITAL	43,542,046	29,293,750	4,187,958	17,397,500		(11,896,250)
TOTAL EXPENDITURES:	\$44,259,560	\$30,074,918	\$4,568,109	\$18,239,569		(\$11,835,349)
NET REVENUES/ EXPENDITURES	(\$2,384,790)	\$219,156	\$454,915	\$48,642		(\$170,514)
DEPRECIATION	1,395,853	1,420,000		1,375,000		(45,000)
NET	(\$3,780,643)	(\$1,200,844)	\$454,915	(\$1,326,358)		(125,514)
+BEGINNING CASH:	4,108,278	1,729,777	1,729,777	2,114,894	2,163,536	385,117
ENDING CASH	1,729,777	1,948,933	454,915	2,163,536	2,163,536	214,603
LINE OF CREDIT	400,000		370,000			
PFC RESERVE						

**FUND NUMBER:**

707

**TITLE**

**LAWSON GARDENS PARK  
ENDOWMENT TRUST FUND**

**ACTIVITY DESCRIPTION:**

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

**GOAL:**

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

**PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:**

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

Annuals are planted as soon as weather permits.

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

**BUDGET:**

\$109,842 for 2019 and \$112,312 for 2020

**MAJOR BUDGET CHANGES:**

Benefit reduction due to change of personal. \$7,000 Minor Capital expenditure in 2020 for mower replacement.

**MEASUREMENT TECHNIQUE:**

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

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

	<u>2017</u> <u>ACTUAL</u>	<u>2018</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/18</u>	<u>2019</u> <u>REQUEST</u>	<u>2020</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>						
DONATIONS	3,520		2,000			
INVESTMENT INCOME	73,072	60,000	29,330	60,000	60,000	
OTHER	52,250	150,500	2,750	42,250	42,000	(108,250)
<b>TOTAL REVENUES:</b>	128,842	\$210,500	\$34,080	\$102,250	\$102,000	(\$108,250)
<b>+BEGINNING CASH:</b>	23,957	50,216	50,216	35,166	27,574	(15,050)
<b>TOTAL RESOURCES:</b>	\$152,799	\$260,716	\$84,296	\$137,416	\$129,574	(\$123,300)
<b><u>EXPENDITURES:</u></b>						
SALARIES	66,273	58,388	14,786	61,382	65,086	2,994
OVERTIME	1,057	500		500	500	
BENEFITS	25,485	36,336	6,185	24,714	25,103	(11,622)
SUPPLIES	9,018	12,000	4,878	12,500	13,050	500
MINOR CAPITAL	382			650		650
OTHER SVCS	6,316	8,150	1,725	8,750	200	600
INTERFUND	244	642	321	1,346	1,373	704
CAPITAL		100,000			7,000	(100,000)
<b>TOTAL EXPENDS:</b>	108,775	\$216,016	\$27,895	\$109,842	\$112,312	(\$106,174)
<b>+ENDING CASH</b>	50,216	44,700	56,401	27,574	17,262	(17,126)
<b>TOTAL USES:</b>	\$158,991	\$260,716	\$84,296	\$137,416	\$129,574	(\$123,300)

**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 for 2019 and \$500 for 2020

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

# CEMETERY CARE FUND #710

	2017 <u>ACTUAL</u>	2018 <u>BUDGET</u>	YTD <u>06/30/18</u>	2019 <u>REQUEST</u>	2020 <u>REQUEST</u>	<u>\$ CHANGE</u>
<b><u>REVENUES:</u></b>						
FEES	6,117	3,000	1,040	3,000	3,000	
OTHER	2,372	500	2,022	1,500	1,500	1,000
<b>TOTAL REVENUES:</b>	8,489	3,500	3,062	4,500	4,500	1,000
<b>+BEGINNING CASH:</b>	270,731	276,848	276,848	284,336	288,336	7,488
<b>TOTAL RESOURCES:</b>	<b>\$279,220</b>	<b>\$280,348</b>	<b>\$279,910</b>	<b>\$288,836</b>	<b>\$292,836</b>	<b>\$8,488</b>
<b><u>EXPENDITURES:</u></b>						
SALARIES						
BENEFITS						
SUPPLIES						
OTHER SERVICES						
LAND PURCHASE						
INTERGOVERNMENT	2,372	500		500	500	
IMPROVEMENTS						
<b>TOTAL EXPENDS:</b>	2,372	500		500	500	
<b>+ENDING CASH</b>	276,848	279,848	279,910	288,336	292,336	8,488
<b>TOTAL USES:</b>	<b>\$279,220</b>	<b>\$280,348</b>	<b>\$279,910</b>	<b>\$288,836</b>	<b>\$292,836</b>	<b>\$8,488</b>



## 2019 MONTHLY SALARY SCHEDULE

As of 9/25/2018

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<b><u>ADMINISTRATION, FINANCE &amp; CLERICAL</u></b>					
26 CITY SUPERVISOR	9,477	9,951	10,448	10,971	11,519
24 CITY ATTORNEY	8,277	8,691	9,125	9,582	10,061
23 FINANCE DIRECTOR	7,737	8,124	8,530	8,957	9,404
19 HUMAN RESOURCES MANAGER	6,014	6,315	6,630	6,962	7,310
21 INFORMATION SYSTEMS MANAGER	6,756	7,094	7,448	7,821	8,212
17 ACCOUNTING MANAGER	5,455	5,728	6,014	6,315	6,631
12 ACCOUNTANT	4,528	4,754	4,992	5,242	5,504
17 IS SERVER ADMINISTRATOR	5,455	5,728	6,014	6,315	6,631
13 INFORMATION SYSTEMS NETWORK SPECIALIST	4,664	4,897	5,142	5,399	5,669
10 INFORMATION SYSTEMS TECHNICIAN	4,268	4,481	4,705	4,941	5,188
10 CITY CLERK	4,268	4,481	4,705	4,941	5,188
8 EXECUTIVE ASSISTANT	4,023	4,224	4,435	4,657	4,890
6 ACCOUNTING SPECIALIST	3,792	3,982	4,181	4,390	4,609
4 ADMINISTRATIVE CLERK	3,575	3,754	3,941	4,139	4,345
<b><u>POLICE &amp; SUPPORT SERVICE</u></b>					
24 CHIEF OF POLICE	8,277	8,691	9,125	9,582	10,061
21 POLICE OPERATIONS COMMANDER	6,959	7,307	7,672	8,056	8,459
18 POLICE SERGEANT	7,957	8,157	8,359		
15 POLICE OFFICER	5,526	5,911	6,443	7,057	7,478
POLICE OFFICER TRAINEE	5,134	5,260			
14 SUPPORT SERVICES MANAGER	4,803	5,043	5,295	5,560	5,838
10 POLICE TECHNOLOGY SPECIALIST	4,617	4,848	5,090	5,345	5,612
8 POLICE ADMINISTRATIVE ASSISTANT	4,023	4,224	4,435	4,657	4,890
6 RECORDS SPECIALIST	3,867	4,060	4,263	4,477	4,700
7 PROPERTY AND EVIDENCE SPECIALIST	3,983	4,182	4,391	4,611	4,841
8 CODE ENFORCEMENT OFFICER	4,102	4,307	4,522	4,749	4,986
<b><u>FIRE SERVICE</u></b>					
23 FIRE CHIEF	7,737	8,124	8,530	8,957	9,404
19 FIRE OPERATIONS OFFICER	7,613	7,994	8,393	8,813	9,254
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	4,023	4,224	4,435	4,657	4,890
6 ADMINISTRATIVE SPECIALIST	3,792	3,982	4,181	4,390	4,609
<b><u>LIBRARY</u></b>					
21 LIBRARY SERVICES DIRECTOR	6,756	7,094	7,448	7,821	8,212
12 LIBRARY DIVISION MANAGER	4,640	4,872	5,116	5,371	5,640
8 LIBRARY ADMIN ASSISTANT	4,023	4,224	4,435	4,657	4,890
10 LIBRARY SUPERVISOR	4,375	4,594	4,823	5,065	5,318
6 LIBRARY TECHNICIAN	3,888	4,082	4,287	4,501	4,726
4 LIBRARY ASSISTANT	3,664	3,847	4,040	4,242	4,454

# 2019 MONTHLY SALARY SCHEDULE

As of 9/25/2018

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
25 PUBLIC WORKS DIRECTOR	8,857	9,300	9,765	10,253	10,766
21 DEPUTY PUBLIC WORKS DIRECTOR	6,756	7,094	7,448	7,821	8,212
19 MAINT & OP SUPERINTENDENT	6,014	6,315	6,630	6,962	7,310
18 TRANSIT MANAGER	5,728	6,014	6,315	6,631	6,962
18 WASTE WATER PLANT SUPERVISOR	5,728	6,014	6,315	6,631	6,962
17 SENIOR CIVIL ENGINEER	5,455	5,728	6,014	6,315	6,631
15 STORMWATER SERVICES PROGRAM MANAGER	4,948	5,195	5,455	5,728	6,014
14 AUTOMOTIVE REPAIR SUPERVISOR	4,709	4,944	5,192	5,451	5,724
15 SENIOR BUILDING INSPECTOR	4,948	5,195	5,455	5,728	6,014
15 CIVIL ENGINEER	4,948	5,195	5,455	5,728	6,014
13 WASTE WATER LAB MANAGER	4,734	4,971	5,219	5,480	5,754
13 ASSISTANT AUTOMOTIVE REPAIR SUPERVISOR	4,573	4,802	5,042	5,294	5,559
12 ENGINEERING TECHNICIAN	4,528	4,754	4,992	5,242	5,504
12 BUILDING INSPECTOR	4,528	4,754	4,992	5,242	5,504
14 MAINTENANCE SUPERVISOR	4,803	5,043	5,295	5,560	5,838
12 ACCOUNTANT-M&O	4,595	4,825	5,066	5,319	5,585
14 OPERATIONS SUPERVISOR	4,803	5,043	5,295	5,560	5,838
14 BLDG. MAINT. SUPERVISOR	4,803	5,043	5,295	5,560	5,838
10 STORMWATER FIELD TECHNICIAN	4,268	4,481	4,705	4,941	5,188
14 TRANSIT OPERATIONS SUPERVISOR	4,803	5,043	5,295	5,560	5,838
12 HEAVY EQUIP MECHANIC	4,439	4,661	4,894	5,139	5,396
8 TRANSIT TRAINER/SAFETY OFFICER	3,944	4,141	4,348	4,566	4,794
12 OPERATIONS TECHNICIAN	4,595	4,825	5,066	5,319	5,585
12 INDUSTRIAL MECHANIC	4,595	4,825	5,066	5,319	5,585
12 WASTE WATER PLANT OPERATOR	4,595	4,825	5,066	5,319	5,585
12 INFORMATION SYSTEMS SPECIALIST	4,528	4,754	4,992	5,242	5,504
12 INSTRUMENTATION AND CONTROL TECHNICIAN	4,595	4,825	5,066	5,319	5,585
12 TRANSIT ADMINISTRATIVE SUPERVISOR	4,528	4,754	4,992	5,242	5,504
8 PUBLIC WORKS ADMINISTRATIVE ASSISTANT	4,023	4,224	4,435	4,657	4,890
10 MAINTENANCE WORKER	4,332	4,549	4,776	5,015	5,266
7 TRANSIT DISPATCHER	3,829	4,020	4,221	4,433	4,654
6 TRANSIT DRIVER	3,718	3,904	4,099	4,304	4,519
6 ADMINISTRATIVE SPECIALIST- ENGINEERING	3,792	3,982	4,181	4,390	4,609
6 ADMINISTRATIVE SPECIALIST- M&O	3,849	4,041	4,244	4,456	4,678
7 BLDG. MAINTENANCE WORKER	3,906	4,101	4,306	4,522	4,748
4 APPRENTICE MAINT. WORKER-P.W.	3,629	3,810	4,001	4,201	4,411
6 WASTE WATER PLANT OPERATOR IN TRAINING	3,849	4,041	4,244	4,456	4,678
6 OPERATIONS TECHNICIAN IN TRAINING	3,849	4,041	4,244	4,456	4,678
2 SENIOR BUS WASHER	2,896	3,041	3,193	3,352	3,520
1 BUS WASHER	2,633	2,765	2,903	3,048	3,200
2 CUSTODIAN	2,954	3,102	3,257	3,420	3,591
<u>PLANNING</u>					
23 PLANNING DIRECTOR	7,737	8,124	8,530	8,957	9,404
13 ASSISTANT CITY PLANNER	4,664	4,897	5,142	5,399	5,669
<u>PUBLIC SERVICES</u>					
19 PARKS MANAGER	6,014	6,315	6,630	6,962	7,310
19 RECREATION MANAGER	6,014	6,315	6,630	6,962	7,310
10 HORTICULTURIST	4,268	4,481	4,705	4,941	5,188
8 LEAD PARKS MAINTENANCE WORKER	4,023	4,224	4,435	4,657	4,890
10 RECREATION SUPERVISOR	4,268	4,481	4,705	4,941	5,188
8 COMMUNITY IMPROVEMENT REP.	4,023	4,224	4,435	4,657	4,890
8 AQUATICS PROGRAM COORDINATOR	4,023	4,224	4,435	4,657	4,890
6 PARKS MAINT. WORKER 2	3,792	3,982	4,181	4,390	4,609
7 PRESCHOOL PROGRAM COORDINATOR	3,906	4,101	4,306	4,522	4,748
7 SENIOR CITIZEN PROGRAM COORDINATOR	3,906	4,101	4,306	4,522	4,748
8 ADMINISTRATIVE ASSISTANT	4,023	4,224	4,435	4,657	4,890
6 ADMINISTRATIVE SPECIALIST	3,792	3,982	4,181	4,390	4,609
5 PARKS MAINT. WORKER 1	3,681	3,865	4,058	4,261	4,474

## 2020 MONTHLY SALARY SCHEDULE

As of 9/25/2018

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<b><u>ADMINISTRATION, FINANCE &amp; CLERICAL</u></b>					
26 CITY SUPERVISOR	9,667	10,150	10,658	11,191	11,750
24 CITY ATTORNEY	8,443	8,865	9,308	9,774	10,263
23 FINANCE DIRECTOR	7,892	8,287	8,701	9,136	9,593
19 HUMAN RESOURCES MANAGER	6,134	6,441	6,763	7,101	7,456
21 INFORMATION SYSTEMS MANAGER	6,891	7,236	7,597	7,977	8,376
17 ACCOUNTING MANAGER	5,564	5,842	6,134	6,441	6,763
12 ACCOUNTANT	4,619	4,850	5,092	5,347	5,614
17 IS SERVER ADMINISTRATOR	5,564	5,842	6,134	6,441	6,763
13 INFORMATION SYSTEMS NETWORK SPECIALIST	4,757	4,995	5,245	5,507	5,782
10 INFORMATION SYSTEMS TECHNICIAN	4,353	4,571	4,799	5,039	5,291
10 CITY CLERK	4,353	4,571	4,799	5,039	5,291
8 EXECUTIVE ASSISTANT	4,103	4,308	4,524	4,750	4,987
6 ACCOUNTING SPECIALIST	3,868	4,061	4,264	4,478	4,702
4 ADMINISTRATIVE CLERK	3,647	3,829	4,021	4,222	4,433
<b><u>POLICE &amp; SUPPORT SERVICE</u></b>					
24 CHIEF OF POLICE	8,443	8,865	9,308	9,774	10,263
21 POLICE OPERATIONS COMMANDER	7,098	7,453	7,826	8,217	8,628
18 POLICE SERGEANT	8,195	8,401	8,610		
15 POLICE OFFICER	5,692	6,089	6,636	7,268	7,702
POLICE OFFICER TRAINEE	5,288	5,418			
14 SUPPORT SERVICES MANAGER	4,899	5,144	5,401	5,671	5,955
10 POLICE TECHNOLOGY SPECIALIST	4,756	4,994	5,243	5,506	5,781
8 POLICE ADMINISTRATIVE ASSISTANT	4,103	4,308	4,524	4,750	4,987
6 RECORDS SPECIALIST	3,986	4,185	4,395	4,614	4,845
7 PROPERTY AND EVIDENCE SPECIALIST	4,102	4,307	4,522	4,749	4,986
8 CODE ENFORCEMENT OFFICER	4,225	4,436	4,658	4,891	5,136
<b><u>FIRE SERVICE</u></b>					
23 FIRE CHIEF	7,892	8,287	8,701	9,136	9,593
19 FIRE OPERATIONS OFFICER	7,765	8,153	8,561	8,989	9,438
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	4,103	4,308	4,524	4,750	4,987
6 ADMINISTRATIVE SPECIALIST	3,868	4,061	4,264	4,478	4,702
<b><u>LIBRARY</u></b>					
21 LIBRARY SERVICES DIRECTOR	6,891	7,236	7,597	7,977	8,376
12 LIBRARY DIVISION MANAGER	4,640	4,872	5,116	5,371	5,640
8 LIBRARY ADMIN ASSISTANT	4,103	4,308	4,524	4,750	4,987
10 LIBRARY SUPERVISOR	4,375	4,594	4,823	5,065	5,318
6 LIBRARY TECHNICIAN	3,888	4,082	4,287	4,501	4,726
4 LIBRARY ASSISTANT	3,664	3,847	4,040	4,242	4,454

# 2020 MONTHLY SALARY SCHEDULE

As of 9/25/2018

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<b><u>PUBLIC WORKS</u></b>					
25 PUBLIC WORKS DIRECTOR	9,034	9,486	9,960	10,458	10,981
21 DEPUTY PUBLIC WORKS DIRECTOR	6,891	7,236	7,597	7,977	8,376
19 MAINT & OP SUPERINTENDENT	6,134	6,441	6,763	7,101	7,456
18 TRANSIT MANAGER	5,843	6,135	6,442	6,764	7,102
18 WASTE WATER PLANT SUPERVISOR	5,843	6,135	6,442	6,764	7,102
17 SENIOR CIVIL ENGINEER	5,564	5,842	6,134	6,441	6,763
15 STORMWATER SERVICES PROGRAM MANAGER	5,047	5,299	5,564	5,843	6,135
14 AUTOMOTIVE REPAIR SUPERVISOR	4,709	4,944	5,192	5,451	5,724
15 SENIOR BUILDING INSPECTOR	5,047	5,299	5,564	5,843	6,135
15 CIVIL ENGINEER	5,047	5,299	5,564	5,843	6,135
13 WASTE WATER LAB MANAGER	4,734	4,971	5,219	5,480	5,754
13 ASSISTANT AUTOMOTIVE REPAIR SUPERVISOR	4,573	4,802	5,042	5,294	5,559
12 ENGINEERING TECHNICIAN	4,619	4,850	5,092	5,347	5,614
12 BUILDING INSPECTOR	4,619	4,850	5,092	5,347	5,614
14 MAINTENANCE SUPERVISOR	4,899	5,144	5,401	5,671	5,955
12 ACCOUNTANT-M&O	4,595	4,825	5,066	5,319	5,585
14 OPERATIONS SUPERVISOR	4,899	5,144	5,401	5,671	5,955
14 BLDG. MAINT. SUPERVISOR	4,899	5,144	5,401	5,671	5,955
10 STORMWATER FIELD TECHNICIAN	4,353	4,571	4,799	5,039	5,291
14 TRANSIT OPERATIONS SUPERVISOR	4,803	5,043	5,295	5,560	5,838
12 HEAVY EQUIP MECHANIC	4,439	4,661	4,894	5,139	5,396
8 TRANSIT TRAINER/SAFETY OFFICER	3,944	4,141	4,348	4,566	4,794
12 OPERATIONS TECHNICIAN	4,595	4,825	5,066	5,319	5,585
12 INDUSTRIAL MECHANIC	4,595	4,825	5,066	5,319	5,585
12 WASTE WATER PLANT OPERATOR	4,595	4,825	5,066	5,319	5,585
12 INFORMATION SYSTEMS SPECIALIST	4,619	4,850	5,092	5,347	5,614
12 INSTRUMENTATION AND CONTROL TECHNICIAN	4,595	4,825	5,066	5,319	5,585
12 TRANSIT ADMINISTRATIVE SUPERVISOR	4,619	4,850	5,092	5,347	5,614
8 PUBLIC WORKS ADMINISTRATIVE ASSISTANT	4,103	4,308	4,524	4,750	4,987
10 MAINTENANCE WORKER	4,332	4,549	4,776	5,015	5,266
7 TRANSIT DISPATCHER	3,829	4,020	4,221	4,433	4,654
6 TRANSIT DRIVER	3,718	3,904	4,099	4,304	4,519
6 ADMINISTRATIVE SPECIALIST- ENGINEERING	3,868	4,061	4,264	4,478	4,702
6 ADMINISTRATIVE SPECIALIST- M&O	3,849	4,041	4,244	4,456	4,678
7 BLDG. MAINTENANCE WORKER	3,984	4,183	4,392	4,612	4,843
4 APPRENTICE MAINT. WORKER-P.W.	3,629	3,810	4,001	4,201	4,411
6 WASTE WATER PLANT OPERATOR IN TRAINING	3,849	4,041	4,244	4,456	4,678
6 OPERATIONS TECHNICIAN IN TRAINING	3,849	4,041	4,244	4,456	4,678
2 SENIOR BUS WASHER	2,896	3,041	3,193	3,352	3,520
1 BUS WASHER	2,633	2,765	2,903	3,048	3,200
2 CUSTODIAN	3,103	3,258	3,421	3,592	3,772
<b><u>PLANNING</u></b>					
23 PLANNING DIRECTOR	7,892	8,287	8,701	9,136	9,593
13 ASSISTANT CITY PLANNER	4,757	4,995	5,245	5,507	5,782
<b><u>PUBLIC SERVICES</u></b>					
19 PARKS MANAGER	6,134	6,441	6,763	7,101	7,456
19 RECREATION MANAGER	6,134	6,441	6,763	7,101	7,456
10 HORTICULTURIST	4,353	4,571	4,799	5,039	5,291
8 LEAD PARKS MAINTENANCE WORKER	4,103	4,308	4,524	4,750	4,987
10 RECREATION SUPERVISOR	4,353	4,571	4,799	5,039	5,291
8 COMMUNITY IMPROVEMENT REP.	4,103	4,308	4,524	4,750	4,987
8 AQUATICS PROGRAM COORDINATOR	4,103	4,308	4,524	4,750	4,987
6 PARKS MAINT. WORKER 2	3,868	4,061	4,264	4,478	4,702
7 PRESCHOOL PROGRAM COORDINATOR	3,984	4,183	4,392	4,612	4,843
7 SENIOR CITIZEN PROGRAM COORDINATOR	3,984	4,183	4,392	4,612	4,843
8 ADMINISTRATIVE ASSISTANT	4,103	4,308	4,524	4,750	4,987
6 ADMINISTRATIVE SPECIALIST	3,868	4,061	4,264	4,478	4,702
5 PARKS MAINT. WORKER 1	3,755	3,943	4,140	4,347	4,564

**2019 and 2020 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.)

<b><u>DEPARTMENT</u></b>	<b><u>CLASSIFICATION TITLE</u></b>	<b><u>2019 FULL- TIME</u></b>	<b><u>2019 PART- TIME</u></b>	<b><u>2020 FULL- TIME</u></b>	<b><u>2020 PART- TIME</u></b>
Legislative	City Councilmember		7		7
	<b>Total</b>		<b>7</b>		<b>7</b>
Executive	Mayor		1		1
	City Administrator	1		1	
	Economic Development Manager	1		1	
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>
Finance and Records Services	Finance Director	1		1	
	Budget Manager			1	
	Accounting Manager	1		1	
	Accountant	1		1	
	Accounting Specialist	2		2	
	City Clerk	1		1	
	Executive Assistant	1		1	
	Administrative Clerk		1		1
	<b>Total</b>	<b>7</b>	<b>1</b>	<b>8</b>	<b>1</b>
Information Technology	Information Systems Manager/NetWork Ad.	1		1	
	Information Systems Server Administrator	1		1	
	Information Systems Network Specialist	1		1	
	Information Systems Specialist	1		1	
	GIS Specialist			1	
	Information Systems Technician	2		2	
	<b>Total</b>	<b>6</b>		<b>7</b>	
Legal	City Attorney	1		1	
	<b>Total</b>	<b>1</b>		<b>1</b>	
Human Resources	Human Resources Manager	1		1	
	HR Analyst			1	
	<b>Total</b>	<b>1</b>		<b>2</b>	
Police and Support Services	Chief of Police	1		1	
	Police Operations Commander	1		1	
	Sergeants	4		4	
	Detectives	3		3	
	Support Services Manager	1		1	
	Information Systems Specialist	1		1	
	Youth Services Officer	1		1	
	Patrol Officer	22		22	
	Police Administrative Assistant	1		1	
	Records Specialist	7		7	
	Property & Evidence Specialist	1		1	
	Code Enforcement Supervisor	1		1	
	Code Enforcement Officer	3		3	
	<b>Total</b>	<b>47</b>	<b>-</b>	<b>47</b>	<b>-</b>



**2019 and 2020 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.)

<b><u>DEPARTMENT</u></b>	<b><u>CLASSIFICATION TITLE</u></b>	<b><u>2019 FULL- TIME</u></b>	<b><u>2019 PART- TIME</u></b>	<b><u>2020 FULL- TIME</u></b>	<b><u>2020 PART- TIME</u></b>
Fire	Fire Chief	1		1	
	Operations Officer	1		1	
	Fire Training Officer	1		1	
	Fire Marshal	1		1	
	Deputy Fire Marshal	1		1	
	Fire Captain	4		4	
	Lieutenant	4		4	
	Firefighter	24		26	
	Administrative Assistant	1		1	
	Administrative Specialist	1		1	
	<b>Total</b>	<b>39</b>		<b>41</b>	
Public Works	Public Works Director	1		1	
	City Engineer	1		1	
	Deputy Public Works Director	1		1	
	Senior Civil Engineer	1		1	
	Stormwater Services Program Manager	1		1	
	Civil Engineer	1		1	
	Engineering Technician	2		2	
	Senior Building Inspector	1		1	
	Building Inspector	4		4	
	Maintenance & Operations Superintendent	1		1	
	Maintenance Supervisor	1		1	
	Operations Supervisor	1		1	
	Operations Technician	2		2	
	Stormwater Services Field Technician	1		1	
	Maintenance Worker	12		12	
	WWTP Supervisor	1		1	
	WWTP Plant Operator	5		5	
	WWTP Pretreatment/Laboratory Manager	1		1	
	WWTP Industrial Mechanic	1		1	
	Instrumentation and Control Specialist	1		1	
	Automotive Repair Supervisor	1		1	
	Assistant Automotive Repair Supervisor	1		1	
	Heavy Equipment Mechanic	4		4	
	Transit Manager	1		1	
	Transit Operations Supervisor	1		1	
	Transit Administrative Supervisor	1		1	
	Transit Training/Safety Officer	1		1	
	Transit Dispatcher	3	1	3	1
	Transit Driver	19	14	19	14
	Senior Bus Washer	1		1	
	Bus Washer	1	3	1	3
	Public Works Admin Asst.	1		1	
	Accountant	1		1	
	Administrative Specialist	2		2	
	Building Maint. Supervisor	1		1	
	Building Maintenance Worker	1		1	
	Custodian	3		3	
	<b>Total</b>	<b>83</b>	<b>18</b>	<b>83</b>	<b>18</b>

**2019 and 2020 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.)

<b><u>DEPARTMENT</u></b>	<b><u>CLASSIFICATION TITLE</u></b>	<b><u>2019 FULL- TIME</u></b>	<b><u>2019 PART- TIME</u></b>	<b><u>2020 FULL- TIME</u></b>	<b><u>2020 PART- TIME</u></b>
Public Services	Park Manager	1		1	
	Lead Parks Maintenance Worker	1		1	
	Park Maintenance Worker	6		6	
	Horticulturist	1		1	
	Community Improvement Representative	1		1	
	Aquatic Program Coordinator	1		1	
	Assistant Aquatics Program Coordinator			1	
	Recreation Manager	1		1	
	Recreation Supervisor	1		1	
	Senior Citizen Coordinator	1		1	
	Preschool Instructor	1		1	
	Administrative Assistant	1		1	
	Administrative Specialist		1	1	
	<b>Total</b>	<b>16</b>	<b>1</b>	<b>18</b>	
Planning	Planning Director	1		1	
	Assistant City Planner	1		1	
	<b>Total</b>	<b>2</b>		<b>2</b>	
Library	Library Services Director	1		1	
	Library Division Manager	2		2	
	Library Supervisor	2		2	
	Library Administrative Assistant	1		1	
	Library Technician	2	1	2	1
	Library Assistant	2	2	2	2
<b>Total</b>		<b>10</b>	<b>3</b>	<b>10</b>	<b>3</b>
<b>GRAND TOTAL</b>		<b>214</b>	<b>31</b>	<b>221</b>	<b>30</b>



## PRELIMINARY BUDGET ERD RATE REPORT

REVISION: PRELIMINARY BUDGET

WORK ORDERS COMPLETED BETWEEN 7/1/2017 AND 6/30/2018

BUDGET YEAR: 2019

Ambulance	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$75,007.38	\$117,500.00	\$192,507.38
Fire	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$176,086.67	\$210,000.00	\$386,086.67
Government Buildings	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$13,193.86	\$6,000.00	\$19,193.86
Information Systems	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$677.04	\$7,000.00	\$7,677.04
Lawson Gardens	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$1,345.78	\$0.00	\$1,345.78
Maintenance & Operations	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$234,547.44	\$110,000.00	\$344,547.44
Police	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$175,967.18	\$105,000.00	\$280,967.18
Protective Inspections	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$7,445.59	\$10,000.00	\$17,445.59
Public Services/Parks	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$81,902.62	\$59,000.00	\$140,902.62
Public Services/Recreation	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$16,458.68	\$18,500.00	\$34,958.68
Transit	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$1,135,683.63	\$0.00	\$1,135,683.63
Utility/Sewer	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$9,373.81	\$0.00	\$9,373.81
Utility/Stormwater	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$110,959.54	\$65,000.00	\$175,959.54
Utility/Wastewater Treatment	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$27,415.56	\$0.00	\$27,415.56
Utility/Water & Sewer	M&O Charge	Amortization	ERD Rate
DEPT TOTALS:	\$80,102.04	\$0.00	\$80,102.04

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
13-402	2013 TOYOTA PRIUS PLUG-IN 5DR HYBRID	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
05-303	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

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
93-105	1993 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
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96-135	1996 SECA RODDER	Utility Reserves
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Utility/Wastewater Treatment	PROPOSED FUNDING SOURCE
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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
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01-186	2001 CAT 100KVA TRAILER MOUNTED GENERATOR SET	Utility Reserves
03-066	2003 1/2 TON 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
09-160	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
16-065	2016 FORD 1/2 TON CREW CAB PICKUP	Utility Reserves
86-137	1986 SEWER FOAMER	Utility Reserves

Note: CIP = Capital Improvement Program