

2021-2022 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 27, 2020

**2021 - 2022 Preliminary Budget
City of Pullman**

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DIRECTORY OF OFFICIALS

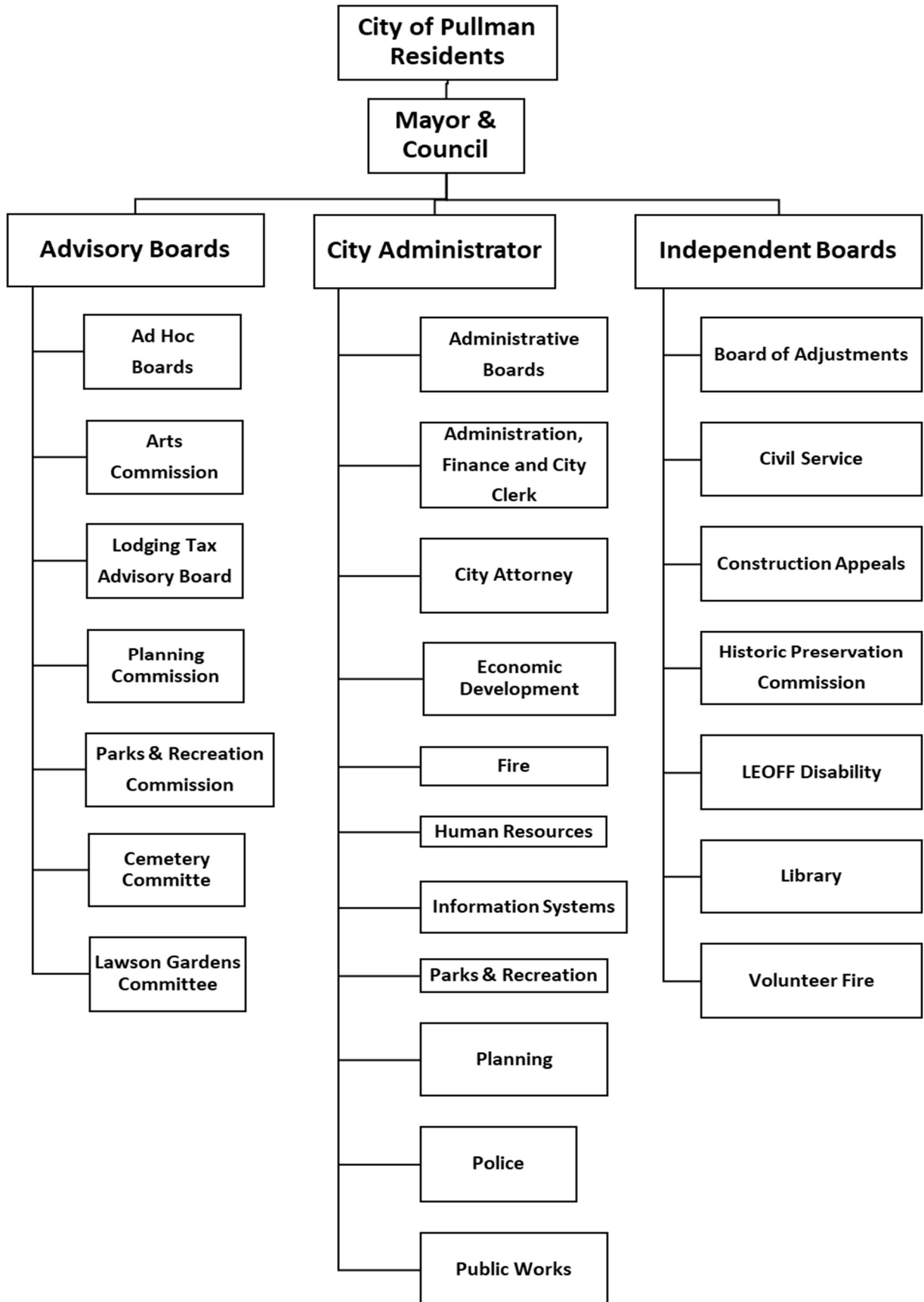
Elected Officials

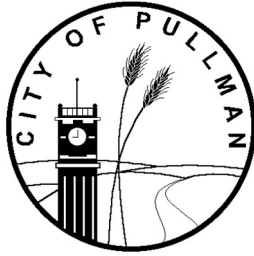
Mayor: Glenn A. Johnson

City Council: Eileen Macoll – At Large
Ann Parks – Ward 1
Al Sorensen – Ward 1
Dan Records – Ward 2
Nathan Weller – Ward 2
Brandon Chapman – Ward 3
Pat Wright – Ward 3

Administrative Staff (in order of Department appearance in the budget):

City Administrator:	Vacant
Director of Finance & Administrative Services:	Mike Urban
City Clerk:	Dee Stiles-Elliott
City Attorney:	Laura McAloon
Human Resources Manager:	Karen Sires
Chief of Police:	Gary Jenkins
Fire Chief:	Mike Heston
Public Works Director:	Kevin Gardes
Planning Director:	RJ Lott
Economic Development Manager:	Jennifer Hackman
Library Services Director:	Joanna Bailey
Participant Recreation Manager:	Kurt Dahmen
Parks & Facilities Manager:	Alan Davis
Information Technologies Manager:	Wayne Brannock





CITY OF PULLMAN

*HIGH Tech, HIGHER Education, HIGHEST
Quality of Life*

190 SE Crestview St Pullman, WA 99163
(509) 338-3208

To: City Council Members and Pullman Residents

From: Glenn A. Johnson, Mayor

Date: October 27, 2020

Subject: Mayor's Budget Message for 2021-2022

I am pleased to present the 2021-2022 budget for the city of Pullman, even in this time of daily challenges brought on by the uncertainties from COVID-19. However, there are some certainties—and those are state deadlines for city budgets. In addition, we are making the best financial projections for two years in this, our second biennial budget.

While it's not normally in a city budget message, this year is different. I want the council and our residents to know how proud I am of our city employees who showed their resolve and took on the challenge of COVID-19 by helping the city continue to serve its residents with needed and vital services. We followed the Governor's recommendations to protect our employees and modified our levels of service to reflect the best science coming from our public health professionals. Among other changes, it meant closing city hall but taking appointments; closing the library but instituting curbside service; shutting down the aquatics center but later reopening at a reduced level; running our bus and Dial-A-Ride service but at far less than capacity; and modifying our popular recreation programs to make sure all participants were safe. And with all these challenges, we were able to move into our new city hall on Crestview during the second week of October, again demonstrating the outstanding work of our city team.

We have an excellent financial staff, led by Director of Finance and Administrative Services Mike Urban, ably assisted by Accounting Manager Lori Palmer, and a staff who do an outstanding job every day of analyzing and monitoring our entire city operation. They were supported by our executive management team who supervise their individual departments. When the pandemic hit, they were able to trim their budgets when asked, knowing that the

Governor's "stay home" order impacted every business, every employee, and every resident. These supervisors were able to find savings in their approved budgets to help Pullman continue to supply vital services that all residents depend on every day. I know it was painful to temporarily furlough some great city employees as we rapidly adjusted the budget to sustain the city during this health and economic crisis.

The biennial budget that we are presenting reflects several accounting changes. In the past, we had a line item for insurance under General Fund Services that covered every department; now the expense for insurance is reflected in each department's budget. We have also combined several individual items into functional groups. For example, law enforcement now includes animal control, detention, and their portion of dispatch fees. Fire has been aggregated to fire and ambulance, also including their portion of communication or dispatch fees. Previously, the city listed in the parks facilities budget the Aquatic Center and swimming pool operations for Reaney Pool. Now it is the recreation budget.

While we have held the line overall on additional personnel, there are a couple of exceptions. The council approved the SAFER grant that included three additional firefighters. Two positions were already approved for 2019, two in 2020 and three positions for 2021. The council also added in October 2019, an Economic Development manager, who with COVID-19 impacting all of our businesses, was able to shift quickly into the business retention mode. The prudent suspension of recreation services to our vulnerable senior citizens during the pandemic led to the layoff of our Senior Coordinator. We have budgeted for the coordinator position in the second quarter of 2021 if conditions improve. We budgeted for national recruitment of a City Administrator in the first quarter of 2021. We went through the process of hiring a person for the GIS position, but the offer was not accepted due to the impact of COVID. It was put on pause, but we are hoping to move on this before the end of the year to make sure the existing work that has been done stays relevant. That position is budgeted for the first quarter of 2021. Wage increases are reflected in the budget if established by contracts.

Other changes that you will notice reflect a significant increase to our election costs from Whitman County, as well as the increases reflected in the District Court agreement. Our liability insurance increased 31 percent from 2020 to 2021. We also will be replacing our Eden financial software because the parent company is no longer supporting the platform that has been in service for 20 years. This will be in a future Capital Improvement Program (CIP) request.

The general fund revenue for 2021 is estimated at \$22,638,660 and the expenditure is estimated at \$24,640,048. For 2022, we are estimating the revenue at \$23,150,404 and expenditures at \$25,277,640. Our goal has been to have reserves reflect two months of operational costs, which is 16.67 percent—well above the long-established council set goal for

reserves of 13 percent. Our calculations show reserves for 2021 at 24.32 percent or \$5,992,267; for 2022, just slightly under the two-month goal at 16.06 percent or \$4,059,637.

There are several items that we will be facing that are not reflected in this budget. In addition to council work sessions on the future of court service for Pullman, we anticipate work sessions to determine the fate of the old city hall to determine the best alternatives. Securing property for our third fire station, which was approved in the bond, is a priority for 2021 but we did not want to put a line item in this budget for the amount because it would only work against us when we attempt to acquire a property.

When we presented the first biennial budget there was certainly no way that any city could have predicted the events of 2020 and the impact COVID-19 would have on our lives and our city. But despite all of the challenges that we have faced, we continue to move forward—with side steps here and there—and that progress can only be done with an outstanding group of individuals who work for the city of Pullman. I also want to thank our residents for their support, not only for the bond issue but for their patience and understanding as we all work together to get through this COVID challenge...and we will get through it together.

City of Pullman

Statistical Data

2021 General Fund Expense Budget	\$ 24,640,048
2021 All Funds Expense Budget (Less Airport)	\$ 72,826,903
2021 All Funds Expense Budget	\$105,447,493
2022 General Fund Expense Budget	\$ 25,277,640
2022 All Funds Expense Budget (Less Airport)	\$ 70,207,197
2022 All Funds Expense Budget *	\$ 70,207,197

*Pullman-Moscow Regional Airport performs an Annual Budget

Assessed Value 2019 for 2020 Collections	\$2,091,183,391
2020 City of Pullman General Levy Rate	\$3.2212 / \$1,000
2020 Emergency Medical Services (EMS) Rate	\$0.4474 / \$1,000
2020 Go Bond Rate	\$0.5000 / \$1,000
2020 Metropolitan Park District	\$0.2824 / \$1,000
TOTAL City Property Tax Rate	\$4.4510 / \$1,000

2020 Full-Time Employees	227
2020 Regular Part-Time (20 HRS +) Employees	20
2020 Additional Monthly Casual or Seasonal	143
Total Employees for an Average Month	310

City Area	10.7 miles
Population	34,850
Streets (Excluding WSU)	72.70 miles
State Highway	9.31 miles
Traffic Signals	20
Street Lights	1,454

Number of Water Wells	6
Well Capacity	7,650 gallons/minute - Designed
Storage Reservoirs	11
Storage Capacity	7.7 million gallons
Water Mains	112.4 miles
Active Services	5,445
Pumpage	918 million gallons
Peak Day	5.99 million gallons
Water Hardness	115 mg/ltr.(5 year average)

CITY OF PULLMAN STATISTICS (CONTINUED)

Sanitary Sewer Mains	96.85 miles
Flow Treated	1,043 million gallons
Peak Day Flow Treated	5.9 million gallons
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	2019
Single Family Dwellings	4,401 units
Duplexes	957 units
Multiple Dwellings	7,519 units
Mobile Homes	513 units

PARKS

City Playfield	8.66 acres	McGee Park	3.04 acres
Conservation Park	15.85 acres	Military Park	25.00 acres
Emerald Pointe Park	2.63 acres	Petry Natural Park	1.96 acres
Gannon Park	0.23 acres	Reaney Park	1.64 acres
Harrison Tot Lot	0.23 acres	Spring Street Park	2.75 acres
Itani Linear Park	7.10 acres	Sunnyside Park	25.00 acres
Itani Park	7.45 acres	Sunrise Park	0.08 acres
Kruegel Park	7.95 acres	Terreview Park	3.25 acres
Lawson Gardens	13.00 acres	Woodcraft Park	0.84 acres
Mary's Park	5.00 acres	City Paths & Trails	18 miles

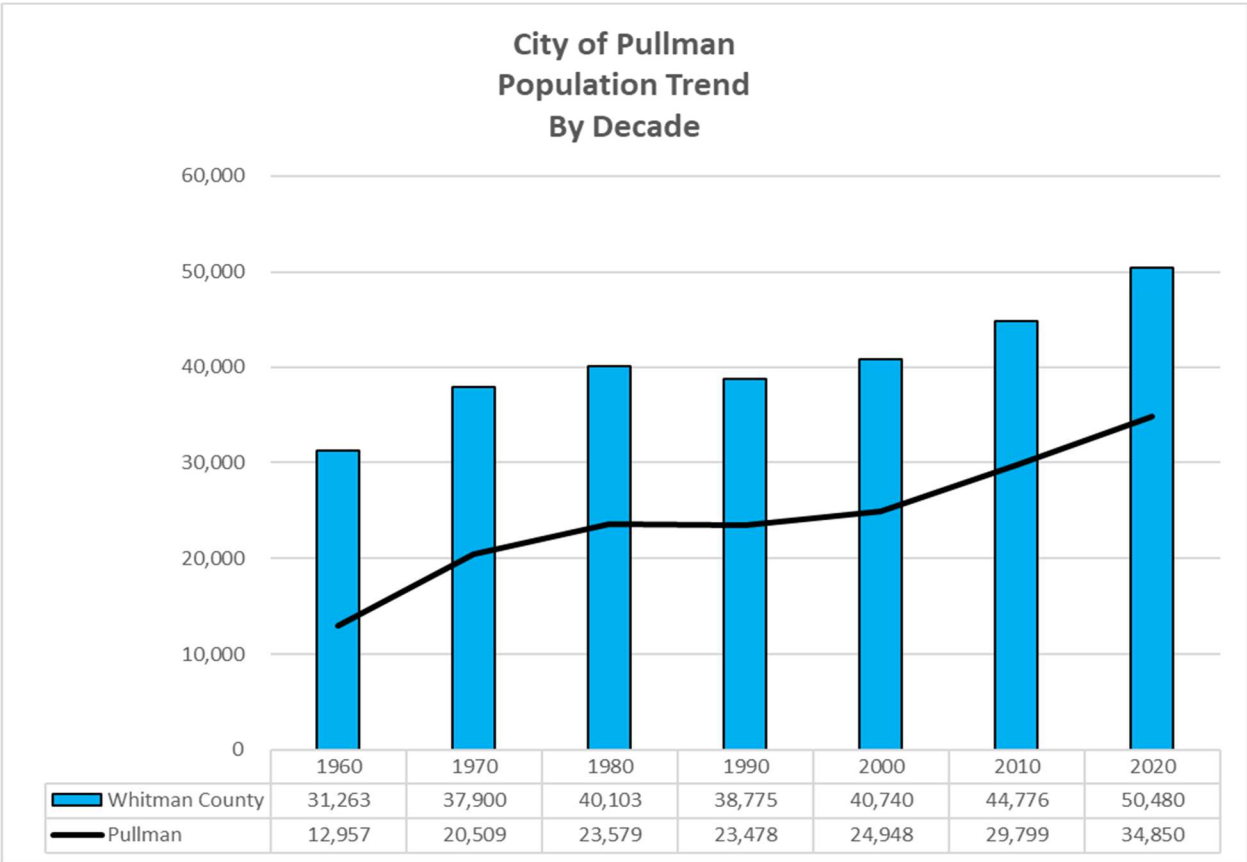
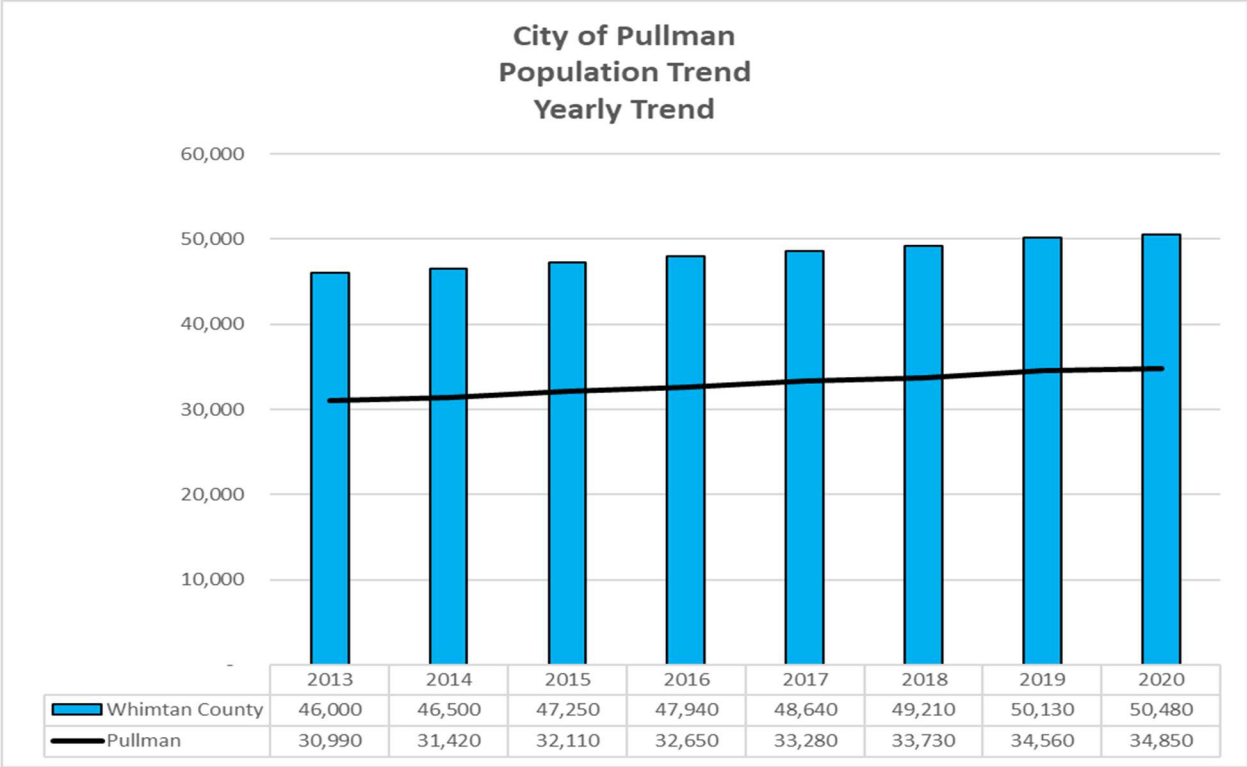
CITY OF PULLMAN STATISTICS (CONTINUED)

FIRE DEPARTMENT CALLS FOR SERVICE	2019
Fire Protection Rating	4
Fire Alarms	711
Emergency Medical Services (EMS)	1943

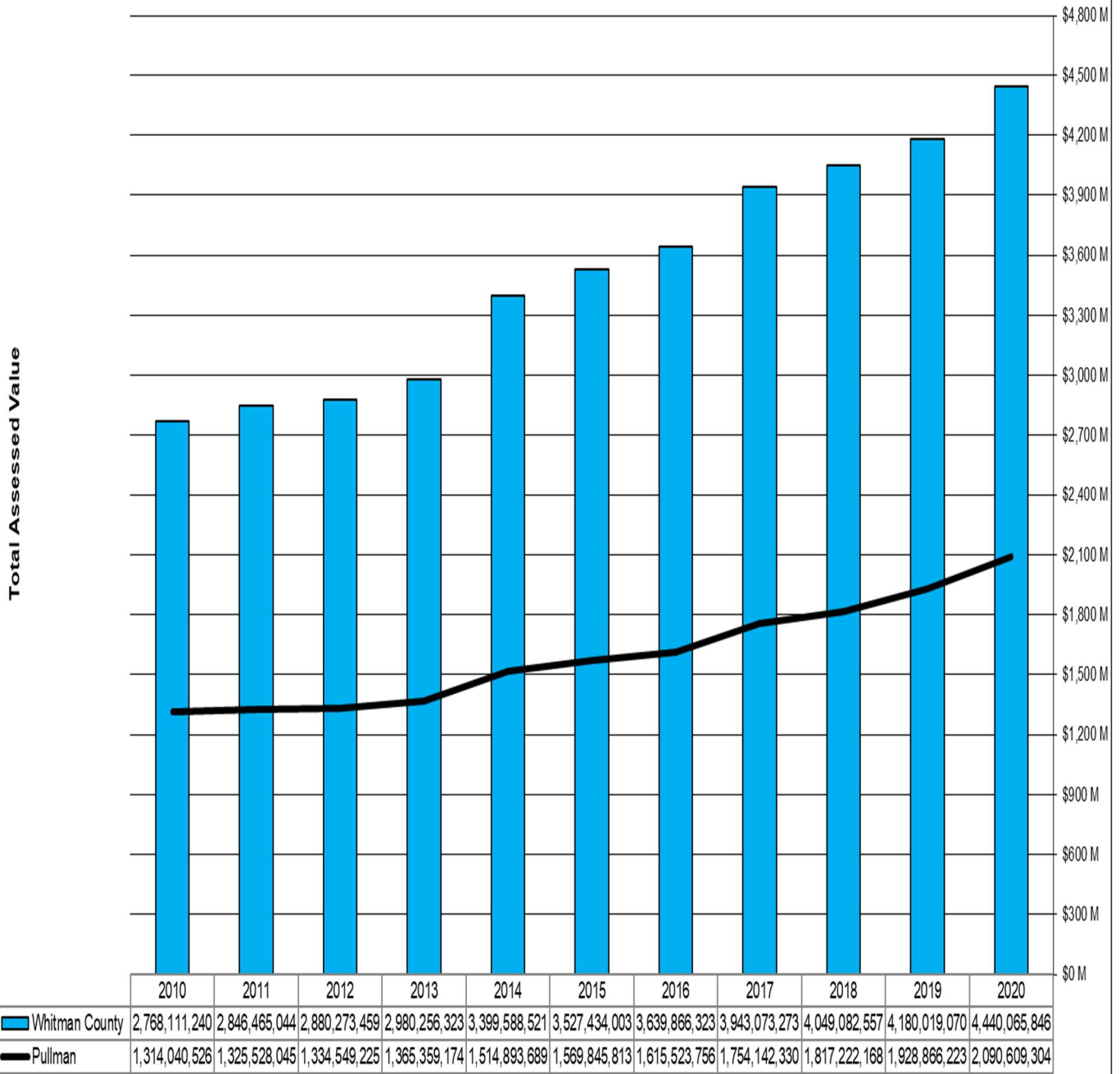
POLICE DEPARTMENT INCIDENTS	2019
Assault	194
Arson	2
Burglary	73
Forcible Sex Offenses	23
Homicide	0
Larceny/Theft	193
Motor Vehicle Theft	21
Robbery	8

LIBRARY	2019
Circulation	384,805
Collection Size with Downloadables	120,545
Weekly Visits	5,585
Registered Cardholders	17,227

TRANSIT RIDERSHIP FIGURES	2019
Fixed-Route	1,370,112
Dial-A-Ride	24,692

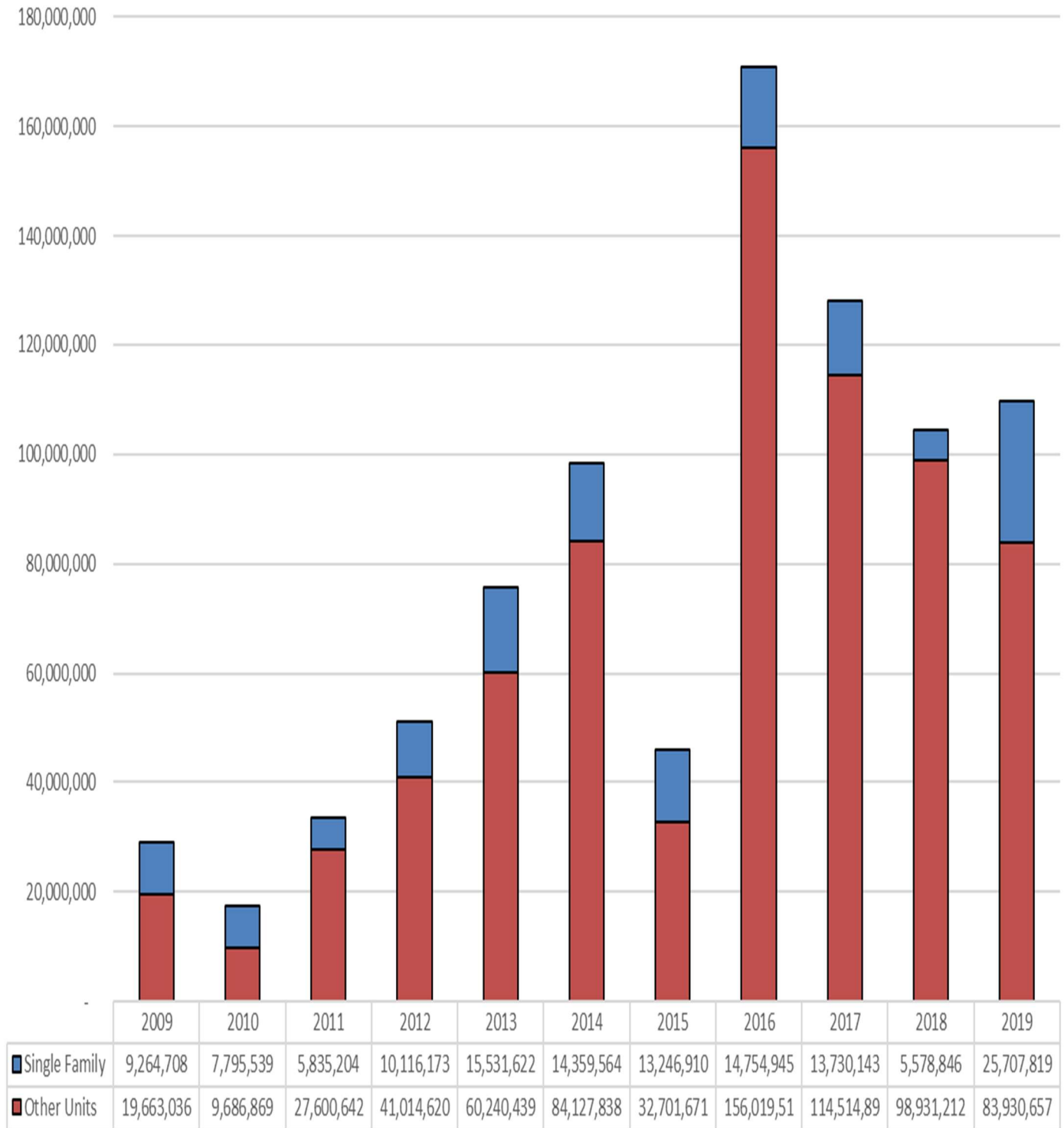


Real Property Values



City of Pullman Building and Housing Permit Data

Construction Permit Valuation



YEAR	NO. OF SINGLE FAMILY PERMITS	NO. OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX & APARTMENT BUILDING PERMITS	TOTAL
2019	101	287	388
2018	16	228	244
2017	9	160	169
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

	Number of Living Units			
	Single Family	Duplex	Multiple Dwellings	Mobile Homes
2019	4,401	957	7,519	513
2018	4,362	957	7,355	517
2017	4,310	947	7,307	518
2016	4,265	927	7,257	522
2015	4,207	923	7,184	529
2014	4,157	913	7,068	529
2013	4,104	909	6,929	526
2012	4,036	905	6,627	524
2011	3,987	903	6,416	522
2010	3,963	901	6,360	522

	Annual Housing Unit Increase			
	Single Family	Duplex	Multiple Dwellings	Mobile Homes
2019	39	-	164	(4)
2018	52	10	48	(1)
2017	45	20	50	(4)
2016	58	4	73	(7)
2015	50	10	116	-
2014	53	4	139	3
2013	68	4	302	2
2012	49	2	211	2
2011	24	2	56	-
2010	37	8	-	(6)

City of Pullman Public Works Statistics

Service Area	2013	2014	2015	2016	2017	2018	2019
City Area (Sq Miles)	10.51	10.51	10.51	10.51	10.70	10.70	10.70
Population	30,990	31,420	32,110	32,650	33,280	33,730	33,730
Street Miles*	64.50	65.60	66.90	67.30	67.80	71.60	72.70
State Highways (Miles)	9.31	9.31	9.31	9.31	9.31	9.31	9.31
Traffic Signals (No.)	19	19	20	20	20	20	20
Street Lights (No.)	1,337	1,337	1,349	1,356	1,439	1,439	1,454
Number of Water Wells	6	6	6	6	6	6	6
Well Capacity (Gal/Minute)	7,650	7,650	7,650	7,650	7,650	7,650	7,650
Storage Reservoirs	11	11	11	11	11	11	11
Storage Capacity**	7.70	7.70	7.70	7.70	7.70	7.70	7.70
Water Mains (Miles)	102.2	104.7	106.6	107.4	108.6	110.6	112.4
Est. Population served	25,275	25,278	25,908	26,344	26,616	27,476	27,746
Active Services	5,072	5,137	5,253	5,284	5,353	5,403	5,445
Fire Class	4	5	5	5	5	5	4
Year's Pumpage**	896	892	907	947	917	930	918
Peak Day**	5.44	4.60	5.30	5.30	5.04	5.93	5.99
Water Hardness (mg/liter)	109	115	115	115	115	115	115
Sanitary Sewer Mains (miles)	91.48	93.16	94.40	95.00	95.60	95.86	96.85
Flow Treated**	1,087	1,006	1,041	851	890	1,022	1,043
Peak Day Flow Treated**	7.80	4.60	5.30	4.90	6.00	9.60	5.90
Treatment Plans Capacity**	8.6	8.6	8.6	8.6	8.6	8.6	8.6

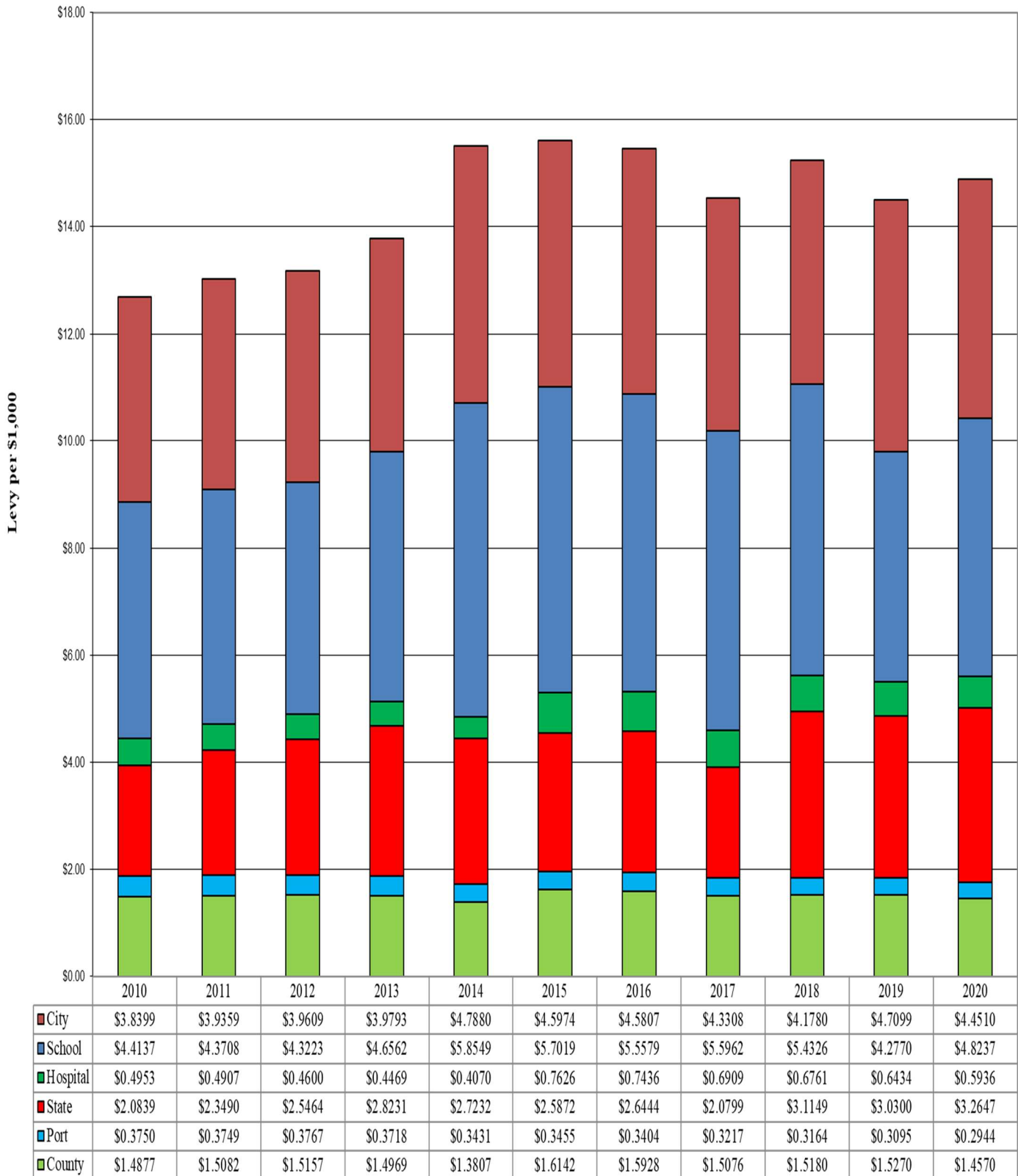
* Excluding Washington State University

** Million Gallons

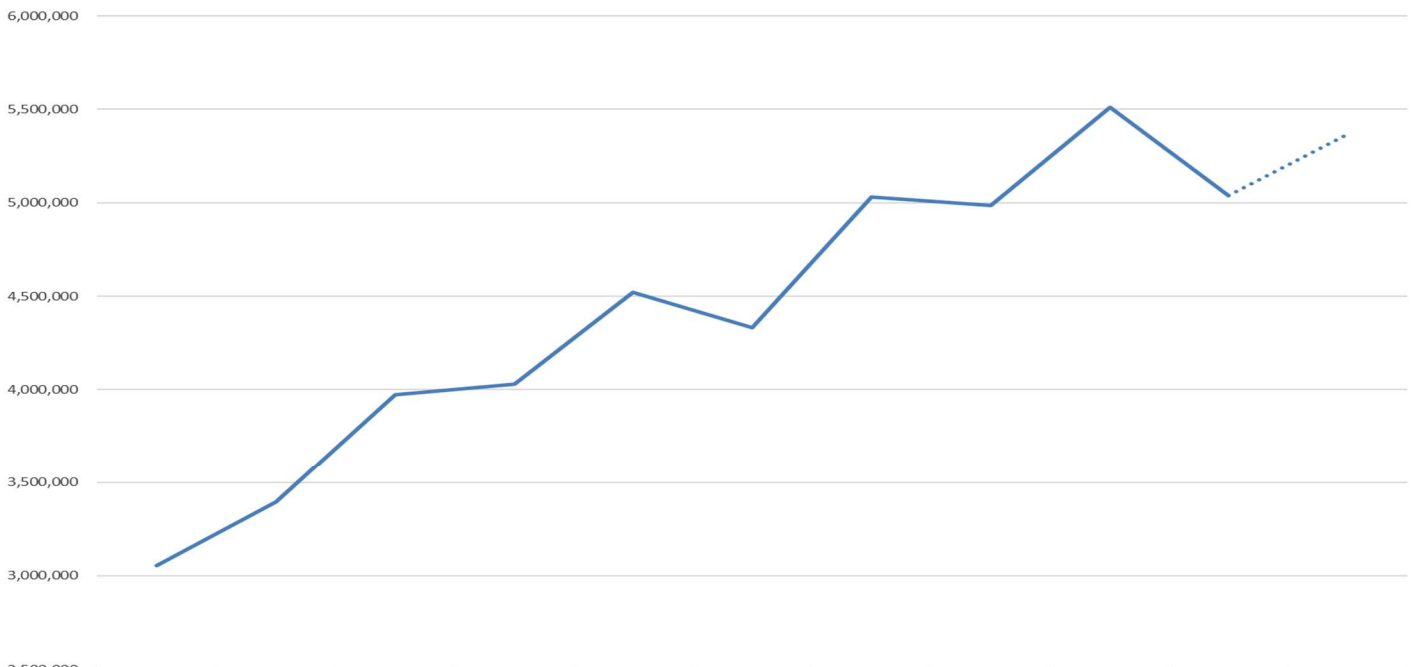
2020 Property Tax: \$14.8844 / \$1,000 of Assessed Value



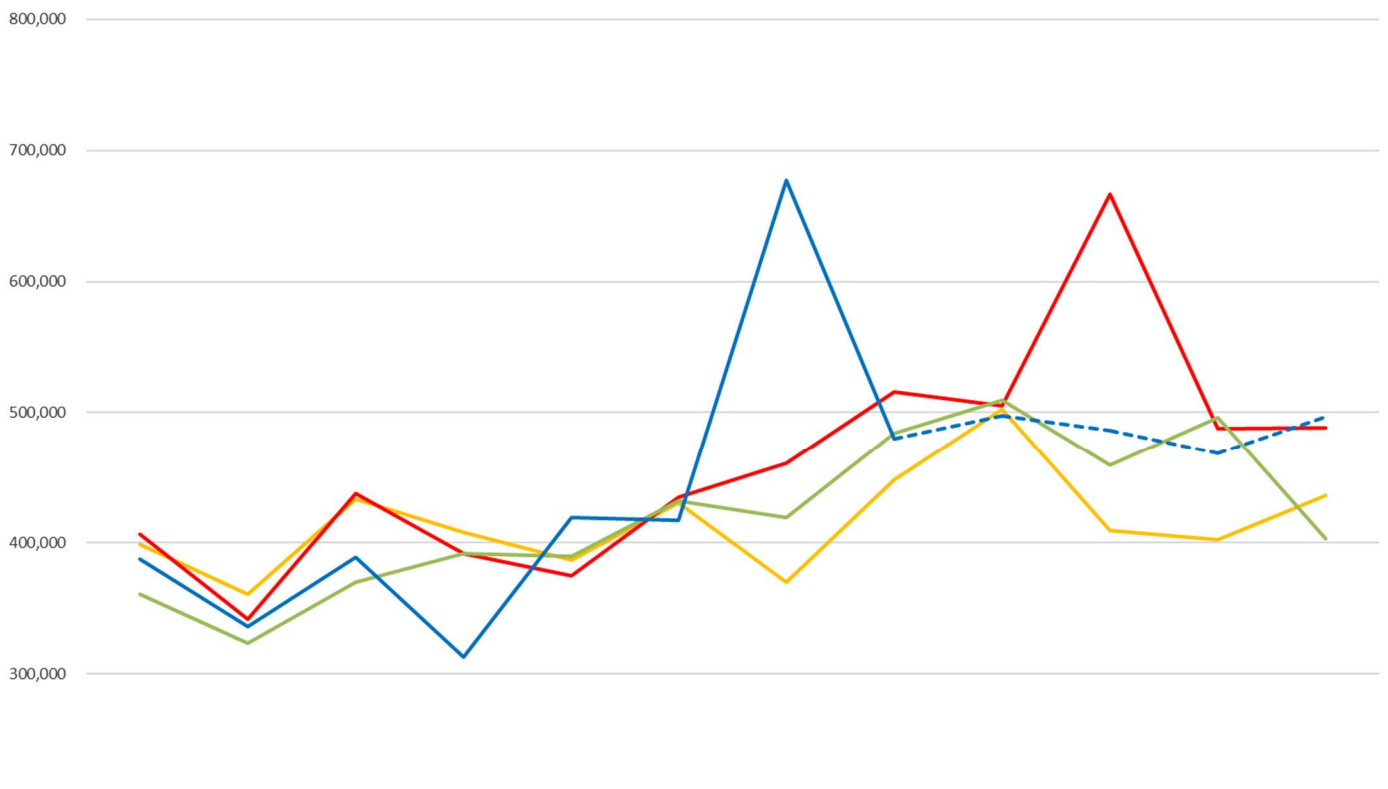
Pullman Property Tax Levy History



Sales Tax Collection By Year



Sales Tax Collection By Month 2017-2020



Please note for this page that Sales Tax Income can only be estimated at the time this document was created. Therefore, those months and end of year numbers are only projections and are denoted by a dotted line.

City of Pullman
Major Employers (Fulltime, Part-time, & Seasonal Employees)

Employer	Business Application	Employees
Washington State University	State University	5887
Schweitzer Engineering Laboratories	Electrical Engineering	2490
Pullman Regional Hospital	Medical Care	453
City of Pullman	Local Government	388
Pullman School District	Education	349
Wal-Mart Stores	Discount Warehouse Store	332
Meter Group	Engineering & Manufacturing	215
Safeway	Supermarket	135
Dissmore's IGA	Supermarket	62
Hinrich's Trading Company	Agriculture	60

City of Pullman
Schedule of General Obligation Debt Service
2021 - 2037

Year	Water and Sewer Revenue Bonds		Voted UTGO Debt 2018 City Hall		Voted UTGO Debt 2018 Parks, Paths, Sidewalks		Total Debt Service
	Principal	Interest	Principal	Interest	Principal	Interest	
2021	718,747	122,706	457,912	276,773	260,017	48,640	1,884,795
2022	735,140	106,314	470,825	263,860	266,466	42,191	1,884,796
2023	751,791	89,546	484,102	250,583	273,074	35,583	1,884,679
2024	580,066	75,392	497,754	236,931	279,846	28,811	1,698,800
2025	593,871	58,588	511,791	222,894	286,786	21,870	1,695,800
2026	608,005	66,452	526,223	208,462	293,899	14,758	1,717,799
2027	622,476	29,982	541,063	193,622	301,187	7,469	1,695,799
2028	637,291	15,168	556,321	178,364			1,387,144
2029			572,009	162,676			734,685
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
TOTAL	5,247,387	564,148	9,814,647	2,674,998	1,961,275	199,322	20,461,777

Bond Interest figures have been rounded to the nearest dollar

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 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.

City of Pullman

Budget Summary

2020 Year

	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
GENERAL FUND TOTAL REVENUES	23,101,776	23,349,480	22,645,020	22,638,660	23,150,404

001 General Fund Expenditures	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
001.1100 Legislative	142,764	227,807	362,244	134,437	59.0%	371,767	9,523	2.6%
001.1300 Executive	230,125	252,966	264,957	11,991	4.7%	316,442	51,485	19.4%
001.1400 Finance & Clerk	1,083,990	1,128,240	1,110,137	(18,103)	-1.6%	1,158,607	48,469	4.4%
001.1500 Legal	115,750	114,000	114,000	-	0.0%	114,000	-	0.0%
001.1600 Human Resources	122,066	134,553	139,579	5,026	3.7%	141,559	1,980	1.4%
001.2100 Law Enforcement	7,531,914	8,370,917	7,714,237	(656,680)	-7.8%	7,957,601	243,363	3.2%
001.2200 Fire & Ambulance	6,884,692	7,464,197	8,120,273	656,076	8.8%	8,160,198	39,925	0.5%
001.2400 Protective Inspections	675,078	853,510	736,324	(117,186)	-13.7%	809,817	73,493	10.0%
001.3100 Community Improvement	107,419	148,594	158,213	9,619	6.5%	163,458	5,245	3.3%
001.3600 Cemetery	130,167	142,825	143,667	842	0.6%	146,488	2,821	2.0%
001.5800 Planning	358,748	465,545	406,537	(59,008)	-12.7%	450,738	44,201	10.9%
001.5900 Economic Development	34,710	147,370	159,373	12,003	8.1%	151,810	(7,564)	-4.7%
001.7200 Library	1,623,014	1,791,623	1,841,838	50,215	2.8%	1,909,652	67,814	3.7%
001.7400 Participant Recreation	1,930,873	2,115,757	2,043,665	(72,092)	-3.4%	2,087,440	43,775	2.1%
001.7600 Parks Facilities	1,258,975	1,362,935	1,325,003	(37,932)	-2.8%	1,338,064	13,061	1.0%
Total Budget	22,230,284	24,720,839	24,640,048	(80,791)	-0.3%	25,277,640	637,592	2.6%

2020 Year

OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
104 Arterial Streets	197,702	1,995,000	270,000	1,869,000	2,994,862
105 Street Fund	2,147,917	1,970,710	1,871,805	2,571,950	2,022,100
120 Civic Improvement Fund	660,044	389,000	268,000	112,600	181,200
125 Firefighter Relief & Pension	40,789	37,500	43,000	46,504	50,162
310 Cemetery Expansion Fund	5,884	500	650	500	500
317 Water & Sewer Revenue Bonds	1,942,149	1,042,194	1,060,194	841,755	841,754
318 GO Bond Fund - 2018	1,225,213	1,073,000	1,043,000	1,045,742	1,045,742
401 Utilities	19,797,638	15,259,416	14,184,916	15,605,196	12,299,696
404 Stormwater	1,145,898	1,126,100	1,050,000	1,458,350	2,005,045
405 Transit	5,773,255	6,213,700	4,250,000	7,595,885	5,759,673
501 ERD	3,015,396	3,177,090	3,070,000	3,976,508	3,173,508
504 Government Buildings	1,195,241	1,142,407	1,150,000	1,081,786	1,198,852
507 Information Technologies	1,351,810	1,397,011	1,395,000	1,288,616	1,451,043
707 Lawson Gardens	70,336	102,000	49,000	20,000	20,000
710 Cemetery Care	11,392	4,500	5,500	4,335	4,335
Other Revenues Total Budget	38,580,664	34,930,128	29,711,065	37,518,727	33,048,472

Other City Funds Expenditures	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
104 Arterial Streets	541,124	3,179,600	2,072,000	(1,107,600)	-34.8%	3,352,000	1,280,000	61.8%
105 Streets	2,645,835	2,882,679	4,633,918	1,751,239	60.8%	3,110,609	(1,523,309)	-32.9%
120 Civic Improvement	353,937	1,077,000	109,000	(968,000)	-89.9%	180,000	71,000	65.1%
125 Firefighters Relief & Pension	29,227	40,000	71,320	31,320	78.3%	73,460	2,140	3.0%
310 Cemetery Expansion	-	500	500	-	0.0%	500	-	0.0%
317 Water & Sewer Revenue Bonds	2,626,460	1,431,429	841,455	(589,974)	-41.2%	841,454	(1)	0.0%
318 GO Bond Fund - 2018	2,428,270	4,682,202	3,513,343	(1,168,859)	-25.0%	2,509,343	(1,004,000)	-28.6%
401 Utilities	17,971,151	16,790,364	16,721,649	(68,715)	-0.4%	15,810,228	(911,421)	-5.5%
404 Stormwater	1,542,162	2,280,671	2,096,246	(184,425)	-8.1%	2,644,170	547,924	26.1%
405 Transit	1,542,162	5,996,739	7,114,733	1,117,994	18.6%	5,713,446	(1,401,287)	-19.7%
501 ERD	2,176,319	3,164,855	4,578,048	1,413,193	44.7%	2,360,901	(2,217,147)	-48.4%
504 Government Buildings	1,156,585	1,271,991	1,342,978	70,987	5.6%	1,374,292	31,314	2.3%
507 Information Technologies	1,156,585	1,418,883	1,469,916	51,033	3.6%	1,288,740	(181,177)	-12.3%
707 Lawson Gardens	103,869	112,312	118,405	6,093	5.4%	130,597	12,192	10.3%
710 Cemetery Care	5,884	500	500	-	0.0%	500	-	0.0%
Total Budget	34,279,570	44,329,725	44,684,011	354,287	0.8%	39,390,239	(5,293,772)	-11.8%

Agency Funds:

2020 Year					
651 Airport - Agency Fund	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
Agency Revenue Total Budget	19,722,814	21,153,932	13,000,000	32,620,590	-

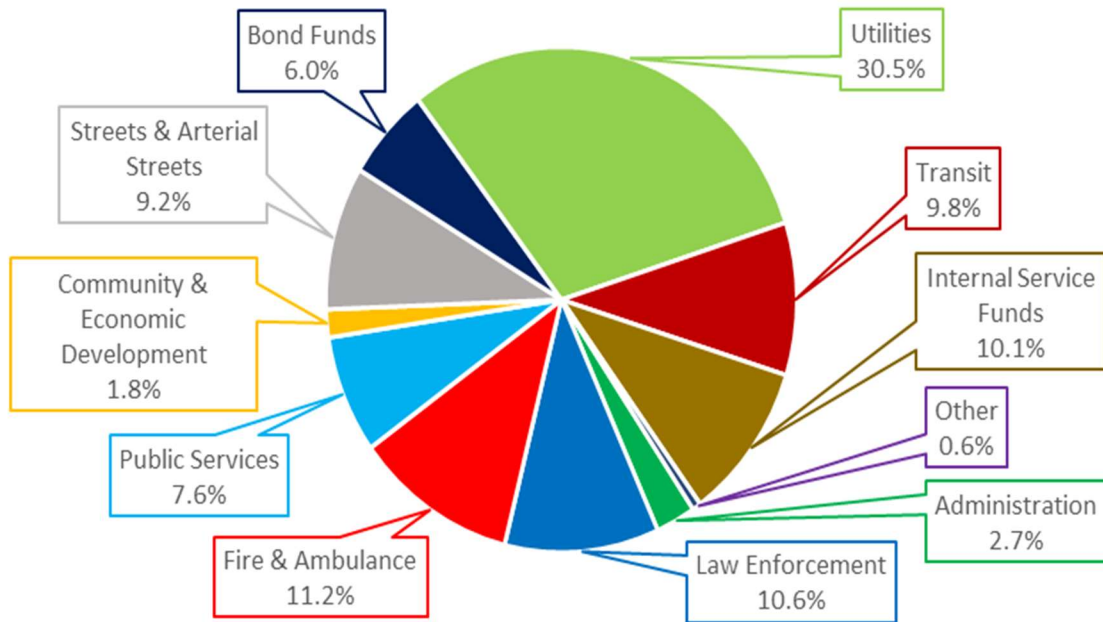
	2019 Actual	2020 Budget	2021 Request	2020 to 2021		2022 Request	2021 to 2022	
				\$ Change	% Change		\$ Change	% Change
651 Airport - Agency Fund Expenditures								
Total Budget	25,266,673	21,923,603	32,620,590	10,696,987	48.8%	-	-	0.0%

Intergovernmental Funds:

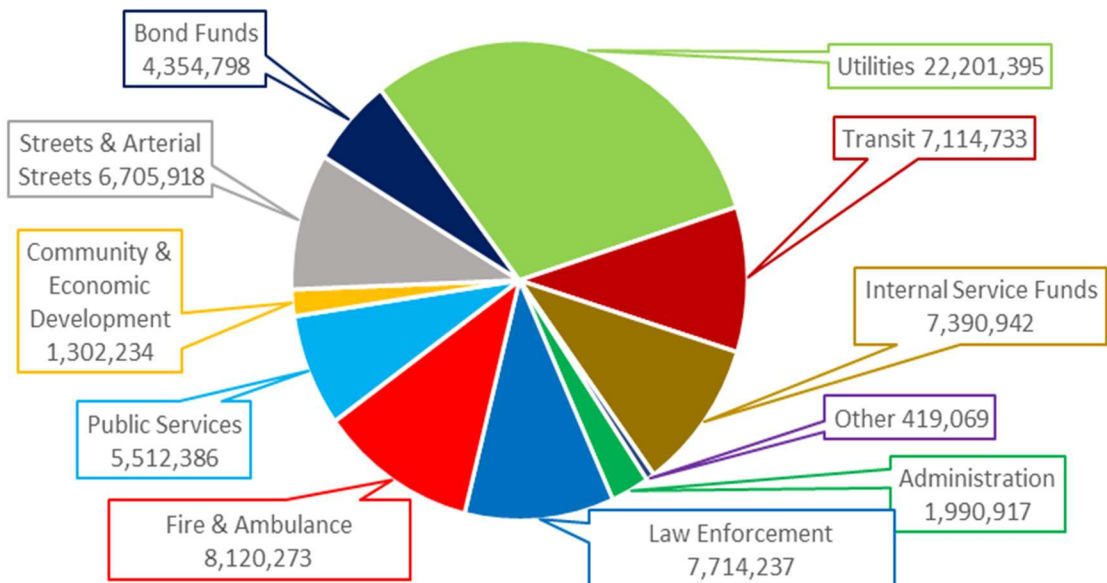
2020 Year					
108 Metropolitan Parks	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
Intergovernmental Revenue Total Budget	609,915	590,464	545,000	596,369	602,333

	2019 Actual	2020 Budget	2021 Request	2020 to 2021		2022 Request	2021 to 2022	
				\$ Change	% Change		\$ Change	% Change
108 Metro Parks Expenditures								
Total Budget	591,666	826,000	119,344	(706,656)	-85.6%	232,818	113,474	95.1%

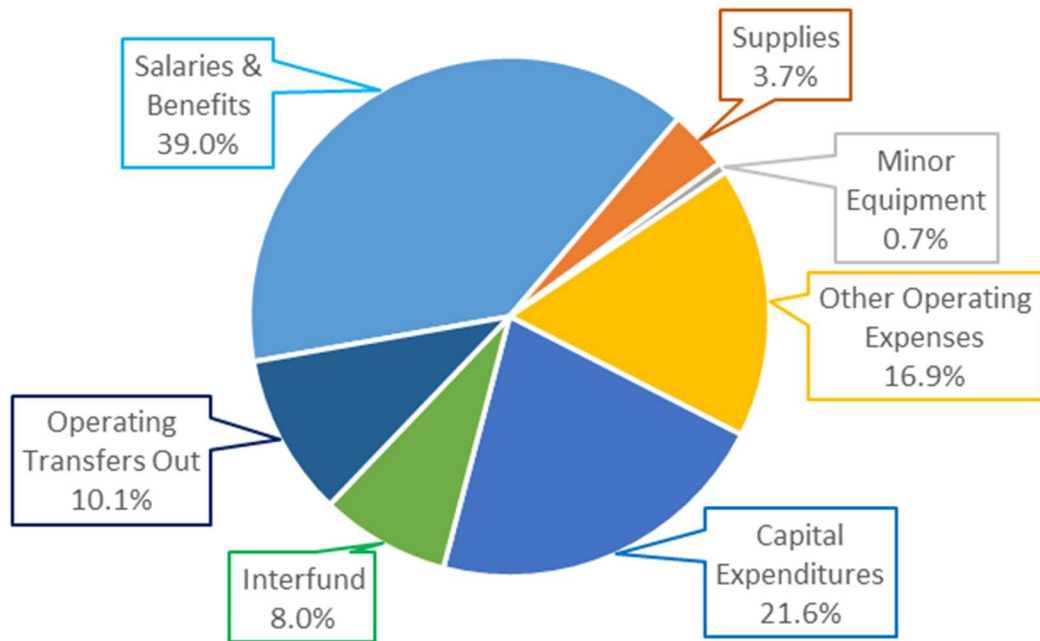
2021 City Expenses by Activity (%)



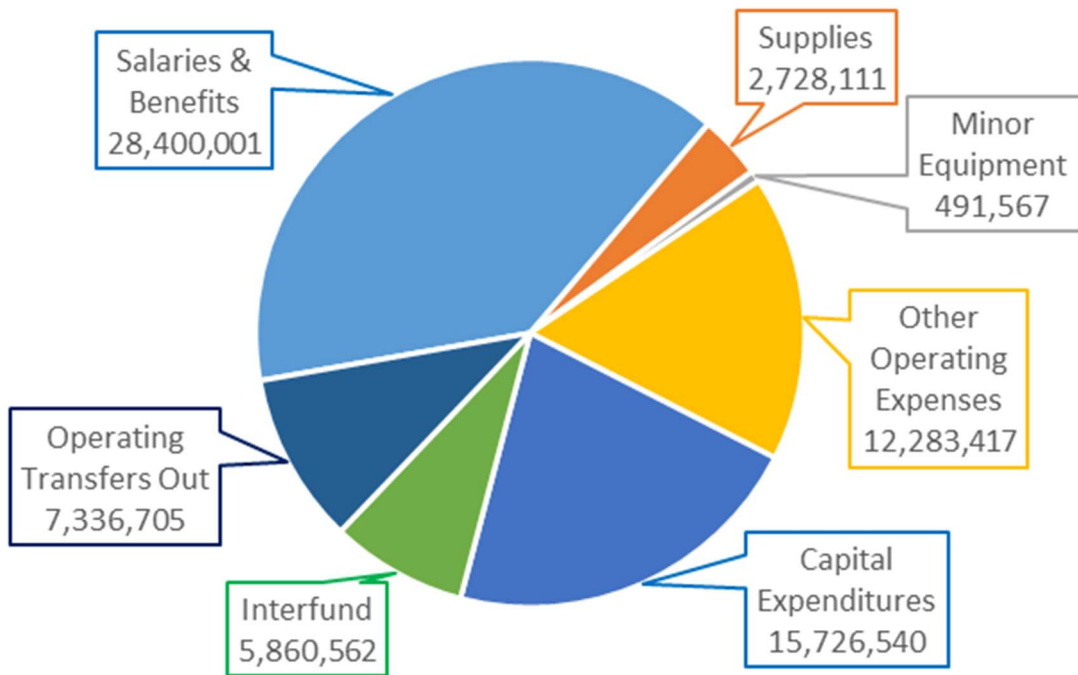
2021 City Expenses by Activity (\$)



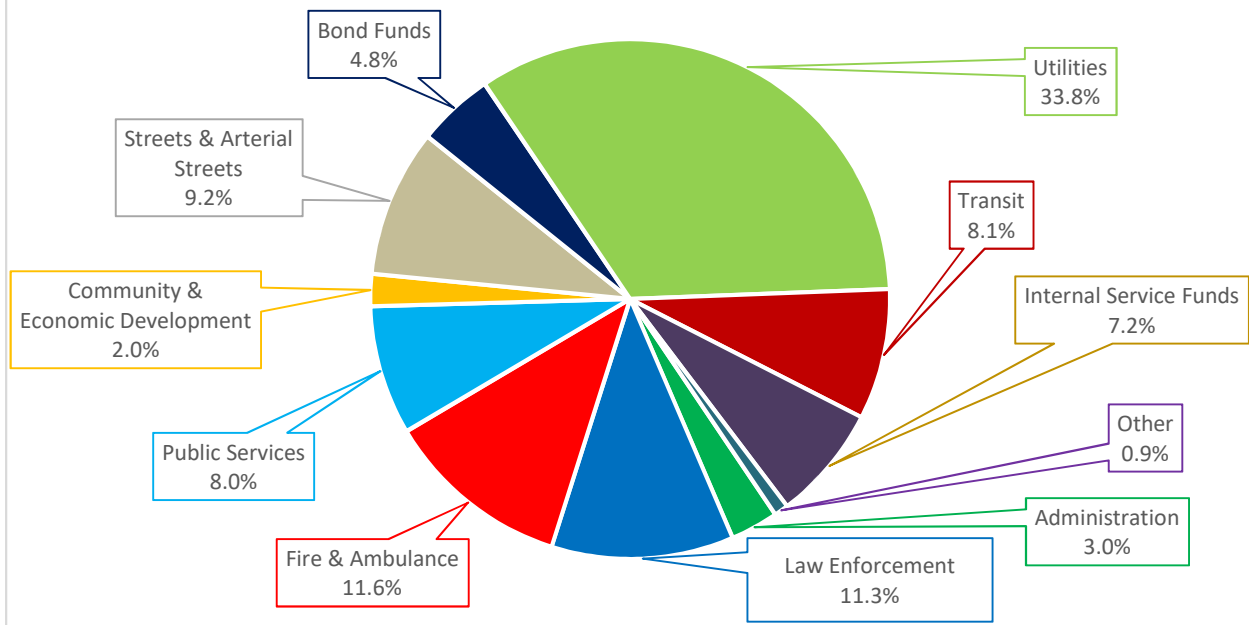
2021 City Expenses (%)



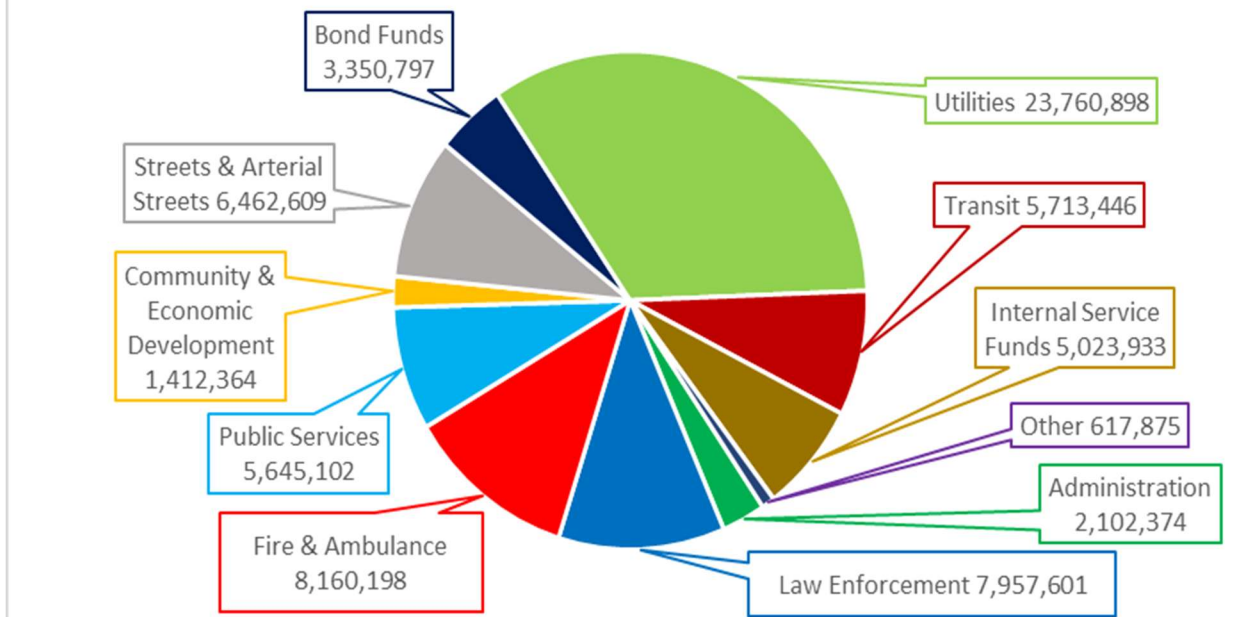
2021 City Expenses (\$)



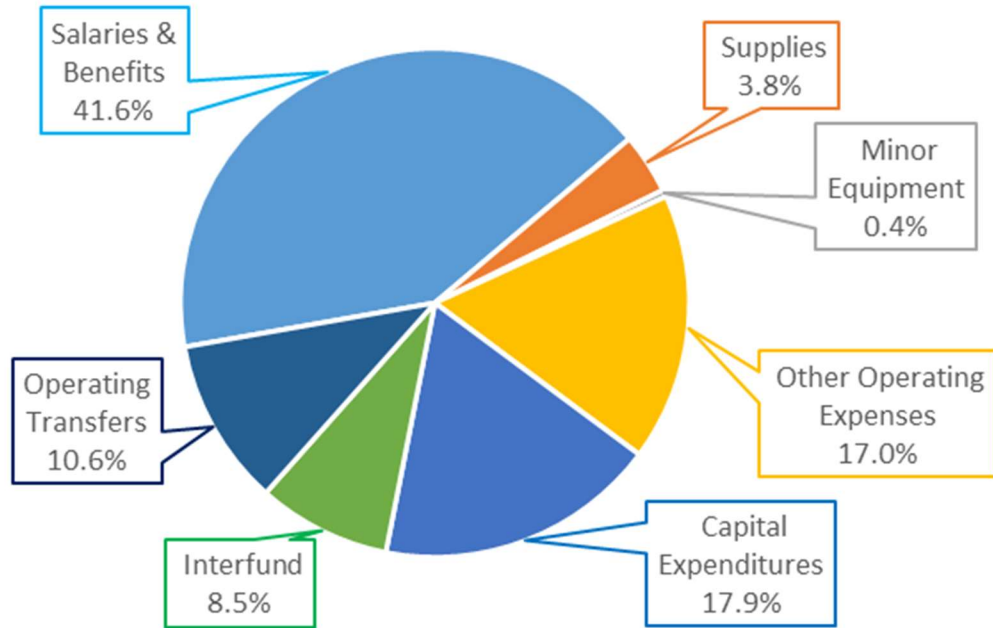
2022 City Expenses by Activity (%)



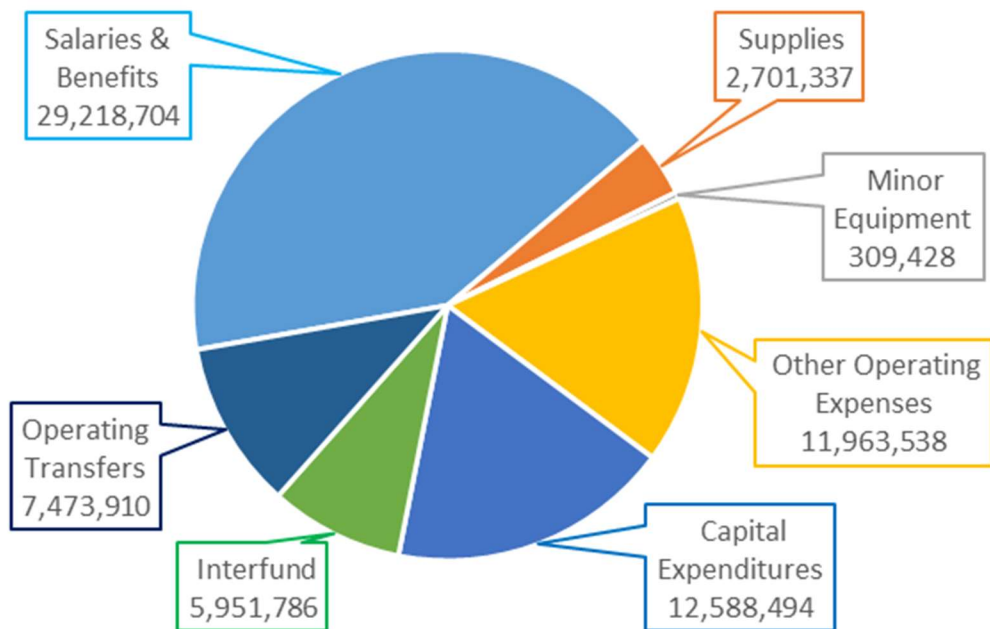
2022 City Expenses by Activity (\$)



2022 City Expenses (%)



2022 City Expenses (\$)



Fund Preliminary Budget Abstract

Department: General Fund (001)

Activity Overview: The General Fund receives virtually all unrestricted revenues required by the City to support general governmental services including Law Enforcement, Fire & Ambulance, Participant Recreation, Parks Operations, Cemetery, Planning, Economic Development, Buildings & Protective Inspections, Library, Finance, and Administrative type activities. The General Fund provides operating support to the Pullman - Moscow Regional Airport. In addition, the General Fund also provides major funding for capital projects previously approved under the City's Capital Improvement Program by way of quarterly sales tax revenue set aside by previous City Council action.

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.

	2020 Year				
<u>TAXES</u>	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
REAL AND PERSONAL PROP TAX	6,474,384	6,760,000	6,422,000	7,013,302	7,083,435
REAL PROPERTY TAX-EMS DISTRICT	899,240	940,000	893,000	974,087	983,828
LOCAL RETAIL SALES/USE TAX	5,047,618	5,000,000	4,937,500	4,825,000	5,000,000
NATURAL GAS USE TAX	205,899	130,000	117,000	148,000	152,000
LOCAL CRIMINAL JUSTICE TAX	466,421	477,000	471,038	465,613	482,500
INTERFUND TAXES-UTILITIES-WATER	233,174	230,000	218,500	234,000	240,000
INTERFUND TAXES-UTILITIES-SEWER	218,551	207,000	196,650	224,000	224,000
INTERFUND TAXES-UTILITIES-STORMWATER	41,420	47,000	44,650	44,000	44,800
PRIV OWN PUB UTIL TAX-ELEC/GAS	1,317,093	1,500,000	1,425,000	1,344,000	1,348,000
PRIV OWN PUB UTIL TAX-GARBAGE	167,204	161,000	152,950	164,000	166,000
PRIV OWN PUB UTIL TAX-GARBAGE-CI	122,014	116,000	110,200	100,000	100,000
PRIV OWN PUB UTIL TAX-TELEPHONE	229,559	250,000	237,500	216,000	208,000
GAMBLING TAXES-CARD ROOMS	52,392	75,000	45,000	9,500	43,000
LEASEHOLD EXCISE TAX	124,252	95,000	47,500	47,874	48,592
ADMISSIONS TAX	514,236	475,000	237,500	275,000	400,000
TOTAL TAXES	16,113,457	16,463,000	15,555,988	16,084,375	16,524,155

	2020 Year				
<u>LICENSES & PERMITS</u>	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
FRANCHISE FEES	127,185	130,000	65,000	124,000	125,000
OTHER LICENSES & PERMITS	75,319	94,250	61,263	63,900	71,550
BUILDING, STRUCTURES, ETC. PERMITS	835,086	390,000	312,000	490,000	490,000
TOTAL LICENSES & PERMITS	1,037,590	614,250	438,263	677,900	686,550

	2020 Year				
INTERGOVERNMENTAL REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
FEDERAL GRANTS (Excluding FAA Items)	93,750	31,100	1,550,000	522,337	327,142
STATE GRANTS	7,738	1,670	1,260	-	-
CITY ASSISTANCE	113,863	110,000	90,000	100,000	112,000
CRIMINAL JUSTICE GRANTS	38,626	52,000	36,700	33,500	8,000
MARIJUANA TAXES	66,103	75,000	65,000	64,000	70,000
LIQUOR TAXES	142,719	174,000	205,000	200,000	200,000
LIQUOR PROFITS	274,958	275,000	280,000	260,000	260,000
TOTAL INTERGOVERNMENTAL REVENUES	737,757	718,770	2,227,960	1,179,837	977,142

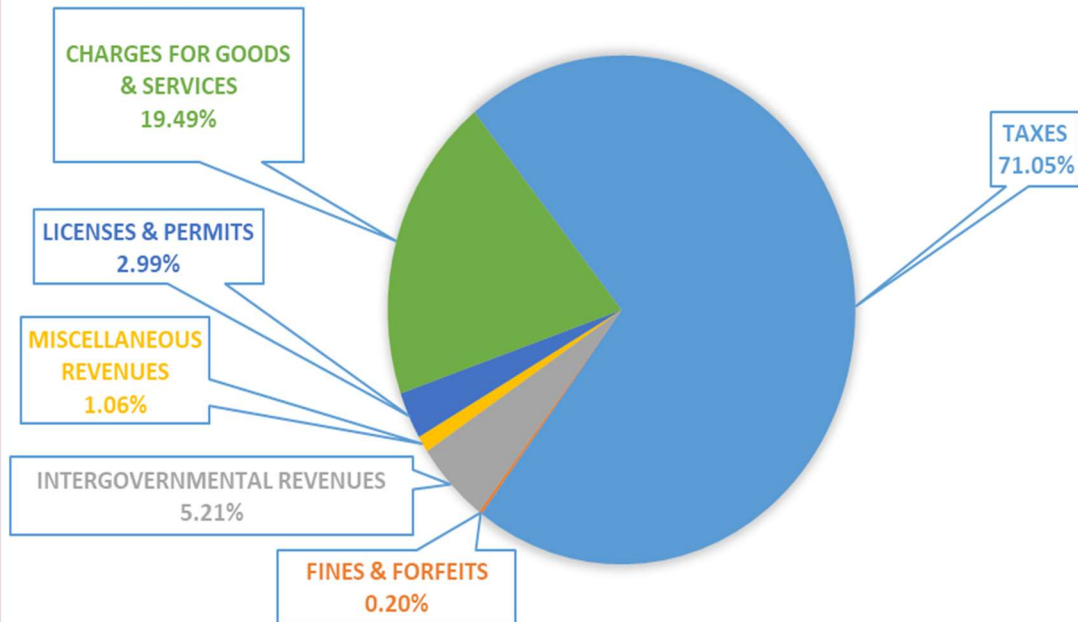
	2020 Year				
CHARGES FOR GOODS & SERVICES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
INTERFUND & INTERGOVERNMENTAL FEES	534,067	545,310	545,310	533,637	563,969
PROGRAM & ACTIVITY FEES	915,617	1,366,600	300,000	573,300	739,850
METRO PARKS DISTRICT	534,085	580,000	545,000	614,747	620,894
WSU FIRE SERVICES	1,407,476	1,500,000	1,415,000	1,449,700	1,478,694
AMBULANCE REVENUE	1,024,712	750,000	980,000	1,020,000	1,075,000
PLAN CHECK FEES	165,076	190,000	120,000	220,000	220,000
TOTAL CHARGES FOR GOODS & SERVICES	4,581,033	4,931,910	3,905,310	4,411,384	4,698,407

	2020 Year				
FINES & FORFEITS	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
TOTAL FINES & FORFEITS	112,497	52,500	42,500	46,164	47,050

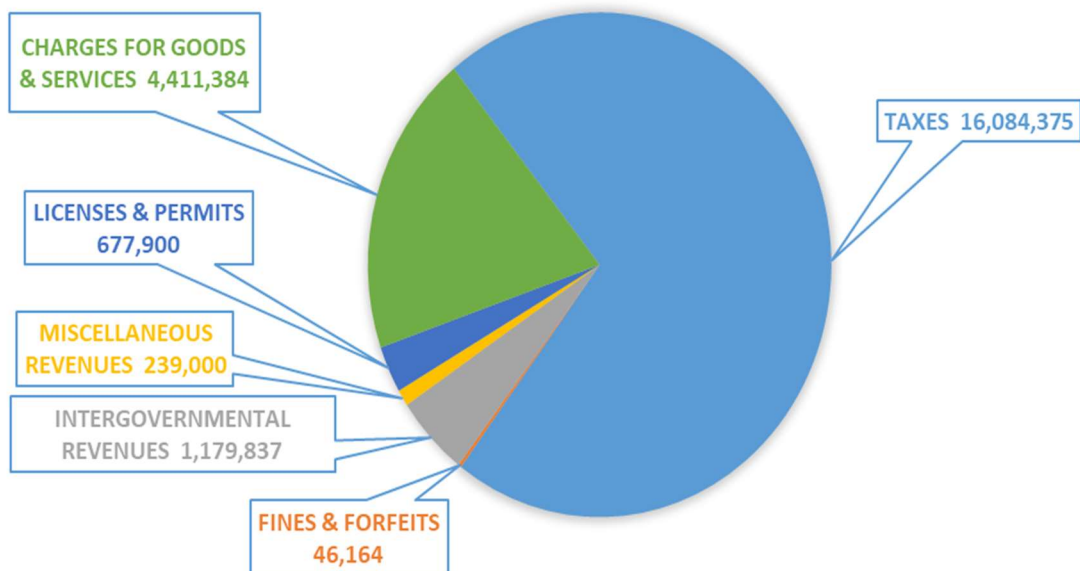
	2020 Year				
MISCELLANEOUS REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
TOTAL MISCELLANEOUS REVENUES	519,442	569,050	475,000	239,000	217,100

	2020 Year				
	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
TOTAL REVENUES	23,101,776	23,349,480	22,645,020	22,638,660	23,150,404

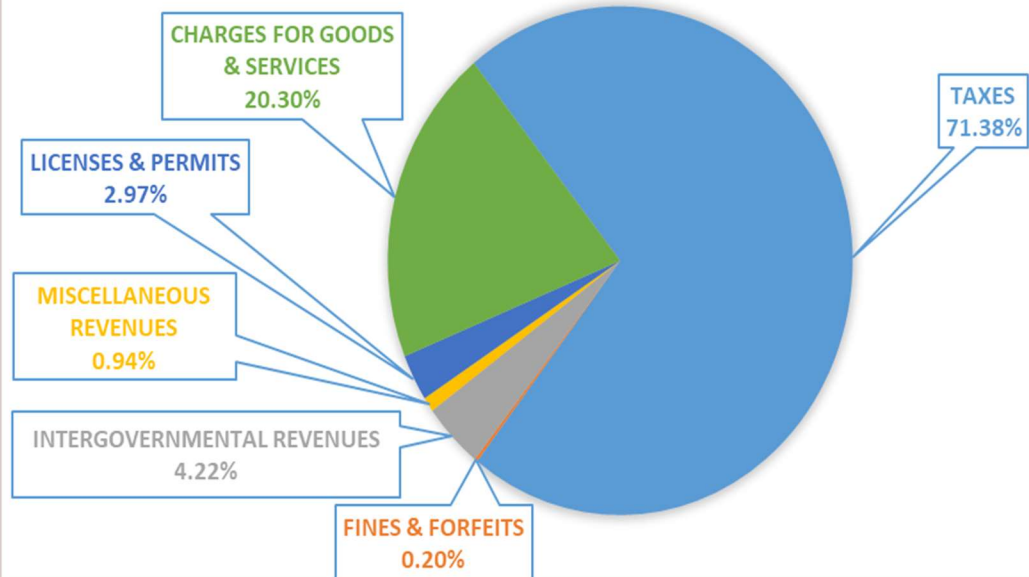
2021 GENERAL FUND REVENUE BUDGET (%)



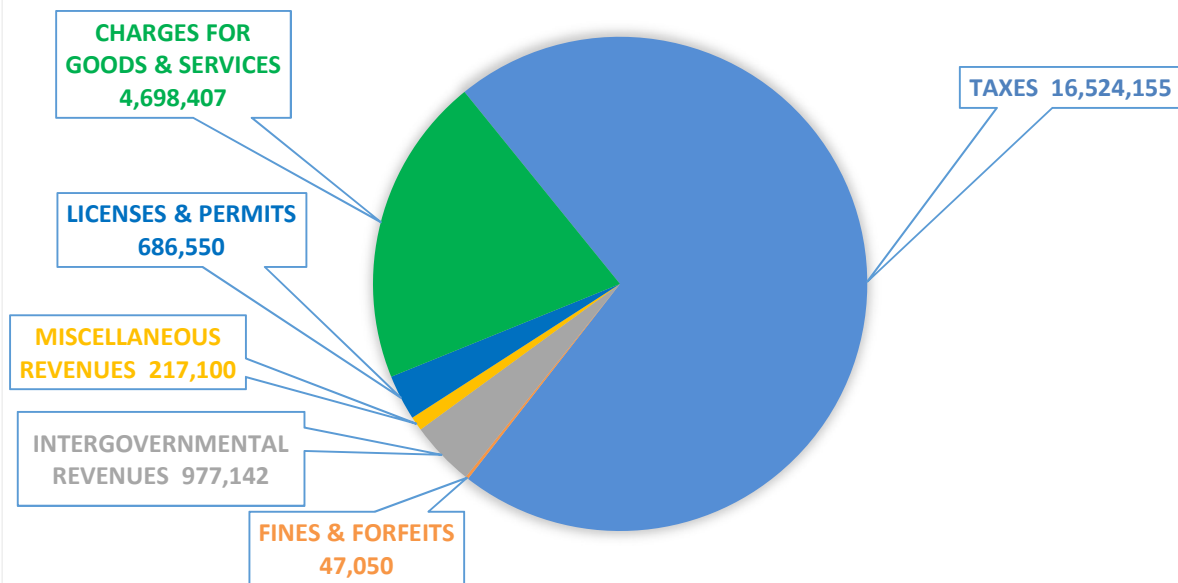
2021 GENERAL FUND REVENUE BUDGET \$22,638,660



2022 GENERAL FUND REVENUE BUDGET (%)



2022 GENERAL FUND REVENUE BUDGET \$23,150,404



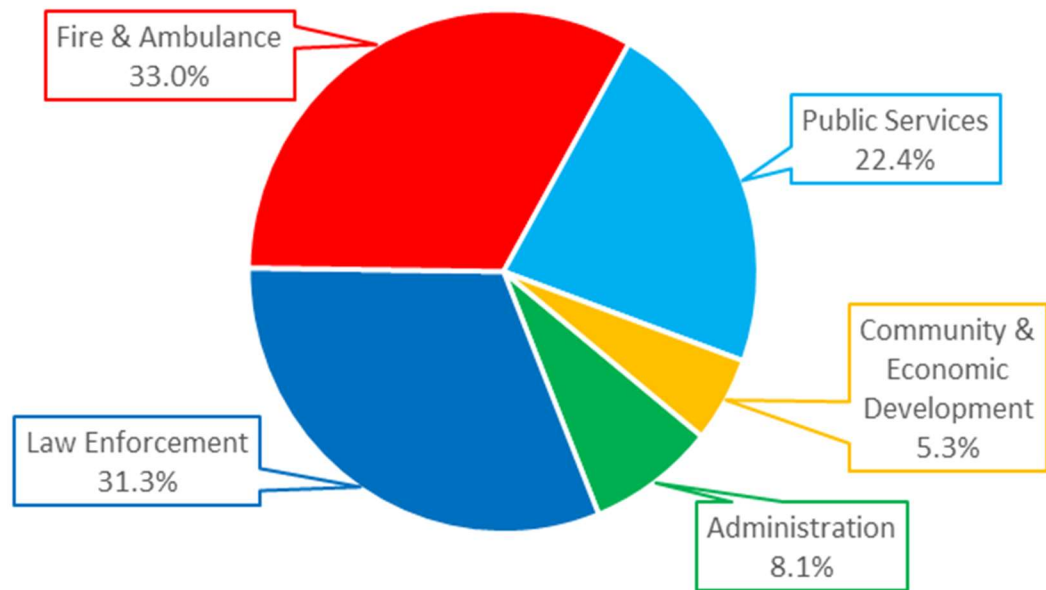
Expenditures: General fund expenses for both 2021 and 2022 are aggregated for presentation in two ways. The first is by operational activity: Law Enforcement, Fire & Ambulance, Public Services (Community Improvement, Cemetery, Library, Participant Recreation, and Parks Operations), Community & Economic Development (Buildings & Protective Inspections, Planning, and Economic Development), and Administration (Legislative, Executive, Finance & Clerk, Legal, and Human Resources). The second is by major expenditure category: salaries & benefits, operational supplies, minor equipment purchases, capital equipment purchases, other operating expenses, and interfund expenses (expenditures to pay internal service departments for prorated share of Facilities, Information Technology, and Equipment).

General fund expenditure details are captured within each department functional group and are presented in the pages that follow. All General Fund activities begin with '001' to help alert the user of this document to their designation.

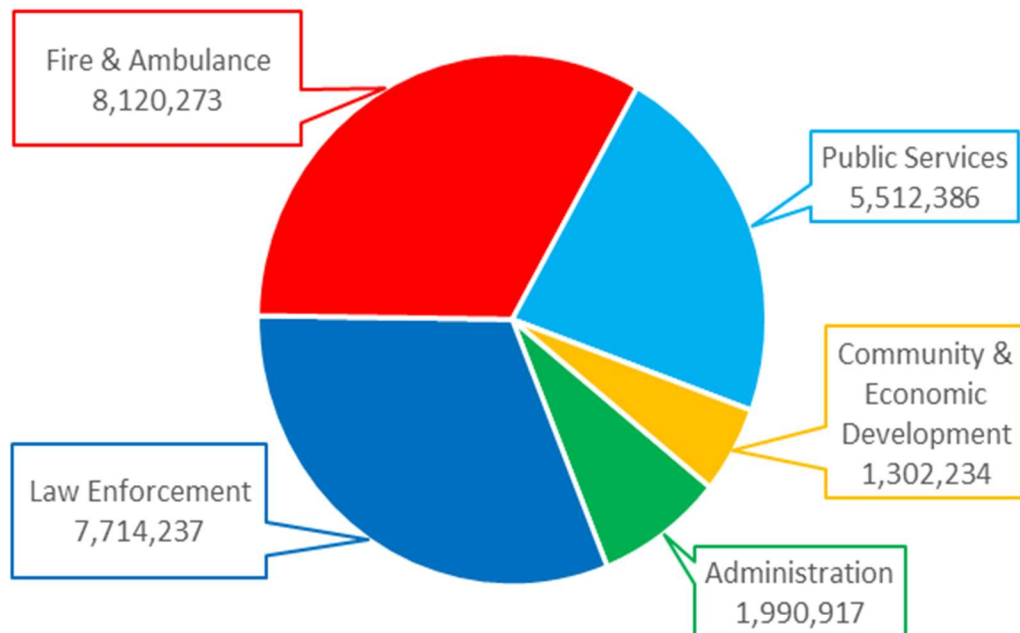
Please note, readers may be used to seeing statements for financial activities showing both revenues and expenditures of an organization in one statement. For the General Fund, revenues into the General Fund are for the use of all the departments in the General Fund unless otherwise restricted.

001 General Fund	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
001.1100 Legislative	142,764	227,807	362,244	134,437	59.0%	371,767	9,523	2.6%
001.1300 Executive	230,125	252,966	264,957	11,991	4.7%	316,442	51,485	19.4%
001.1400 Finance & Clerk	1,083,990	1,128,240	1,110,137	(18,103)	-1.6%	1,158,607	48,469	4.4%
001.1500 Legal	115,750	114,000	114,000	-	0.0%	114,000	-	0.0%
001.1600 Human Resources	122,066	134,553	139,579	5,026	3.7%	141,559	1,980	1.4%
001.2100 Law Enforcement	7,531,914	8,370,917	7,714,237	(656,680)	-7.8%	7,957,601	243,363	3.2%
001.2200 Fire & Ambulance	6,884,692	7,464,197	8,120,273	656,076	8.8%	8,160,198	39,925	0.5%
001.2400 Protective Inspections	675,078	853,510	736,324	(117,186)	-13.7%	809,817	73,493	10.0%
001.3100 Community Improvement	107,419	148,594	158,213	9,619	6.5%	163,458	5,245	3.3%
001.3600 Cemetery	130,167	142,825	143,667	842	0.6%	146,488	2,821	2.0%
001.5800 Planning	358,748	465,545	406,537	(59,008)	-12.7%	450,738	44,201	10.9%
001.5900 Economic Development	34,710	147,370	159,373	12,003	8.1%	151,810	(7,564)	-4.7%
001.7200 Library	1,623,014	1,791,623	1,841,838	50,215	2.8%	1,909,652	67,814	3.7%
001.7400 Participant Recreation	1,930,873	2,115,757	2,043,665	(72,092)	-3.4%	2,087,440	43,775	2.1%
001.7600 Parks Facilities	1,258,975	1,362,935	1,325,003	(37,932)	-2.8%	1,338,064	13,061	1.0%
Total Budget	22,230,284	24,720,839	24,640,048	(80,791)	-0.3%	25,277,640	637,592	2.6%

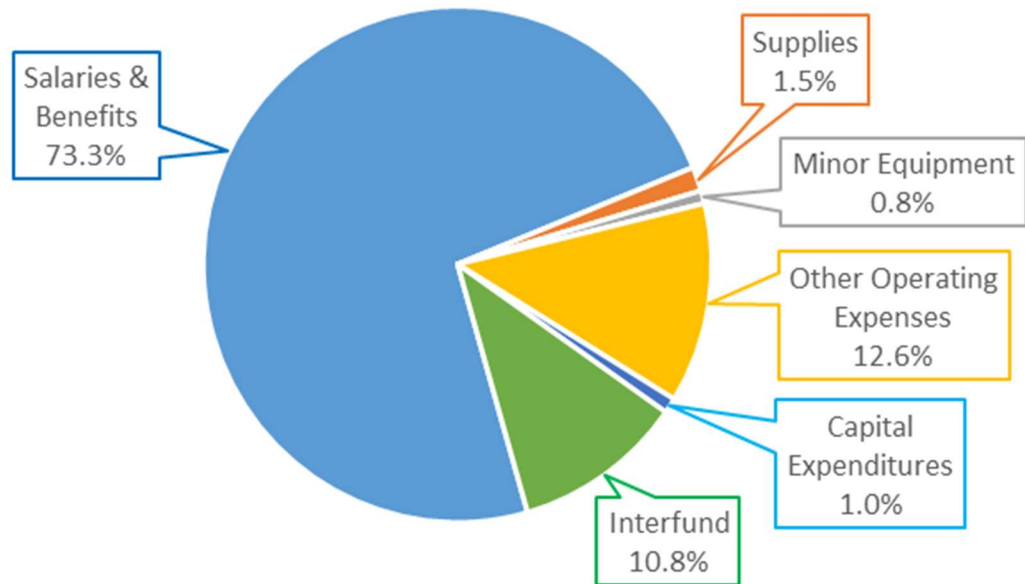
2021 General Fund Expenses by Activity (%)



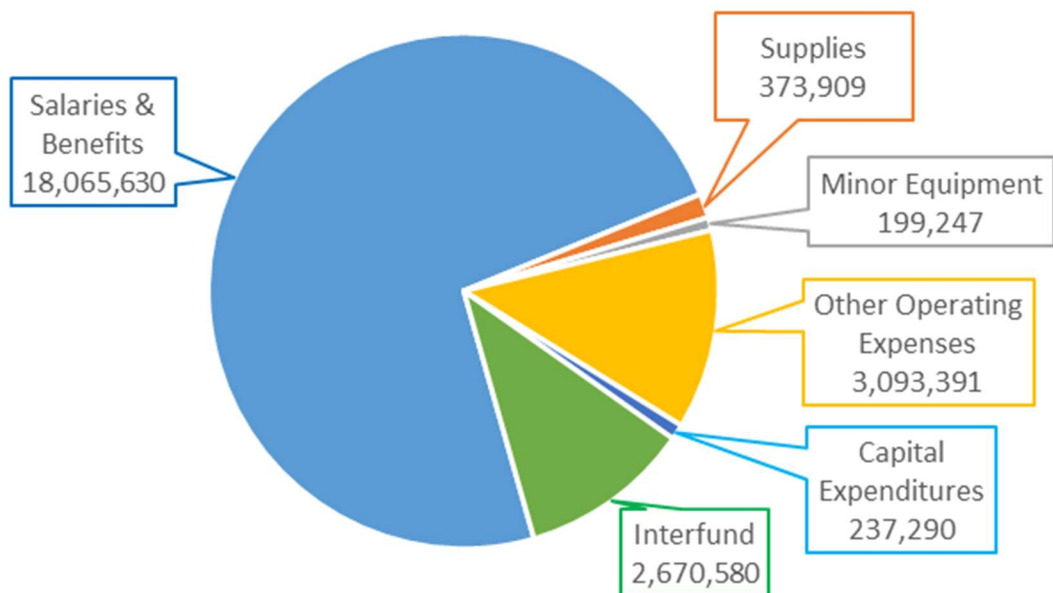
2021 General Fund Expenses by Activity (\$)



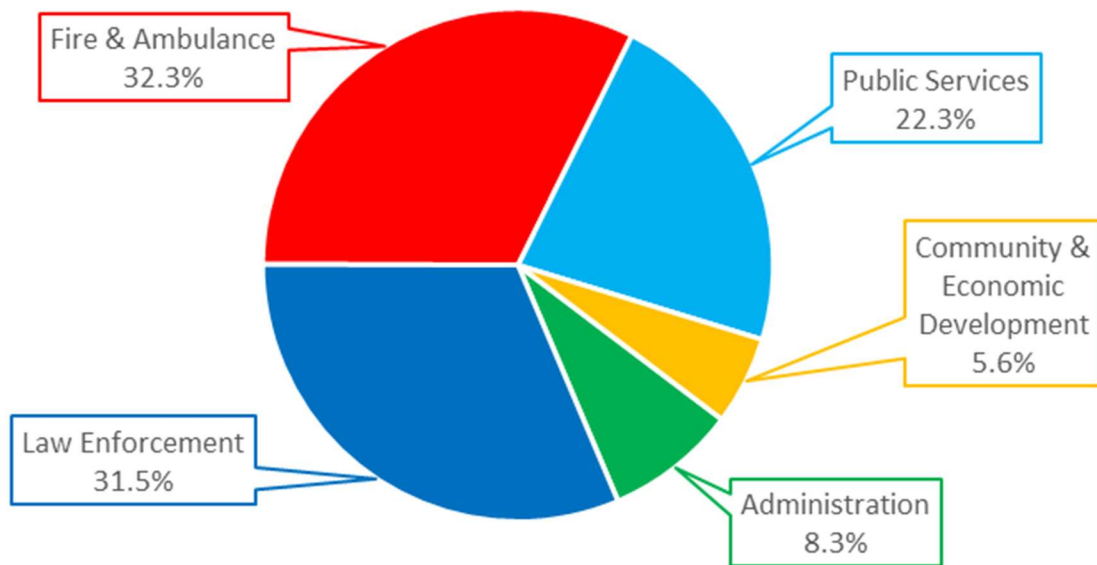
2021 General Fund Expenses (%)



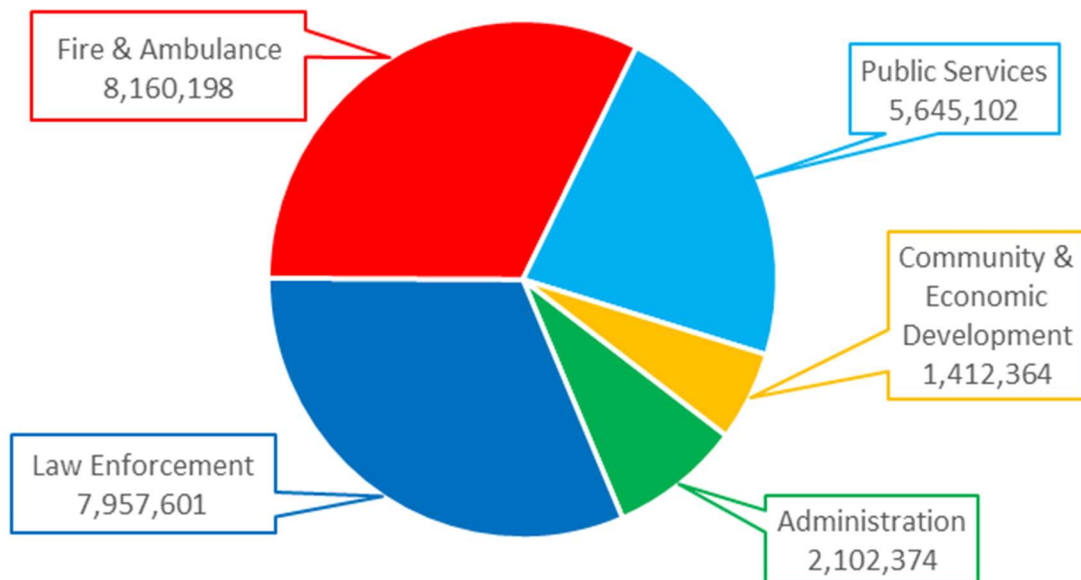
2021 General Fund Expenses (\$)



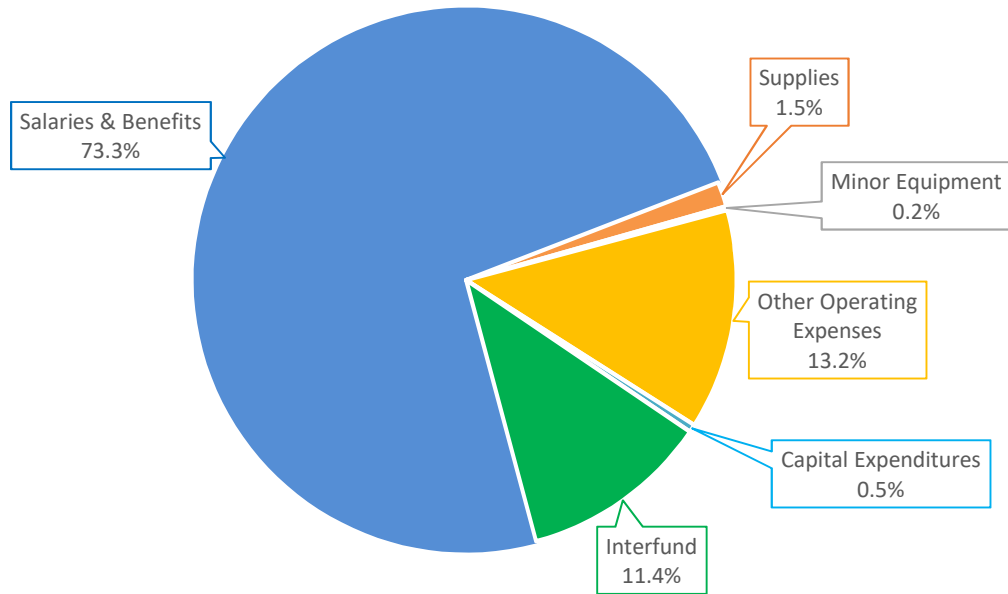
2022 General Fund Expenses by Activity (%)



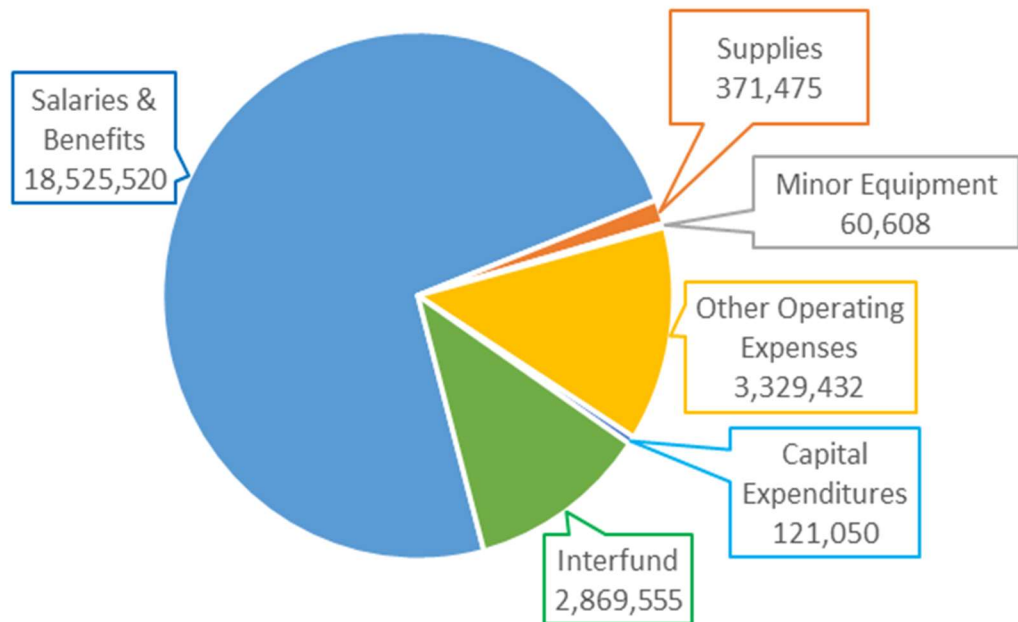
2022 General Fund Expenses by Activity (\$)



2022 General Fund Expenses (%)



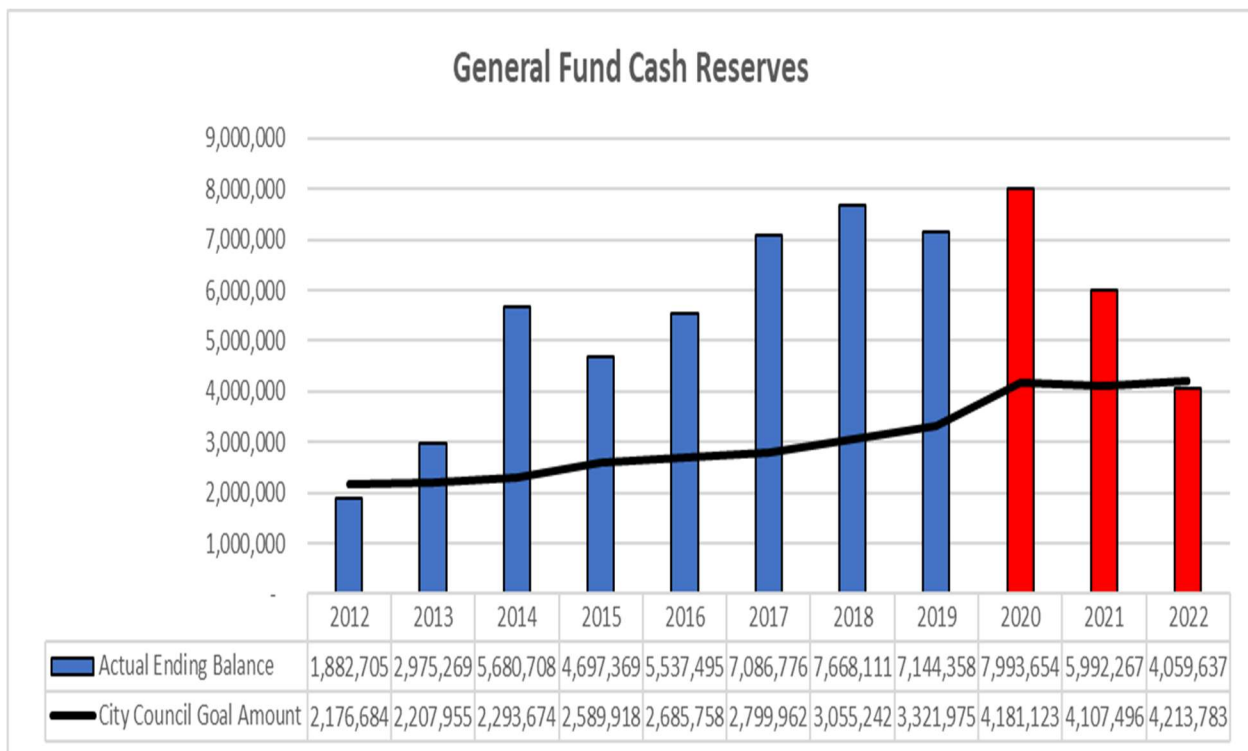
2022 General Fund Expenses (\$)



Reserves: The 2021 General Fund Revenue Budget is presented to be \$22,638,660 with associated expenditures of \$24,640,048. This creates a shortfall of \$2,001,388 which can be backfilled by fund reserves while still maintaining City Council goal of two-months reserves or 16.67%.

The 2022 General Fund Revenue Budget is presented to be \$23,150,404 with associated expenditures of \$25,277,640. This creates a shortfall of \$2,127,236 which can be backfilled by fund reserves. At the end of 2022, City Council's goal of two-months reserves would not be met by approximately \$154,150 and would actually be 16.06%. However, due to open positions in the 2021 Budget – most notably the vacant City Administrator - additional savings can be achieved to flow through to the end of this biennial budget. Along with other cost-saving measures that can be implemented over the biennium, closing this gap to reach the achieved reserve goal is certainly achievable.

The practice of continuing to use fund reserves to balance the General Fund Budget is not sustainable long-term. As the Director of Finance & Administrative Services continues quarterly updates to the Mayor & City Council over this budget period, careful attention to budget vs actual data will be important.

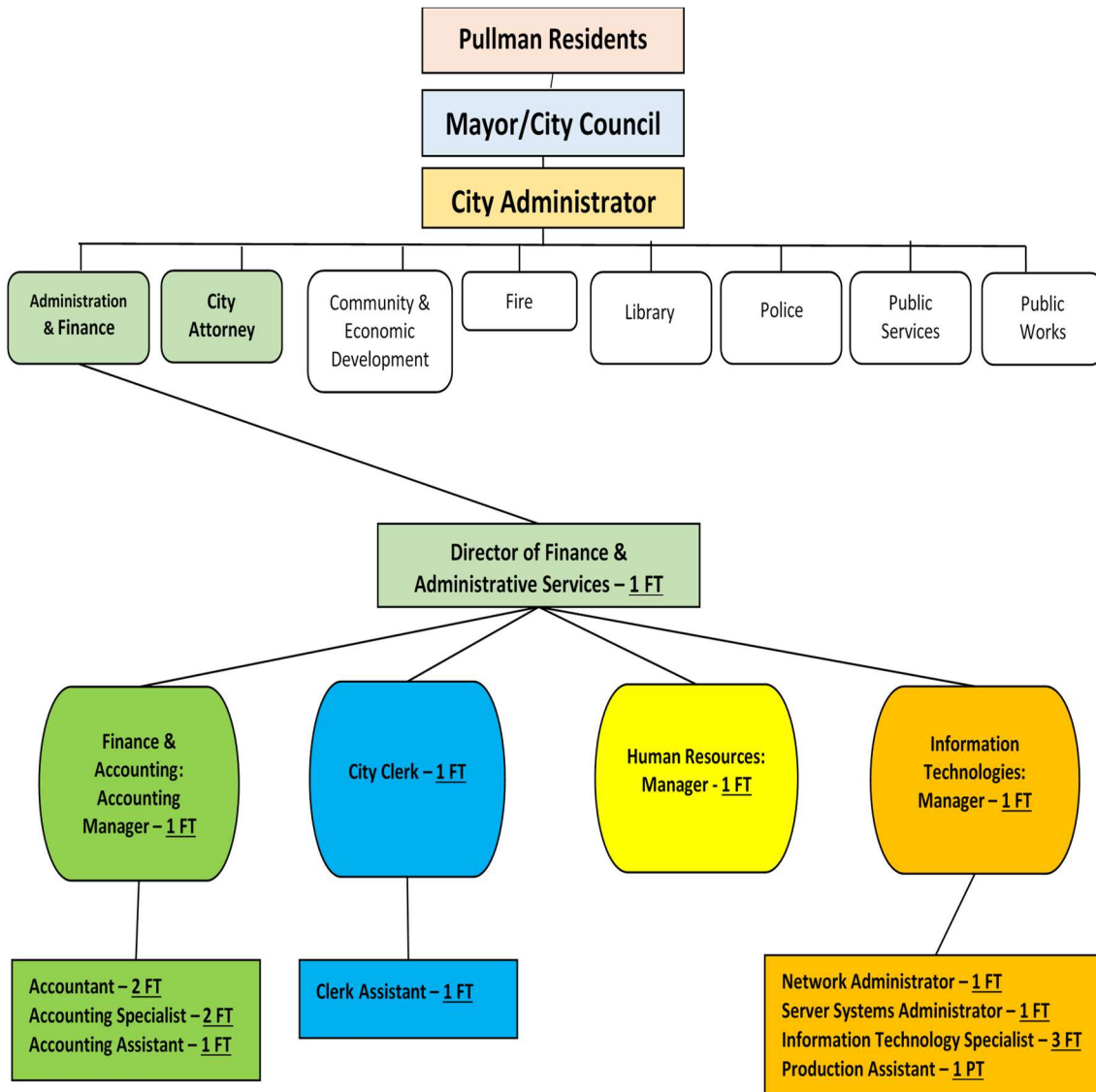


General Fund Cash Reserves for 2020, 2021, and 2022 can only be estimated at the time this document was produced and are therefore denoted in red.

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City of Pullman

Administration & Finance



Department Preliminary Budget Abstract

Department: Legislative (001.1100)

Activity Overview: Policy direction and budgetary oversight for municipal activities.

Department Goals: 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 Measurement: Responding to public input, increase public awareness, adopt goals, knowledge of overall city activities, hold open public meetings to address relevant & timely issues, participate in assigned boards, commissions, or committees.

Measurement Technique: City Council is to provide legally required decisions, policy direction by identified goals, and implementation of policy goals through budget and public contact, awareness, and education

Budget Highlights/Changes:

- *Salaries & Wages:* unchanged since 2018
- *Overtime:* N/A
- *Benefits:* increase in benefits due to changes in payroll related taxes
- *Supplies:* decrease due to implementation of technology and replacing previously printed materials with emailable documents
- *Minor Equipment:* none
- *Other Operating Expenses:* increases attributable to insurance being distributed to each governmental functional group as opposed to past practice of absorbing full general fund insurance costs in stand-alone budget group 001.1900, and rising costs of local elections & voter registration being borne onto local municipal governments by Whitman County via the State of Washington
- *Interfund:* previously budgeted IT rates were spread into other departments, City Council, boards, and committees that are a function of legislative activities are now properly reported in their functional area; with the move to New City Hall facility rates have been allocated to functional activities throughout the buildings
- *Capital Expenditures:* none

001.1100 Legislative	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	46,200	46,200	46,200	-	0.0%	46,200	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	3,716	3,500	3,780	280	8.0%	3,780	-	0.0%
Supplies	1,955	3,000	2,000	(1,000)	-33.3%	2,000	-	0.0%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	42,678	128,000	137,596	9,596	7.5%	130,414	(7,182)	-5.2%
Interfund - IT	-	-	122,683	122,683	100.0%	136,888	14,205	11.6%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	48,215	47,107	49,985	2,878	6.1%	52,485	2,500	5.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	142,764	227,807	362,244	134,437	59.0%	371,767	9,523	2.6%

<u>Legislative</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
Councilmembers (Elected)	7.00	7.00
Total	7.00	7.00

Department Preliminary Budget Abstract

Department: Executive (001.1300)

Activity Overview: Mayor – overall coordination of municipal activities: City spokesperson: board & commission appointments; Chair of the Pullman-Moscow Regional Airport Board; point of contact with county, state, federal, and other entities or organizations; and provide public education and point of contact as Chief Executive Officer for the municipality.

City Administrator – appointed by the Mayor to oversee implementation of policy and goals of the Mayor & City Council; leads all city departments to ensure efficient & effective delivery of services & programs; facilitate communications across city functional groups; develop City Council meeting agendas; promotes relationships & communications within the organization and to external governments, organizations, groups, etc.; and serves as Chief Operating Office for the municipality.

Department Goals: Implement and ensure policies are carried out in a timely manner; continuous improvement of contacts to provide representation of city issues; increase public awareness of municipal government activities & issues; identify and resolve issues by promoting communications internally and externally; and facilitate workflow to best benefit this community.

Performance Measurement: Quality representation of the organization; boards and commissions are active with full rosters; healthy public awareness of municipal activities; represent the City at public events; provide strategic leadership & oversight for budget, comprehensive plan, and all other business & operational plans; ensure progress and achievement of city policies; and protect the City's financial health and integrity while maintaining essential services in an efficient and cost effective manner.

Measurement Technique: City Council and public review Mayor's activities and provide feedback when appropriate. City Administrator will be provided yearly performance evaluations by the Mayor with input from City Council, Department Heads, etc.

Budget Highlights/Changes:

- *Salaries & Wages:* although not reflected in document – salary savings for the City Administrator will be realized while a permanent replacement is pursued for the currently vacant position
- *Overtime:* N/A

- *Benefits*: increase in benefits due to changes in payroll related taxes once a permanent replacement for the City Administrator begins employment with the City of Pullman
- *Supplies*: unchanged from prior years
- *Minor Equipment*: none
- *Other Operating Expenses*: increases attributable to insurance being distributed to each governmental functional group as opposed to past practice of absorbing full general fund insurance costs in stand-alone budget group 001.1900, and yearly Airport funding contribution was waived in 2021 due to CARE\$ Act Grant received by the Pullman-Moscow Regional Airport – yearly contribution to resume in 2022
- *Interfund*: previously budgeted IT rates were spread into other departments are now properly reported in their functional area; with the move to New City Hall facility rates have been allocated to functional activities throughout the buildings
- *Capital Expenditures*: none

001.1300 Executive	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	158,828	161,592	161,600	8	0.0%	161,600	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	54,917	61,074	59,172	(1,902)	-3.1%	61,140	1,968	3.3%
Supplies	13	150	150	-	0.0%	150	-	0.0%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	16,367	30,150	27,725	(2,425)	-8.0%	75,775	48,050	173.3%
Interfund - IT	-	-	8,812	8,812	100.0%	9,904	1,092	12.4%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	7,498	7,498	100.0%	7,873	375	5.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	230,125	252,966	264,957	11,991	4.7%	316,442	51,485	19.4%

<u>Executive</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
Mayor (Elected)	1.00	1.00
City Administrator	1.00	1.00
Total	2.00	2.00

Department Preliminary Budget Abstract

Department: Finance & Clerk (001.1400)

Activity Overview: Provide accounting services (accounts payable, accounts receivable, etc.), payroll (semi-monthly payroll, tax, and benefits processing), utility billing activities for water, sewer, stormwater; maintain official City records; perform public records requests and subsequent reporting; aggregate, evaluate, produce, maintain, report budget activities for the City of Pullman; assist the Pullman-Moscow Regional Airport as they transition to accounting & finance related autonomy; report financial information to the Community, City Council & Mayor, city departments, partners, other interested parties; oversee risk management functions, insurance & safety programs

Department Goals: Perform department activities timely, correctly, on budget, with emphasis on providing a high level of customer service to the community and our internal & external partners; increase transparency of financial activities to the community and partners to help educate and inform; support city departments with financial activities to allow them to perform their own operational activities at the same high levels of service

Performance Measurement: Monitor approved city budget to assure essential services continue for the community in the current year and years to come; work with elected officials and city administrator to assure that reserves are maintained to assist funding of essential services during times of economic downturn

Measurement Technique: Healthy fund reserve balance, project funding needs to keep up with city growth, maintaining partnerships to the mutual benefit of organizations involved, yearly reporting from the Washington State Auditor, quarterly & monthly reporting to elected officials and community

Budget Highlights/Changes:

- *Salaries & Wages:* In 2020, City Council approved an additional accountant position for the Finance Department due to the increasing work-flow and reporting responsibilities expected from the department. Operationally there are two activities that the Director of Finance & Administrative Services is recommending to City Council in this budget to improve efficiency and overall service from the department. The first is requesting that the $\frac{3}{4}$ time Administrative Clerk position be upgraded to full-time in 2021Q4 to assist with capacity and increase production. The second is to help transition accounting & reporting activities for the Pullman-Moscow Regional Airport to their own stand-alone accounting staff approved by the Airport Operating Board as part of their 2021 Budget on October 4, 2020.

- *Overtime:* This budget item is monitored closely and exists primarily to assist with work product where demand has exceeded capacity related to time sensitive filing and reporting deadlines such as federal or state taxes, state audit, etc. This budget item represents 0.096% for 2021 and 0.092% for 2022 of direct staff compensation.
- *Benefits:* Expenses are commensurate with other departments due to increased costs by providers and the addition of a new position in 2020.
- *Supplies:* Office and Operating Supplies required to perform Finance and Clerk functions are relegated to check stock, paper for reporting, and miscellaneous office items. As the department embraces and are allowed by reporting agencies to transition to digital activities, that becomes the preferred method of activity.
- *Minor Equipment:* The scanner used by the City Clerk to transition paper documents to electronic documents for storage and archival needs is nearing the end of useful life. Staff will continue to use it until it quits working which is anticipated to be 2021Q3. There are no minor equipment requests for 2022.
- *Other Operating Expenses:* Highlights for this category include insurance expenses previously allocated to a General Fund aggregating account beginning in 2021 being reallocated to departments based on worker hours and risk of activity. For Finance this amounts to \$18,518 in 2021 and \$22,614 in 2022. In addition, the Training & Education Budget has been increased to \$953 per staffer. The purpose for this can be attributed to three issues: the City Clerk is completing her Certified Municipal Clerk program credentialing, the State Auditor's Office recommending additional training for staff as to keep up with changing rules & reporting requirements, and previous budgets disproportionately being allocated to other city departments for this activity. The Director will work with staff to identify trainings relevant to their work parameters and utilize digital training to attain economies of scale & limit additional expenses for travel. The single largest expense to this category is fees paid to the State Auditor for yearly reporting. In 2021 this accounts for 41.3% of this budget item and 40.9% for 2022. This amount represents an approximate savings of 40.4% per year by switching from GAAP to Cash Basis reporting as authorized by the City Council in 2020.
- *Interfund:* Expenditures for Facilities decreased for Finance due to the move to New City Hall and a smaller footprint as well as reallocating Facility charges to other department based on their own use vs the Finance Department absorbing all costs. Expenditures for IT is in a similar situation with costs for Legislative, Executive, and Human Resources being allocated to those activities instead of being absorbed entirely by the Finance

Department. Properly allocating these expenses more accurately represent the activities of the City of Pullman and gives the user of the document more precise insight to the expenditures of government.

- *Capital Expenditures:* Although there are no Capital Expenditures in the 2021-2022 Preliminary Budget for the Finance Department, the City was provided notice September 8, 2020 by Tyler Technologies that our Finance & Administration Software since 2000, Eden, will be discontinued sometime in the not distant future. Although there is no date attached to this notification, this news has been anticipated over the last 18 months. In 2021Q1 a user group will be convened and charged to assess & recommend new software to include in the Capital Improvement Program (CIP) for the 2022-2027 Plan. This will be a significant expense to the City for purchase, training, and implementation. The goal for this activity is to be cost conscientious in purchase, improve staff efficiency in all departments – not just Finance, increase transparency to the community & partners, and recommend a software platform that can last for the next 20 years or more.

001.1400 Finance & Clerk	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	490,228	522,500	607,783	85,283	16.3%	629,721	21,938	3.6%
Overtime	868	1,500	583	(917)	-61.1%	583	-	0.0%
Benefits	235,235	237,600	298,613	61,013	25.7%	314,182	15,569	5.2%
Supplies	4,018	8,400	5,200	(3,200)	-38.1%	5,228	28	0.5%
Minor Equipment	1,536	2,200	2,000	(200)	-9.1%	-	(2,000)	-100.0%
Other Operating Expenses	89,800	90,115	118,107	27,992	31.1%	123,425	5,317	4.5%
Interfund - IT	201,652	206,667	46,677	(159,990)	-77.4%	52,735	6,058	13.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	60,652	59,258	31,174	(28,084)	-47.4%	32,733	1,559	5.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,083,990	1,128,240	1,110,137	(18,103)	-1.6%	1,158,607	48,469	4.4%

<u>Finance & Clerk</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
Director of Finance & Administrative Services	1.00	1.00
Accounting Manager	1.00	1.00
Accountant	2.00	2.00
Accounting Specialist	2.00	2.00
City Clerk	1.00	1.00
Administrative Clerk	1.75	2.00
Total	8.75	9.00

Department Preliminary Budget Abstract

Department: City Attorney (001.1500)

Activity Overview: This contracted position performs necessary legal work and provides legal advice to the City Council, Mayor, City Administrator, various municipal departments, and Commissions & Boards.

Department Goals: Assure City policies, procedures, guidelines, and actions have been formulated within the scope of legal authority and conducted as such.

Performance Measurement: Preservation of the City's legal integrity and maintaining the City Code as to conform with local, state, and federal changes

Measurement Technique: Implementation of legal activities established by City Council and Executive functional groups, help protect the City from legal challenges and keep legal actions against the City to a minimum

Budget Highlights/Changes:

- *Salaries & Wages:* N/A
- *Overtime:* N/A
- *Benefits:* N/A
- *Supplies:* N/A
- *Minor Equipment:* N/A
- *Other Operating Expenses:* this activity is a contracted position and the cost of service has remained the same for this budget period as the last biennial budget
- *Interfund:* all interfund costs for IT and facilities are absorbed in other departments
- *Capital Expenditures:* none

001.1500 Legal	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	-	-	-	-	0.0%	-	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	-	-	-	-	0.0%	-	-	0.0%
Supplies	-	-	-	-	0.0%	-	-	0.0%
Minor Equipment	1,364	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	114,387	114,000	114,000	-	0.0%	114,000	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	115,750	114,000	114,000	-	0.0%	114,000	-	0.0%

<u>City Attorney</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
City Attorney (Contracted)	1.00	1.00
Total	1.00	1.00

Department Preliminary Budget Abstract

Department: Human Resources (001.1600)

Activity Overview: 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.

Department Goals: 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 Measurement: 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.

Measurement Technique: Through performance evaluation and work plan review with Finance and Administrative Services Director.

Budget Highlights/Changes:

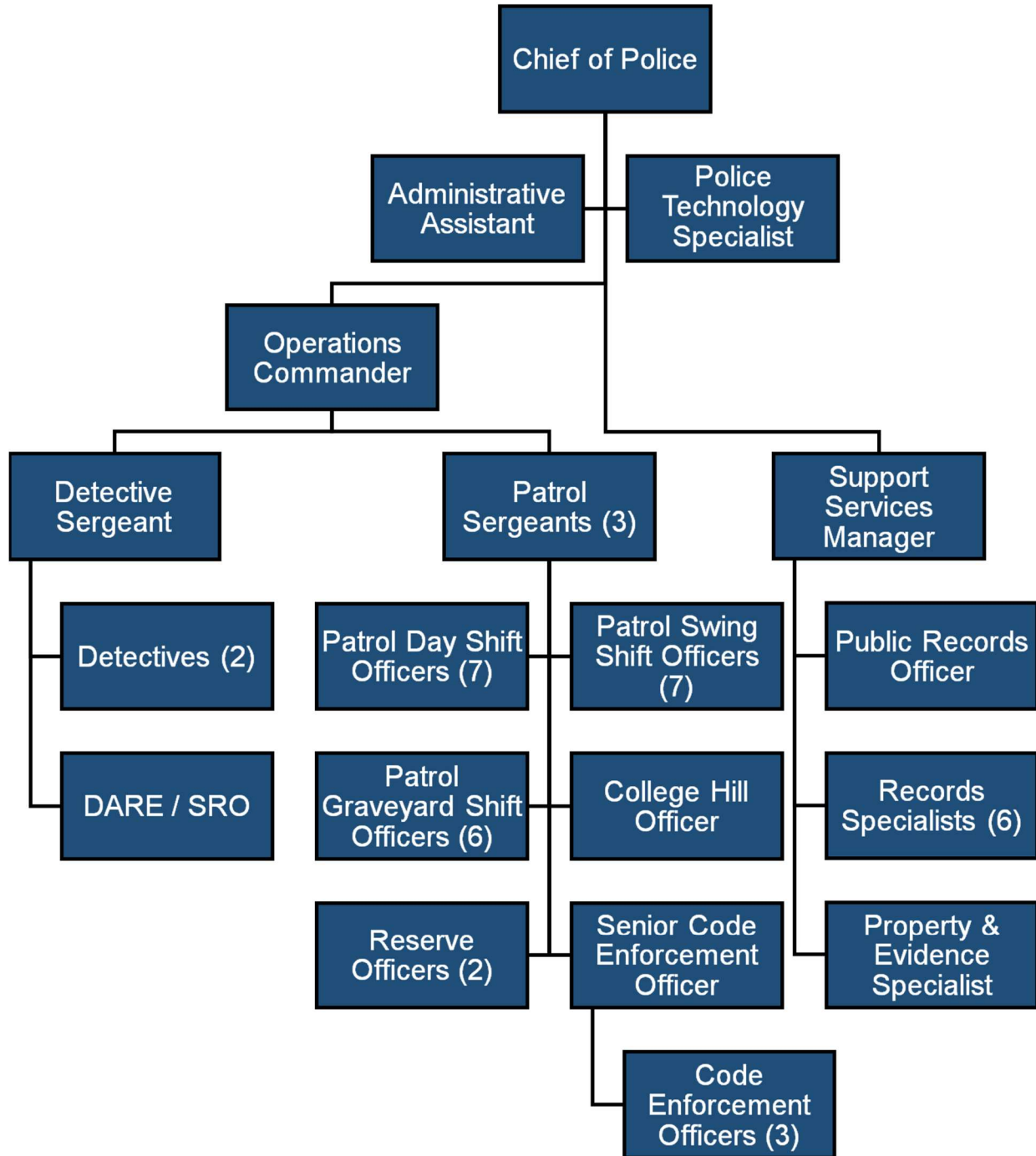
- *Salaries & Wages:* unchanged from prior years.
- *Overtime:* N/A
- *Benefits:* increase in benefits due to changes in premium rates.
- *Supplies:* unchanged from prior years

- *Minor Equipment:* none
- *Interfund:* previously budgeted IT rates were spread into other departments are now properly reported in their functional area.
- *Capital Expenditures:* none

001.1600 Human Resources	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	87,720	89,064	89,472	408	0.5%	89,472	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	28,309	29,089	29,625	536	1.8%	30,329	704	2.4%
Supplies	3,196	8,700	8,700	-	0.0%	8,700	-	0.0%
Minor Equipment	-	-	200	200	0.0%	-	(200)	-100.0%
Other Operating Expenses	2,840	7,700	6,863	(837)	-10.9%	7,793	930	13.6%
Interfund - IT	-	-	4,719	4,719	100.0%	5,265	546	11.6%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	122,066	134,553	139,579	5,026	3.7%	141,559	1,980	1.4%

<u>Human Resources</u>		<u>2021 FTEs</u>	<u>2022 FTEs</u>
Human Resources Manager		1.00	1.00
Total		1.00	1.00

**Pullman Police Department
Organizational Chart 2021
Staffing**



Departmental Preliminary Budget Abstract

Department: Law Enforcement (001.2100)

Activity Overview:

The Pullman Police Department works to serve and protect all persons and property in the City of Pullman. This includes enforcement of City Code, and federal and state laws. Pullman PD maintains peace and order, assures personal safety, and assists citizens in urgent situations. The department provides for general animal control, enforcement of laws pertaining to domestic animals and select City Codes, and parking violation enforcement. This activity includes uniformed police officers, non-uniformed investigators, records specialists, code/parking enforcement officers, a police technology specialist, and a property/evidence specialist.

Department Goals:

The Pullman Police Department works to identify and arrest criminals, reduce and prevent criminal activity, provide and coordinate emergency management services, and improve quality of life. The department employs problem-solving approaches, utilizing a community policing philosophy, which includes a College Hill beat officer, and school resource officer within the public-school system. Pullman PD improves traffic safety through consistent traffic enforcement, and addresses narcotics issues through local and regional enforcement efforts. Business services are provided to the public including providing public records, concealed pistol licensing, and fingerprinting. The department holds itself accountable to high performance and conduct standards, and is transparent with the community. The department addresses Pullman City Council goals, and works in alignment with the Pullman PD Strategic Vision.

Performance Measurement:

Police Department performance is measured through public feedback and perceptions of community safety, traffic safety, successful investigations, and effective crime prevention efforts. Feedback from agency staff, the Pullman Police Advisory Committee, Pullman City Council, Whitman County Prosecuting Attorney, community members, and other stakeholders also help to measure the success of Pullman PD in progressively and positively reaching goals and addressing concerns.

Measurement Technique:

Measurement techniques may include community surveys, traffic collision statistics, Part A crime statistics and clearance rates, officer activity statistics, arrest statistics, citation and infraction statistics, public records request and response statistics, internal

investigations assessment, social media activity, SWAT readiness and activity, response times, and Whitman County Humane Society activity reports.

Budget Highlights/Changes:

- Salaries & Wages: The budget reflects three (3) vacant sworn officer positions. Realized budget savings are approximately \$228,000.
- Overtime: Training overtime was cut by more than half during 2020. The significant reductions in training is not sustainable to ensure a competent and professional law enforcement agency. The training budget is increased to provide appropriate investment in staff competencies and development.
- Benefits:
 - The budget reflects three (3) vacant sworn officer positions. Realized budget savings are approximately \$132,000.
 - LEOFF 1 expenditures, previously in Patrol Benefits, are moved to Administration Benefits (2021: \$158,570; 2022: \$159,839).
- Supplies: Supply costs reduced in 2021 & 2022 from previous levels.
- Minor Equipment: Most minor equipment was cut from the 2020 budget. This budget reflects purchasing items previously cut, plus replacing worn and outdated equipment, and purchase of training tools and patrol and SWAT operational tools.
- Other Operating Expenses:
 - Administration Budget: New cost of insurance adds \$224,685 in 2021 & \$279,192 in 2022.
 - The Humane Society contract, previously a stand-alone budget, is added to the Code Enforcement budget.
- Interfund: 2021 reductions of approximately \$107,000; 2022 increases back to current levels.
- Capital Expenditures:
 - 2021: None
 - 2022: \$478,326
 - Police Facility Study (\$31,500)
 - Mobile Radios Replacement (\$81,037)
 - Travel/Admin Vehicle (\$60,500)
 - HVAC System Replacement (\$220,000)
 - Distributed Antenna System (\$85,289)
- Dispatch Services: Previously a stand-alone budget is now included in Police budget. Based on the current proposal from Whitcom, 2021 reflects a \$40,129 (16%) increase from 2020, and the 2022 budget reflects a \$132,210 (45%) increase from 2021.

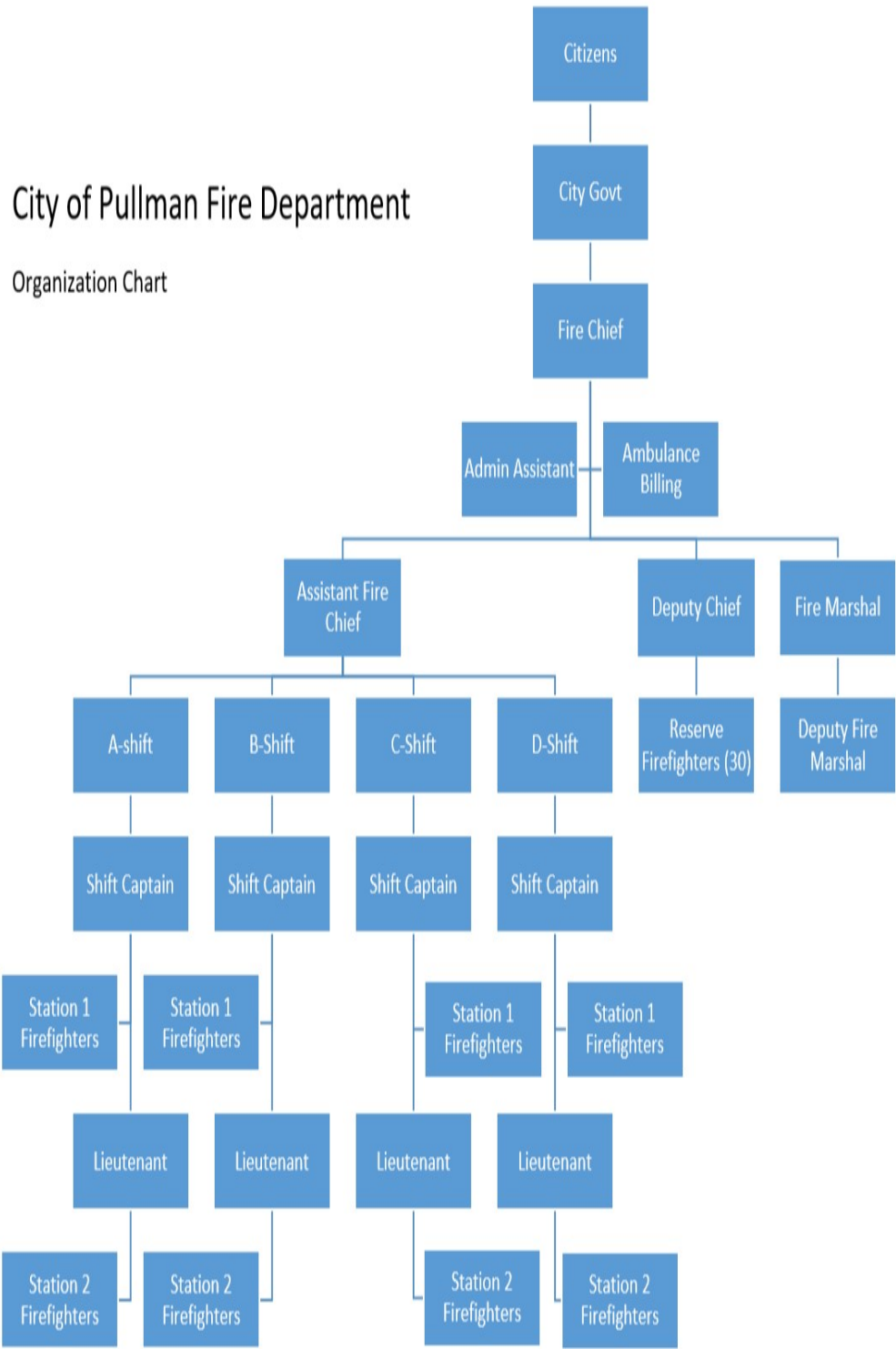
001.2100 Law Enforcement	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	3,451,366	4,010,882	3,774,821	(236,061)	-5.9%	3,867,364	92,544	2.5%
Overtime	326,094	244,654	244,560	(94)	0.0%	246,770	2,210	0.9%
Benefits	1,727,247	2,411,574	1,689,458	(722,116)	-29.9%	1,717,738	28,280	1.7%
Supplies	67,459	87,010	62,494	(24,516)	-28.2%	45,620	(16,874)	-27.0%
Minor Equipment	20,233	9,358	55,239	45,881	490.3%	11,400	(43,839)	-79.4%
Other Operating Expenses	988,581	927,592	1,312,664	385,072	41.5%	1,400,100	87,436	6.7%
Capital Expenditures	266,343	-	-	-	0.0%	-	-	0.0%
Interfund - IT	215,384	219,150	217,053	(2,097)	-1.0%	239,898	22,845	10.5%
Interfund - Professional Services	1,912	105,000	4,000	(101,000)	-96.2%	4,000	-	0.0%
Interfund - ERD (Equipment)	105,000	176,210	125,000	(51,210)	-29.1%	125,000	-	0.0%
Interfund - Facilities	186,327	179,487	106,110	(73,377)	-40.9%	174,415	68,305	64.4%
Interfund - Repairs & Maintenance	175,967	-	122,838	122,838	100.0%	125,295	2,457	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	7,531,914	8,370,917	7,714,237	(656,680)	-7.8%	7,957,601	243,363	3.2%

The Law Enforcement Budget now includes former stand-alone funds for Detention (001.2300), the prorated share of Communications & Dispatch (001.2800), Animal Control (001.3900), and Substance Abuse (001.6600).

<u>Law Enforcement</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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
Information Systems Specialist	1.00	1.00
Sergeants	4.00	4.00
Patrol Officer	22.00	22.00
Detective	3.00	3.00
Youth Services Officer	1.00	1.00
Code Enforcement Supervisor	1.00	1.00
Code Enforcement Officers	3.00	3.00
Records Specialist	7.00	7.00
Property & Evidence Specialist	1.00	1.00
Total	47.00	47.00

City of Pullman Fire Department

Organization Chart



Fire Department Preliminary Budget Abstract

Department: Fire & Ambulance (001.2200)

Activity Overview: Provide for response in fire suppression, Advanced Life Support (ALS) transport services, technical rescue, fire prevention, fire investigation and public education.

Department Goals: To make Pullman the safest community possible by providing safe, rapid and efficient professional services, reduce community risks through needs assessment, strategic planning, developing community partners and to promote and support a highly trained, well-equipped and adaptable professional team. Utilize acquired FEMA grants for training, equipment replacement and hiring three firefighters. Scheduled replacement of a brush truck and acquire land for a third fire station.

Performance Measurement: National Fire Protection Agency (NFPA) Standards, reduction in preventable fires and property damage/loss, reductions in preventable calls for service, reductions in false alarms, reductions in time loss due to injury and sick leave, increase in training levels, certifications and education, ambulance billing efficiency.

Measurement Technique: Fire and EMS report data evaluation, reports and documentation review, budget monitoring, surveys, after action reviews, department and customer feedback.

Budget Highlights/Changes:

- Salaries & Wages:
 - 2021 - \$4,118,757, an increase of \$403,355. \$198,971 is due to normal contract and step increases and \$204,384 is due to the hiring of three firefighters (year 1 of 3) which is reimbursed 100% by a FEMA grant.
 - 2022 - \$4,169,187, an increase of \$50,340 due to scheduled step increases. \$221,041 is due to the hiring of three firefighters (year 2 of 3) which is reimbursed 100% by a FEMA grant. Upcoming contract negotiation adjustments are yet to be determined.
- Overtime:
 - 2021 - \$477,543 an increase of \$9,528 due to maintaining 2020 budget reductions, a FEMA training grant for company officer training for \$93,288 (reimbursed 90% by FEMA Grant) and providing EMS support for WSU Football for \$56,588 (reimbursed 100% by contract).
 - 2022 - \$389,175, a decrease of \$88,368 due to the completion of the FEMA training grant (-\$93,288) and providing EMS support for WSU Football for \$58,134 (reimbursed 100% by contract).

- **Benefits:**
 - 2021 - \$1,961,127, an increase of \$223,065 due to normal contract increases, a FEMA training grant increasing overtime (reimbursed 100% by grant), WSU Football increasing overtime (reimbursed 100% by contract) and \$98,104 due to the hiring of three firefighters (year 1 of 3) which is reimbursed 100% by a FEMA grant.
 - 2022 - \$2,056,312, an increase of \$95,185. \$106,100 is due to the hiring of three firefighters (year 2 of 3) which is reimbursed 100% by a FEMA grant. Upcoming contract negotiation adjustments are yet to be determined.
- **Supplies:**
 - 2021 - \$87,580, a decrease of \$38,845 due to maintaining 2020 budget reductions.
 - 2022 - \$89,849, an increase of \$2,269 due to normal cost increases.
- **Minor Equipment:**
 - 2021 - \$121,908, increase of \$26,856 due to maintaining 2020 budget reductions, a FEMA equipment grant for \$80,156 for mobile radio replacements (reimbursed 90% by grant), mandatory equipment replacements for AED's \$8,000 reaching end of life, mandatory replacement of technical rescue equipment for \$3,000, mandatory replacement of fire hose for \$3,500 and aging station vehicle exhaust system components for \$6,000.
 - 2022 - \$27,408, a decrease of \$94,500 due to completion of the FEMA equipment grant (-\$80,156), mandatory replacement of technical rescue equipment for \$3,000, mandatory replacement of fire hose for \$3,500 and aging station vehicle exhaust system components for \$8,000.
- **Other Operating Expenses:**
 - 2021 - \$450,637, an increase of \$76,736 with 33,614 due to maintaining 2020 budget reductions, mandatory training and certifications, annual software licenses, the addition of insurance costs for \$152,959, the addition of Dispatch Service fees for \$36,922, Ring Central phone system fees for \$8,240 and fire academy costs of \$43,000 for the hiring of three new firefighters through a FEMA grant.
 - 2022 - \$533,236, an increase of \$82,599 due to mandatory training and certifications, annual software licenses, the addition of insurance costs for \$188,222, the addition of Dispatch Service fees for \$53,572 and the Ring Central phone system fees for \$8,240.
- **Interfund:**
 - 2021 - \$902,721, an increase of \$25,988 due to normal cost increases.
 - 2022 - \$895,031, a decrease of \$7,690 due to normal cost adjustments.

- Capital Expenditures:
 - 2021 - \$0, a decrease of -\$70,607 due to completion of 2020 projects.
 - 2022 - \$0.

001.2200 Fire & Ambulance	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	3,445,319	3,715,403	4,118,757	403,354	10.9%	4,169,187	50,430	1.2%
Overtime	442,857	468,014	477,543	9,529	2.0%	389,175	(88,368)	-18.5%
Benefits	1,495,397	1,673,062	1,961,127	288,065	17.2%	2,056,312	95,185	4.9%
Supplies	119,364	126,425	87,580	(38,845)	-30.7%	89,849	2,269	2.6%
Minor Equipment	58,915	83,852	121,908	38,056	45.4%	27,408	(94,500)	-77.5%
Other Operating Expenses	343,449	450,351	487,559	37,208	8.3%	533,236	45,677	9.4%
Capital Expenditures	112,428	70,607	-	(70,607)	-100.0%	-	-	0.0%
Interfund - IT	183,239	186,174	175,793	(10,381)	-5.6%	194,895	19,102	10.9%
Interfund - Professional Services	-	-	4,000	4,000	0.0%	4,000	-	0.0%
Interfund - ERD (Equipment)	328,794	327,500	350,000	22,500	6.9%	350,000	-	0.0%
Interfund - Facilities	103,836	179,608	112,295	(67,313)	-37.5%	117,951	5,656	5.0%
Interfund - Repairs & Maintenance	251,094	183,201	223,711	40,510	22.1%	228,185	4,474	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	6,884,692	7,464,197	8,120,273	656,076	8.8%	8,160,198	39,925	0.5%

The Fire & Ambulance Budget now includes former stand-alone funds for Ambulance Services (001.2600) and the prorated share of Communications & Dispatch (001.2800).

<u>Fire & Ambulance</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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	29.00	29.00
Administrative Assistant	1.00	1.00
Administrative Specialist	1.00	1.00
Total	44.00	44.00
Reserve Firefighter	25.00	25.00

Departmental Preliminary Budget Abstract

Department: Public Works - Protective Inspections (001.2400)

Activity Overview: 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.

Department Goals: 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 Measurement: 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 review inspections and reports done by special inspectors.

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

Budget Highlights/Changes:

- Salaries & Wages: Programmed salary step increases. Public Works Director and Deputy Public Works Director salaries/benefits removed from this fund. Senior Building Inspector reclassified to Building Official. One of the building inspectors will be classified in 2021 as 50% building inspector (General Fund) and 50% construction inspector for Public Works (Utility Fund).
- Overtime: Reduced from prior year
- Benefits: see salaries & wages above, reduced from prior year budget to be more in line with actual
- Supplies: decreased over prior year
- Minor Equipment: Includes: Gas detectors, one large monitor to aid in plan review, and miscellaneous equipment
- Other Operating Expenses: The outside plan review (consultant) budget is reduced from \$65k to \$40k in 2021 and 2022.
- Interfund:
- Capital Expenditures: N/A

001.2400 Protective Inspections	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	329,474	406,174	362,898	(43,276)	-10.7%	398,377	35,479	9.8%
Overtime	1,418	3,444	2,800	(644)	-18.7%	2,800	-	0.0%
Benefits	180,935	227,059	207,759	(19,300)	-8.5%	238,186	30,427	14.6%
Supplies	3,602	18,510	2,996	(15,514)	-83.8%	2,996	-	0.0%
Minor Equipment	8,019	3,000	1,500	(1,500)	-50.0%	3,000	1,500	100.0%
Other Operating Expenses	66,188	109,705	77,261	(32,444)	-29.6%	79,761	2,500	3.2%
Interfund - IT	29,178	29,630	29,365	(265)	-0.9%	31,775	2,410	8.2%
Interfund - Professional Services	27	2,000	1,600	(400)	-20.0%	1,600	-	0.0%
Interfund - ERD (Equipment)	10,570	10,445	19,999	9,554	91.5%	19,999	-	0.0%
Interfund - Facilities	37,976	35,864	19,178	(16,686)	-46.5%	20,136	958	5.0%
Interfund - Repairs & Maintenance	7,690	7,679	10,968	3,289	42.8%	11,187	219	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	675,078	853,510	736,324	(117,186)	-13.7%	809,817	73,493	10.0%

<u>Buildings & Protective Inspections</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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
Total	6.10	6.10

Departmental Preliminary Budget Abstract

Department: Planning (001.5800)

Activity Overview: The Planning Department works with citizens and community leaders to build a consensus on how the City should grow, both in the short and long term. This is accomplished through the coordination of a variety of land planning functions that range from updating the City's Comprehensive Plan to reviewing all new development proposals to ensure they reflect this vision.

Long range planning provides vision and guidance for the long-range development of the City. Developing and maintaining the City's Comprehensive Plan, conducting special studies, and monitoring population & housing growth are some examples of this activity. Such information gathering provides staff support on long-range planning studies to the Planning Commission and the Historic Preservation Committee.

Current planning manages the City's land planning development review activities. This division reviews all rezonings, conditional use permits, preliminary subdivisions and site plans, and the Board of Adjustment/Hearing Examiner applications. These activities provide staff support to the City Council and Planning Commission regarding development.

Department Goals: The City of Pullman Planning Department strives to facilitate progress in line with the City's Municipal Code and Comprehensive Plan. The improvement of communication and transparency with stakeholders will assist in the effectiveness of planning projects.

Performance Measurement: Performance metrics in planning can include measurements such as days from submittal to approval and the number of resubmittals. Statutory requirements dictate turnaround times. Soft measurements on performance can include the level of customer service, ease of communication, and the ability to applicants to track the progress of their projects.

Measurement Technique: Regular reports on the volume and type of land use applications.

Budget Highlights/Changes:

- Salaries & Wages: Staffing in this department has reached a level where it is affecting throughput. Planning is requesting to add an additional full-time entry-level planner beginning in 2021Q3.
- Overtime: No overtime anticipated.
- Benefits: An increase with an additional staff member.
- Supplies: No changes.
- Minor Equipment: No changes.
- Other Operating Expenses: A decrease from the 2019-2020 budgets. The previous budget included funding for a Hearing Examiner. Due to COVID, that process was put on hold. As 2021 unfolds, the department is prepared to move forward on this activity.

- Interfund: No changes.
- Capital Expenditures: No changes.

001.5800 Planning	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	196,018	212,865	210,536	(2,330)	-1.1%	234,220	23,685	11.2%
Overtime	-	1,000	-	(1,000)	-100.0%	-	-	0.0%
Benefits	92,131	101,818	94,142	(7,676)	-7.5%	107,455	13,312	14.1%
Supplies	589	1,600	1,600	-	0.0%	1,600	-	0.0%
Minor Equipment	528	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	43,204	115,153	77,100	(38,053)	-33.0%	82,243	5,143	6.7%
Interfund - IT	8,472	8,562	11,533	2,971	34.7%	13,013	1,480	12.8%
Interfund - Professional Services	4,674	8,500	-	(8,500)	-100.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	3,500	-	(3,500)	-100.0%	-	-	0.0%
Interfund - Facilities	13,131	12,547	11,626	(921)	-7.3%	12,207	581	5.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	358,748	465,545	406,537	(59,008)	-12.7%	450,738	44,201	10.9%

<u>Planning</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
Director of Planning	1.00	1.00
Assistant City Planner	1.00	2.00
Total	2.00	3.00

Departmental Preliminary Budget Abstract

Department: Economic Development (001.5900)

Activity Overview: Economic Department is a new department that began one year ago, and also a department of one.

The Economic Development Department began 2020 focused on building partnerships with businesses, other organizations, land owners and developers, including SEL, Meter Group, Corporate Pointe, Mader Associates, the Downtown Pullman Association, the Civic Trust, Port of Whitman, Washington State University, the Kiwanis Club, Pullman 2040, the Pullman Chamber and others. This is said often in the economic development world, and yet not enough: economic development is a team sport. That said, this department plays a vital role in it.

By the second quarter, the department had begun making standard business retention outreach calls, accessing business information and economic data, and assisting property owners as well as reviewing city policies for improvement opportunities. A key area of focus was with the Downtown Pullman Association and its Economic Vitality committee.

The Covid-19 pandemic had a significant and immediate impact on the work of the department. The department had applied for and successfully received an estimated \$35K grant to improve the Riverwalk in the downtown area. As the effort to accept the grant was wrapping up, Governor's orders closed many of Pullman's hospitality and retail establishments and issues Stay at Home orders. From April through May, the department pivoted to assessing business needs, working with partners and implementing retention strategies. The department established a weekly recovery call with several economic development partners and encouraged the region's Economic Development Affiliate to implement a region-wide survey. This survey was established then widely communicated with the help of partners, then later converted to a Department of Commerce grant application in which every survey respondent was automatically included. The department also began a twice-weekly email communication, initially to all businesses and thereafter to those who signed up (currently 90). These e-blasts now occur about once a week.

In June and July, the Economic Development Manager was tasked with filling the position of the Interim Planning Director. Having had limited planning, zoning, and commission management experience (the Director manages three commissions plus occasional council meetings) meant that the learning curve for the position was extremely high and short. Additionally, the department has been short-staffed for at least a year, with one part-time dedicated assistant and one part-time planner who returned from FMLA a few weeks into the interim position. Finally, Covid-19 had placed Planning Commission, Historic Preservation and Board of Adjustment cases on hold for months. During the Interim Director tenure, the Planning

Department managed to hold three important cases, including two that allowed development to go forward (Pullman Islamic Center and Kamiak Cottages), maintained site plan review committee and other plan review activity, maintained the planning newsletter and adopted the Bluebeam electronic plan review software to increase review efficiency and enable electronic-only site plan submissions if the Public Works Department move in that direction. The department also nominated the Historic Preservation Commission chair to make a final presentation to the CLG Committee for a competitive grant to fund historic preservation in Pullman. This grant was awarded to Pullman at the end of August.

During the Interim Manager position, 90% of economic development work had to be put on hold. During this time, the department continued to communicate with businesses through e-blasts, though with fewer messages; however, the bulk of economic development work was dedicated to efforts to expand outdoor seating and other elements of the downtown strategic plan during this time. In particular, the department was directed to develop and apply for an LTAC grant to support parklets and a partial street closure in the downtown core. These initiatives failed, though communicating the concepts may ultimately be beneficial, as some businesses have indicated an interest in pursuing them in the future.

Department Goals: The Economic Development Department works to retain, attract and grow good jobs and businesses in the City of Pullman. The focus is on retaining current businesses and encouraging/supporting new businesses through regulatory assistance, referrals to key resources, promoting the city of Pullman, assisting development of property and places where businesses can be successful through policy improvement and applications for grants. The department continuously evaluates ways to strategically respond to the city's strengths, opportunities, threats and weaknesses.

Over the next two years, the department will need to continue to focus on both retention and recovery. The community has been extremely supportive of businesses through the covid-19 pandemic; however, it is far from over and the likelihood is high that more businesses will be lost. There is opportunity to continue to diversify the economy, smooth seasonal retail demand, attract and assist businesses, build on Pullman's "hidden gems", enhance downtown, support development, encourage entrepreneurs, strengthen the workforce and communicate Pullman's value proposition to potential businesses and residents, including remote workers. The department is at a point where prioritization of these objectives is critical, and will look to City Council and any other stakeholders City Council identifies to further develop those priorities. The economic development priorities and initiatives can then be aligned with the comprehensive plan and coordinated with capital improvement planning.

Performance Measurement:

- Assistance
 - 71 BRE/Assistance meetings, 39 referrals
 - Startup/entrepreneur businesses, policy changes developed, grants received, businesses assisted, investment.
- Covid Activity
 - Collaborative team in March (SEWEDA initially, DPA, WSU, SEL, Chamber, SBDC, Regular communication with local businesses and developer subscribers via email starting in March
 - Communication of specific CARES grants (CAC, County) to all business emails and follow up with calls
 - CAC representation)
 - Supported Council member Records' Community Poll
- Grants
 - \$37,000 grant for Riverwalk lighting

Measurement Technique: Self-reported

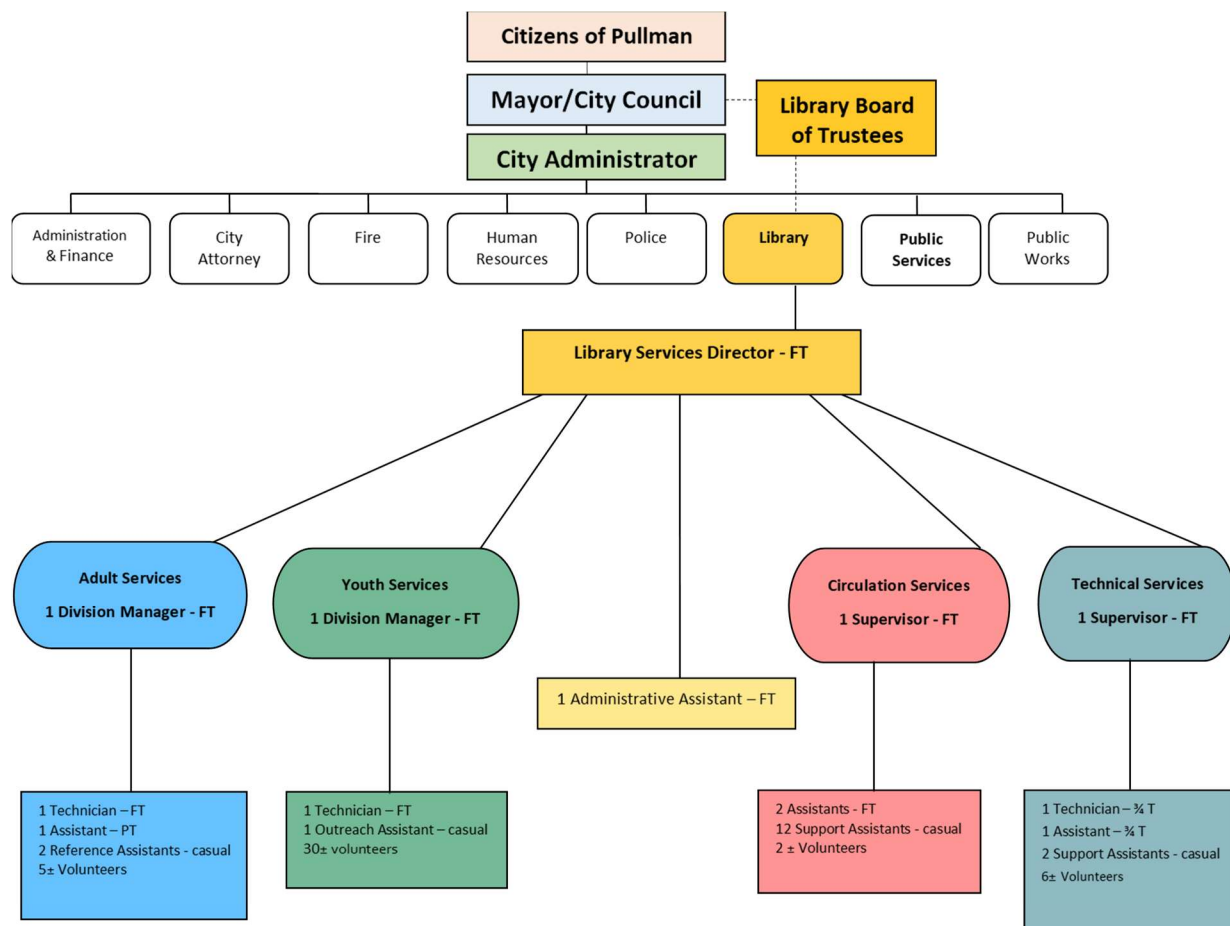
Budget Highlights/Changes:

- Salaries & Wages: This is a one-person department.
- Overtime: There is no overtime, regardless of common evening and weekend work.
- Benefits: A step increase will be realized for 2021; this will remain stable for 2022.
- Supplies: No change from 2020.
- Minor Equipment: This area decreased to a maintenance level from last year, due to no need for new equipment.
- Other Operating Expenses:
 - I propose a workshop with Mayor and Council to identify strategic direction for the department. Depending on that direction, a placeholder for a professionally led Economic Development Strategic Planning activity is included in the 2021 budget, which is also dependent on identifying grant funding for that work.
 - The city would benefit from updated marketing materials for retail attraction and development in print and online with up-to-date market segmentation, retail gap analysis and value proposition.
 - Dues and subscriptions include SEWEDA to be added to the Economic Development budget; WEDA which provides bi-weekly legislative and information calls; ICSC. I would like to explore adding a subscription to retail data and marketing software and services; however, this is not urgently needed for 2021 and may be dependent on strategic planning process.
 - Software license is limited to INEA which provides access to Emsi software.

- Training and education do not include ICSC for 2021 as RECON is cancelled/online. It does instead include attendance at WEDA Summer conference and Revitalize WA Main Street Conference, as well as recruitment trips. ICSC supplants Revitalize in 2022. Conferences are intended for networking and relationship building as well as learning new opportunities. Conferences aren't always analogous with training. It also anticipates one course of online continuing skills development. An example of that might be Credit Analysis or Real Estate Redevelopment.
- Travel budget is consistent with training and education.
- Interfund: This expense has decreased, as 2019 was the department's establishment year.
- Capital Expenditures: No capital expenditures are anticipated at this time.

001.5900 Economic Development	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	21,207	83,550	89,472	5,922	7.1%	89,472	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	11,545	38,840	41,700	2,860	7.4%	43,037	1,336	3.2%
Supplies	24	500	500	-	0.0%	-	(500)	-100.0%
Minor Equipment	1,483	500	-	(500)	-100.0%	-	-	0.0%
Other Operating Expenses	450	9,700	19,137	9,437	97.3%	10,535	(8,602)	-45.0%
Interfund - IT	-	4,250	4,525	275	6.5%	4,525	-	0.0%
Interfund - Professional Services	-	2,000	-	(2,000)	-100.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	1,750	-	(1,750)	-100.0%	-	-	0.0%
Interfund - Facilities	-	6,280	4,039	(2,241)	-35.7%	4,241	202	5.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	34,710	147,370	159,373	12,003	8.1%	151,810	(7,564)	-4.7%

<u>Economic Development</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
Economic Development Manager	1.00	1.00
Total	1.00	1.00



Departmental Preliminary Budget Abstract

Department: Library (001.7200)

Activity Overview:

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](#)".

Department Goals:

- Follow local health and state guidelines to adapt covid and post-covid operations in the safest and most productive manner allowed:

- Safely reinstate library programs within a virtual, hybrid or other adapted environment to foster literacy and personal enrichment for all ages.
- Reopen for in-facility service
- Adapt wireless infrastructure to support bandwidth needs and socially distanced public computing
- Partner with Pullman School District to safely distribute library cards and provide virtual or hybrid orientation for students
- With 100% external funding, improve library wayfinding by installing more prominent lettering on building exterior
- Finish transition to payment by card for all transactions

Performance Measurement:

- Citizen feedback
- Circulation and cardholder statistics
- Program participation
- Turnover rate of major segments of the collection

Measurement Technique:

- Direct count to measure:
 - Number of cardholders, circulation activity and other aspects of collection use
 - Headcount and reading logs related to program participation
 - Traffic inside building by clicker count
- Representative surveys
- Informal surveys

Budget Highlights/Changes: Major changes are due to interfund charges (liability and capital insurance, IT, buildings) and predicted payroll increases.

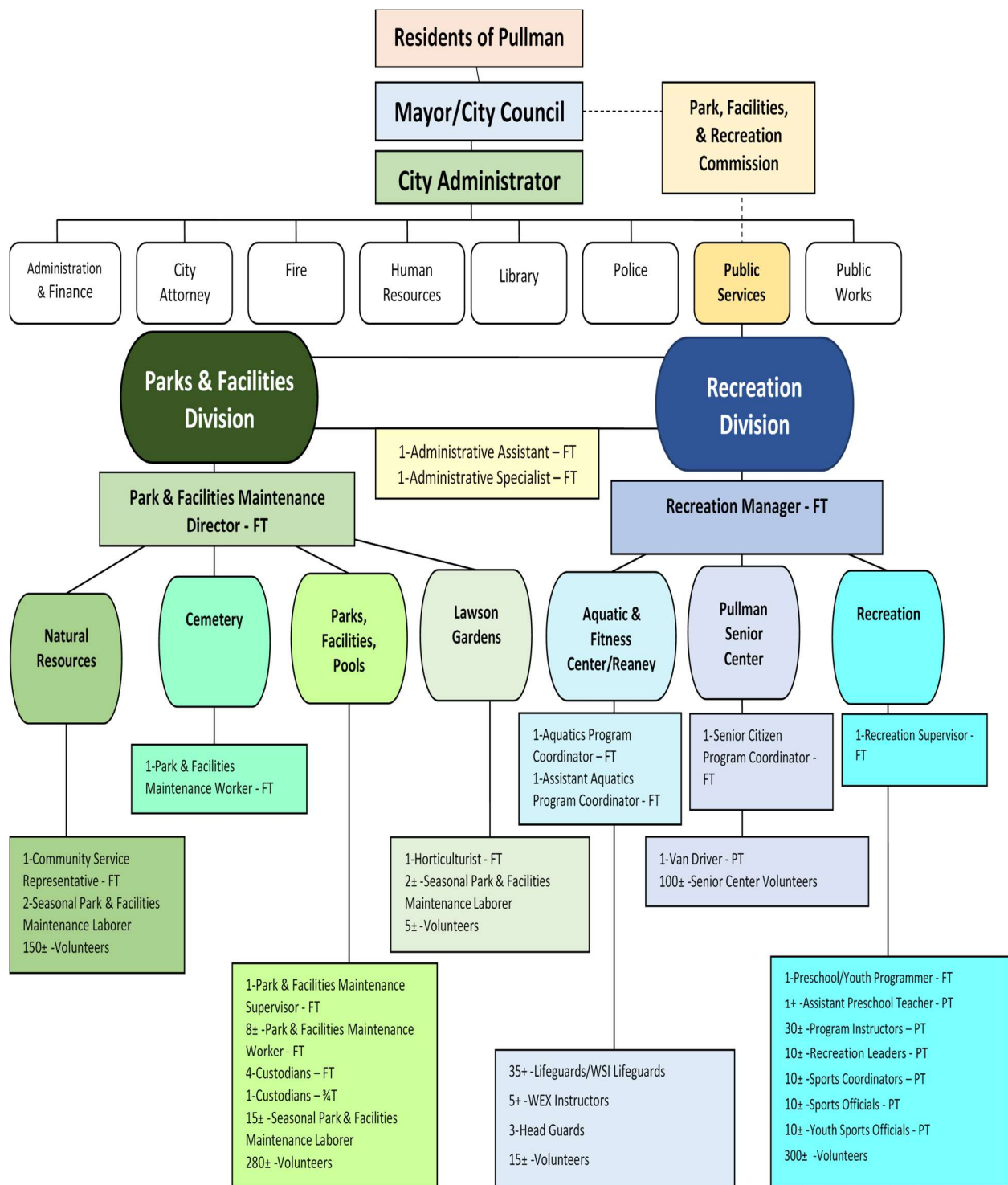
- Salaries & Wages: Calculations for salaries, wages and benefits were provided to departments by Finance staff. Salaries and wages reflect programmed step increases.
- Overtime: Compensatory time is categorized as overtime.
- Benefits: Calculations for benefits reflect the city's portion of any shared costs.
- Supplies: In anticipation of curbside service continuing and given the uncertainties surrounding public programming, 9,000 was reallocated from programming supply lines to purchase additional COVID PPE and curbside service supplies.
- Minor Equipment: 1,000 for receipt printers, roll carts and stools for circulation and shelving, and/or ergonomic workstation elements.
- Other Operating Expenses: Includes software licenses to online databases (5,000), Washington Anytime Library (22,500), Biblioteca self-cko (1,000), OCLC cataloging & ILL,

ez proxy hosting (7,500), Netmotion vpn - 6 licenses (1,400), Envisionware services (6,200), Windows and office licensing for laptops (3,000), Sirsydynix (31,000).

- Interfund: Insurance (liability and capital) charges are new expenses to this budget.
- Capital Expenditures: Library materials (books, movies, magazines, etc.) are reported as capital expenditures. During the pandemic, access to physical collections is limited and use of digital collections has risen. To meet increased demand, 10,500 was reallocated from physical materials to support the growth of digital collections.

001.7200 Library	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	845,117	887,164	991,340	104,176	11.7%	1,012,800	21,460	2.2%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	307,329	441,530	352,940	(88,590)	-20.1%	367,476	14,536	4.1%
Supplies	16,396	16,500	33,189	16,689	101.1%	25,132	(8,057)	-24.3%
Minor Equipment	6,138	6,500	1,000	(5,500)	-84.6%	1,000	-	0.0%
Other Operating Expenses	129,559	114,500	158,261	43,761	38.2%	181,170	22,909	14.5%
Capital Expenditures	126,815	129,100	118,000	(11,100)	-8.6%	121,050	3,050	2.6%
Interfund - IT	82,747	83,466	93,301	9,835	11.8%	102,527	9,226	9.9%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	108,912	112,863	93,807	(19,056)	-16.9%	98,497	4,690	5.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,623,014	1,791,623	1,841,838	50,215	2.8%	1,909,652	67,814	3.7%

<u>Library</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
Library Services Director	1.00	1.00
Library Division Manager	2.00	2.00
Library Supervisor	2.00	2.00
Library Administrative Assistant	1.00	1.00
Library Technician	2.50	2.50
Library Assistant	3.50	3.50
Total	12.00	12.00



<u>Participant Recreation & Parks Facilities</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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	1.00	1.00
Parks & Facilities Maintenance Director	1.00	1.00
Parks & Facilities Maintenance Supervisor	1.00	1.00
Parks & Facilities Maintenance Worker	7.00	7.00
Horticulturist	1.00	1.00
Community Improvement Specialist	1.00	1.00
Aquatics Program Coordinator	1.00	1.00
Assistant Aquatics Program Coordinator	1.00	1.00
Custodians	3.00	3.00
Total	22.00	22.00

Departmental Preliminary Budget Abstract

Department: Community Improvement (001.3100)

Activity Overview: 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.

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

Performance Measurement: 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 four working days of notification to public complaints regarding ordinance violations.

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.

Budget Highlights/Changes:

- Salaries & Wages:
- Overtime:
- Benefits:
- Supplies:
- Minor Equipment:
- Other Operating Expenses: Communication cost increase.
- Interfund: Increase in IT and ERD rates, as well as the addition of transferred insurance costs.
- Capital Expenditures:

001.3100 Community Improvement	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	50,992	71,877	74,285	2,408	3.4%	74,532	247	0.3%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	30,346	46,476	44,008	(2,468)	-5.3%	45,759	1,751	4.0%
Supplies	8,189	9,400	9,100	(300)	-3.2%	9,900	800	8.8%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	2,862	3,050	5,622	2,572	84.3%	6,395	773	13.7%
Interfund - IT	7,047	9,762	13,839	4,077	41.8%	15,393	1,554	11.2%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	2,247	-	9,359	9,359	0.0%	9,359	-	0.0%
Interfund - Facilities	-	-	2,000	2,000	0.0%	2,120	120	6.0%
Interfund - Repairs & Maintenance	5,737	8,029	-	(8,029)	-100.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	107,419	148,594	158,213	9,619	6.5%	163,458	5,245	3.3%

Departmental Preliminary Budget Abstract

Department: Cemetery (001.3600)

Activity Overview: Operation and maintenance of IOOF and City Cemetery.

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

Performance Measurement: 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.

Measurement Technique: Cemetery appearance, resource management, and public feedback.

Budget Highlights/Changes:

- Salaries & Wages:
- Overtime:
- Benefits:
- Supplies:
- Minor Equipment:
- Other Operating Expenses: Reduction in Professional Services reflecting the current popularity of cremation burials.
- Interfund: Addition of transferred liability insurance rates.
- Capital Expenditures:

001.3600 Cemetery	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	58,220	54,226	56,592	2,366	4.4%	56,592	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	21,308	20,096	20,265	169	0.8%	20,752	487	2.4%
Supplies	3,392	6,125	6,000	(125)	-2.0%	6,125	125	2.1%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	20,771	35,550	33,851	(1,699)	-4.8%	36,060	2,209	6.5%
Capital Expenditures	-	-	-	-	0.0%	-	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	8,810	8,810	26,959	18,149	206.0%	26,959	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	17,665	18,018	-	(18,018)	-100.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	130,167	142,825	143,667	842	0.6%	146,488	2,821	2.0%

Departmental Preliminary Budget Abstract

Department: Participant Recreation (001.7400)

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

Department Goals:

To enhance the quality of life for residents of Pullman by providing opportunities to the public for involvement and enjoyment of recreation, lifelong learning, special events and leisure programs for all ages in a fiscally responsible manner. Be creative and responsive to current trends, public requests and ideas. Collaborate with Pullman School District, local 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. To provide volunteer opportunities to the public to engage with the community through support of recreation programs and special events.

Performance Measurement: 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.

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

Budget Highlights/Changes:

- Salaries & Wages: Reflects a reduction in staffing of Senior Center in Q1 2021.
- Overtime: Increased as compensatory time now reflected as overtime.
- Benefits:
- Supplies: Reduced supplies in 2021 due to COVID-19 and anticipated lower program participation.
- Minor Equipment:
- Other Operating Expenses: Insurance increased to reflect a transfer of liability and capital insurance previously paid from other general government services budget.

- Interfund: Increase in Government Building & IT Service rates primarily due to associated costs of new Recreation Center.
- Capital Expenditures: Includes Metropolitan Park District projects at the Recreation Center to replace existing acoustical wall panels, replace carpet on walkway, and repaint exterior of building.

001.7400 Participant Recreation	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	824,229	922,371	865,199	(57,172)	-6.2%	910,407	45,208	5.2%
Overtime	984	2,000	3,500	1,500	75.0%	3,500	-	0.0%
Benefits	291,854	372,474	278,446	(94,028)	-25.2%	310,552	32,106	11.5%
Supplies	81,005	129,250	97,500	(31,750)	-24.6%	115,750	18,250	18.7%
Minor Equipment	27,433	17,000	14,000	(3,000)	-17.6%	14,000	-	0.0%
Other Operating Expenses	204,980	210,291	211,052	761	0.4%	231,492	20,440	9.7%
Capital Expenditures	38,686	-	97,290	97,290	100.0%	-	(97,290)	-100.0%
Interfund - IT	28,832	27,179	46,314	19,135	70.4%	51,186	4,872	10.5%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	18,995	20,925	19,000	(1,925)	-9.2%	19,000	-	0.0%
Interfund - Facilities	396,750	396,801	398,746	1,945	0.5%	418,681	19,935	5.0%
Interfund - Repairs & Maintenance	17,125	17,466	12,618	(4,848)	-27.8%	12,872	254	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,930,873	2,115,757	2,043,665	(72,092)	-3.4%	2,087,440	43,775	2.1%

The Participant Recreation Budget now includes former stand-alone funds for Aquatic Center (001.7650) and the functional activity of staffing pool operations at Reaney Park formerly a component of the Parks Facility Budget (001.7600)

Departmental Preliminary Budget Abstract

Department: Parks Facilities (001.7600)

Activity Overview: 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, trail system and pool facilities.

Department Goals: Maintain parks, playgrounds, ball fields, and RV Park at a level that provides 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 Reaney and Aquatic Center swimming pools. 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, planters and seasonal lighting displays.

Performance Measurement: Budgeted service levels 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 3 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.

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.

Budget Highlights/Changes:

- Salaries & Wages: Programmed salary step increases and transfer of maintenance staffing costs from Recreation Aquatics to the Parks pool maintenance budget. Additionally, previously reported Reaney Pool Recreation costs will now be recorded within the Aquatics Center budget.
- Benefits:
- Supplies:
- Minor Equipment: Equipment failure replacements.
- Other Operating Expenses: Communication cost increases.
- Interfund: Increase in IT charges and inclusion of Parks liability and capital insurance costs.
- Capital Expenditures: \$22,000 carryover in 2021 for Reaney Pool climbing wall.

001.7600 Parks Facilities	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	501,751	511,650	529,374	17,724	3.5%	537,552	8,178	1.5%
Overtime	2,342	2,000	2,000	-	0.0%	2,000	-	0.0%
Benefits	254,643	260,050	275,280	15,230	5.9%	286,498	11,218	4.1%
Supplies	60,183	101,125	56,900	(44,225)	-43.7%	58,425	1,525	2.7%
Minor Equipment	732	3,800	3,400	(400)	-10.5%	3,800	400	11.8%
Other Operating Expenses	216,865	208,565	306,593	98,028	47.0%	317,033	10,440	3.4%
Capital Expenditures	88,553	150,000	22,000	(128,000)	-85.3%	-	(22,000)	-100.0%
Interfund - IT	33,381	19,819	29,409	9,590	48.4%	32,709	3,300	11.2%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	39,202	39,203	100,047	60,844	155.2%	100,047	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	61,324	66,723	-	(66,723)	-100.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,258,975	1,362,935	1,325,003	(37,932)	-2.8%	1,338,064	13,061	1.0%

The Parks Facilities Budget no longer includes the functional activity of staffing pool operations at Reaney Park formerly which is now a component of Participant Recreation Budget (001.7400).

Fund Preliminary Budget Abstract

Department: Public Works – Arterial Streets Fund (104)

Activity Overview: Implementation of City’s Six-Year Transportation Improvement Program. The Arterial Streets budget follows the Transportation Improvement Program adopted by Council. The 2021-2022 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.

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

Performance Measurement: Completion of planned projects with least disruption to City’s motorists.

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

Revenues: State & Federal Grants

Expenditures:

- 2021 projects include Arterial Streets Resurfacing 2020 (carryover) and Terre View and N. Fairway Roundabout (design).
- 2022 projects include Grand Ave and Main Street signal improvements, Terre View and N. Fairway Roundabout (construction) and a Complete Streets project.

2020 Year					
OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
104 Arterial Streets	197,702	1,995,000	270,000	1,869,000	2,994,862

104 Arterial Streets	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	5,570	20,000	26,200	6,200	31.0%	30,000	3,800	14.5%
Overtime	-	-	3,000	3,000	0.0%	4,000	1,000	33.3%
Benefits	2,953	11,000	12,300	1,300	11.8%	15,000	2,700	22.0%
Supplies	55	1,500	2,000	500	33.3%	1,000	(1,000)	-50.0%
Minor Equipment	-	4,000	3,500	(500)	-12.5%	3,500	-	0.0%
Other Operating Expenses	107,005	278,500	278,000	(500)	-0.2%	297,000	19,000	6.8%
Capital Expenditures	425,542	2,859,600	1,747,000	(1,112,600)	-38.9%	3,001,500	1,254,500	71.8%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	5,000	-	(5,000)	-100.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	541,124	3,179,600	2,072,000	(1,107,600)	-34.8%	3,352,000	1,280,000	61.8%

Fund Preliminary Budget Abstract

Department: Public Works – Street Fund (105)

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

Department Goals: 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, biking and pedestrian public.

Performance Measurement: Complete approximately 1,500 square yards of asphalt distress patching; complete on an annual average \$520,000 towards preventive street maintenance program and accelerated street resurfacing program; install/replace 150 street signs; inspect and monitor 21 traffic signals; replace traffic controller and upgrade vehicle detection equipment at one intersection; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, crosswalks; grade aggregate streets semi-annually; utilize an effective and efficient snow/ice removal program to provide safe streets for the motoring public.

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

Revenues: Utility taxes, Real Estate Excise Tax (REET), State & Federal Grants, Gasoline Tax

Expenditure Budget Highlights/Changes:

- Salaries & Wages: 2021 and 2022 expenditures include two additional Apprentice Maintenance Workers (10%), reclassifying the Operations Supervisor position to a Utilities Manager position, and filling the vacant Maintenance Supervisor position as a Street/Storm/Sewer Supervisor.
- Minor Equipment: 2021 expenditures include a truck-mounted pavement temperature measuring device, replacement of the concrete cutting hot saw, replacement of inadequately rated storage shelving in the Maintenance and Operations Division (M&O) shop, and annual traffic signal controller replacement. The 2022 expenditures include two portable computers, a hot-water pressure washer, electronic message board for traffic control (50% share with 401.3400), a truck-mounted pavement temperature-measuring device, and annual traffic signal controller replacement.
- Other Services: 2021 Budget includes Bicycle/Pedestrian Master Plan, Consulting services for the M&O CMMS Upgrade Project (also in 2022), and new CMMS software.
- Capital Expenditures: 2021 expenditures include High Street Downtown Enhancement Project (construction), Crestview Path Project (construction), Center Street Traffic Circles Project (construction), Terre View Drive Resurfacing Project (construction,

dependent upon the award of Transportation Improvement Board grant funding), Accelerated Street Resurfacing Project, Preventive Street Maintenance Project, a Maintenance hole pavement cutter and lid repositioning tool (carry over), ten-wheel dump truck, plow and deicer truck (carry-over), and replacement of ERD No. 00-250, a 2000 Caterpillar Front-End Loader. 2022 Expenditures include Accelerated Street Resurfacing Project and Preventive Street Maintenance Project.

2020 Year					
OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
105 Street Fund	2,147,917	1,970,710	1,871,805	2,571,950	2,022,100

105 Streets	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	364,540	346,427	500,816	154,389	44.6%	502,996	2,180	0.4%
Overtime	16,387	28,031	9,080	(18,951)	-67.6%	9,080	-	0.0%
Benefits	178,973	189,947	343,940	153,993	81.1%	342,224	(1,716)	-0.5%
Supplies	255,966	278,052	311,000	32,948	11.8%	311,000	-	0.0%
Minor Equipment	16,865	26,000	39,300	13,300	51.2%	34,850	(4,450)	-11.3%
Other Operating Expenses	525,315	591,756	607,487	15,731	2.7%	523,610	(83,877)	-13.8%
Capital Expenditures	905,024	819,500	2,084,000	1,264,500	154.3%	950,000	(1,134,000)	-54.4%
Interfund - IT	54,346	56,808	52,108	(4,700)	-8.3%	52,108	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	62,930	62,930	94,466	31,536	50.1%	94,466	-	0.0%
Interfund - Facilities	18,840	20,240	13,754	(6,486)	-32.0%	14,440	686	5.0%
Interfund - Repairs & Maintenance	236,172	181,988	183,658	1,670	0.9%	186,526	2,868	1.6%
Operating Transfers Out	10,477	281,000	394,309	113,309	40.3%	89,309	(305,000)	-77.4%
Total Budget	2,645,835	2,882,679	4,633,918	1,751,239	60.8%	3,110,609	(1,523,309)	-32.9%

<u>Street Fund</u>	<u>2021 FTEs</u>	<u>2022 FTEs</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	0.20
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
Total	5.87	5.87

Fund Preliminary Budget Abstract

Department: Civic Improvement Fund (120)

Activity Overview: Revenues to support the Civic Improvement Fund are generated from local Hotel/Motel tax collected by hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities. These funds can only be used exclusively for promotion of tourism or construction & operation of tourism-related facilities.

Revenues: The Civic Improvement Fund was authorized by the Pullman City Council in 1982 to receive the local 2% share of the Hotel-Motel Special Lodging Tax, which is levied by the State. On December 5, 2000, the City Council increased this rate to 4% to provide supplemental funding for a possible conference center.

Estimated Revenues for this budget period are:

2021: \$109,000

2022: \$180,000

Expenditures: Contractual payments to the Pullman Chamber of Commerce are to reimburse its expenses for promoting and encouraging tourism & conferencing in the City of Pullman.

This budget request covers the operational costs of tourism related expenditures and does not include Tourism Promotion Grants, event insurance, or events such as National Lentil Festival, 4th of July, or Holiday Festival.

This request asks to continue to support a full time Tourism Director at \$40,040 for 2021 and \$43,680 for 2022 (indicating a 9% maximum raise for 2022, 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 multiple 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 does not ask to support an Events Coordinator in 2021. The Tourism Director will also cover event coordination including Fourth of July, and Holiday Fest, with the expectation reserve funds are utilized to support these events. In 2022 the Events Coordinator position will be reinstated with the expectation that reserve funds will again be used for the events. In 2011, funds were requested to pay the Office Manager for tourism-related work including paying bills and assistance with events. This amount is at \$6,000 as of 2019 and will stay at that rate for 2021-2022.

Medical Benefits is largely reduced to \$6,060 for 2021 and to \$12,120 for 2022 changing as the Events Coordinator position is added.

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

Postage has reduced from \$6,000 to \$4,000 for both 2021 and 2022. Utilizing bulk mailing and increasing digital packets will help with this reduction.

This request includes \$7,500 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. In 2022 that amount will increase to \$7,953.

Funding for brochures has reduced to \$4,500 which will allow for replenishment of brochures and maps, utilizing an increase in digital formats.

Local Promotion (Pullman Promotion) decreases to \$1,500. The Local Promotion allows for things such as Music on Main, Palouse Bike Week, and other small-budgeted items which improve the tourism appeal in Pullman. That amount will increase to \$2,000 for 2022.

Funding for general advertising has decreased about 65% to \$30,017 for 2021 and will increase to \$47,500 for 2022.

Technology and Software has dropped by \$1000 to \$500 for 2021 and up to \$1,000 for 2022.

Website and DSL Fees has dropped \$300 to \$1,200 for 2021 and up \$100 to \$1,300 the following year.

The Tourism Director manages/co-manages 3 separate websites, PullmanChamber.com (which houses Visit Pullman branded tourism materials 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 (Visit Pullman, Chamber, Lentil Festival, and Picture-Perfect Palouse) and also Instagram: Visit Pullman, Chamber, and Lentil Festival.

The items below denote additional funds that could be requested from reserves for events and tourism promotion grants that are over and above the operating budget requested if events and tourism increase for this budget period:

Holiday Festival remains at \$4,000.

The Fourth of July budget of \$10,000 remains the same.

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

Tourism Promotion Funding is reduced from \$66,387 in 2020 to \$40,000 in 2021 and to \$37,200 for 2022.

Insurance has decreased by \$800 in 2021 to \$4,000 and will increase to \$4,400 in 2022. This covers the special events put on by the Tourism Department.

The 2021-2022 expenditure budget request is summarized below:

		<u>2021</u>	<u>2022</u>
Salaries:	Tourism Director	\$ 40,040	\$ 43,680
	Events Coordinator	\$ 0	\$ 36,000
	Office Manager	\$ 6,000	\$ 6,000
	Part-time Seasonal Intern	\$ 0	\$ 0
Payroll Taxes:	Tourism Director	\$ 3,611	\$ 3,939
	Events Coordinator	\$ 0	\$ 3,247
	Office Manager	\$ 541	\$ 541
	Intern	\$ 0	\$ 0
Simple IRA Benefit:	Tourism Director	\$ 1,201	\$ 1,310
	Events Coordinator	\$ 0	\$ 1,080
	Office Manager	\$ 180	\$ 180
Medical Benefits		\$ 6,060	\$ 12,120
1-800 Phone Number		\$ 750	\$ 750
Postage		\$ 4,000	\$ 4,000
Travel/Tourism Meetings		\$ 0	\$ 1,000
The Palouse Scenic Byway Program for Whitman Co.		\$ 7,500	\$ 7,953
Brochures		\$ 4,500	\$ 4,500
Local Promotion		\$ 1,500	\$ 2,000
General Advertising (targeted ads)		\$ 30,017	\$ 47,500
Office supplies and equipment rental		\$ 1,400	\$ 1,900
Technology and Software		\$ 500	\$ 1,000
Website and DSL Fees		<u>\$ 1,200</u>	<u>\$ 1,300</u>
Total Budget Requested		<u>\$109,000</u>	<u>\$180,000</u>
Holiday Festival & Tree Lighting		\$ 4,000	\$ 4,000
Fourth of July		\$ 10,000	\$ 10,000
National Lentil Festival		\$ 40,000	\$ 40,000
Tourism Promotion Grants		\$ 40,000	\$ 37,200
Insurance (For Events)		<u>\$ 4,000</u>	<u>\$ 4,400</u>
Additional Operations Total		<u>\$ 98,000</u>	<u>\$ 95,600</u>

Grand Total**\$ 207,000 \$ 275,600****2020 Year**

OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
120 Civic Improvement Fund	660,044	389,000	268,000	112,600	181,200

120 Civic Improvement	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular 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%
Other Operating Expenses	353,937	1,077,000	109,000	(968,000)	-89.9%	180,000	71,000	65.1%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	353,937	1,077,000	109,000	(826,000)	-100.0%	180,000	71,000	65.1%

Fund Preliminary Budget Abstract

Department: Firefighters Relief & Pension Fund (125)

Activity Overview: This fund is a trust fund created to supplement pension and benefit payments for two firefighters that were employed before the present LEOFF Retirement Plan was instituted. Additionally, revenue higher than expenses would be used to create a reserve to insure against potential pension exposures in the future.

Revenues: Revenues are generated from a state administered tax on fire insurance premiums. Additional revenues include any investment income on reserves.

Estimated Revenues for this budget period are:

2021: \$46,504

2022: \$50,162

Expenditures: This fund is used exclusively for medical expenses, including insurance premiums, of all retired LEOFF I firefighters not covered by insurance as an active LEOFF I retiree.

2020 Year					
OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
125 Firefighter Relief & Pension	40,789	37,500	43,000	46,504	50,162

125 Firefighters Relief & Pension	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	-	-	-	-	0.0%	-	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	29,227	40,000	71,320	31,320	78.3%	73,460	2,140	3.0%
Supplies	-	-	-	-	0.0%	-	-	0.0%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	-	-	-	-	0.0%	-	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	29,227	40,000	71,320	(826,000)	-100.0%	73,460	2,140	3.0%

Fund Preliminary Budget Abstract

Department: Cemetery Expansion Fund (310)

Activity Overview: To provide funds for cemetery expansion and/or development.

Department Goals: Continue to provide the opportunity for capital cemetery improvements.

Revenues: Fees, contributions, and investment interest make up the revenues for this fund.

Expenditures: Revenues consist of interest earnings that are transferred from the Cemetery Endowment Care Fund. After the 2018 construction of the new double-sided niche and improvements to the Fountain/niche we are building reserves for future projects. Thus, there are no planned projects for 2021 or 2022 at this time.

		2020 Year			
OTHER FUND REVENUES		2019 Actual	2020 Budget	End Estimate	2021 Budget 2022 Budget
310 Cemetery Expansion Fund		5,884	500	650	500 500

310 Cemetery Expansion	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular 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%
Other Operating Expenses	-	500	500	-	0.0%	500	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	-	500	500	-	0.0%	500	-	0.0%

Fund Preliminary Budget Abstract

Department: Public Works – Water & Sewer Revenue Bond Fund (317)

Activity Overview: This fund collects the necessary principal and interest payments from the Utility Fund to repay the bonds for the Ultraviolet (UV) Disinfection project at the WWTP and the SR 270-Terre View Dr Sewer project.

Revenues: Operating Transfers from the Utility Funds

Expenditures: Principal and Interest on Revenue Bonds

2020 Year					
OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
317 Water & Sewer Revenue Bonds	1,942,149	1,042,194	1,060,194	841,755	841,754

317 Water & Sewer Revenue Bonds	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular 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%
Other Operating Expenses	-	-	-	-	0.0%	-	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	2,626,460	1,431,429	841,455	(589,974)	-41.2%	841,454	(1)	0.0%
Total Budget	2,626,460	1,431,429	841,455	(589,974)	-41.2%	841,454	(1)	0.0%

Fund Preliminary Budget Abstract

Department: 2018 Bond Fund (318)

Activity Overview: This fund was established to account for revenue and expenditures related to the City Hall/Recreation Center Relocation (Prop 1) and Parks/Path (Prop 2) Bond Fund. Prop 1 and Prop 2 were approved by Pullman voters in February 2018. This fund collects the necessary amounts from property taxes to repay the bond for the City Hall and Parks/Path General Obligation Bonds.

Revenues: Derived from property tax assessments approved by voters.

Expenditures: Payment of principal and interest on voter approved bonds are first and foremost priority for this fund. Projects continue towards completion from this original bond issue. The Lawson Gardens Facility is expected to be out to bid before the end of 2020. Fire Station 3 property acquisition is in process as well. Please note, there is no dollar amount attributed to this budget for the Station 3 property acquisition as to best facilitate a fair and reasonable price on behalf of the taxpayers. Publishing a maximum price only serves the property owner and puts the City of Pullman in an undesirable negotiating position. Staff will coordinate with City Council on this purchase and when the right piece of property can be acquired, a budget amendment commensurate with the negotiated purchase price will be presented for City Council consideration at that time.

		2020 Year			
OTHER FUND REVENUES		2019 Actual	2020 Budget	End Estimate	2021 Budget 2022 Budget
318 GO Bond Fund - 2018		1,225,213	1,073,000	1,043,000	1,045,742 1,045,742

318 GO Bond Fund - 2018	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular 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%
Other Operating Expenses	1,148,279	1,162,489	1,096,343	(66,146)	-5.7%	1,054,343	(42,000)	-3.8%
Capital Expenditures	1,279,991	3,519,713	2,417,000	(1,102,713)	-31.3%	1,455,000	(962,000)	-39.8%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	2,428,270	4,682,202	3,513,343	(1,168,859)	-25.0%	2,509,343	(1,004,000)	-28.6%

Fund Preliminary Budget Abstract

Department: Public Works – Utility Fund (401)

Activity Overview: Maintenance and operation of City water and sewer facilities, delivering approximately 900 million gallons of potable water and treatment of approximately 1,000 million gallons of wastewater, annually.

Department Goals: Provide a constant supply of the highest quality potable water available at adequate pressure to approximately 5,500 service connections. Provide a safe and effective wastewater collection system and Wastewater Treatment Plant to ensure uninterrupted service to City utility customers, that complies with all Department of Ecology and Environmental Protection Agency regulations. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, distribution system, collection system, and wastewater treatment plant, and perform repairs as needed to ensure continuous quality service.

Performance Measurement: Replace approximately 400 water meters 15 years old or older to ensure accuracy in water consumption measurements and associated radio transmitters; repair existing water meters, services, hydrants; install approximately 100 service connections for new construction; replace approximately 32 services lines; survey approximately 28 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, etc.

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 preventative maintenance functions on plant equipment; effectively manage the annual disposal and farmland application of approximately 460 dry tons of biosolids; conduct approximately 4,000 laboratory tests annually for operational needs and monitoring requirements.

Measurement Technique: Days of water supply shut down, amount of leak repairs, and meters replaced. Number of sewer lines stoppages and effluent parameters meeting Department of Ecology requirements.

Revenues: Charges for Delivery of Services; Federal, State, and Local Grants; Contributions from Developers to Enhance System; Interest Income

Expenditure Budget Highlights/Changes:

- Salaries & Wages: 2021 and 2022 expenditures include two additional Apprentice Maintenance Workers (10%), and filling the vacant Maintenance Supervisor position.
- Minor Equipment: The 2021 Budget includes funding for monitors and docking stations at Well No. 5 and Booster No. 4, providing access the Water Control System; a drill press; a job-site light tower; remote sampling stands; two hydrant meter assemblies; replacement of two chlorine analyzers; a computer, conference room monitor, and peripherals; Replacement of a Luminescent/Optical Dissolved Oxygen (LDO) probe; a total coliform incubator; four laptops; and the construction of an electric vehicle charging station.

The 2022 Budget includes funding for monitors and docking stations at Well No. 8 and Well No. 7, providing access the Water Control System; the construction of an electric vehicle charging station; two hydrant meter assemblies; replacement of two chlorine analyzers; a job-site electronic message board; four laptops; and an electric jackhammer.

- Capital Expenditures: The 2021 Budget includes funding for the Downtown Enhancement Project; the Well No. 7 and Well No. 4 Flood Mitigation Project; the Generator Quick-Connect Retrofit Project; replacement of three fluoride analyzers; replacement of the Control Panel at Well No. 7; miscellaneous sewer line replacements; various water tank foundation repairs; installation of a low-water use landscape demonstration area at the new city hall; construction of the Canyon View Drive to Darrow Street Path; electrical upgrades at the Wastewater Treatment Plant (WWTP); and replacement of the drywell jib crane at the WWTP.

The 2022 Budget includes funding for the replacement of a fluoride analyzer; replacement of the control panel at Well No. 6; miscellaneous sewer line replacements; and the construction of a biosolids storage area.

2020 Year					
OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
401 Utilities	19,797,638	15,259,416	14,184,916	15,605,196	12,299,696

401 Utilities	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	1,907,178	2,061,449	2,065,170	3,721	0.2%	2,083,120	17,950	0.9%
Overtime	28,146	44,970	15,510	(29,460)	-65.5%	15,114	(396)	-2.6%
Benefits	964,050	1,078,855	1,117,834	38,979	3.6%	1,233,969	116,135	10.4%
Supplies	468,838	747,821	852,510	104,689	14.0%	822,200	(30,310)	-3.6%
Minor Equipment	63,343	67,600	97,050	29,450	43.6%	54,250	(42,800)	-44.1%
Other Operating Expenses	2,804,869	3,969,974	3,822,539	(147,435)	-3.7%	3,499,602	(322,937)	-8.4%
Capital Expenditures	933,414	2,035,500	1,801,000	(234,500)	-11.5%	840,000	(961,000)	-53.4%
Interfund - IT	302,983	323,864	260,060	(63,804)	-19.7%	260,060	-	0.0%
Interfund - Professional Services	223,650	267,975	401,450	133,475	49.8%	156,200	(245,250)	-61.1%
Interfund - ERD (Equipment)	45,748	45,749	74,946	29,197	63.8%	74,946	-	0.0%
Interfund - Facilities	92,192	94,685	60,858	(33,827)	-35.7%	63,836	2,978	4.9%
Interfund - Repairs & Maintenance	179,999	201,409	192,713	(8,696)	-4.3%	234,422	41,709	21.6%
Operating Transfers Out	9,956,740	5,850,513	5,960,009	109,496	1.9%	6,472,509	512,500	8.6%
Total Budget	17,971,151	16,790,364	16,721,649	(68,715)	-0.4%	15,810,228	(911,421)	-5.5%

Utility Fund	2021 FTEs	2022 FTEs
Maintenance & Operations Superintendent	0.20	0.20
Utility Manager	0.07	0.07
Maintenance Supervisor	0.30	0.30
WWTP Supervisor	1.00	1.00
WWTP Operator	5.00	5.00
WWTP Laboratory Manager	1.00	1.00
WWTP Mechanic	1.00	1.00
Maintenance Workers	3.74	3.74
Control Specialist	0.37	0.37
Senior Civil Engineer	0.20	0.20
Civil Engineer	0.40	0.40
Engineering Technician	0.50	0.50
Seasonal/Casual	0.99	0.99
Clerical	0.95	0.95
Administration	1.99	1.99
Mapping Aide	1.00	1.00
Total	18.71	18.71

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Fund Preliminary Budget Abstract

Department: Public Works – Utility Capital Projects Fund (403)

Activity Overview: This fund is used to account for major water, sewer and wastewater treatment plant capital projects. Some of the projects are multi-year projects that will not be completed within 2021-2022. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2021-2022 request includes only the estimated project dollars that we intend to expend in 2021-2022. Funding for projects will be from Utility Fund rates/reserves and from WSU.

Revenues: Revenues are earned in the 401 Utility Fund and transferred to complete utility related capital projects

<u>Expenditures:</u>	<u>Projects</u>	<u>2021</u>	<u>2022</u>
	Tank 12	\$170,000	\$1,815,000
	UV Disinfection	\$5,000	\$0
	M&O Admin Offices	\$50,000	\$257,500
	M&O Facility Expansion	\$1,275,000	\$66,500
	Thickened Pump Replacement	\$108,500	\$68,500
	Dissolved Air Floatation Tank	\$962,000	\$987,500
	Sanitary Sewer Extension to Airport	\$123,000	\$0
	City Hall Solar Project	\$20,000	\$0
	Water Extension to Airport	\$70,000	\$1,385,000
	Replace Belt Filter Press	\$300,000	\$401,500
	Advanced Metering Infrastructure	\$300,000	\$300,000
	Piping Addition – Terre View Drive	\$0	\$25,000

403 Utility Capital Projects	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	-	5,000	-	(5,000)	-100.0%	-	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	-	2,500	-	(2,500)	-100.0%	-	-	0.0%
Supplies	-	-	-	-	0.0%	-	-	0.0%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	417,501	397,000	701,000	304,000	76.6%	418,500	(282,500)	-40.3%
Capital Expenditures	6,510,820	3,370,000	2,682,500	(687,500)	-20.4%	4,888,000	2,205,500	82.2%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	6,928,321	3,774,500	3,383,500	(391,000)	-10.4%	5,306,500	1,923,000	56.8%

Fund Preliminary Budget Abstract

Department: Public Works – Stormwater Fund (404)

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

Department Goals: 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 Measurement: Achieve compliance with the NPDES Municipal Stormwater Permit. Implement the Stormwater maintenance program including: 1) Sweeping all streets in the spring and in the fall, weekly sweeping of the Central Business District, and sweeping other City streets one day per week on a rotating basis; 2) Leaf cleanup program in November; 3) Televising approximately 2,500 feet of storm drain lines; 4) Clean 68 miles of storm drain lines on a rotating basis; 5) Inspect and clean 1,864 catch basins, 1,242 manholes and 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.

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.

Revenues: Charges for Delivery of Services; Federal, State, and Local Grants

Expenditure Budget Highlights/Changes:

- Salaries & Wages: Programmed salary step increases. Includes stormwater field technician position with the expectation that field tech position will be converted to another position with M&O strategic planning work, once budgets have stabilized in response to COVID-19.
- Overtime:
- Benefits:
- Supplies:
- Minor Equipment: Includes new and replacement trash pumps for flood fighting response and construction excavation work.

- Other Operating Expenses:
- Interfund:
- Capital Expenditures: Includes a new decant facility and flood improvements to Park Street. Both projects are grant dependent.

		2020 Year			
OTHER FUND REVENUES		2019 Actual	2020 Budget	End Estimate	2021 Budget 2022 Budget
404 Stormwater		1,145,898	1,126,100	1,050,000	1,458,350 2,005,045

404 Stormwater	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	262,622	326,206	440,134	113,928	34.9%	441,121	987	0.2%
Overtime	1,000	2,426	4,152	1,726	71.1%	4,152	-	0.0%
Benefits	136,723	178,919	240,063	61,144	34.2%	249,429	9,366	3.9%
Supplies	4,784	18,500	17,000	(1,500)	-8.1%	18,000	1,000	5.9%
Minor Equipment	3,215	10,000	17,750	7,750	77.5%	13,500	(4,250)	-23.9%
Other Operating Expenses	290,728	708,622	545,027	(163,595)	-23.1%	535,455	(9,572)	-1.8%
Capital Expenditures	546,466	596,000	472,250	(123,750)	-20.8%	1,080,944	608,694	128.9%
Interfund - IT	17,071	17,458	9,647	(7,811)	-44.7%	81,903	72,256	749.0%
Interfund - Professional Services	71,835	86,903	71,835	(15,068)	-17.3%	82,236	10,401	14.5%
Interfund - ERD (Equipment)	65,330	64,512	56,093	(8,419)	-13.1%	56,101	8	0.0%
Interfund - Facilities	31,780	24,963	7,671	(17,292)	-69.3%	8,055	384	5.0%
Interfund - Repairs & Maintenance	110,607	112,162	80,624	(31,538)	-28.1%	10,274	(70,350)	-87.3%
Operating Transfers Out	-	134,000	134,000	-	0.0%	63,000	(71,000)	-53.0%
Total Budget	1,542,162	2,280,671	2,096,246	(184,425)	-8.1%	2,644,170	547,924	26.1%

<u>Stormwater Fund</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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/Casual	0.80	0.80
Total	5.80	5.80

Fund Preliminary Budget Abstract

Department: Public Works – Transit Fund (405)

Activity Overview: Operation of the City's Transit system, including the Fixed Route and Dial-A-Ride services.

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

Performance Measurement: Maintain or grow current service levels and annual trips, of 1,400,000 fixed route passengers and 20,000+ Dial-A-Ride trips; immediate impacts and recovery time from COVID-19 must be taken into consideration.

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.

Revenues: Taxes on Utilities; Federal, State, & Local Grants; Charges for Delivering Services

Expenditure Budget Highlights/Changes:

- Salaries & Wages: There will be impacts in this area due to COVID-19, such as temporary reduction in our driving force, along with additional hours for cleaning related to the pandemic. Programmed salary step increases are included.
- Overtime: Overtime has stabilized recently, but remains uncomfortably high. Recent changes in shift strategies have included built-in overtime, making lower seniority shifts more appealing, and bulking up overall shift hours rather than adding more low-hour positions.
- Benefits: No expected changes other than annual pricing adjustments.
- Supplies: Operating supplies, especially Personal Protective Equipment, will increase during the entire budget period, due to COVID-19.
- Minor Equipment: Expenses are typical, except for planned base station radio antenna replacement in 2021, with grant assistance.
- Other Operating Expenses: We expect to complete a facility expansion study in 2021, as well as complete a renewed union contract.
- Interfund: Our Intergovernmental Facilities cost will go up briefly, due to the back charge of an HVAC upgrade at the Transit facility. This upgrade consolidates the controls of the shop and office, and will make timing and temperature more efficient.
- Capital Expenditures: The arrival of two electric buses in 2021 is significant, as is a Dial-A-Ride van and bus washing station improvements in 2022.

2020 Year					
OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
405 Transit	5,773,255	6,213,700	4,250,000	7,595,885	5,759,673

405 Transit	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	262,622	2,149,642	2,095,925	(53,717)	-2.5%	2,191,807	95,882	4.6%
Overtime	1,000	73,000	72,000	(1,000)	-1.4%	73,000	1,000	1.4%
Benefits	136,723	1,085,216	1,147,327	62,111	5.7%	1,204,792	57,465	5.0%
Supplies	4,784	35,500	36,000	500	1.4%	36,800	800	2.2%
Minor Equipment	3,215	10,000	12,000	2,000	20.0%	7,500	(4,500)	-37.5%
Other Operating Expenses	290,728	1,000,300	491,893	(508,407)	-50.8%	459,802	(32,091)	-6.5%
Capital Expenditures	546,466	175,000	1,841,000	1,666,000	952.0%	252,000	(1,589,000)	-86.3%
Interfund - IT	17,071	99,289	90,381	(8,908)	-9.0%	96,396	6,015	6.7%
Interfund - Professional Services	71,835	180,147	169,775	(10,372)	-5.8%	175,000	5,225	3.1%
Interfund - ERD (Equipment)	65,330	250	250	-	0.0%	250	-	0.0%
Interfund - Facilities	31,780	29,998	41,142	11,144	37.1%	43,199	2,057	5.0%
Interfund - Repairs & Maintenance	110,607	1,158,397	1,117,040	(41,357)	-3.6%	1,172,900	55,860	5.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,542,162	5,996,739	7,114,733	1,117,994	18.6%	5,713,446	(1,401,287)	-19.7%

<u>Transit Fund</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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
Total	40.10	40.10

Fund Preliminary Budget Abstract

Department: Public Works – Equipment Rental Division (501)

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

Department Goals: 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 Measurement: Perform preventative 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, 52 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 22 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 31 pieces of various heavy equipment, 35 trailer and attachment components and prepare new equipment for service. Perform over 3,000 service calls for routine maintenance, repairs and overhauls.

Measurement Technique: Satisfaction of vehicle performance from user departments.

Revenues: The ERD Fund is an internal service fund for other City departments. Revenues are derived from interfund rates and operational transfers to facilitate operations as well as amortization fees to replace equipment in a timely manner.

Expenditure Budget Highlights/Changes:

- Capital Expenditures: 2021 expenditure items include the replacement 16 pieces of equipment and the purchase of six new pieces of equipment, including
 - Replace 1990 Kentucky Movers Van (Fire, ERD No. 90-455, Carryover)
 - Replace 1999 tilt bed trailer (ERD No. 99-126, Carryover)
 - Replace 2002 Freightliner Dump Truck (ERD No. 02-074)
 - Replace Viking Snow Plow (ERD No. 02-141)
 - Replace 2009 V-box Spreader (ERD No. 08-153)
 - Replace 2007 Freightliner Dump Truck (ERD No. 07-075)
 - Replace 2000 Caterpillar Front-end Loader (ERD No. 00-250, Carryover)
 - Replace 2008 Kubota F3680 Mower (ERD No. 08-213)
 - Replace 2004 Half-ton Chevrolet Pickup (ERD No. 04-033)
 - Replace 2006 Kubota B3030 Tractor (ERD No. 06-210)
 - Replace 2016 Ford Utility Police Interceptor (ERD No. 16-018, Carryover)
 - Replace 2015 Ford Utility Police Interceptor (ERD NO 15-019, Carryover)
 - Replace 2006 Ford Crown Victoria (ERD No. 06-023, Carryover)
 - Replace 2005 Ford Crown Victoria (ERD No. 05-020, Carryover)
 - Replace SECA Rodder (ERD No. 96-136, Carryover)
 - Replace 2003 Half-ton pickup (ERD No. 03-066)

- Purchase of a new Half-ton pickup for Water Operations (Carryover)
- Purchase of a new 1 1/2 –ton pickup for the Water Maintenance Division
- Purchase of a new mid-sized pickup for the Engineering Division
- Purchase of a new ten-wheel dump truck
- Purchase of a mini-excavator for Storm and Sewer Divisions.

		2020 Year			
OTHER FUND REVENUES		2019 Actual	2020 Budget	End Estimate	2021 Budget 2022 Budget
501 ERD		3,015,396	3,177,090	3,070,000	3,976,508 3,173,508

501 ERD	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	397,270	473,457	491,694	18,237	3.9%	498,710	7,016	1.4%
Overtime	6,659	5,731	3,410	(2,321)	-40.5%	3,410	-	0.0%
Benefits	208,439	256,913	260,138	3,225	1.3%	271,086	10,948	4.2%
Supplies	940,893	1,216,795	1,080,300	(136,495)	-11.2%	1,087,750	7,450	0.7%
Minor Equipment	5,195	13,800	14,300	500	3.6%	19,300	5,000	35.0%
Other Operating Expenses	451,055	512,412	445,620	(66,792)	-13.0%	408,945	(36,675)	-8.2%
Capital Expenditures	94,203	612,000	2,212,000	1,600,000	261.4%	-	(2,212,000)	-100.0%
Interfund - IT	48,169	48,212	45,160	(3,052)	-6.3%	45,160	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	24,435	25,535	25,426	(109)	-0.4%	26,540	1,114	4.4%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	2,176,319	3,164,855	4,578,048	1,413,193	44.7%	2,360,901	(2,217,147)	-48.4%

<u>Equipment Rental Division</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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
Total	7.65	7.65

Fund Preliminary Budget Abstract

Department: Government Buildings (504)

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

Department Goals: Maintain buildings to a standard that creates a good first impression and reflects pride in the City.

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

Response to building emergencies within 24 hours with resolution in a timely manner. Ongoing preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

Measurement Technique: Resource management, comfort, and feedback from facility managers.

Revenues: The Government Buildings Fund is an internal service fund for other City departments. Revenues are derived from interfund rates and operational transfers to facilitate operations as well as fees for non-capital repairs.

Budget Highlights/Changes:

- Salaries & Wages: Salary & Benefit increase due to the elevation of a temporary part-time janitor to fulltime permanent status to handle additional building tasks.
- Overtime:
- Benefits:
- Supplies: Reduction to Repair and Maintenance supplies reflective of current history.
- Minor Equipment: 2021 and 2022 budgeted only for replacement of existing equipment due to failures.
- Other Operating Expenses: No special maintenance projects are planned as we build reserves.
- Interfund: Increased IT costs. Inclusion of transferred liability insurance expenses. Addition of 2021 and 2022 Building Rates to cover costs of the ongoing operation of the original City Hall building.
- Capital Expenditures: 2022 has costs attributed to engineering for the Old City Hall roof project and a slight increase for yearly budgeted ADA transition plan improvements. 2023 is now the target date for the Old City Hall roof replacement.

2020 Year

OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
504 Government Buildings	1,195,241	1,142,407	1,150,000	1,081,786	1,198,852

504 Government Buildings	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	300,475	334,781	367,100	32,319	9.7%	371,877	4,777	1.3%
Overtime	44,865	22,454	2,300	(20,154)	-89.8%	2,300	-	0.0%
Benefits	175,444	174,130	193,704	19,574	11.2%	200,861	7,157	3.7%
Supplies	62,980	122,405	31,600	(90,805)	-74.2%	33,350	1,750	5.5%
Minor Equipment	4,255	6,000	6,000	-	0.0%	6,500	500	8.3%
Other Operating Expenses	454,734	536,757	624,109	87,352	16.3%	659,185	35,076	5.6%
Capital Expenditures	61,246	20,000	22,500	2,500	12.5%	-	(22,500)	-100.0%
Interfund - IT	31,858	32,890	33,663	773	2.4%	35,970	2,307	6.9%
Interfund - Professional Services	-	1,500	-	(1,500)	-100.0%	-	-	0.0%
Interfund - ERD (Equipment)	6,330	6,467	28,608	22,141	342.4%	28,608	-	0.0%
Interfund - Facilities	960	960	33,394	32,434	3378.5%	35,641	2,247	6.7%
Interfund - Repairs & Maintenance	13,438	13,647	-	(13,647)	-100.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,156,585	1,271,991	1,342,978	70,987	5.6%	1,374,292	31,314	2.3%

<u>Government Buildings</u>	<u>2021 FTEs</u>	<u>2022 FTEs</u>
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	0.20
Clerical	0.15	0.15
Total	6.25	6.25

Fund Preliminary Budget Abstract

Department: Information Technology and Government Access (507)

Activity Overview Information Technology: 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.

Activity Overview Government Access: Broadcast Council, Boards, and Commission meetings online.

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

Department Goals Government Access: Provide the citizens of Pullman with increased access to governmental information, activities, and meetings.

Performance Measurement Information Technology: Maintain, monitor, and secure the local and wide area network to ensure reliable connectivity for the 57 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 403 user network devices (PC's, laptops, switches, access points, and smart phones). Manage network and email access for the 311 City employees with computer access. Provide computer and application support for all City employees and software vendor personnel. Manage and maintain the City's unified communication system consisting of 246 voice lines, web meetings, and conference bridge.

Performance Measurement Government Access: Broadcast public service information to residents of Pullman over the Internet. Provide community access to local government proceedings.

Measurement Technique Information Technology: Satisfaction of network, workstation, and application performance from user departments.

Measurement Technique Government Access: Input received from community.

Revenues: The IT Fund is an internal service fund for other City departments. Revenues are derived from interfund rates and operational transfers to facilitate operations.

Expenditure Budget Highlights/Changes: The primary budget changes for 2021 are due to the proposed new projects. Virtual Infrastructure upgrades (\$130,000), the reclassification of an IT Technician to an IT Specialist. The overall budget for 2021-2022 is has increased 10.07% due to Information Technology rates.

- Salaries & Wages: Changes are from reclassification of a IT Technician to an IT Specialist and regular yearly step increases
- Overtime: Is down due to the reclassification of the Network Administrator to a salary position
- Benefits: Is down due to staff turnover.
- Supplies: Consolidation of a managed copier fleet, removing expensive printers with high overhead has reduced cost.
- Minor Equipment: Redistributed equipment replacement cycles to even out year over year equipment replacement
- Other Operating Expresses: This includes the new insurance category.
- Interfund: Vehicle and Building cost
- Capital: Includes carryover from 2020 for unforeseen IT projects (\$50,000), and the proposed virtual infrastructure upgrade project (\$130,000)

		2020 Year			
OTHER FUND REVENUES		2019 Actual	2020 Budget	End Estimate	2021 Budget 2022 Budget
507 Information Technologies		1,351,810	1,397,011	1,395,000	1,288,616 1,451,043

507 Information Technologies	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	300,475	526,112	527,962	1,850	0.4%	534,391	6,429	1.2%
Overtime	44,865	16,941	9,476	(7,465)	-44.1%	9,614	138	1.5%
Benefits	175,444	239,852	223,111	(16,741)	-7.0%	233,066	9,954	4.5%
Supplies	62,980	18,200	10,792	(7,408)	-40.7%	6,712	(4,080)	-37.8%
Minor Equipment	4,255	74,608	102,420	27,812	37.3%	102,420	-	0.0%
Other Operating Expenses	454,734	263,501	337,604	74,103	28.1%	351,546	13,942	4.1%
Capital Expenditures	61,246	250,000	210,000	(40,000)	-16.0%	-	(210,000)	-100.0%
Interfund - IT	31,858	8,870	-	(8,870)	-100.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	6,330	7,000	7,000	-	0.0%	7,000	-	0.0%
Interfund - Facilities	960	13,122	34,387	21,265	162.1%	36,107	1,720	5.0%
Interfund - Repairs & Maintenance	13,438	677	732	55	8.1%	746	14	1.9%
Operating Transfers Out	-	-	6,432	6,432	0.0%	7,138	706	11.0%
Total Budget	1,156,585	1,418,883	1,469,916	51,033	3.6%	1,288,740	(181,177)	-12.3%

Information Technologies		2021 FTEs	2022 FTEs
Manager		1.00	1.00
Server Administrator		1.00	1.00
Network Specialist		1.00	1.00
Systems Specialist		3.00	2.00
GIS Specialist		1.00	1.00
Total		7.00	6.00

Fund Preliminary Budget Abstract

Department: Lawson Garden Endowment Operations (707)

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

Department Goals: 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 Measurement: 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.

Measurement Technique: Appearance of Lawson Gardens, health and vigor of plant material and resource management.

Revenues: Investment Interest and Private Contributions make up the majority of income for this fund.

Expenditure Budget Highlights/Changes: Salaries, wages, and benefits include programmed step increases for this budget period. Liability insurance increase known for 2021 and expected for 2022. Capital expenditure request for mower replacement coming in 2022 CIP request.

2020 Year					
OTHER FUND REVENUES	2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
707 Lawson Gardens	70,336	102,000	49,000	20,000	20,000

707 Lawson Gardens	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	53,634	65,086	65,671	585	0.9%	68,407	2,736	4.2%
Overtime	265	500	500	-	0.0%	500	-	0.0%
Benefits	22,208	25,103	24,533	(570)	-2.3%	25,699	1,166	4.8%
Supplies	12,590	13,050	13,000	(50)	-0.4%	13,050	50	0.4%
Minor Equipment	701	-	-	-	0.0%	7,000	7,000	0.0%
Other Operating Expenses	13,127	200	11,560	11,360	5680.0%	12,800	1,240	10.7%
Capital Expenditures	-	7,000	-	(7,000)	-100.0%	-	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	3,141	3,141	0.0%	3,141	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	1,346	1,373	-	(1,373)	-100.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	103,869	112,312	118,405	6,093	5.4%	130,597	12,192	10.3%

Fund Preliminary Budget Abstract

Department: Cemetery Endowment Care Fund (710)

Activity Overview: 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% 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.

Expenditure Budget Highlights/Changes: Interest earnings are transferred to the Cemetery Expansion Fund for future projects.

		2020 Year			
OTHER FUND REVENUES		2019 Actual	2020 Budget	End Estimate	2021 Budget 2022 Budget
710 Cemetery Care		11,392	4,500	5,500	4,335 4,335

710 Cemetery Care	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular 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%
Other Operating Expenses	-	-	-	-	0.0%	-	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	5,884	500	500	-	0.0%	500	-	0.0%
Total Budget	5,884	500	500	-	0.0%	500	-	0.0%

Fund Preliminary Budget Abstract

Department: Pullman-Moscow Regional Airport (651) – Agency Fund

Activity Overview: The City of Pullman is responsible for the maintenance of budgetary, revenue and expenditure accounts for the Pullman-Moscow Regional Airport. The City is also responsible to prepare and submit an Annual Financial Report on the Airport's financial condition to the Washington State Auditor's Office. The Airport Board adopted this budget on September 30, 2020. The Airport Board will not adopt the 2022 budget until the 2021Q4.

Revenues: The Airport receives revenues in the form of support from intergovernmental agreements from the regional partners (City of Pullman, City of Moscow, Latah County, Port of Whitman, Washington State University, and University of Idaho), Federal Grants - most notably the Federal Aviation Administration, leasing activities, passenger facility charges, and other miscellaneous operations.

For the 2021 Budget year, the Airport Board is providing relief to the regional partners from paying their yearly intergovernmental agreements and using proceeds from the Federal Cares Act Grant to fulfill those revenues for ongoing operations.

2021 Airport Revenues	Amount (\$)
Operating Revenues	2,176,526
Capital Improvement Revenues	30,444,064
Total Revenues	32,620,590

Expenditures: The Airport Board of Operations approved operational expenditures \$2,176,526 for normal activities. This amount increased over the prior year due to the addition of a dedicated accountant position for airport activities and additional professional services in anticipation of constructing the new airport terminal building. Depreciation Expense for 2021 has not been included in this budget while the final cost of the Runway Realignment Project continues to be calculated.

651 Airport	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	360,099	351,482	410,385	58,903	16.8%	-	-	0.0%
Overtime	516	5,000	5,000	-	0.0%	-	-	0.0%
Benefits	137,560	125,026	169,894	44,868	35.9%	-	-	0.0%
Supplies	32,832	68,750	77,250	8,500	12.4%	-	-	0.0%
Minor Equipment	5,728	9,500	9,500	-	0.0%	-	-	0.0%
Other Operating Expenses	293,537	305,898	1,479,498	1,173,600	383.7%	-	-	0.0%
Capital Expenditures	24,336,316	20,995,947	30,444,063	9,448,116	45.0%	-	-	0.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	100,085	62,000	25,000	(37,000)	-59.7%	-	-	0.0%
Total Budget	25,266,673	21,923,603	32,620,590	10,696,987	48.8%	-	-	0.0%

Fund Preliminary Budget Abstract

Department: Metropolitan Parks District (108) – Intergovernmental Fund

Activity Overview: On September 7, 2002, the voters of Pullman approved the creation of a metropolitan park district, the levy of a property tax in the amount of 50 cents per \$1,000 of assessed valuation and the City Council's governance of the Metropolitan Park District. Resolution MPD-1-03 provides that the City Council acts in its ex-officio capacity as the board of the Metropolitan Park Commissioner of Pullman and details the board's purpose and powers.

Revenues: Revenues are generated from a dedicated property tax on the eligible properties within the Parks District.

Expenditure Budget Highlights/Changes: Collected revenue are passed from the District to the City that performs the functions of the district such as repairs & maintenance and capital investments. All expenditures become the responsibility of the City as the district has no employees nor own any capital items.

		2020 Year				
108 Metropolitan Parks		2019 Actual	2020 Budget	End Estimate	2021 Budget	2022 Budget
Intergovernmental Revenue Total Budget		609,915	590,464	545,000	596,369	602,333

108 Metro Parks	2019	2020	2021	2020 to 2021		2022	2021 to 2022	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular 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%
Other Operating Expenses	34,276	21,000	119,344	98,344	468.3%	232,818	113,474	95.1%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	557,390	805,000	-	(805,000)	-100.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	591,666	826,000	119,344	(706,656)	-85.6%	232,818	113,474	95.1%

2021-2022 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

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

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>2021 FULL- TIME</u>	<u>2021 PART- TIME</u>	<u>2022 FULL- TIME</u>	<u>2022 PART- TIME</u>
Legislative	City Councilmember		7		7
	Total		7		7
Executive	Mayor		1		1
	City Administrator	1		1	
	Economic Development Manager	1		1	
	Total	2	1	2	1
Finance and Records Services	Finance Director	1		1	
	Accounting Manager	1		1	
	Accountant	2		2	
	Accounting Specialist	2		2	
	City Clerk	1		1	
	Administrative Clerk	1	1	2	
	Total	8	1	9	-
Information Technology	Information Systems Manager	1		1	
	Information Systems Server Administrator	1		1	
	Information Systems Network Specialist	1		1	
	Information Systems Specialist	3		3	
	GIS Technician	1		1	
	Information Systems Technician	-		-	
	Total	7		7	
Legal	City Attorney (Contract)	1		1	
	Total	1		1	
Human Resources	Human Resources Manager	1		1	
	Total	1			
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	
	Total	47		47	

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	29		29	
	Administrative Assistant	1		1	
	Administrative Specialist	1		1	
	Total	44		44	
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	2		2	
	Engineering Technician	1		1	
	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	
	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	3		3	
	Total	78	18	78	18

Public Services	Park & Facilities Maintenance Director	1		1	
	Parks and Facilities Maintenance Supervisor	1		1	
	Parks and Facilities Maintenance Worker	7		7	
	Horticulturist	1		1	
	Community Improvement Representative	1		1	
	Aquatic Program Coordinator	1		1	
	Assistant Aquatics Program Coordinator	1		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	
	Custodian	3		3	
	Total	22		22	
Planning	Planning Director	1		1	
	Assistant City Planner	1		1	
	Total	2		2	
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
Total		10	3	10	3
GRAND TOTAL		222	30	222	29

2021 MONTHLY SALARY SCHEDULE

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>ADMINISTRATION, FINANCE & CLERICAL</u>					
26 CITY ADMINISTRATOR	9,667	10,150	10,658	11,191	11,750
24 CITY ATTORNEY	8,443	8,865	9,308	9,774	10,263
25 FINANCE & ADMINISTRATIVE SERVICES DIRECTOR	9,034	9,486	9,960	10,458	10,981
19 HUMAN RESOURCES MANAGER	6,134	6,441	6,763	7,101	7,456
19 ECONOMIC DEVELOPMENT 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
17 IS NETWORK ADMINISTRATOR	5,564	5,842	6,134	6,441	6,763
12 INFORMATION SYSTEMS SPECIALIST	4,619	4,850	5,092	5,347	5,614
10 INFORMATION SYSTEMS TECHNICIAN	4,353	4,571	4,799	5,039	5,291
10 GIS TECHNICIAN	4,353	4,571	4,799	5,039	5,291
10 CITY CLERK	4,353	4,571	4,799	5,039	5,291
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
<u>POLICE & SUPPORT SERVICE</u>					
24 CHIEF OF POLICE	8,443	8,865	9,308	9,774	10,263
21 POLICE OPERATIONS COMMANDER	7,765	8,153	8,561	8,989	9,438
18 POLICE SERGEANT	8,318	8,527	8,739		
15 POLICE OFFICER	5,777	6,180	6,736	7,377	7,818
POLICE OFFICER TRAINEE	5,367	5,499			
14 SUPPORT SERVICES MANAGER	4,899	5,144	5,401	5,671	5,955
POLICE TECHNOLOGY SPECIALIST	4,827	5,068	5,322	5,588	5,867
CODE ENFORCEMENT SUPERVISOR	4,827	5,068	5,322	5,588	5,867
8 POLICE ADMINISTRATIVE ASSISTANT	4,103	4,308	4,524	4,750	4,987
6 RECORDS SPECIALIST	4,043	4,245	4,457	4,680	4,914
7 PROPERTY AND EVIDENCE SPECIALIST	4,165	4,373	4,592	4,822	5,063
8 CODE ENFORCEMENT OFFICER	4,288	4,502	4,728	4,964	5,212
<u>FIRE SERVICE</u>					
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	7,180	7,539	7,916	8,312	8,727
17 FIRE CAPTAIN	6,973	7,321	7,687	8,071	8,475
17 FIRE MARSHAL	6,973	7,321	7,687	8,071	8,475
15 LIEUTENANT	6,140	6,447	6,769	7,108	7,463
14 DEPUTY FIRE MARSHAL	6,140	6,447	6,769	7,108	7,463
13 FIREFIGHTER	5,407	5,677	5,961	6,259	6,572
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
<u>LIBRARY</u>					
21 LIBRARY SERVICES DIRECTOR	6,891	7,236	7,597	7,977	8,376
12 LIBRARY DIVISION MANAGER	4,828	5,069	5,323	5,589	5,868
8 LIBRARY ADMIN ASSISTANT	4,185	4,394	4,614	4,845	5,087
10 LIBRARY SUPERVISOR	4,551	4,779	5,017	5,268	5,532
6 LIBRARY TECHNICIAN	4,045	4,247	4,460	4,683	4,917
4 LIBRARY ASSISTANT	3,812	4,003	4,203	4,413	4,634

	<u>PUBLIC WORKS</u>				
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
20 CITY ENGINEER	6,441	6,763	7,101	7,456	7,829
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	5,146	5,403	5,673	5,957	6,255
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	4,949	5,196	5,456	5,729	6,016
13 ASSISTANT AUTOMOTIVE REPAIR SUPERVISOR	4,997	5,247	5,509	5,785	6,074
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	4,804	5,044	5,296	5,561	5,839
14 OPERATIONS SUPERVISOR	4,899	5,144	5,401	5,671	5,955
14 TRANSIT OPERATIONS SUPERVISOR	4,899	5,144	5,401	5,671	5,955
12 HEAVY EQUIP MECHANIC	4,850	5,093	5,347	5,614	5,895
8 TRANSIT TRAINER/SAFETY OFFICER	4,310	4,526	4,752	4,989	5,239
12 OPERATIONS TECHNICIAN	4,804	5,044	5,296	5,561	5,839
12 INDUSTRIAL MECHANIC	4,804	5,044	5,296	5,561	5,839
12 WASTE WATER PLANT OPERATOR	4,804	5,044	5,296	5,561	5,839
12 INFORMATION SYSTEMS SPECIALIST	4,619	4,850	5,092	5,347	5,614
12 INSTRUMENTATION AND CONTROL TECHNICIAN	4,804	5,044	5,296	5,561	5,839
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	4,529	4,755	4,993	5,243	5,505
7 TRANSIT DISPATCHER	4,184	4,393	4,613	4,844	5,086
6 TRANSIT DRIVER	4,063	4,266	4,479	4,703	4,939
6 ADMINISTRATIVE SPECIALIST- ENGINEERING	3,868	4,061	4,264	4,478	4,702
6 ADMINISTRATIVE SPECIALIST- M&O	4,024	4,225	4,436	4,658	4,891
4 APPRENTICE MAINT. WORKER-P.W.	3,794	3,984	4,183	4,392	4,612
6 WASTE WATER PLANT OPERATOR IN TRAINING	4,024	4,225	4,436	4,658	4,891
6 OPERATIONS TECHNICIAN IN TRAINING	4,024	4,225	4,436	4,658	4,891
5 SENIOR BUS WASHER	3,905	4,100	4,305	4,521	4,747
2 BUS WASHER	3,134	3,291	3,455	3,628	3,809
	<u>PLANNING</u>				
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
	<u>PUBLIC SERVICES</u>				
23 PARKS & FACILITIES MAINTENANCE DIRECTOR	7,892	8,287	8,701	9,136	9,593
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
14 PARKS & FACILITIES MAINTENANCE SUPERVISOR	4,899	5,144	5,401	5,671	5,955
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
7 PARKS & FACILITIES MAINTENANCE WORKER	3,984	4,183	4,392	4,612	4,843
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
2 CUSTODIAN	3,013	3,164	3,322	3,488	3,662

The 2022 Salary Schedule has not been included due to multiple bargaining unit contracts expiring in 2021. In addition, there is no COLA increase for non-represented employees proposed at this time.

**CITY OF PULLMAN
2021 ADOPTED CIP PROJECTS**

2021

GENERAL FUND PROJECTS

Public Services - Parks & Facilities Department

Government Buildings Annual ADA Improvements	22,500
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Parks & Facilities - Subtotal	<u>22,500</u>
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Public Works-led General Fund Projects

Sarah M. Moore Memorial River Nook (Library) (Donation)	57,000
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Public Works Subtotal	<u>57,000</u>
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GENERAL FUND TOTAL	<u>79,500</u>
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METRO PARK FUND PROJECTS

Replace existing acoustical wall panels at Recreation Center	15,221
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Repaint Exterior of Recreation Center	35,574
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Replace carpet on walkway of Recreation Center	43,495
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METRO PARK FUND TOTAL	<u>94,290</u>
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INFORMATION TECHNOLOGY (IT) FUND PROJECTS

Yearly IT Project	50,000
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Virtual Infrastructure Upgrade	130,000
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IT FUND TOTAL	<u>180,000</u>
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STREET FUND PROJECTS

Replace ERD No. 03-066, 2003 1/2 ton Pickup	14,000
Retrofit ERD No. 11-058 With Traffic Control Sign and Equipment Storage	20,000
Replace ERD No. 03-066, 2003 ½-Ton Chevrolet Pickup Truck (35%)	25,000
Manhole repair pavement cutter and manhole lid repositioning tool	35,000
Traffic Circles-Center Street	44,000
Downtown Enhancements - High Street	115,000
Ten-Wheel Dump Truck, Plow, Sander and Deicer Truck (50%)	138,000
Replace ERD No. 00-250, 2000 Caterpillar Front-End Loader (49%)	153,000
Crestview Path	220,000
Orchard Drive/Valley Road Path	375,000
Terre View Drive Resurfacing	665,000
Traffic Control Vehicle Detection Upgrade Project	25,000
Preventive Street Maintenance	60,000
Annual sidewalk construction project	80,000
Extraordinary Street Maintenance	690,000
Enhanced Pedestrian Crossing	10,000

STREET FUND PROJECTS TOTAL

2,669,000

TRANSIT FUND PROJECTS

Solar Lights at bus stops	10,000
Purchase/replace shelters or seats at bus stops	15,000
Fixed Route Coach Replacement	1,746,000
TRANSIT FUND PROJECTS TOTAL	1,771,000

UTILITY FUND PROJECTS**Water**

Well No. 8 Miox Storage Tank Retrofit	20,000
Replace ERD No. 03-066, 2003 1/2 ton pickup (65%)	26,000
Well 7 and Well 4 Flood Mitigation	35,000
Generator Quick Connect Project for Booster Stations	35,000
Purchase a new mid-size pickup (Engineering)	35,000
Water Tank Foundation Repairs	40,000
New One and a Half Ton 4x4 Pickup with Utility Box	90,000
Replace ERD No. 00-250, 2000 Caterpillar Front-End Loader (33%)	103,000
Downtown Enhancements - High Street	115,000
Fluoride Analyzer Replacement Program	48,000
Water Extension to Airport	150,000
(P-5) Storage, New NE High Storage Tank	220,000

Upgrade to Advanced Metering Infrastructure (AMI)	300,000
Fire Hydrant Replacement Program	13,000
Water System Control Panel Replacement Project	24,000
Radio Read Water Meters for New Accounts	35,000
Miscellaneous water line replacement program	200,000
Water TOTAL	1,489,000

Sewer

Replace ERD No. 00-250, 2000 Caterpillar Front-End Loader (9%)	28,000
Purchase Multifunction Power Unit	32,000
Canyon View Drive to Darrow Street Path	103,000
Construct a new Decant Facility	588,000
General Sewer Plan Update	50,000
2018 Bond Repayment of 2014 SR270 Revenue Sewer Bond	189,000
Inflow/infiltration reduction program CIP 12	26,000
Miscellaneous sewer line replacement and/or rehabilitation	250,000
Sewer TOTAL	1,266,000

Sewage Treatment

Replace ERD No. 00-250, 2000 Caterpillar Front-End Loader (9%)	28,000
Replace Drywell Jib Cranes	35,000
Replace Thickened Waste Activated Sludge (TWAS) Pump	150,000
Wastewater Treatment Plant (WWTP) Electrical Upgrades	205,000
Purchase SYG Property for Plant Expansion	400,000
Replace the Dissolved Air Flootation Tank (DAFT)	1,870,000
Replace the Belt Filter Press (BFP)	200,000
Secondary Process Upgrades SRF Loan Repayment (Loan No. L1200011)	876,000
UV Disinfection & Miscellaneous Improvements Bond Repayment	652,000

Sewage Treatment TOTAL	4,416,000
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UTILITY FUND PROJECTS TOTAL	7,171,000
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STORMWATER FUND

Tractor Town Square Flood Mitigation	32,000
Carwash Removal	70,000
Ten-Wheel Dump Truck, Plow, Sander and Deicer Truck (50%)	138,000
Park Street Flood Improvements	370,000
Construct a new Decant Facility	588,000
Miscellaneous Flood Mitigation	30,000

Miscellaneous storm line replacement program	100,000
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STORMWATER FUND TOTAL	1,328,000
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ARTERIAL STREET FUND

Terre View Drive Bike-Pedestrian Path	10,000
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Downtown Enhancements - Grand Avenue and Main Street	50,000
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Terre View Roundabout	60,000
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SR 270/Main Street path	90,000
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Grand Ave. / Center St. Traffic Signal	100,000
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Airport Road Improvements	50,000
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ARTERIAL STREET FUND TOTAL	360,000
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EQUIPMENT RENTAL FUND

Replace ERD No. 99-126, a 1999 Tilt Bed Trailer (M&O)	10,000
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Replace ERD No. 08-153, a 2009 V-Box Spreader	18,000
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Replace ERD No. 02-141, 2002 Viking Snow Plow (M&O)	20,000
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Replace ERD No. 02-143, 2002 Viking Snow Plow (M&O)	20,000
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Replace ERD No. 90-455, 1990 Kentucky Movers Van (Fire)	30,000
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Replace ERD No. 08-213, a 2008 Kubota F3680 Mower (Parks)	35,000
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Replace ERD No. 04-033, a 2004 Chevrolet 1/2 Ton Pickup (Parks)	48,000
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Replace ERD No. 06-210, a 2006 Kubota B3030 HSDC Tractor (Parks)	50,000
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Replace ERD No. 16-018, 2016 Ford Utility Police Interceptor (Police)	55,000
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Replace ERD No. 15-019, 2015 Ford Utility Police Interceptor (Police)	55,000
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Replace ERD No. 06-023, 2006 Ford Crown Victoria (Police)	55,000
Replace ERD No. 05-020, 2005 Ford Crown Victoria (Police)	55,000
Replace ERD No. 02-151, 2002 Tailgate Spreader (M&O)	55,000
Replace ERD No. 88-156, 1988 Tailgate Spreader (M&O)	55,000
Replace ERD No. 02-074, 2002 Freightliner Dump Truck (M&O)	175,000
Replace ERD No. 07-075, 2007 Freightliner Dump Truck (M&O)	175,000
Replace ERD No. 01-456, 2001 Ford F550 Mini-Pumper (Fire)	500,000
Tire Storage Facility Project	10,000
EQUIPMENT RENTAL FUND TOTAL	<u>1,421,000</u>