

2023-2024 MAYOR'S PROPOSED 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 18, 2022

UPDATED:

November 10, 2022
(Summary of Updates on page 27)

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- Index – Departments & Funds (BARS Code) on page 164

DIRECTORY OF OFFICIALS

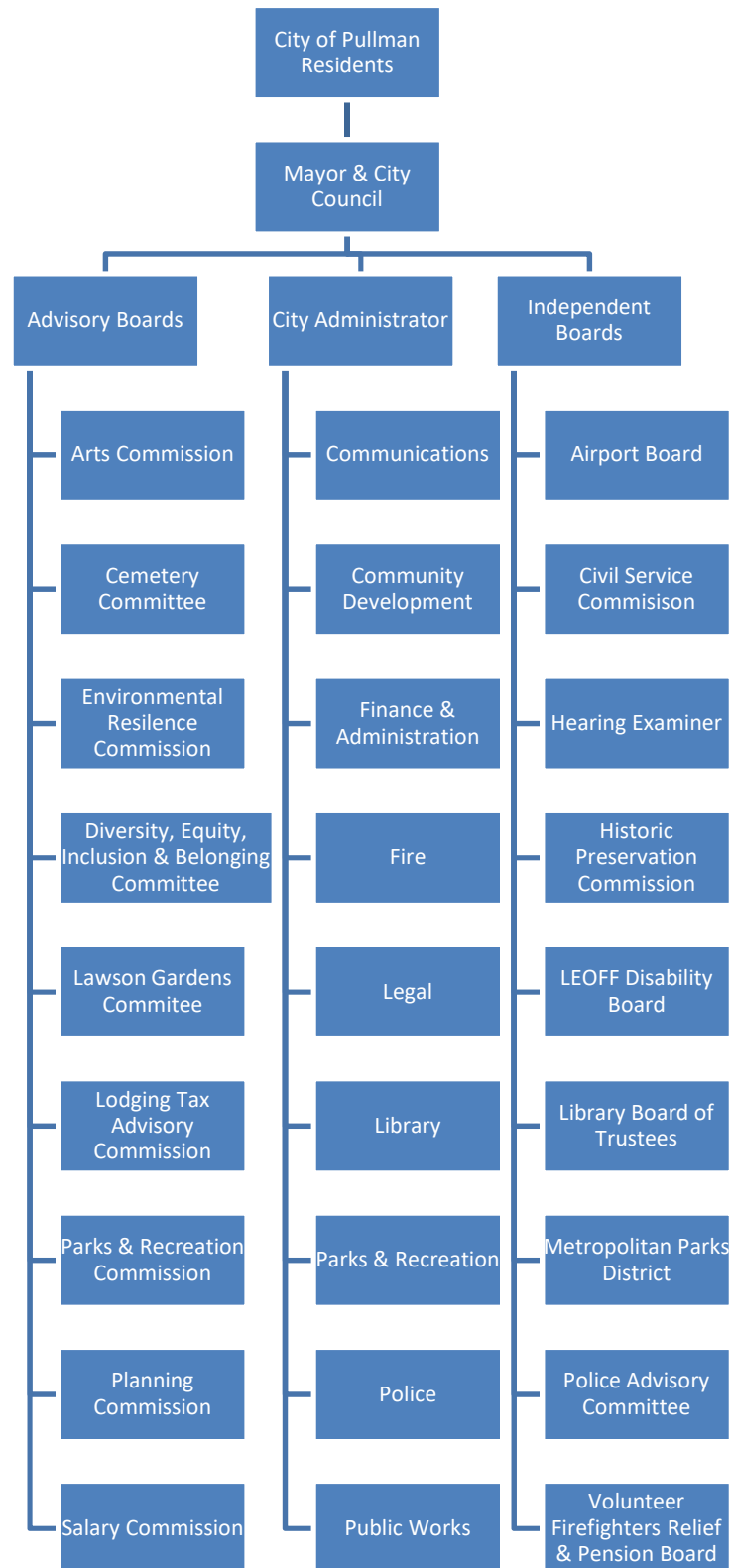
Elected Officials

Mayor: Glenn A. Johnson

City Council: Eileen Macoll – At-Large
Francis Benjamin – Ward 1
Ann Parks – Ward 1
Becky Dueben – Ward 2
Nathan Weller – Ward 2
Megan Guido – Ward 3
Pat Wright – Ward 3

Administrative Staff (in order of Organizational Chart appearance):

City Administrator:	Mike Urban
Communications Coordinator:	Matt Young
Community Development Director:	RJ Lott
Economic Development Manager:	Jennifer Hackman
GIS Administrator:	Sam Jenkins
Building Official:	Jeromy Moore
Director of Finance & Administrative Services:	Vacant
City Clerk:	Dee Stiles-Elliott
Human Resources Manager:	Vacant
Information Technologies Manager:	Morgan Sherwood
Fire Chief:	Mike Heston
City Attorney:	Thad O’Sullivan
Library Services Director:	Dan Owens
Parks & Facilities Director:	Kurt Dahmen
Participant Recreation Manager:	Megan Vining
Chief of Police:	Jake Opgenorth
Public Works Director:	Shawn Kohtz
M&O Superintendent:	Art Garro
Transit Manager:	Wayne Thompson





CITY OF PULLMAN WASHINGTON

OFFICE OF THE MAYOR

GLENN A. JOHNSON

TO: City Council and Residents of Pullman

FROM: Mayor Glenn A. Johnson

DATE: October 18, 2022

SUBJECT: Mayor's Budget Message for 2023-2024

I am pleased to present Pullman's 2023-2024 biennial budget which reflects our best possible projections for the next few years, still assessing the impacts of a worldwide pandemic on inflation, supply chain issues and an underlying urge by many to make up for those "lost years" by increasing their expenditures. Since my last budget message two years ago, the city has experienced on a smaller scale what is happening nationally. Due to retirements and individuals seeking employment elsewhere, this budget reflects the input of 14 new department managers working as a team under the very capable leadership of city administrator, Mike Urban, who, before his promotion, was our outstanding finance director. With our finance director moving with her family to the Midwest much of the work on this budget fell on Urban. I wanted everyone to know how much we appreciated his dedication and all the extra hours, time away from family, and expertise in the formulation of this budget.

We spent many hours with our department leaders looking at their needs and their projected expenditures over the next several years. There was no doubt that in many cases, the justification for additional staff was there, but the anticipated revenue was not. We assured the departments, however, that we will continue to monitor our revenue picture in the months ahead and if there is a dramatic improvement to our projected revenues, we can react accordingly and when justified, submit a budget adjustment to the council.

As we comply with state law and meet our budget deadlines, I want to remind the readers that we are facing a variety of challenges to this budget in the years ahead. We are aware of some of the unknowns and made the best possible projections with daily news on the economy impacting everyone's guess what those numbers might be in 2024 or even next year. For example, during this budget cycle we will be meeting and negotiating with six union bargaining units dealing with contracts that are or will be expiring from 2021 to 2024. As a city, we contracted with an outside firm to do a salary survey of our

non-represented employees, and we are expecting that report within the month. Every day our employees see the same advertisements that we do, trying to find workers through a variety of area job fairs or attempting to lure candidates through signing bonuses. We are fortunate to have an excellent and well-trained staff, and we want to keep them; therefore, after we receive the recommendations from the consultant, we intend to bring a budget amendment to the council reflecting their conclusions and what we believe we can afford and sustain. The city council voted to create a commission to determine the salary of council members and the mayor in the immediate future. Work on the budget has delayed the recruitment of members of the salary commission, though we have secured several volunteers who were willing to serve. Add to these factors just the price of doing business, projects being delayed because of supply issues, and contractors trying to cover inflation by hiking the price of a project well above engineering estimates, and you have a few of the challenges we have been dealing with in the formulation of this budget.

The city has experienced some dramatic cost increases from some of our partner agencies over the last several years, and that, too, is reflected in this budget. The county auditor has continued to hike the price of elections. For example, in 2018, we were billed \$30,985 for elections, and that price went to \$117,931 in 2021. In 2023, five council members and the mayor will be up for election, and we tried to project that expense, not knowing what the county will bill. Court costs have increased 10.2% from 2022 to 2024, despite a cordial rental agreement we provided the county, especially during the courthouse renovation. Our Whitcom expense continues to escalate as the 9-11 center attempts to keep and find emergency operators by boosting salaries and offering bonuses to secure workers. Those costs are reflected in both police and fire budgets. And then there is insurance. Our liability insurance we are projecting at \$1,194,535 for 2023, up from \$453,350 in 2018.

For 2023, we are estimating the general fund revenue at \$27,831,168, and the operational expenditure is projected to be at \$28,712,232. For 2024, we are estimating revenue to be at \$25,853,501, and expenditures are projected at \$28,782,043. Looking back to previous budget messages, we have balanced our budget using reserves, and we are doing that again. Our track record so far has been excellent, even when experiencing a pandemic, and in those years, we have proposed a budget reserve that was roughly in the 12 percent range. Our last biennial budget was built using two months of reserves, or 16.67 percent. The reserves in this budget are slightly more than 13 percent, which meets the council's long-established goal—proven over the years through some major challenges—to be more than adequate to run this city. This could not be done with any confidence without the outstanding cooperation of a great city staff and department managers who control their budgets, an exemplary finance staff, a responsible city council, and administration that rejects tempting requests and proposals using short-term revenues for long-term commitments.

As I looked back at my previous Mayor's budget message in 2020, I mentioned that we had not settled on the eventual disposition of the old city hall. At this time, it is being used by Whitman County District court, and even more so during the reconstruction of the county courthouse in Colfax. The police department, growing short of space in their existing headquarters, is now using space in the old city hall. The business side of our maintenance and operations division, short of space where they are located on Guy Street, will soon be in that building.

The bond issue that helped us remodel our new city hall and provide much-needed recreation facilities for our residents also provided funds for the acquisition of land for a third fire station. A study by the fire department determined the ideal location for that third station, and that narrowed the site to some Washington State University property. The city has received agreement from WSU to perform a feasibility study for the proposed location. It may seem that it is taking longer than anticipated, but it also reflects this post-pandemic environment as we continue to experience projects being delayed by supply chain issues or, in many cases, an unfavorable bidding climate.

Despite these challenges, we are encouraged by the excitement we have seen by new and established businesses and the community over the \$9 million investment from federal Covid-19 funds the city council authorized to renovate, rejuvenate, and reinvigorate our downtown. Consultants were hired, input from the community was achieved, and designs are in progress, with construction slated for summer 2023. Pullman businesses moved forward, created an association, and hired an executive director, funded only through this budget by the City and WSU.

The public, and especially our children, will see new and safer playground equipment that has been ordered for most of our city parks. The council approved using some of the money set aside for a garden house at Lawson Gardens for much-needed playground improvements. The lowest bid for the Lawson addition far exceeded our budget, and, in consultation with council, determined the need for such a facility had diminished with the addition of other resources in the area. Listening to requests from residents, a new restroom will be built this summer at Lawson Gardens.

I want to thank our wonderful community for the support we have received as we experienced together a variety of challenges through the pandemic and now as we get through experiences in the post-era. We heard many positive comments from our outside tourism and promotion consultants of how impressed they were of the insightful comments they received from the community as we continue to work together to make Pullman and even better place to live, work, study, and do business.

CITY OF PULLMAN STATISTICAL DATA

2023 General Fund Expense Budget	\$30,022,131
2023 All Funds Expense Budget (Less Airport)	\$91,710,685
2023 All Funds Expense Budget	\$141,757,161
2024 General Fund Expense Budget	\$28,712,232
2024 All Funds Expense Budget (Less Airport)	\$61,552,164
2024 All Funds Expense Budget	\$61,552,164
Assessed Value 2022 for 2023 Collections	\$2,222,370,901
2022 City of Pullman General Levy Rate	\$3.2652 / \$1,000
2022 Emergency Medical Services (EMS) Rate	\$0.4535 / \$1,000
2022 Go Bond Rate	\$0.4707 / \$1,000
2022 Metropolitan Park District	\$0.2862 / \$1,000
Total City Property Tax Rate	\$4.4510 / \$1,000
2022 Full-Time Employees	246
2022 Regular Part-Time (20 HRS +) Employees	54
2022 Additional Monthly Casual or Seasonal	109
Total Employee for an Average Month	292
City Area	11.15± Square Miles (from GIS)
Population	32,790 (OFM estimate)
Streets (Excluding WSU)	72.7 Miles
State Highway	9.31 Miles
Traffic Signals	20
Street Lights	1317
Number of Water Wells	6
Well Capacity	7,650 Gal/Minute Designed
Storage Reservoirs	11
Storage Capacity	7.7 Million Gallons
Water Mains	117.98 Miles (from GIS)
Active Services	5680
Pumpage	997,985,000 Gallons
Peak Day	6,148,000 Gallons
Water Hardness	115 mg/ltr (5 year average)

CITY OF PULLMAN STATISTICAL DATA (CONTINUED)

Sanitary Sewer Mains	106.05 Miles (from GIS)
Flow Treated	761.7 Gallons
Peak Day Flow Treated	5.0 Million Gallons
Treatment Plant Capacity	8.6 Million Gallions/Winter Peak
Snow Load	30 PSF
Frost Depth	30"
Wind Load (Risk Category II)	110 MPH
Seismic Zone	B
State/NW Energy Code Zone	5B
Soil Bearing Value (generally)	1,500 PSF
Latitude	N. 46°43' (WGS 84 Datum)
Longitude	W. 117°11' (WGS 84 Datum)
Elevation	2346' (NAVD 1988 Datum)
Downtonw 100 Yr. Flood Elevation	2349' (NGVD 1929 Datum)

BUILDING/HOUSING PERMIT DATA

2022

Single Family Dwellings	4,436 Units
Duplexes	1,090 Units
Multiple Dwellings	7,596 Units
Mobile Homes	523 Units

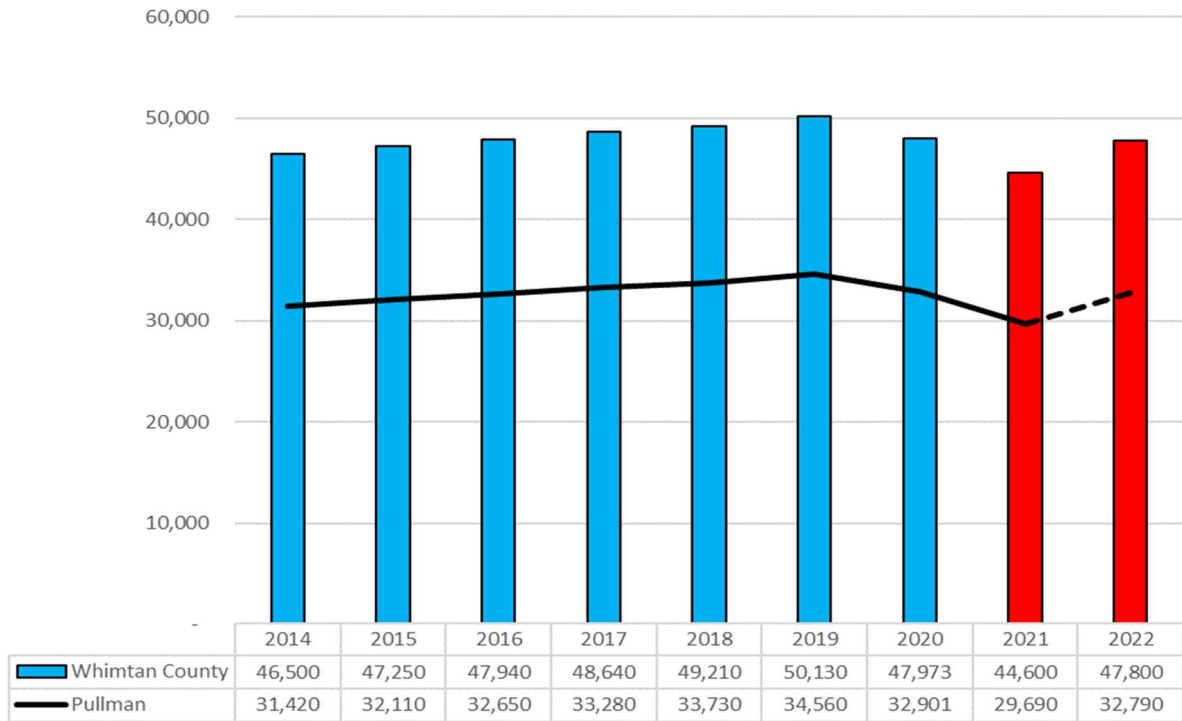
PARKS

City Playfield	8.66 Acres	McGee Park	3.04 Acres
Conservation Park	15.85 Acres	Military Park	25.00 Acres
Emerald Point Park	2.63 Acres	Petry Natural Park	1.96 Acres
Gannon Park	0.23 Acres	Reaney Park	1.64 Acres
Harrison Tot Park	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

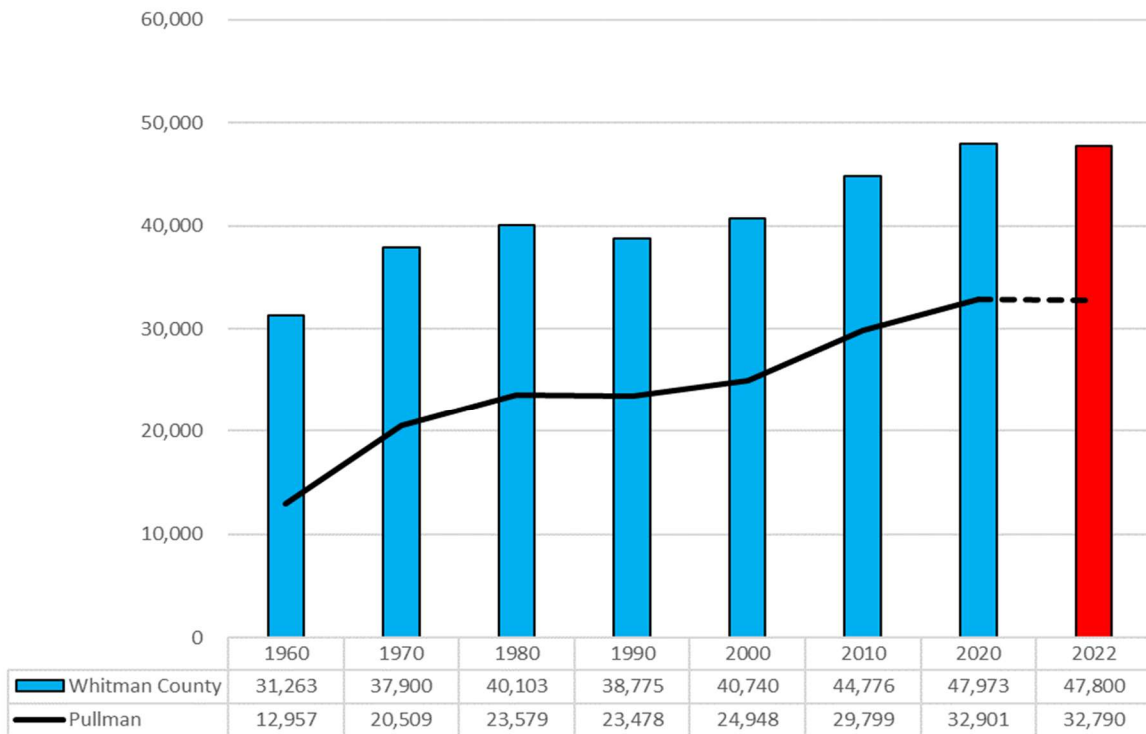
**CITY OF PULLMAN
STATISTICAL DATA (CONTINUED)**

FIRE DEPARTMENT CALLS FOR SERVICE	2021
Fire Protection Rating	4
Fire Alarms	858
Emergency Medical Service (EMS)	2081
 POLICE DEPARTMENT INCIDENTS	 2021
Assault	155
Arson	1
Burglary	73
Forcible Sex Offenses	19
Homicide	1
Larceny/Theft	248
Motor Vehicle Theft	9
Robbery	4
 LIBRARY	 2021
Circulation	262,474
Collection Size with Downloadables	238,167
Weekly Visits	N/A due to COVID
Registered Cardholders	17,227
 TRANSIT RIDERSHIP FIGURES	 2021
Fixed Route	522,359
Dial-A-Ride	12,142

Population Yearly Trend

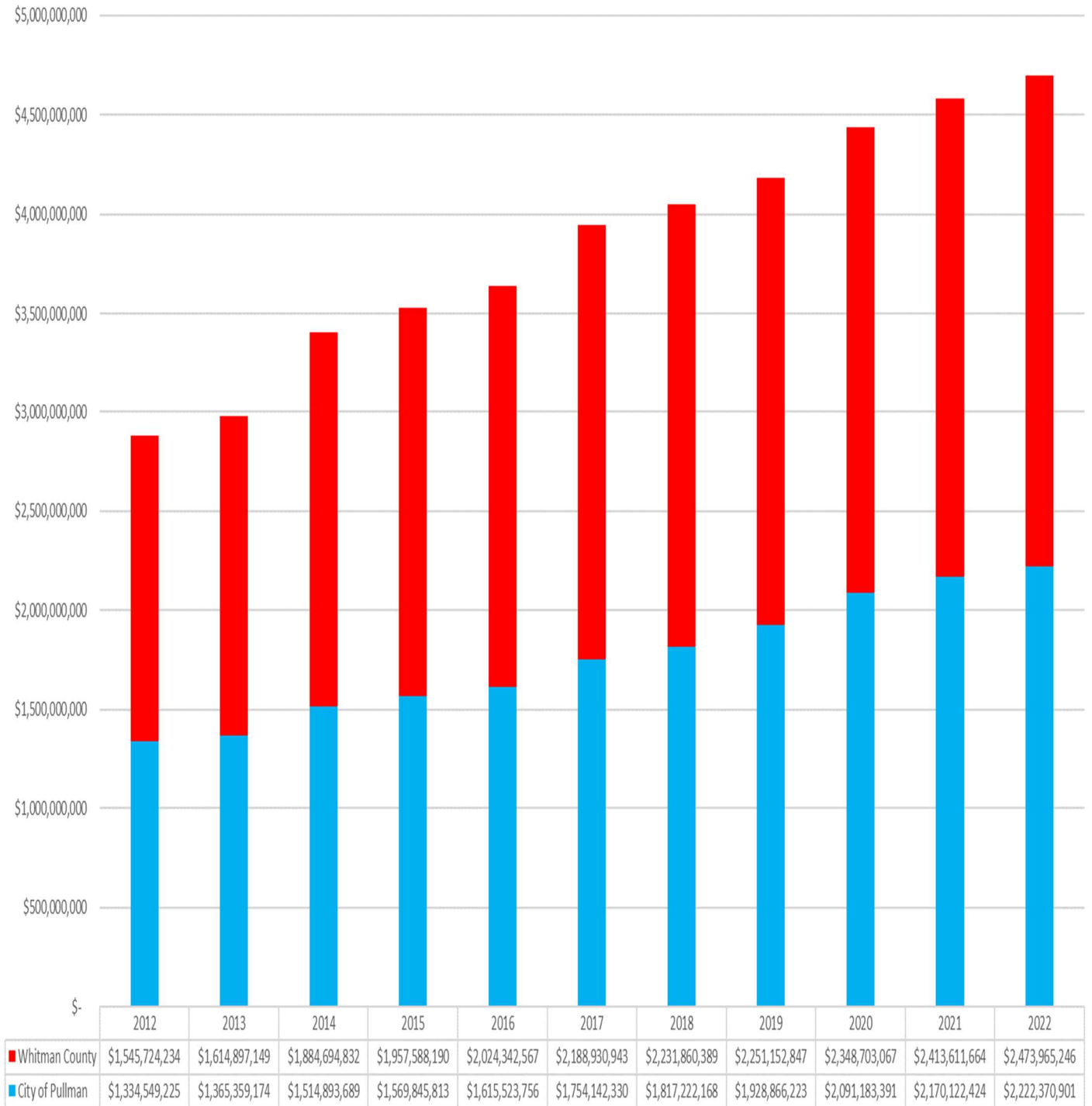


Population Trend By Decade to Date



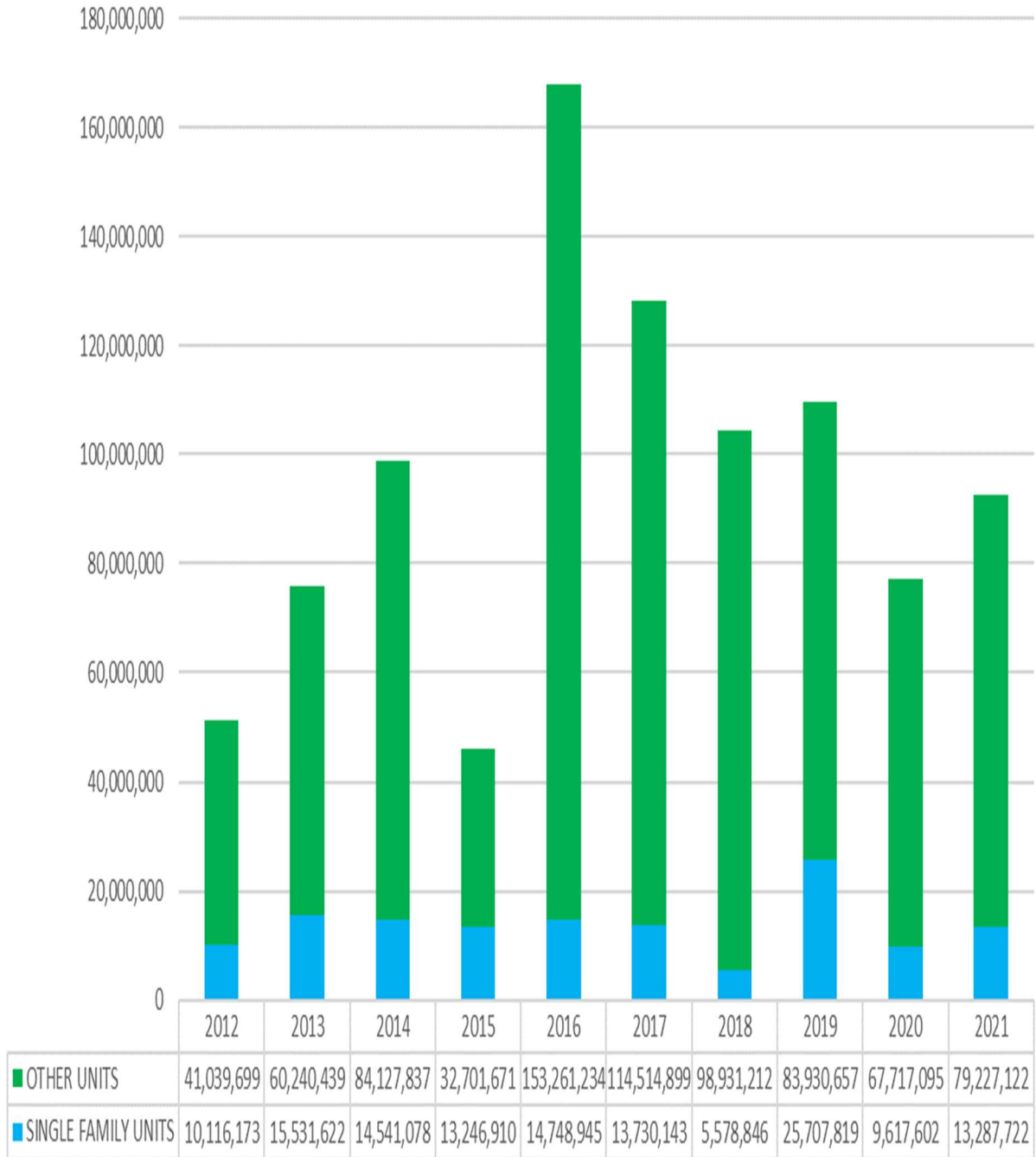
Years 2021 and 2022 are Estimates at the Time of Publication of this Document and are Therefore Denoted in Red Bars or a Dashed Line

Real Property Values



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
2021	47	242	289
2020	41	4	45
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

	NUMBER OF LIVING UNITS			
	SINGLE FAMILY	DUPLEX	MULTIPLE DWELLINGS	MOBILE HOMES
2021	4,458	1,325	7,587	514
2020	4,364	1,071	7,487	513
2019	4,349	947	7,463	517
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

	ANNUAL HOUSING UNIT INCREASE			
	SINGLE FAMILY	DUPLEX	MULTIPLE DWELLINGS	MOBILE HOMES
2021	94	254	100	1
2020	15	124	24	(4)
2019	(13)	(10)	108	0
2018	52	10	48	(1)
2017	45	20	50	(4)
2016	58	4	73	(7)
2015	50	10	116	0
2014	53	4	139	3
2013	68	4	302	2
2012	49	2	211	2

City of Pullman
Public Works Statistics

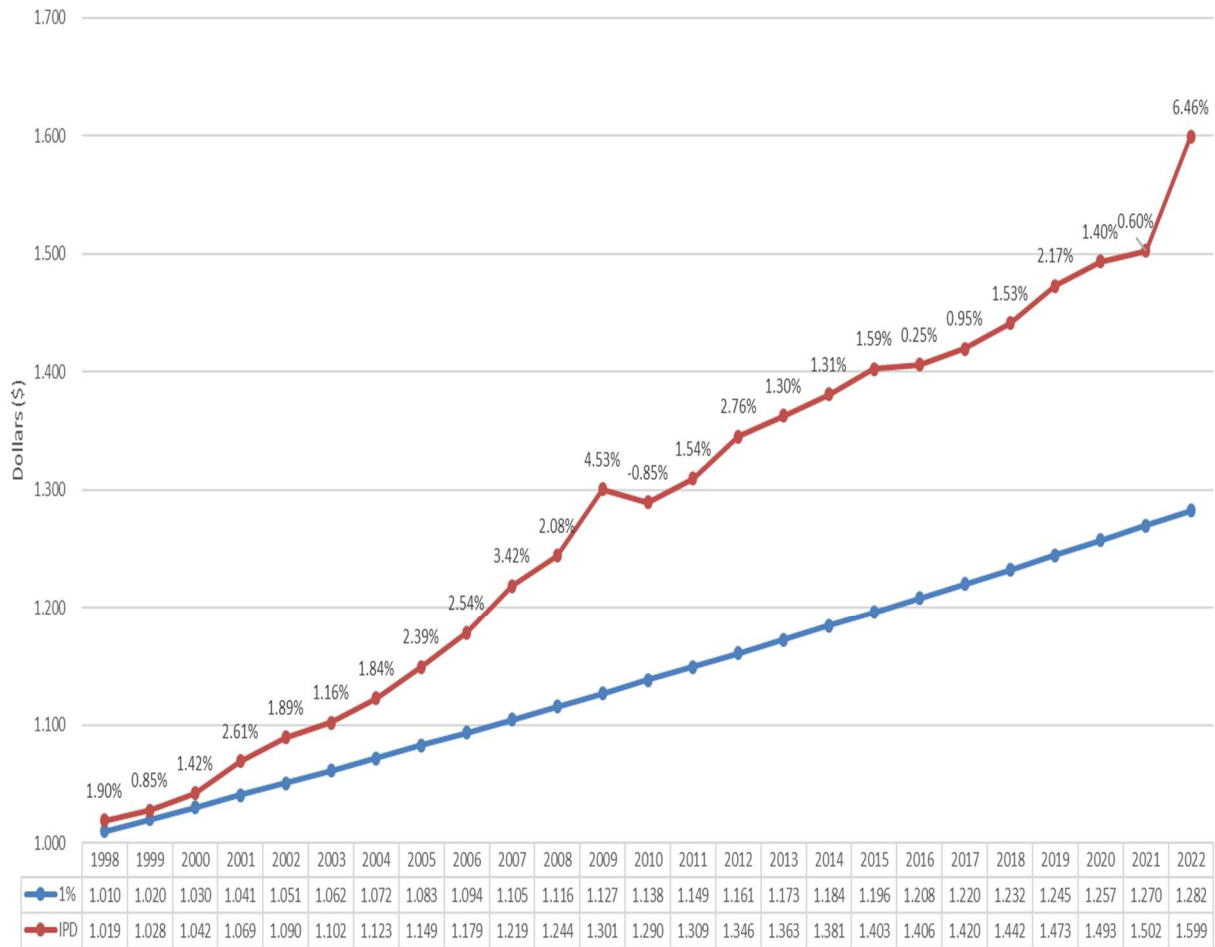
Service Area	2015	2016	2017	2018	2019	2020	2021
City Area (Square Miles)	10.51	10.51	10.70	10.70	10.70	10.89	11.15
Population	32,100	32,650	33,280	33,730	34,560	34,850	32,790
Street Miles*	66.90	67.30	67.80	71.60	72.70	72.70	72.70
State Highways (Miles)	9.31	9.31	9.31	9.31	9.31	9.31	9.31
Traffic Signals (No.)	20	20	20	20	20	20	20
Street Lights (No.)	1,349	1,356	1,439	1,439	1,454	1,300	1,317
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	12	12
Storage Capacity**	7.70	7.70	7.70	7.70	7.70	8.50	8.50
Water Mains (Miles)	106.60	107.40	108.60	110.60	112.40	115.65	117.98
Est. Population Served	25,908	26,344	26,616	27,476	27,746	28,537	28,537
Active Services	5,253	5,284	5,353	5,403	5,445	5,628	5,680
Fire Class	5	5	5	5	4	4	4
Year's Pumpage**	907	947	917	930	918	887	998
Peak Day**	5.30	5.30	5.04	5.93	5.99	5.47	6.15
Water Hardness (mg/liter)	115	115	115	115	115	115	115
Sanitary Sewer Mains (Miles)	94.40	95.00	95.60	95.86	96.85	98.59	106.05
Flow Treated**	1,041	851	890	1,022	1,043	896	762
Peak Day Flow Treated**	5.30	4.90	6.00	9.60	5.90	6.80	5.00
Treatment Plant Capacity**	8.6	8.6	8.6	8.6	8.6	8.6	8.6

*Excluding Washington State University

** Million Gallons

As the GIS program has been implemented, the numbers have become more accurate.

Property Taxes of \$1.00 Growth at 1% vs Implicit Price Deflator (IPD)

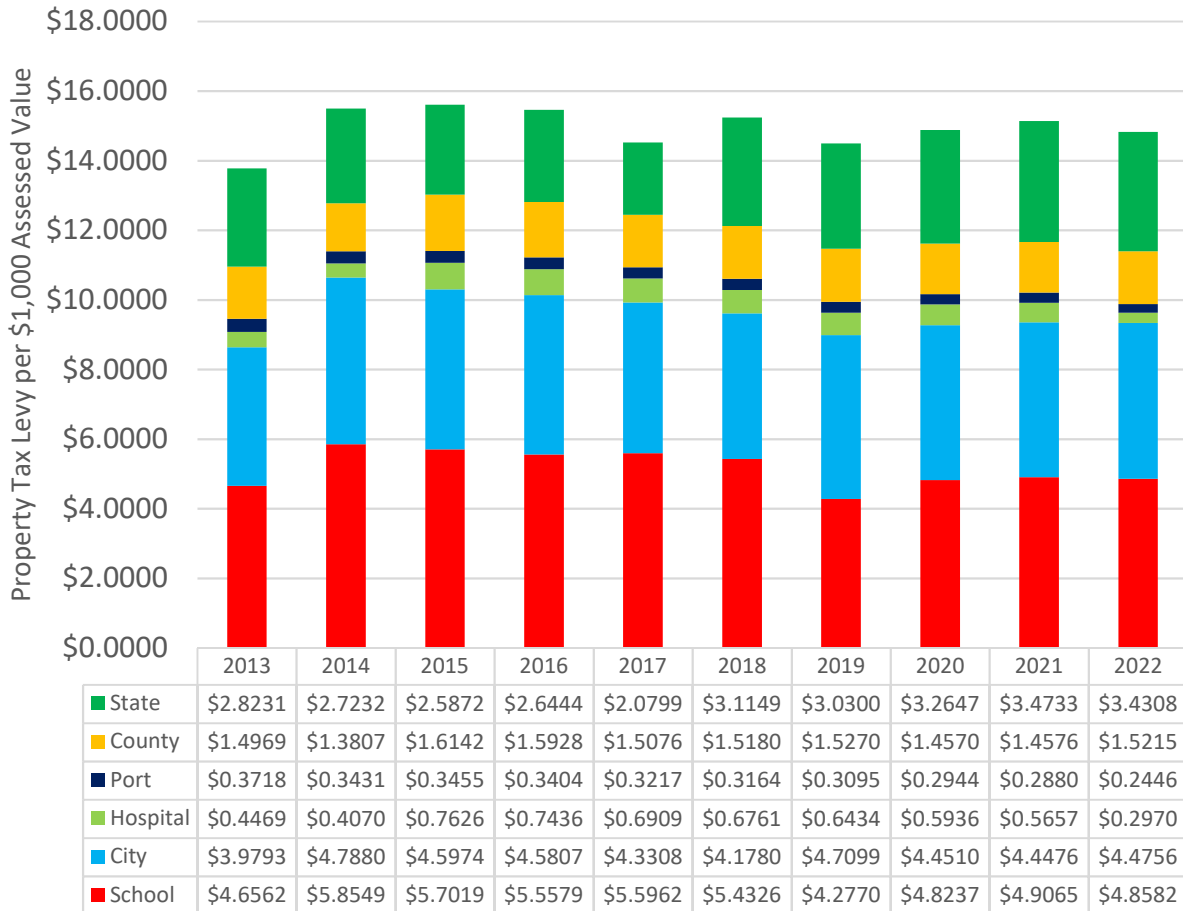


Implicit Price Deflator: To measure inflation for calculating property tax increases, the Washington State Department of Revenue is required to calculate the Implicit Price Deflator (IPD) using recent quarterly data reported by the Federal Bureau of Economic Analysis.

For cities with a population over 10,000 property taxes can be raised by the lower of 1%, plus the value of new construction, or the IPD, plus the value of new construction. The date of record for the IPD is September 25 each year.

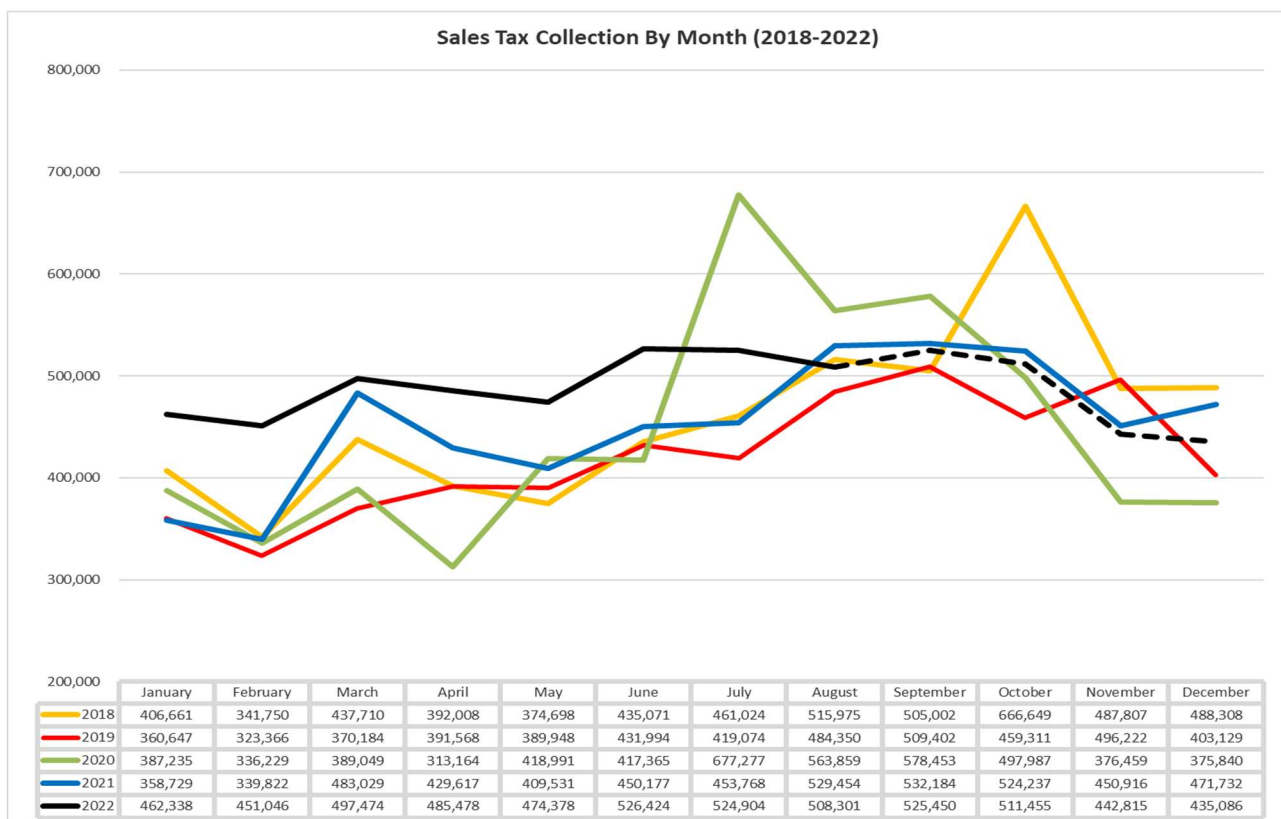
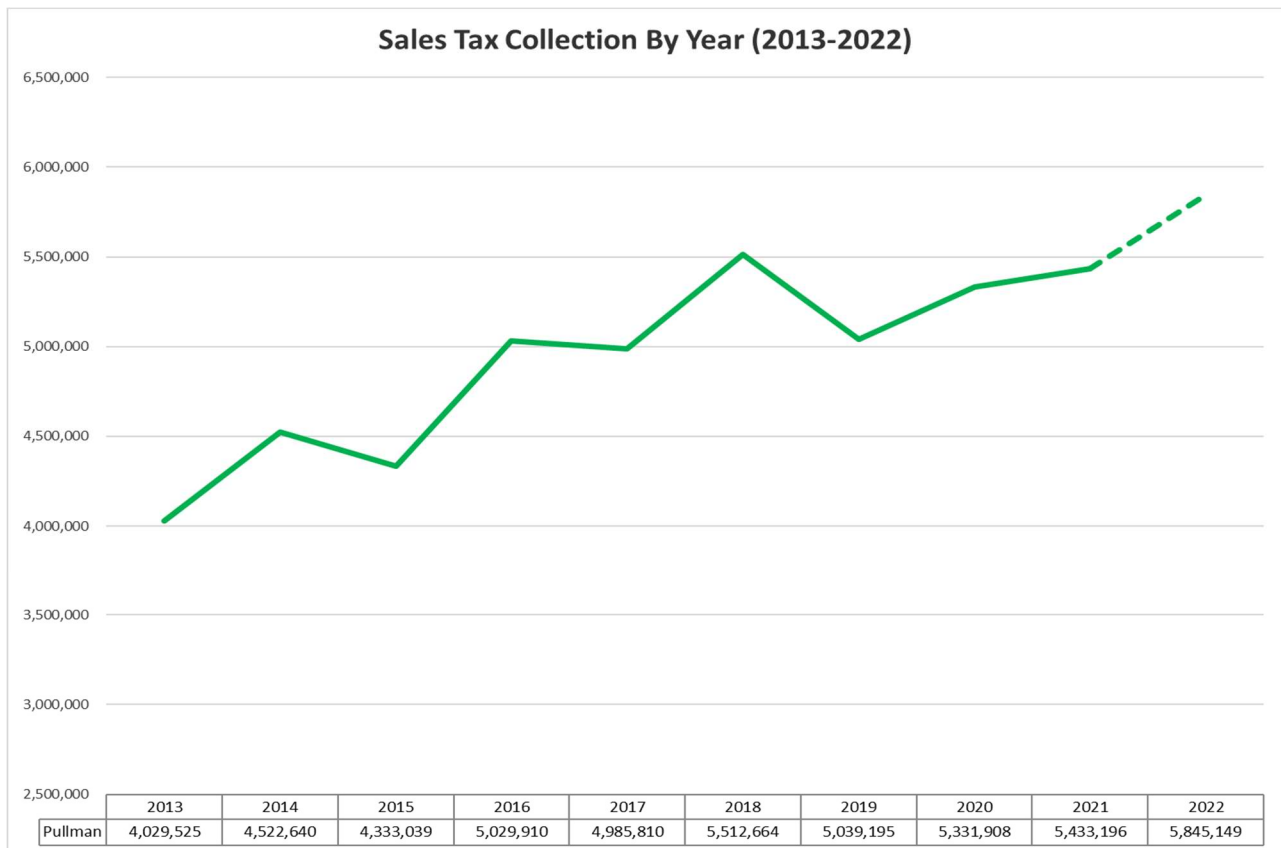
As per RCW 84.55.0101, when the IPD falls below 1%, cities can adopt a resolution or ordinance of "substantial need" and levy the full 1% if it is documented that an increase in costs of services is actually in excess of the current factor.

Pullman Property Tax Levy History



2022 Property Tax: \$14.8277 / \$1,000 of Assessed Value





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

Major Employers
(includes FT, PT and Seasonal employees)

Employer	Industry	Employees
Washington State University	State	5,749
Schweitzer Engineering Laboratories	Relay & Industrial Control Manufacturing	2,640
Pullman Regional Hospital	General Medical and Surgical Hospital	590
City of Pullman	Municipal Government	433
Pullman School District	Elementary & Secondary Education	381
Walmart	Supercenter	356
METER Group	Industrial Machinery & Equipment	259
Safeway	Merchant Wholesalers	190
Bishop Place Senior Living	Assisted Living Facility	96
USDA Agricultural Research Service	Federal Government	88

City of Pullman
Schedule of General Obligation Debt Service
2023 - 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	
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	44,226	526,223	208,462	293,899	14,758	1,695,573
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	3,793,500	312,902	8,885,910	2,134,365	1,434,792	108,491	16,669,960

Amounts 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 COUNCIL GOALS AND PRIORITIES FOR 2022-2023

(City Administrator Provides Quarterly Progress Updates to the Mayor & City Council and
Departments Assigned Primary Responsibility to Tasks are Highlighted below)

Downtown

- Find ways to assist & aid businesses during the 2023 Downtown improvements construction: Economic Development, Public Works, Planning, Communications, City Administrator
- Establish a name and brand for the improvement plan: Public Works
- Clean up public spaces and fixtures, and implement weed management: Parks, Community Improvement
- Research & discuss the implementation of the following:
 - Downtown Business District: Community Development, City Administrator
 - Regulating Downtown drive-thru businesses: Community Development, City Administrator
 - City Ordinance for Downtown Storefront Façade: Community Development, City Administrator
 - City Ordinance on Empty Buildings: Community Development, City Administrator
 - Disposition of 325 SE Paradise Property: Community Development, Finance, City Administrator

Boards and Commissions

- Develop Board & Commission Handbooks that include consistent descriptions of requirements, duties, responsibilities, terms, etc.: Community Development, City Administrator
- Review and update the public art process: Community Development, City Administrator
- Work with community partners to restore the Arts Commission: City Administrator

Enhanced Communication

- Harmonize the City website: Information Technologies, Communications
- Ensure early and timely notifications of construction activities, parking availability, etc. – emphasis on 2023 Project Downtown: Public Works, Communications
- Increase Public Feedback – Coffee with Councilmembers: City Administrator
- Improve closed captions for City Council Meetings: Information Technologies, Communications
- Promote community volunteering, the purpose of the commission or committees, the positive impact of volunteering, and ways to get involved: All Budgeted Departments
- Review and update the Code of Conduct for staff and elected/appointed officials: Human Resources, City Administrator

Support, Collaboration & Education

- Emphasize the importance of collaborating with community entities, including but not limited to: Pullman Regional Hospital (including Blue Zones), Pullman School District, Washington State University, Schweitzer Engineering Laboratories, etc.: All Budgeted Departments
- Have hired consultants to collaborate with one another to reduce overlap and redundant work: All Budgeted Departments
- Promote and support community efforts in the areas of:
 - Homelessness: Police, Community Development, City Administrator
 - Accessible Health Care: Human Resources, City Administrator
 - Attainable Housing, Housing Commission, Housing Trust, and Low-Income Housing Options: Community Development, City Administrator
 - Support future Bypass: Public Works, Planning, City Administrator
 - Continue to support Pullman Regional Airport projects: Finance, Public Works, Community Development, and City Administrator

Economic Development

- Remain focused on assisting Pullman businesses: Economic Development
- Promote & Support the Strategic Tourism Plan and Marketing Plan and establish a name for the improvement plan: Economic Development, Communications
- Develop an apprentice program through the City of Pullman: Human Resources
- Research and discuss the implementation of a Transportation Benefit District: Public Works, City Administrator

Other Priorities

- Research & Discuss installation of Red-Light Cameras and Barn Dance walk all ways crossings: Public Works, Police
- Enhance the City's Wellness Committee, provide annual mental health first aid training for city staff, and elected/appointed officials, and encourage reciprocity for mental health credentialing. Aquatic center access at a reduced cost. Human Resources, Recreation, City Administrator
- Provide a program for mental health first aid training for the community: Human Resources, Recreation, City Administrator
- Work to show the support and value of our employees: All Budgeted Departments
- Provide Diversity, Equity & Inclusion Training for city staff and elected/ appointed officials: Human Resources, City Administrator
- Research and Discuss adding full-time positions for Grant Writer, GIS Assistant, Parks Professional, etc., as part of the upcoming budget process: All Department Managers, City Administrator
- Remove dead and compromised trees citywide and raise the tree canopy to improve grassy areas: Parks, Community Improvement, Cemetery
- Clean up overgrown shrubs and bushes and perform prompt weed control: Parks, Community Improvement, Cemetery
- Create natural landscapes in parks to mitigate water usage: Parks, Community Improvement, Public Works
- Review active transportation within city parks: Parks, Public Works, Community Development, City Administrator
- Improve Sunnyside Park entrance and add ADA parking: Parks, Community Improvement
- Investigate the establishment of a Daniel Street Park with a historical marker: Community Development, City Administrator
- Develop and implement
 - Parks improvement plan: Parks, City Administrator
 - City hall landscaping plan: Parks, City Administrator
 - Seasonal residential irrigation management program: Public Work, Community Development, City Administrator

The City Council agreed in the future to go through the Goal Setting process in conjunction with the biennial budget (the next session to begin in 2024Q1). In addition, staff will provide quarterly updates to City Council along with a presentation in January to update the Council on the progress made throughout the prior year.

Budget Summary

	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
GENERAL FUND TOTAL REVENUES	23,848,727	23,150,404	25,134,732	1,984,328	8.6%	25,853,501	718,769	2.9%

001 General Fund Expenditures	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
001.1100 Legislative	378,180	371,766	374,026	2,260	0.6%	363,673	(10,352)	-2.8%
001.1300 Executive	263,908	392,518	311,204	(81,314)	-20.7%	287,757	(23,447)	-7.5%
001.1400 Finance & Clerk	952,340	1,652,607	1,029,167	(623,440)	-37.7%	1,076,424	47,257	4.6%
001.1500 Legal	115,091	114,000	114,000	-	0.0%	114,000	-	0.0%
001.1600 Human Resources	145,007	141,559	268,841	127,282	89.9%	273,920	5,079	1.9%
001.1700 Communications	-	107,086	159,639	52,553	49.1%	127,895	(31,744)	-19.9%
001.2100 Law Enforcement	7,609,014	8,388,038	10,264,467	1,876,429	22.4%	9,764,062	(500,405)	-4.9%
001.2200 Fire & Ambulance	7,943,354	8,904,544	9,287,961	383,417	4.3%	9,181,475	(106,486)	-1.1%
001.2400 Protective Inspections	712,422	809,818	849,833	40,015	4.9%	857,491	7,658	0.9%
001.3100 Community Improvement	116,028	163,458	96,532	(66,926)	-40.9%	99,701	3,169	3.3%
001.3600 Cemetery	121,960	146,488	406,611	260,123	177.6%	138,986	(267,625)	-65.8%
001.5800 Planning	442,588	450,737	520,490	69,753	15.5%	540,483	19,993	3.8%
001.5900 Economic Development	153,028	201,809	170,046	(31,763)	-15.7%	172,474	2,428	1.4%
001.7200 Library	1,542,448	1,909,652	1,916,180	6,528	0.3%	1,995,493	79,313	4.1%
001.7400 Participant Recreation	1,789,680	2,084,622	2,108,199	23,577	1.1%	2,199,657	91,458	4.3%
001.7600 Parks Facilities	1,248,537	1,830,182	2,144,936	314,754	17.2%	1,518,741	(626,195)	-29.2%
Total Budget	23,533,586	27,668,884	30,022,131	2,353,247	8.5%	28,712,233	(1,309,899)	-4.4%

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
104 Arterial Streets	1,648,079	2,994,862	8,729,250	5,734,388	191.5%	4,627,000	(4,102,250)	-47.0%
105 Street Fund	2,442,248	2,022,100	2,184,593	162,493	8.0%	2,182,669	(1,924)	-0.1%
120 Civic Improvement Fund	552,353	181,200	605,000	423,800	233.9%	656,425	51,425	8.5%
125 Firefighter Relief & Pension	46,374	50,162	54,250	4,088	8.1%	59,133	4,883	9.0%
310 Cemetery Expansion Fund	-	500	500	-	0.0%	500	-	0.0%
318 GO Bond Fund - 2018	1,050,131	1,045,742	1,043,342	(2,400)	-0.2%	1,043,342	-	0.0%
401 Utilities	12,292,477	12,299,696	13,691,115	1,391,419	11.3%	13,673,905	(17,210)	-0.1%
404 Stormwater	1,328,320	2,005,045	2,444,000	438,955	21.9%	1,256,000	(1,188,000)	-48.6%
405 Transit	8,111,896	5,759,673	6,548,710	789,037	13.7%	8,368,246	1,819,536	27.8%
501 Equipment Rental Division (ERD)	3,281,649	3,173,508	3,709,707	536,199	16.9%	3,492,530	(217,177)	-5.9%
504 Government Buildings	1,117,046	1,198,852	1,295,966	97,114	8.1%	1,360,764	64,798	5.0%
507 Information Technologies (IT)	1,304,122	1,451,043	1,340,800	(110,243)	-7.6%	1,378,130	37,330	2.8%
510 Graphic Information Systems (GIS)	-	-	170,178	170,178	100.0%	285,212	115,034	67.6%
707 Lawson Gardens Park Endowment	19,939	20,000	61,250	41,250	206.3%	61,250	-	0.0%
710 Cemetery Care	10,636	4,335	6,250	1,915	44.2%	5,600	(650)	-10.4%
Other Revenues Total Budget	33,205,269	32,206,718	41,884,911	9,678,193	30.1%	38,450,706	(3,434,205)	-8.2%

Other City Funds Expenditures	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
104 Arterial Streets	1,860,471	558,000	11,840,970	11,282,970	2022.0%	1,221,150	(10,619,820)	-89.7%
105 Streets	2,294,147	5,549,009	2,871,195	(2,677,814)	-48.3%	2,838,960	(32,235)	-1.1%
120 Civic Improvement	133,181	180,000	186,515	6,515	3.6%	2,204,317	2,017,802	1081.8%
125 Firefighters Relief & Pension	11,819	26,400	26,400	-	0.0%	26,400	-	0.0%
310 Cemetery Expansion	-	500	500	-	0.0%	500	-	0.0%
318 & 218 GO Bond Fund - 2018	2,770,142	3,552,684	2,885,342	(667,342)	-18.8%	1,043,342	(1,842,000)	-63.8%
401 Utilities	10,178,475	19,273,118	19,946,779	673,661	3.5%	11,671,214	(8,275,565)	-41.5%
403 Utility Capital Projects	315,279	8,407,000	6,220,897	(2,186,103)	-26.0%	623,000	(5,597,897)	-90.0%
404 Stormwater	1,201,517	2,899,650	1,875,890	(1,023,760)	-35.3%	1,419,137	(456,753)	-24.3%
405 Transit	6,998,460	5,988,446	6,249,744	261,298	4.4%	6,032,572	(217,172)	-3.5%
501 Equipment Rental Division (ERD)	2,255,933	7,546,621	6,112,731	(1,433,890)	-19.0%	2,568,979	(3,543,752)	-58.0%
504 Government Buildings	1,183,805	1,554,292	1,654,481	100,189	6.4%	1,371,572	(282,909)	-17.1%
507 Information Technologies (IT)	1,231,999	1,403,740	1,312,014	(91,726)	-6.5%	1,396,435	84,421	6.4%
510 Graphic Information Systems (GIS)	-	155,256	170,177	14,921	9.6%	285,213	115,036	67.6%
707 Lawson Gardens	108,146	130,597	134,419	3,822	2.9%	136,641	2,222	1.7%
710 Cemetery Care	-	-	200,500	200,500	100.0%	500	(200,000)	-99.8%
Total Budget	30,543,373	57,225,313	61,688,554	4,463,241	7.8%	32,839,931	(28,848,622)	-46.8%

Agency Funds:

	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
651 Airport - Agency Fund								
Agency Revenue Total Budget	20,038,385	27,935,100	50,433,897	22,498,797	80.5%	-	(50,433,897)	-100.0%

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
651 Airport - Agency Fund Expenditure								
Total Budget	19,715,466	27,697,277	50,046,476	22,349,199	80.7%	-	-	0.0%

Intergovernmental Funds:

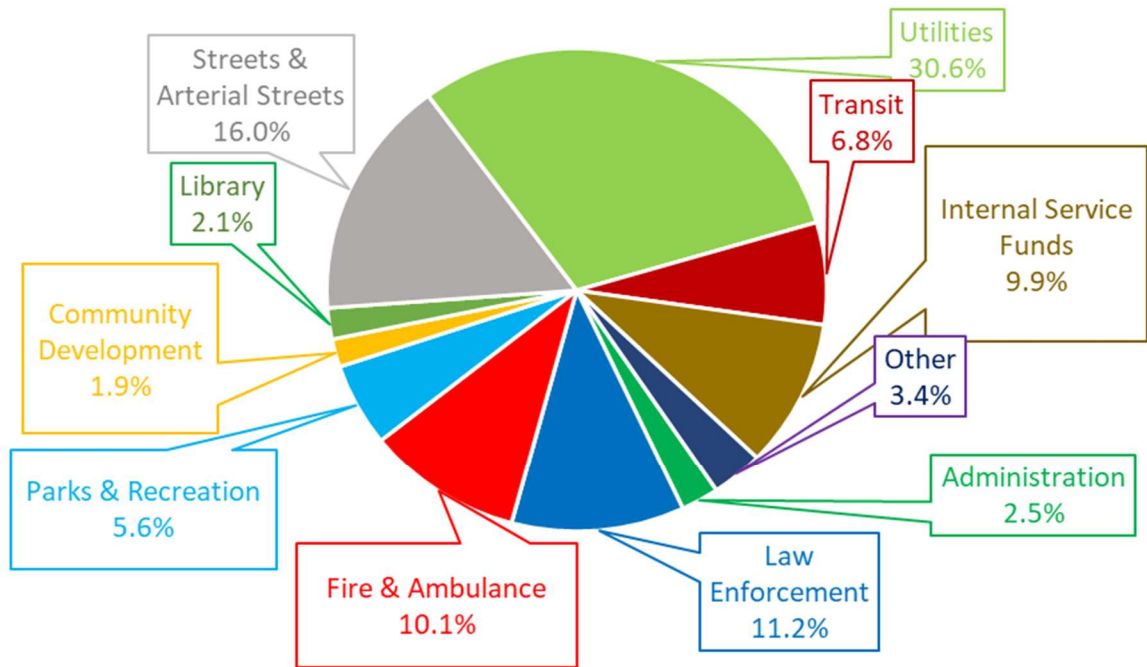
	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
108 Metropolitan Parks								
Intergovernmental Revenue Total Budget	615,892	602,333	642,476	40,143	6.7%	648,901	6,425	1.0%

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
108 Metro Parks Expenditures								
Total Budget	644,395	-	608,050	608,050	0.0%	30,272	(577,779)	-95.0%

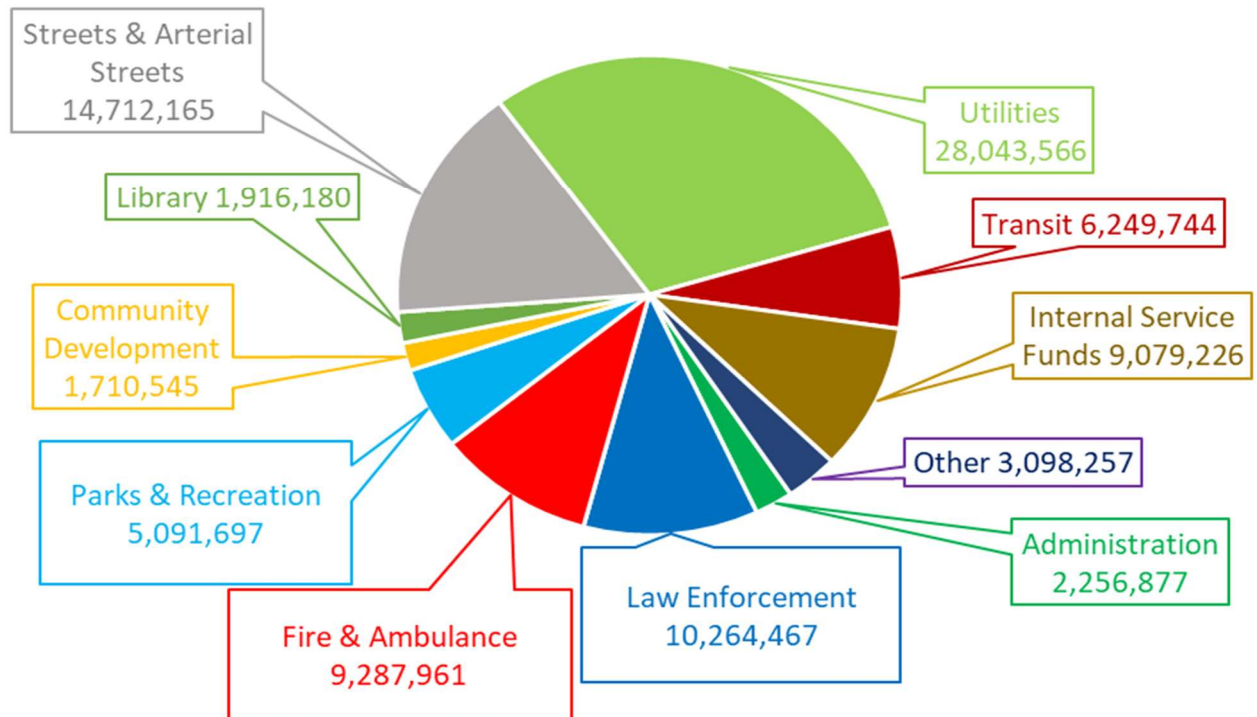
Summary of 2023-2024 Mayor's Proposed Budget - Updates from November 10, 2022:

- Page 27: Added Summary of 2023-2024 Mayor's Proposed Budget - Updates
- Page 44: Page reference updated from page 21 to page 22 due to page numbering change when index added.
- Page 46: Page reference updated from page 21 to page 22 due to page numbering change when index added.
- Page 47: Original table did not include Total Budget row. Although totals could be found on page 25, this update now includes proper presentation in concurrence with other departments and funds.
- Page 50: Original Budget Abstract did not include explanation for Capital Expenditures denoted in the table. Table previously denoted the approved activity through the Capital Improvement Plan (CIP) process in August 2022.
- Page 74: Fire Chief position was not included in the original organizational chart.
- Page 122: Annual volume of potable water and wastewater were originally presented in reverse.
- Page 127: Reference to 2023-2024 request was originally presented as 2021-2022.

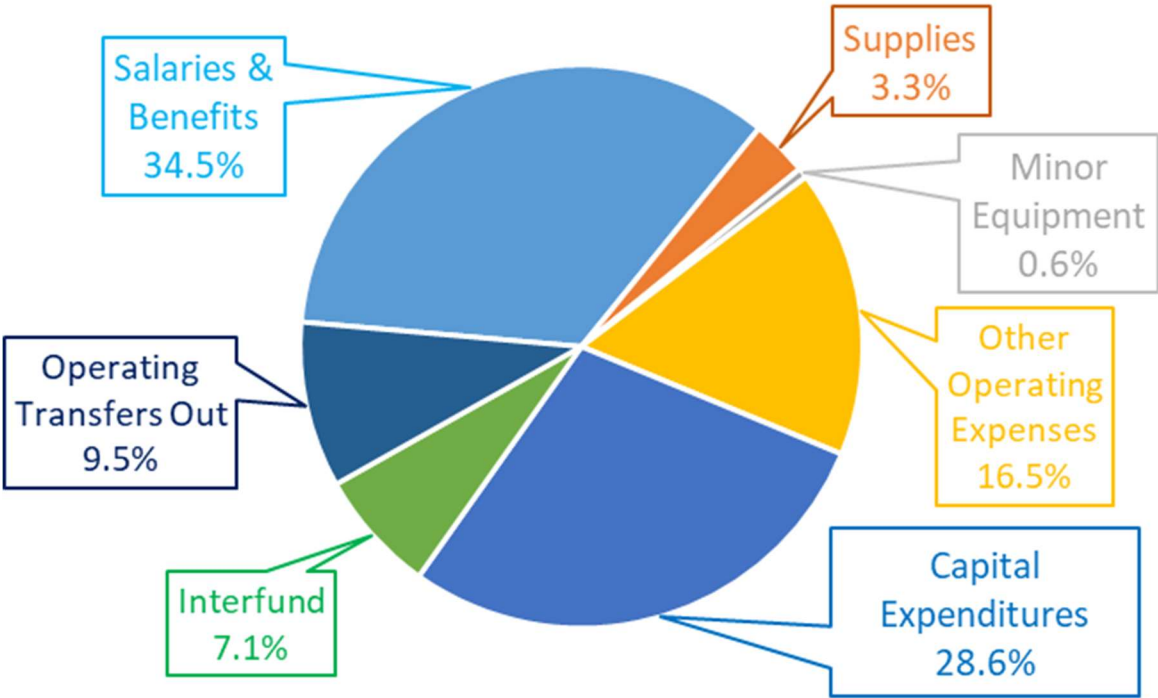
2023 City Expenses by Activity (%)



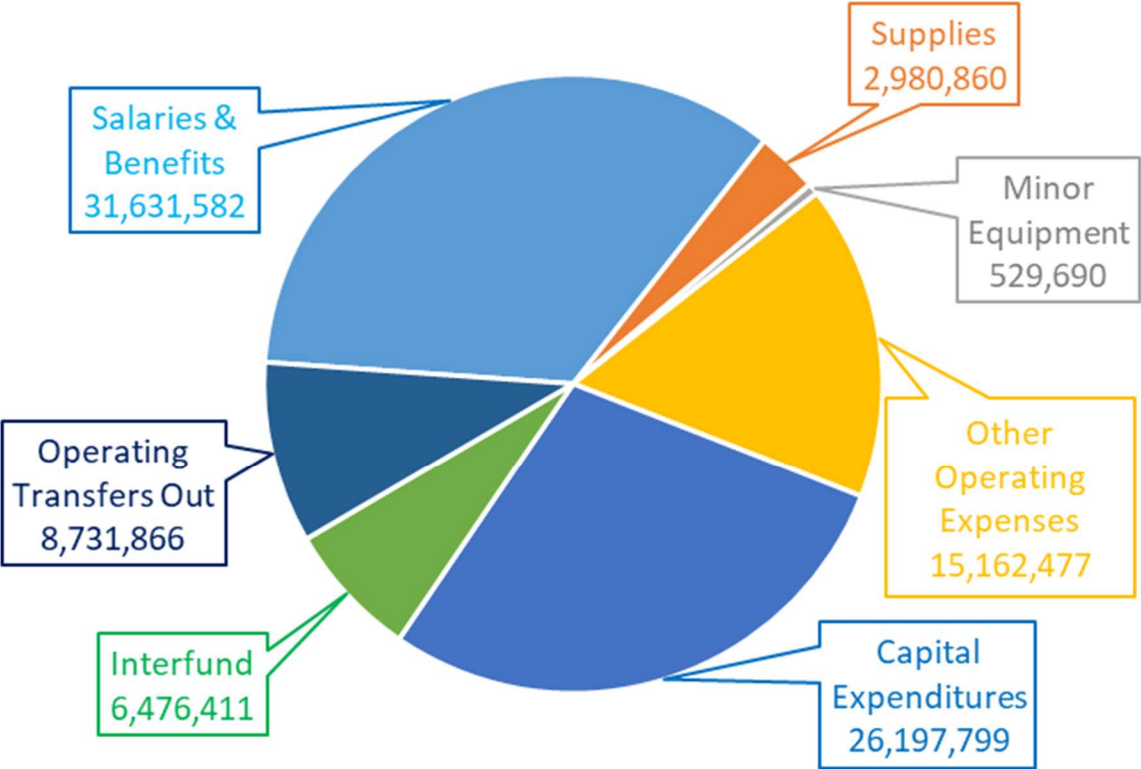
2023 City Expenses by Activity \$91,710,685



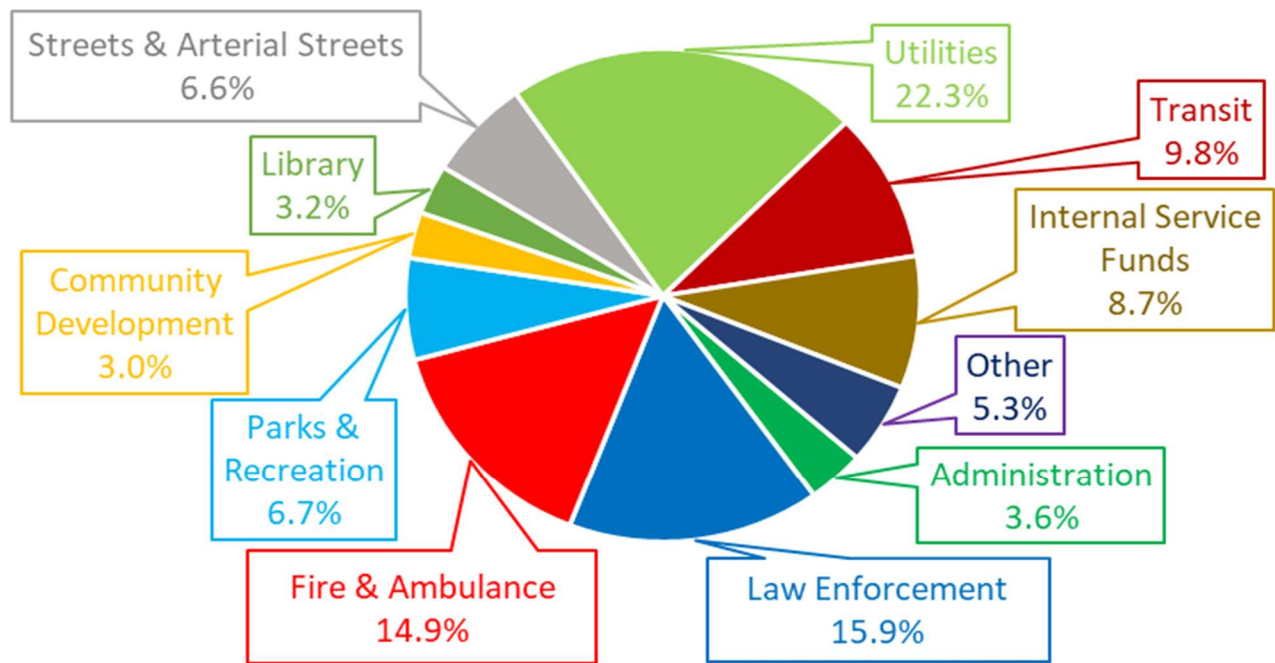
2023 City Expenses (%)



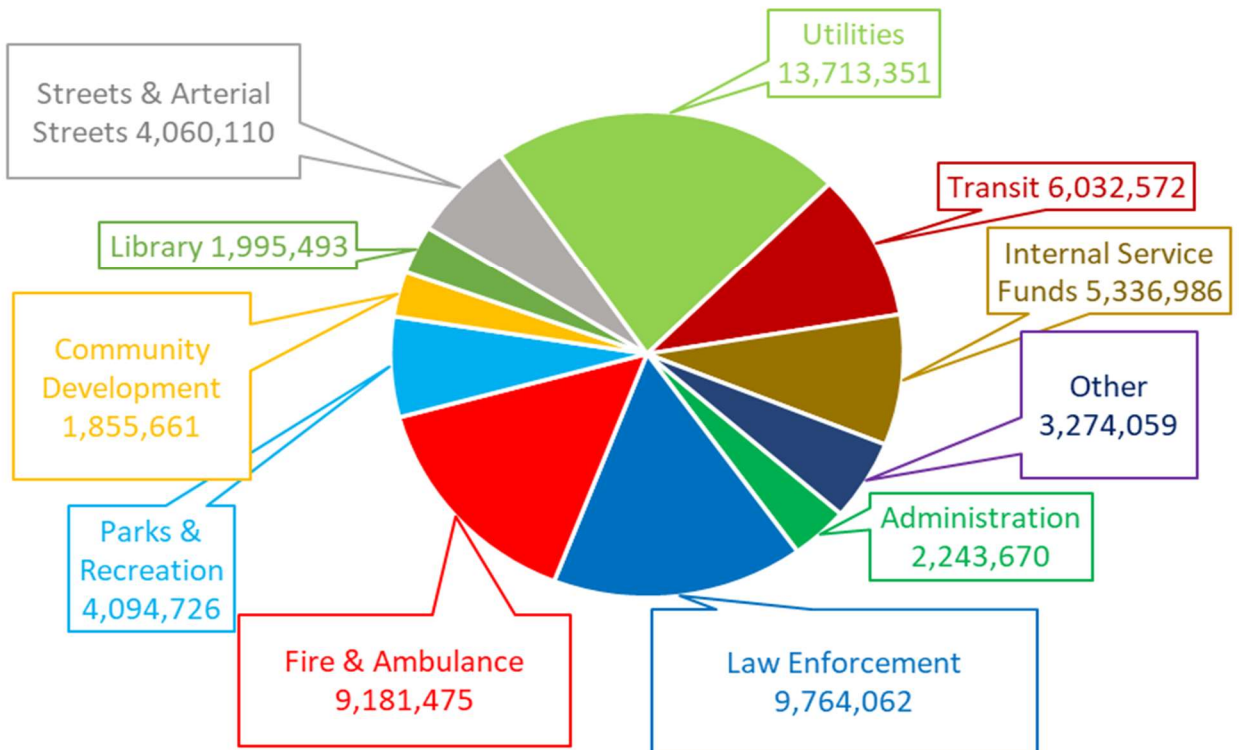
2023 City Expenses \$91,710,685



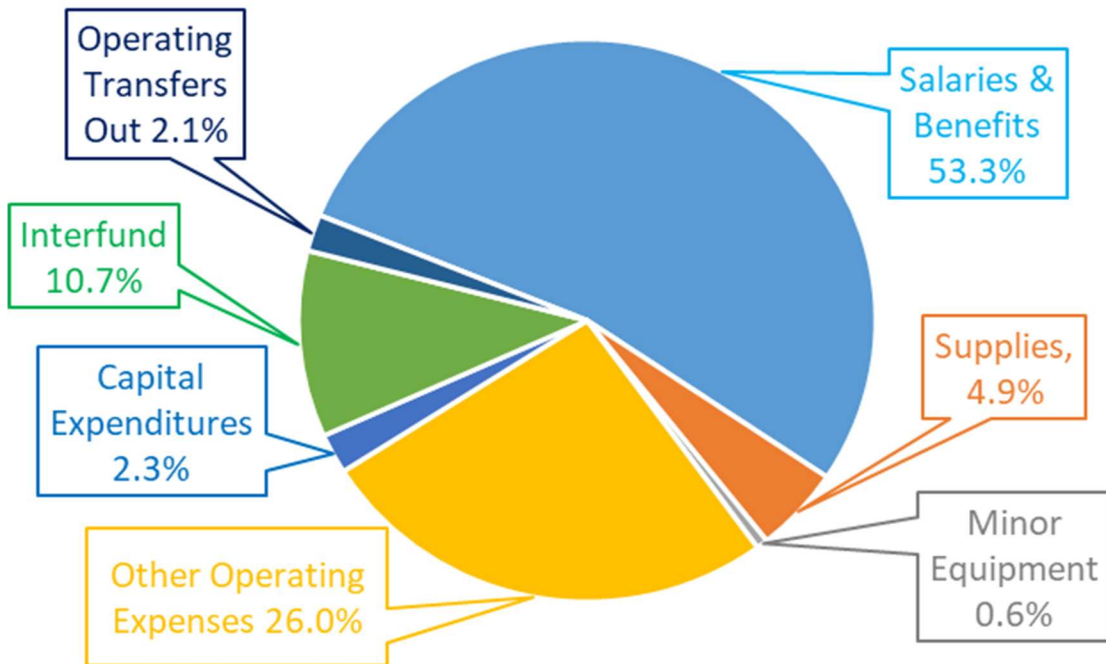
2024 City Expenses by Activity (%)



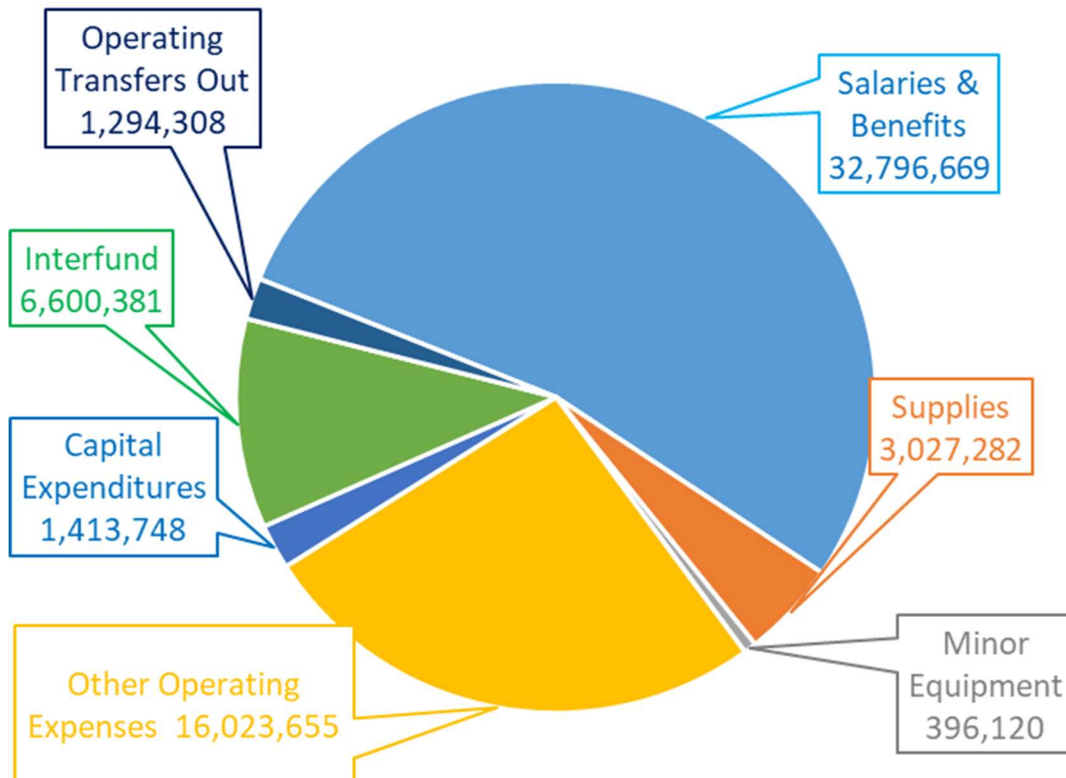
2024 City Expenses by Activity \$61,552,164



2024 City Expenses (%)



2024 City Expenses \$61,552,164



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, Communications, and Administrative type activities. In addition, the General Fund also provides major funding for capital projects previously approved under the City's Capital Improvement Program through 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 state-shared, along with fees, permits, grants, charges for services, fines, income from investments, and miscellaneous other sources.

<u>TAXES</u>	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
REAL AND PERSONAL PROP TAX	7,026,286	7,083,435	7,462,252	378,817	5.3%	7,668,875	206,623	2.8%
REAL PROPERTY TAX-EMS DISTRICT	976,051	983,828	1,036,442	52,614	5.3%	1,064,805	28,363	2.7%
LOCAL RETAIL SALES/USE TAX	4,718,512	5,000,000	5,705,000	705,000	14.1%	5,847,625	142,625	2.5%
NATURAL GAS USE TAX	158,298	152,000	240,000	88,000	57.9%	246,000	6,000	2.5%
LOCAL CRIMINAL JUSTICE TAX	521,079	482,500	570,500	88,000	18.2%	584,763	14,263	2.5%
INTERFUND TAXES-UTILITIES-WATER	243,462	240,000	246,689	6,689	2.8%	248,886	2,197	0.9%
INTERFUND TAXES-UTILITIES-SEWER	228,570	224,000	211,326	(12,674)	-5.7%	212,440	1,114	0.5%
INTERFUND TAXES-UTILITIES-STORMWATER	49,332	44,800	46,816	2,016	4.5%	47,986	1,170	2.5%
PRIV OWN PUB UTIL TAX-ELEC/GAS	1,471,569	1,348,000	1,450,000	102,000	7.6%	1,486,250	36,250	2.5%
PRIV OWN PUB UTIL TAX-GARBAGE	186,177	166,000	195,000	29,000	17.5%	199,875	4,875	2.5%
PRIV OWN PUB UTIL TAX-GARBAGE-CI	135,859	100,000	140,000	40,000	40.0%	143,500	3,500	2.5%
PRIV OWN PUB UTIL TAX-TELEPHONE	151,807	208,000	180,000	(28,000)	-13.5%	171,000	(9,000)	-5.0%
GAMBLING TAXES-CARD ROOMS	27,455	43,000	55,000	12,000	27.9%	56,375	1,375	2.5%
LEASEHOLD EXCISE TAX	132,777	48,592	130,000	81,408	167.5%	132,600	2,600	2.0%
ADMISSIONS TAX	253,484	400,000	540,000	140,000	35.0%	540,000	-	0.0%
TOTAL TAXES	16,280,718	16,524,155	18,209,025	1,684,870	10.2%	18,650,980	441,955	2.4%

<u>LICENSES & PERMITS</u>	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
FRANCHISE FEES	134,731	125,000	130,000	5,000	4.0%	130,000	-	0.0%
OTHER LICENSES & PERMITS	62,819	71,550	98,800	27,250	38.1%	103,057	4,257	4.3%
BUILDING, STRUCTURES & EQ PERM	666,737	490,000	625,000	135,000	27.6%	640,625	15,625	2.5%
TOTAL LICENSES & PERMITS	864,287	686,550	853,800	167,250	24.4%	873,682	19,882	2.3%

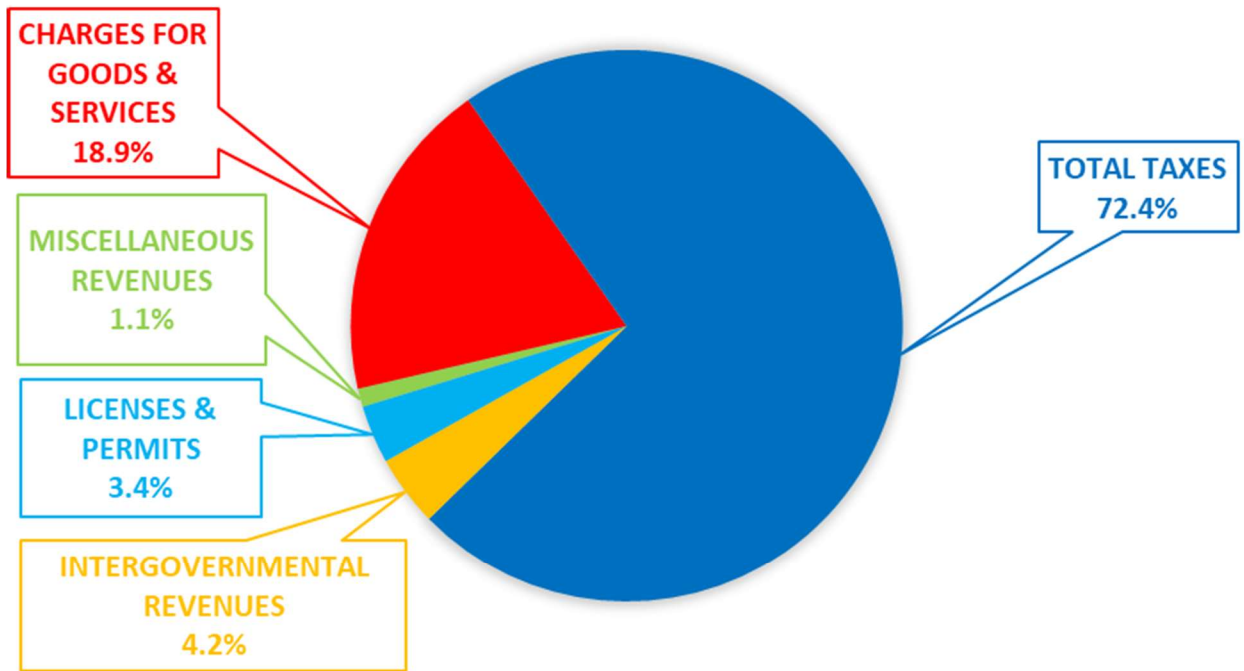
INTERGOVERNMENTAL REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
FEDERAL GRANTS (Excluding FAA Items & ARPS)	405,877	327,142	290,000	(37,142)	-11.4%	75,000	(215,000)	-74.1%
STATE & LOCAL GRANTS	480,641	-	-	-	0.0%	-	-	0.0%
CITY ASSISTANCE	230,745	112,000	125,000	13,000	11.6%	126,250	1,250	1.0%
CRIMINAL JUSTICE GRANTS	56,997	8,000	52,800	44,800	560.0%	52,800	-	0.0%
MARIJUANA TAXES	75,111	70,000	80,000	10,000	14.3%	82,000	2,000	2.5%
LIQUOR TAXES & PROFITS	514,953	460,000	500,000	40,000	8.7%	510,000	10,000	2.0%
TOTAL INTERGOVERNMENTAL REVENUES	1,764,324	977,142	1,047,800	70,658	7.2%	846,050	(201,750)	-19.3%

CHARGES FOR GOODS & SERVICES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
INTERFUND & INTERGOVERNMENTAL FEES	871,718	563,969	705,479	141,510	25.1%	727,718	22,239	3.2%
PROGRAM & ACTIVITY FEES	645,861	739,850	675,000	(64,850)	-8.8%	710,950	35,950	5.3%
METRO PARKS DISTRICT	620,317	620,894	654,098	33,204	5.3%	660,639	6,541	1.0%
WSU FIRE SERVICES	1,402,803	1,478,694	1,250,100	(228,594)	-15.5%	1,600,000	349,900	28.0%
AMBULANCE REVENUE	632,518	1,075,000	1,185,980	110,980	10.3%	1,216,125	30,145	2.5%
PLAN CHECK FEES	241,516	220,000	281,250	61,250	27.8%	288,281	7,031	2.5%
TOTAL CHARGES FOR GOODS & SERVICES	4,414,733	4,698,407	4,751,907	53,500	1.1%	5,203,713	451,806	9.5%

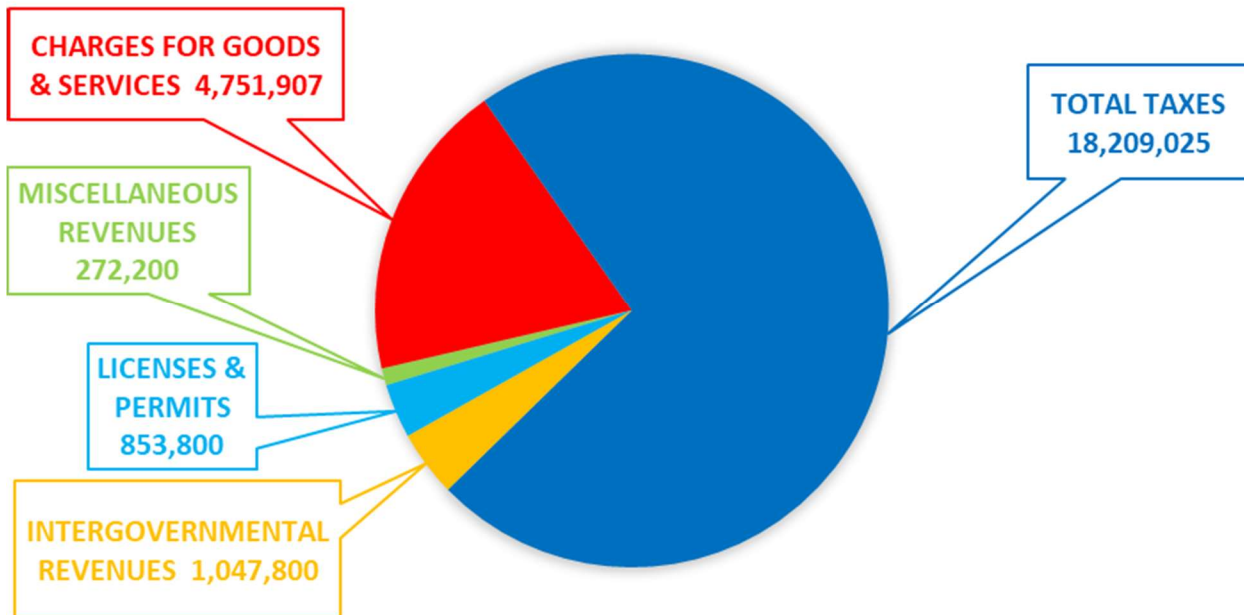
MISCELLANEOUS REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
FINES & FORFEITS	55,092	47,050	69,200	22,150	47.1%	70,906	1,706	2.5%
OTHER MISCELLANEOUS REVENUE	469,574	217,100	203,000	(14,100)	-6.5%	208,170	5,170	2.5%
TOTAL MISCELLANEOUS REVENUE	524,666	264,150	272,200	8,050	3.0%	279,076	6,876	2.5%

GENERAL FUND TOTAL REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
	23,848,727	23,150,404	25,134,732	1,984,328	8.6%	25,853,501	718,769	2.9%

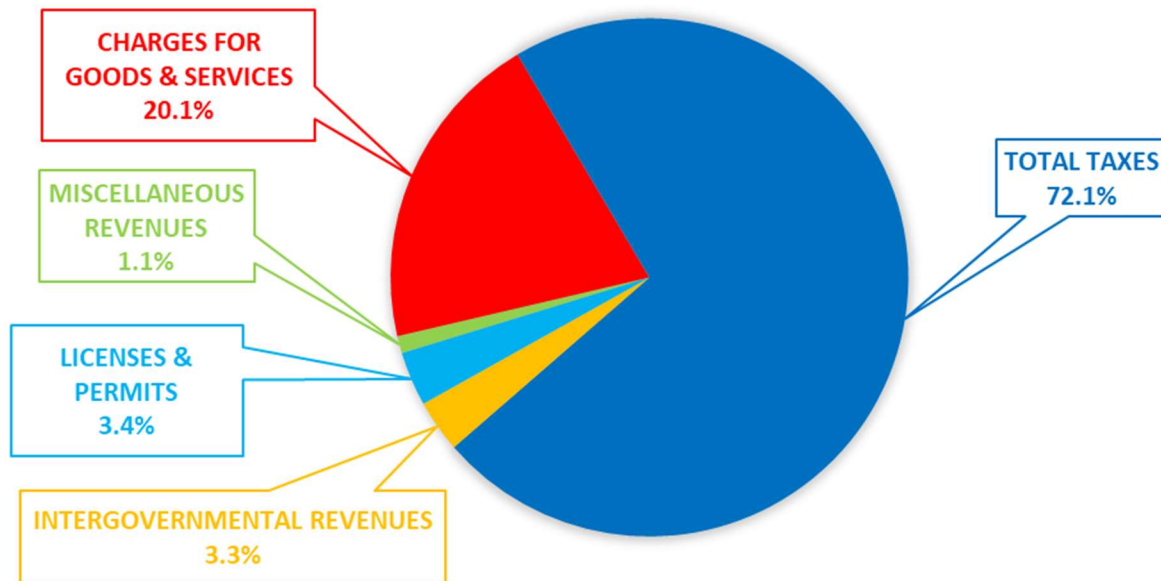
2023 GENERAL FUND REVENUE BUDGET (%)



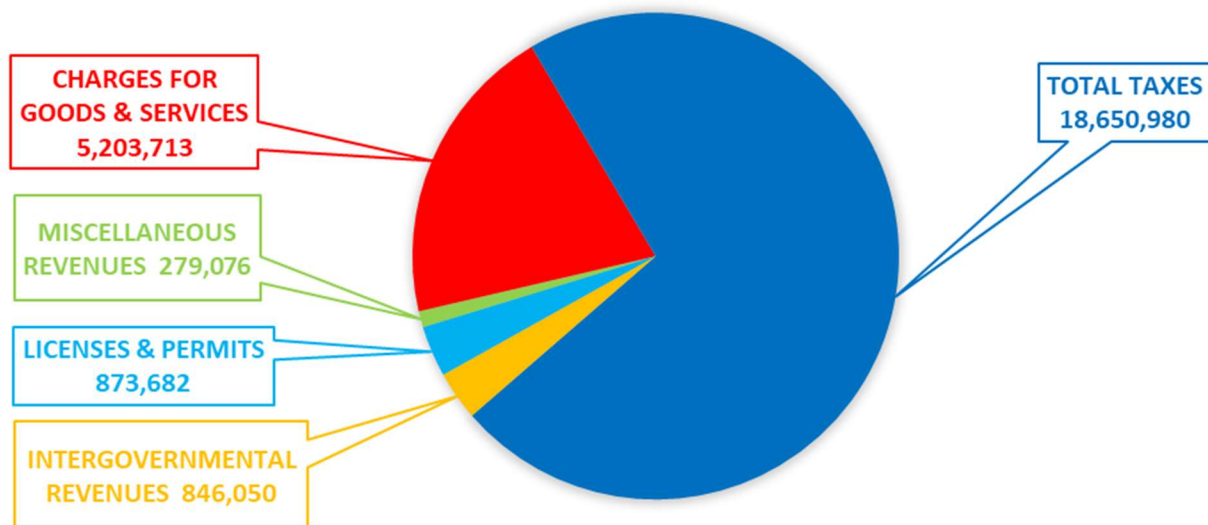
2023 GENERAL FUND REVENUE BUDGET \$25,134,732



2024 GENERAL FUND REVENUE BUDGET (%)



2024 GENERAL FUND REVENUE BUDGET \$25,853,501



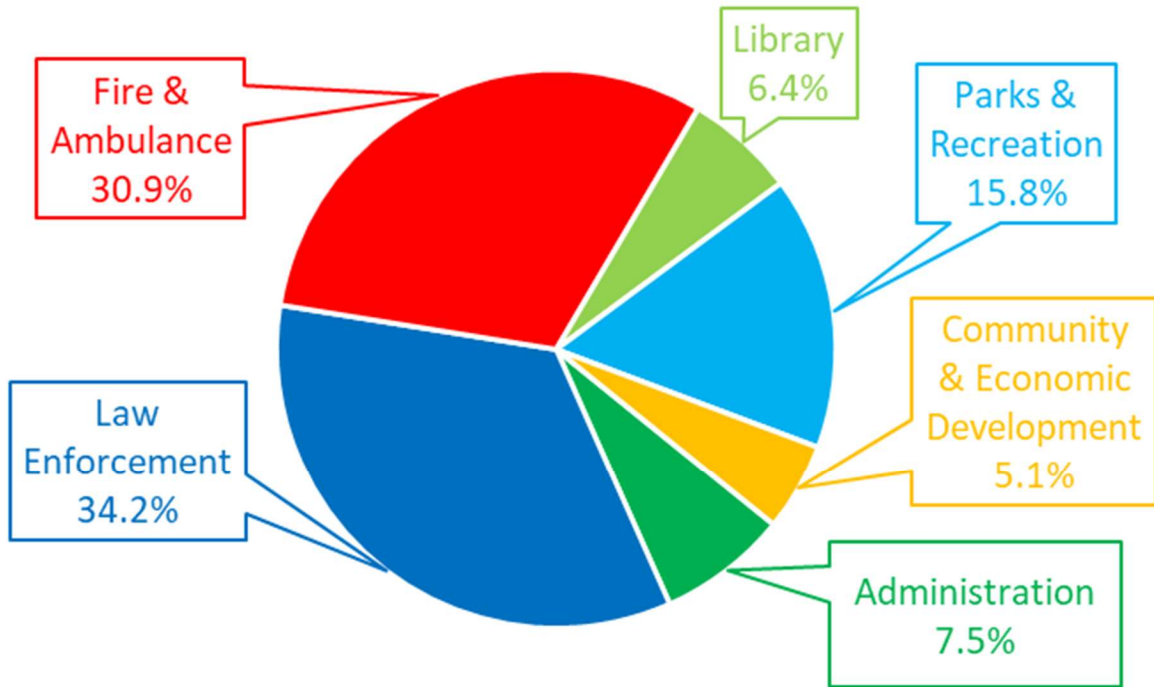
Expenditures: General fund expenses for 2023 and 2024 are aggregated for presentation in two ways. The first is by operational activity: Law Enforcement, Fire & Ambulance, Parks & Recreation, Library, Community Development (Buildings & Protective Inspections, Planning, and Economic Development), and Administration (Legislative, Executive, Finance & Clerk, Legal, Communications, 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 a prorated share of Facilities, Information Technology, GIS, and Equipment).

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

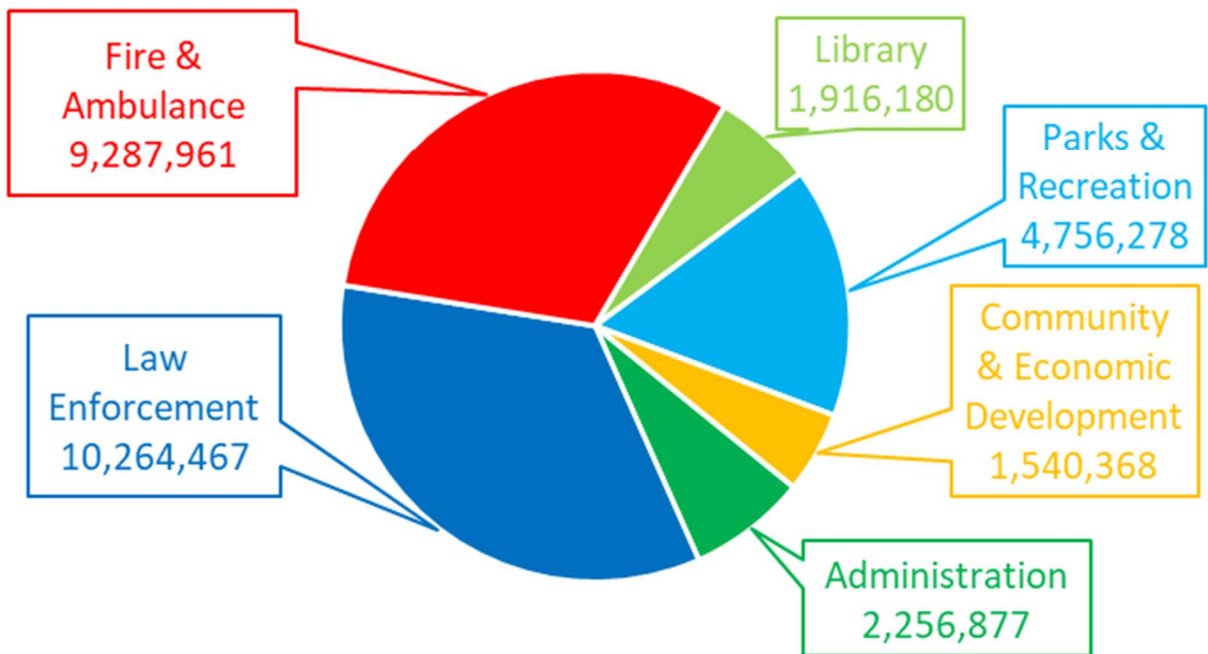
Please note readers may be used to seeing statements for financial activities showing both revenues and expenditures of an organization in one statement. For the General Fund, revenues into the General Fund are for the use of all the departments in the General Fund unless otherwise restricted.

001 General Fund Expenditures	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
001.1100 Legislative	378,180	371,766	374,026	2,260	0.6%	363,673	(10,352)	-2.8%
001.1300 Executive	263,908	392,518	311,204	(81,314)	-20.7%	287,757	(23,447)	-7.5%
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001.5900 Economic Development	153,028	201,809	170,046	(31,763)	-15.7%	172,474	2,428	1.4%
001.7200 Library	1,542,448	1,909,652	1,916,180	6,528	0.3%	1,995,493	79,313	4.1%
001.7400 Participant Recreation	1,789,680	2,084,622	2,108,199	23,577	1.1%	2,199,657	91,458	4.3%
001.7600 Parks Facilities	1,248,537	1,830,182	2,144,936	314,754	17.2%	1,518,741	(626,195)	-29.2%
Total Budget	23,533,586	27,668,884	30,022,131	2,353,247	8.5%	28,712,233	(1,309,899)	-4.4%

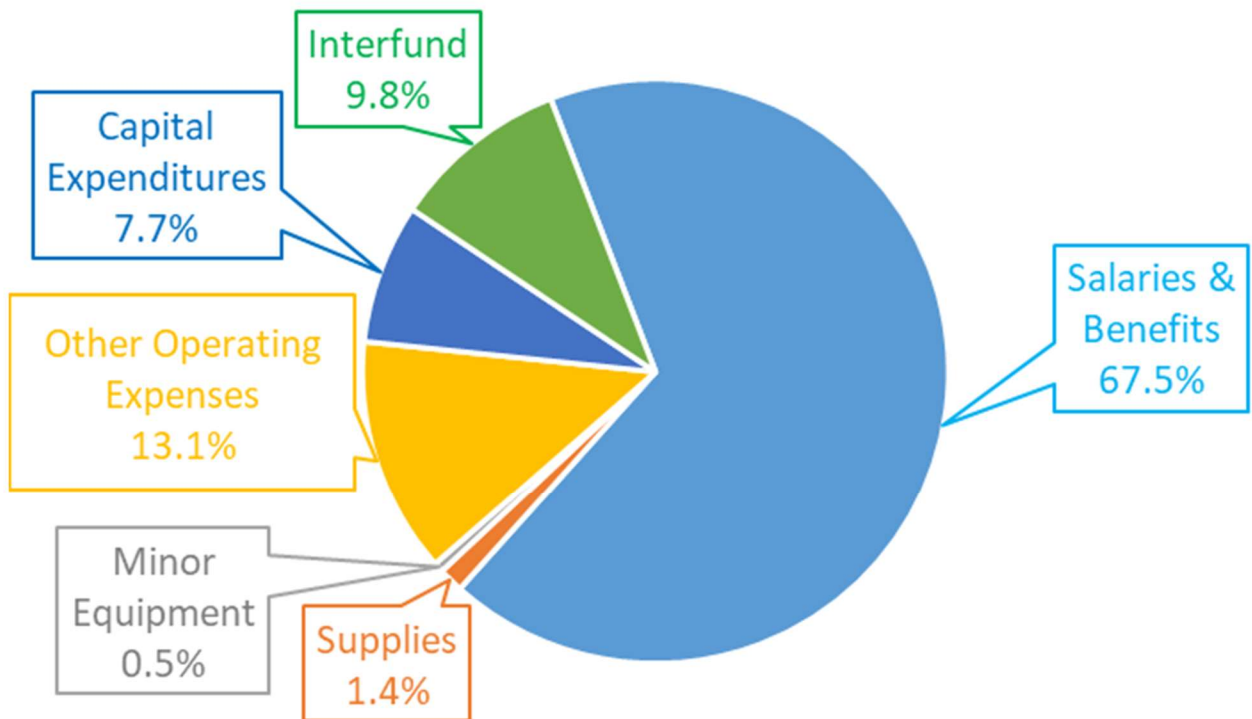
2023 General Fund Expenses by Activity (%)



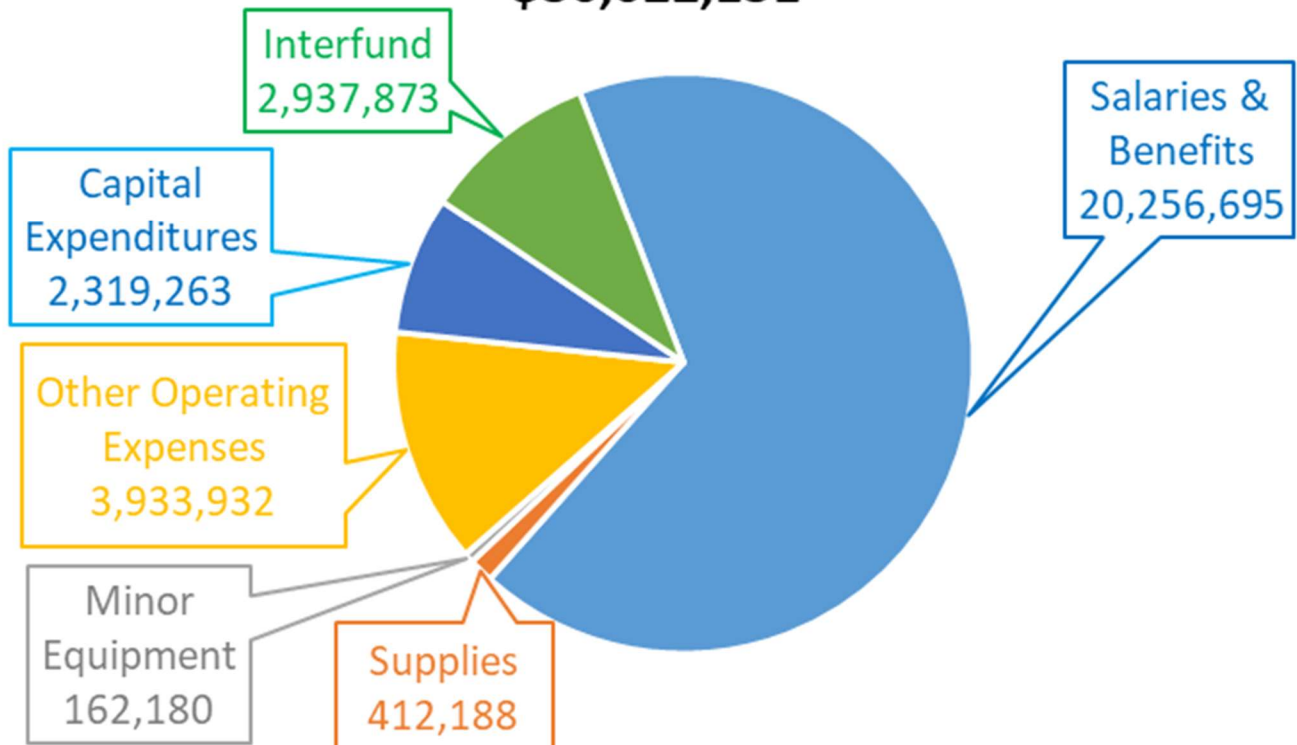
2023 General Fund Expenses by Activity \$30,022,131



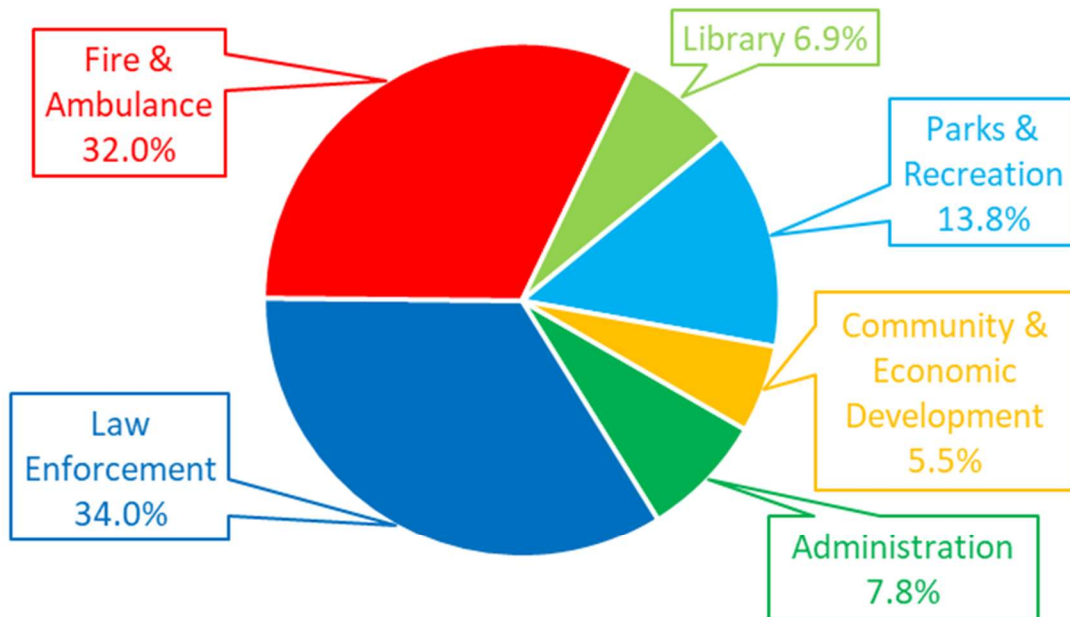
2023 General Fund Expenses (%)



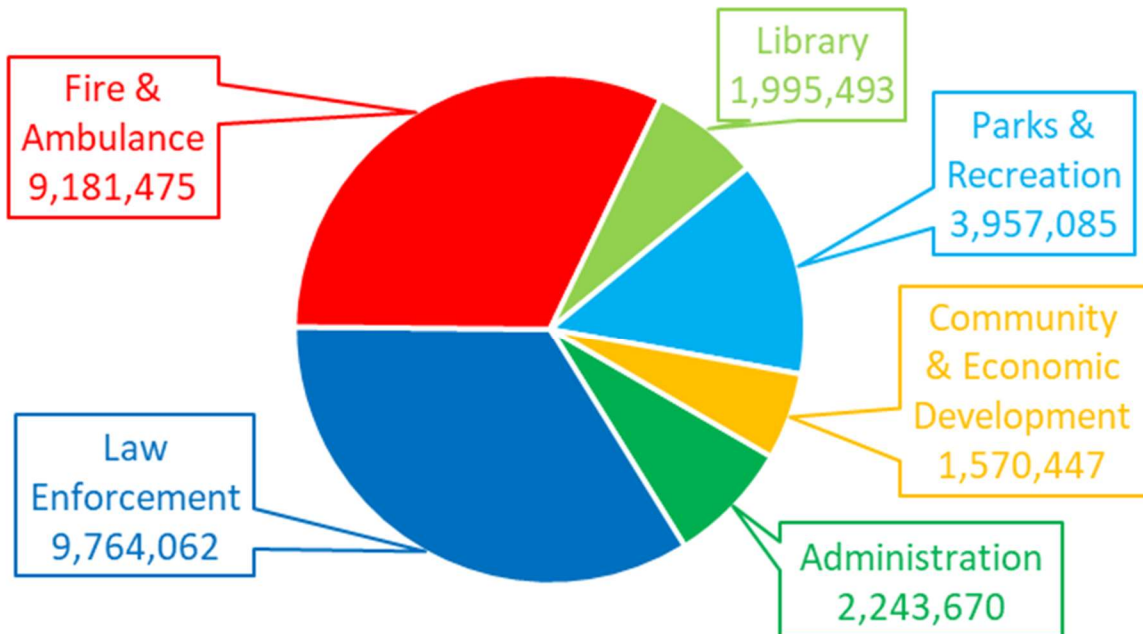
2023 General Fund Expenses \$30,022,131



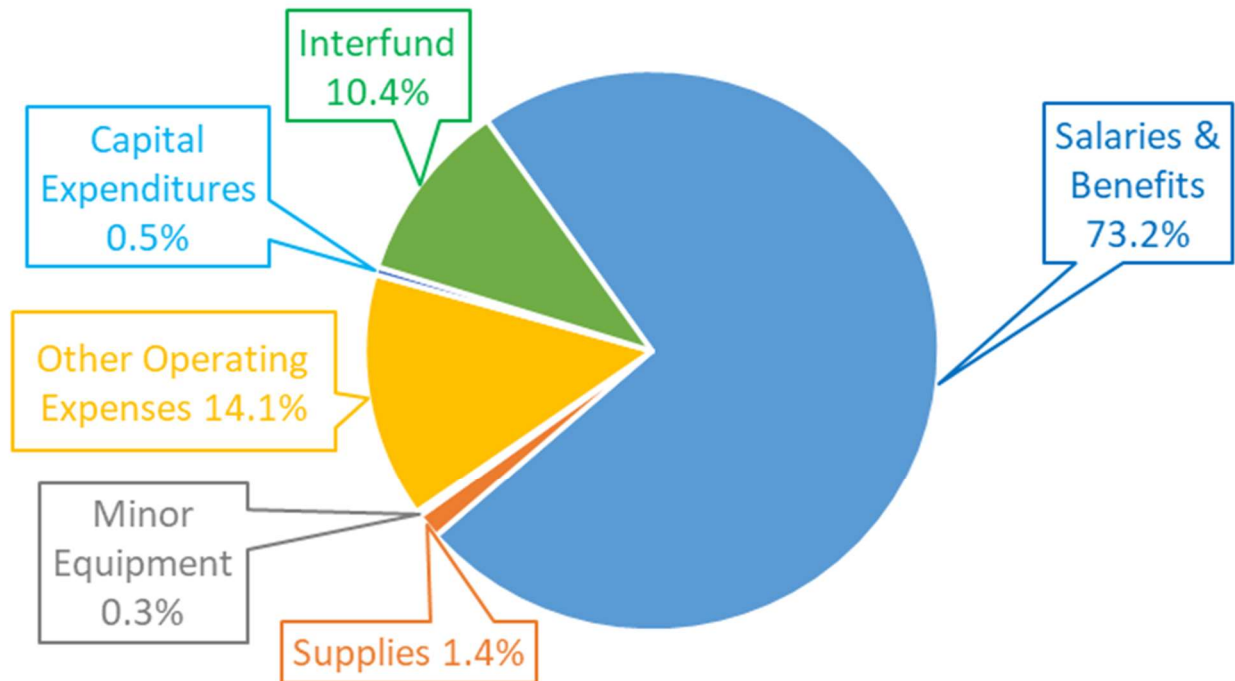
2024 General Fund Expenses by Activity (%)



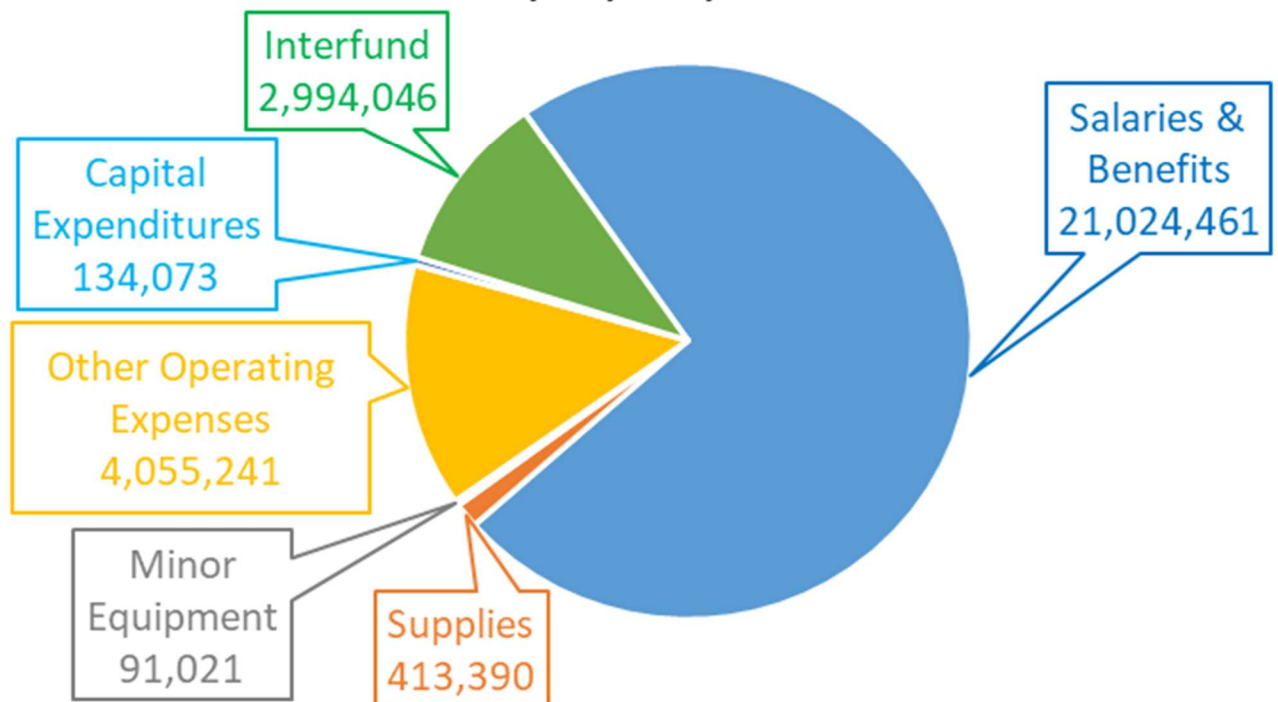
2024 General Fund Expenses by Activity \$28,712,232



2024 General Fund Expenses (%)



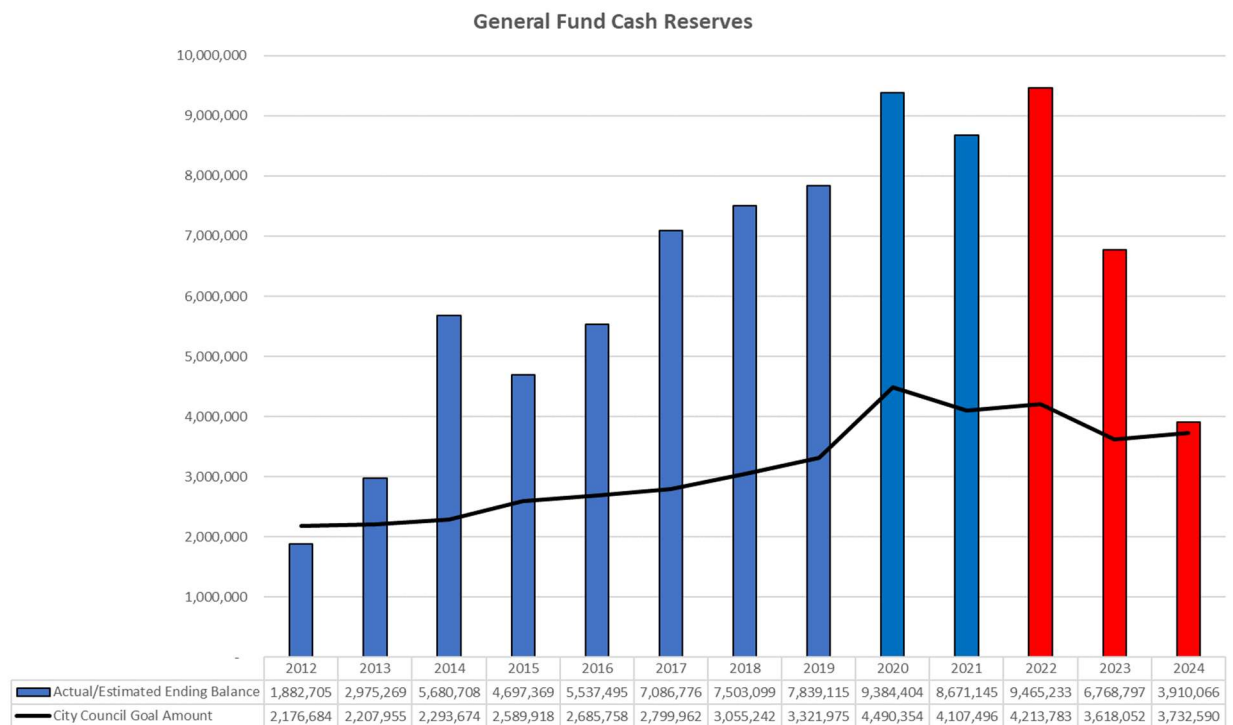
2024 General Fund Expenses \$28,712,232



Reserves: The 2023 General Fund Budget is presented as \$25,134,732 of revenues with associated expenditures of \$30,022,131, including capital expenditure items of \$2,190,963 funded from a different reserve account. This creates a shortfall of \$2,696,436 which can be backfilled by fund reserves while maintaining the City Council goal of 13.0%. In the previous biennial budget, the Director of Finance & Administrative Services had a higher reserves goal amount of two-months operating expenses or 16.67%. Post-pandemic analysis has changed this philosophy, and the City Council goal of 13.0% is the true benchmark.

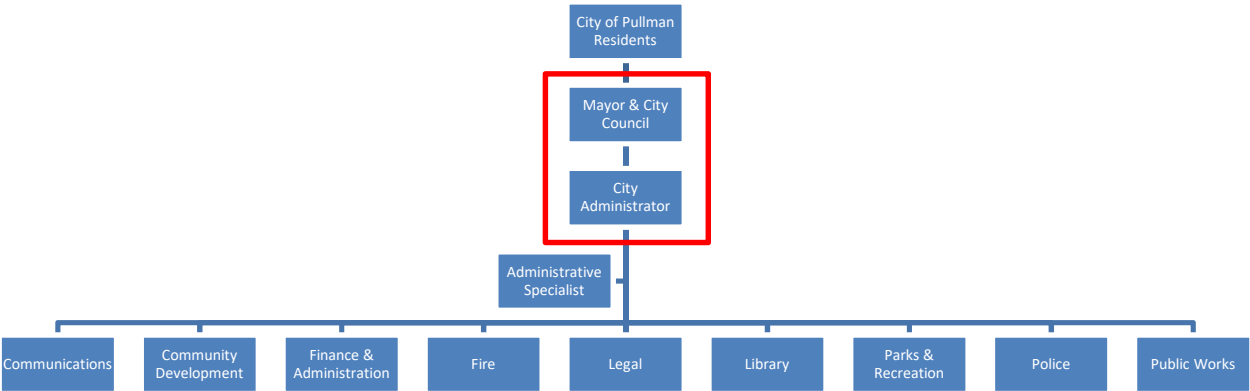
The 2024 General Fund Budget is presented as \$25,853,501 of revenues with associated expenditures of \$28,712,232. This creates a shortfall of \$2,858,731 which can be backfilled by fund reserves while maintaining the City Council goal of 13.0%. At the end of 2024, the City Council's goal of 13.0% of General Fund reserves would be met by approximately \$177,476 and would actually be 13.6%. However, due to open positions in the current budget – most notably the vacant Director of Finance & Administrative Services and Human Resources Director - 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 next biennium, maintaining the outlined reserve goal is achievable even with the forthcoming results of the salary study for non-represented staff.

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



General Fund Cash Reserves for 2022, 2023, and 2024 can only be estimated when this document was produced and are therefore denoted in red.

City of Pullman Legislative & Executive



Departmental 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, increasing public awareness, adopting goals and priorities, knowledge of overall city activities, holding open public meetings to address relevant and timely issues, and participating in assigned boards, commissions, or committees.

Budget Highlights/Changes:

- Salaries & Wages: unchanged since 2018, but set to be reviewed by Salary Commission in 2022
- Overtime: N/A
- Benefits: increase in benefits due to changes in payroll-related taxes
- Supplies: decrease due to the implementation of technology and replacing previously printed materials with electronic documents
- Minor Equipment: none
- Other Operating Expenses: increases attributable to insurance increases; rising costs of local elections and voter registration being borne onto local municipal governments by Whitman County Auditor; years two and three of funding the Downtown Pullman Association Executive Director for three years at \$40,000 per year; and return of in-person AWC activities post-pandemic with respect to travel and training expenses
- Interfund: IT rates from the previous year are reduced because the staff is currently unable to issue city email licenses to board and commission members due to capacity and overall funding issues
- Capital Expenditures: none

City Council Goals & Priorities Addressed in Budget: The goals and priorities determined by the Mayor and City Council include – Downtown; Boards and Commissions; Enhanced Communications; Support, Collaboration, and Education; Economic Development; and Other Priorities. Please see page 22 for the complete listing.

Comprehensive Plan Goals Addressed in Budget:

All Comprehensive Plan Goals fall under the purview of the Mayor and Pullman City Council.

A sampling of some specific goals includes:

- LU 1.1: Anticipate and plan for population growth to maintain Pullman’s quality of life
- LU 4: Plan for cohesive and livable neighborhoods, considering their unique characteristics and needs for housing, transportation, services, and amenities
- LU 7: Strengthen and grow the economic base of the community

001.1100 Legislative	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
Regular Salaries	45,650	46,200	46,200	-	0.0%	46,200	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	3,743	3,780	3,917	137	3.6%	3,937	20	0.5%
Supplies	14	2,000	800	(1,200)	-60.0%	1,150	350	43.8%
Minor Equipment	28	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	156,077	130,413	234,214	103,801	79.6%	221,254	(12,959)	-5.5%
Interfund - IT	122,683	136,888	24,208	(112,680)	-82.3%	24,828	620	2.6%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	49,985	52,485	64,687	12,202	23.2%	66,304	1,617	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	378,180	371,766	374,026	2,260	0.6%	363,673	(10,352)	-2.8%

<u>Legislative</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Councilmembers (Elected)	7 (PT)	7 (PT)
Total	7	7

Departmental Preliminary Budget Abstract

Department: Executive (001.1300)

Activity Overview: Mayor – overall coordination of municipal activities: City spokesperson: Board, Commission, and Committee appointments; Chair of the Pullman-Moscow Regional Airport Board; point of contact with the 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 and City Council; leads all city departments to ensure efficient and effective delivery of services and programs; facilitates communications across city functional groups; develop City Council meeting agendas; promotes relationships and communications within the organization and to external governments, organizations, groups, etc.; and serves as Chief Operating Officer for the municipality.

Department Goals: Implement and ensure policies are carried out in a timely manner; continuous improvement of contacts to provide a representation of city issues; increase public awareness of municipal government activities and 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, Commissions, and Committees are active with full rosters; healthy public awareness of municipal activities; represent the City at public events; provide strategic leadership and oversight for budget, comprehensive plan, and all other business and operational plans; ensure progress and achievement of city policies; protect the City's financial health and integrity while maintaining essential services efficiently and cost-effectively.

Budget Highlights/Changes:

- Salaries & Wages: the Administrative Specialist position added by the City Council in 2021 will be frozen when the current staffer relocates with family at the end of 2023Q2; at that point, staff will analyze a change in deployment best on current need and associated revenues
- Overtime: N/A
- Benefits: decrease in benefits due to the Administrative Specialist position being frozen beginning 2023Q3 while regular benefits for other positions rise commensurate with other city-wide positions

- Supplies: budget reduced to be more reflective of actual expenditures; increase in 2024 to accommodate printing costs for a newly elected mayor.
- Minor Equipment: N/A
- Other Operating Expenses: increases to insurance are offset by the Administrative Specialist position being frozen; yearly Airport funding contribution to the Pullman-Moscow Regional Airport is set to resume in 2025 after the completion of the terminal, and \$2,000,000 contribution from the City is planning to expend with this budget.
- Interfund: IT rates increase with the cost of providing services; Facilities rates decrease and are reallocated to Communications and Human Resources based on those departments occupying those building spaces.
- Capital Expenditures: none

City Council Goals & Priorities Addressed in Budget: The goals and priorities are determined by the Mayor and City Council. The City Administrator is responsible for assuring the organization meets these goals and priorities with the help of other staff. The City Administrator provides quarterly updates to the Mayor and City Council on the status of these items. The summary beginning on page 22 has a full breakdown of the individual tasks that the City Administrator has maintained as the primary responsibility.

Comprehensive Plan Goals Addressed in Budget:

All Comprehensive Plan Goals fall under the purview of the Mayor and Pullman City Council. A sampling of some specific goals includes:

- LU 1.1: Anticipate and plan for population growth to maintain Pullman's quality of life.
- LU 4: Plan for cohesive and livable neighborhoods, considering their unique characteristics and needs for housing, transportation, services, and amenities.
- LU 7: Strengthen and grow the economic base of the community.

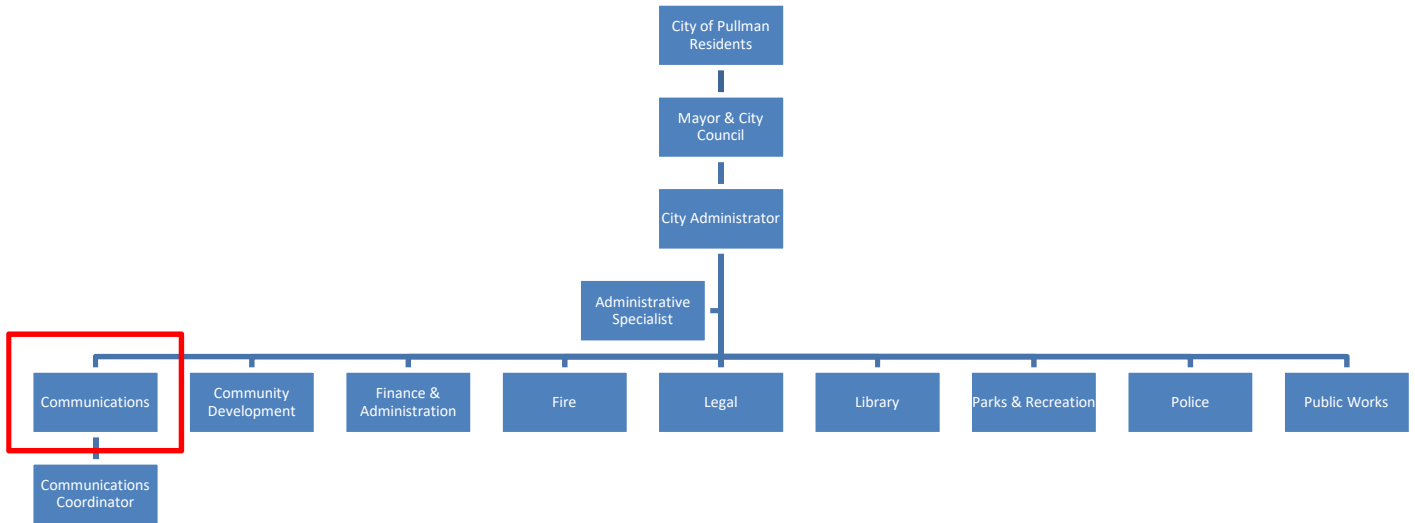
The City Administrator is responsible for assuring the organization is working to attain the goals of the adopted comprehensive plan.

001.1300 Executive	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	173,936	215,600	188,590	(27,010)	-12.5%	162,236	(26,354)	-14.0%
Overtime	32	-	-	-	0.0%	-	-	0.0%
Benefits	60,248	82,140	66,672	(15,468)	-18.8%	62,940	(3,732)	-5.6%
Supplies	188	1,225	50	(1,175)	-95.9%	300	250	500.0%
Minor Equipment	2,124	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	11,072	75,776	40,274	(35,502)	-46.9%	46,282	6,008	14.9%
Interfund - IT	8,812	9,904	9,958	54	100.0%	10,197	239	2.4%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	7,498	7,873	5,660	(2,213)	100.0%	5,802	142	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	263,908	392,518	311,204	(81,314)	-20.7%	287,757	(23,447)	-7.5%

Executive	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Mayor (Elected)	1 (PT)	1 (PT)
City Administrator	1	1
Administrative Specialist	1	0
Total	3	2

City of Pullman

Communications



Departmental Preliminary Budget Abstract

Department: Communications (001.1700)

Activity Overview: Design and execute the City's communication strategy and protect the City's brand presence across all mediums both internal and external; timely dissemination of thoughtful, accurate, and transparent messaging through web, social media, and traditional media; respond to media requests and consult with departments on framing of messaging that is honest, confident, and reflective of the values of the City of Pullman and the Pullman community; weave in elements of both graphic design and traditional photography to create strong, vibrant images that accompany key messages; make recommendations regarding communication tactics and strategy that work to accomplish departmental short- and long-term goals; assist in maintaining the City's website with updated calendars and news items and help with routine edits and updates; monitor emerging platforms, trends, and tools, and implement processes as necessary to continue to build effective community engagement.

Department Goals: Enhance social media presence across platforms with consistent messaging, authentic visuals, and tapping into current and emerging trends that are appropriate for our audience and channels; effectively engage the local and regional media with City news that is of interest to the community; keep City website up to date about City news and calendars; explore new and better ways to engage our target audiences with news and stories that capture what we do as an organization to serve the Pullman community; upgrade web presence where feasible and necessary to facilitate adequate communication with community and provide better organization of content; increase accessibility with the City's website and implement best practices online to better serve users who may be living with a disability; continue to work with departments on their communications goals and offer support from idea to implementation; continue to advance communications tools through educational- trainings and conferences via FEMA, Government Social Media Association, National Association of Government Communicators, PRSA, and others; expand knowledge network by meeting and collaborating with community partners, local professionals, and others.

Performance Measurement: Keep updated social media metrics to ensure we're making meaningful connections to the City's target audiences; provide channels for feedback from the community such as a button on the City website or a digital/paper survey that asks audiences to rate the effectiveness of the department's communications; remain in contact with City departments to ensure each is receiving adequate support from a communications lens.

Budget Highlights/Changes:

- Salaries & Wages: Total salary commitment for the department:
 - 2022 - \$59,539
 - 2023 - \$59,946, a 0.684% increase from the year prior.
 - 2024 - \$62,941, a 4.996% increase from the year prior.

- Overtime: Overtime-eligible. Minimal overtime anticipated.
- Benefits: Will stay consistent with one staff member.
- Supplies: No change from the prior year.
- Minor Equipment: High-quality video production accessories like: phone and camera tripod, stabilizers, microphones, lighting, cables, chargers, and remote functionality. Producing more quality video for web and social media will add another messaging tool to the communications strategy, drive engagement, and keep the City of Pullman relevant with new and varying audiences. Drone: Drone video and photography would provide an immersive quality to productions. Capturing stunning views of major events, Pullman sights, and the beauty of our unique region would upgrade the department's visual capacity to align with high-quality productions of other municipalities.
- Other Operating Expenses: N/A
- Interfund: Increases to IT and Facilities from the prior year.
- Capital Expenditures: A redesign of the City of Pullman website was approved for the 2023 Capital Improvement Program (CIP). The objective is to improve the user experience by promoting greater functionality and accessibility, constructing an optimal site map for simpler navigation, and implementing a modern, enduring design that syncs with the City's branding initiative.

City Council Goals & Priorities Addressed in Budget:

Enhanced Communication: Harmonize the City website; ensure early and timely notification of construction activities, parking availability, etc.--emphasis on Project Downtown; increase public feedback; promote community volunteering, the purpose of commissions/committees, the impact they generate, and ways to get involved.

Other Priorities: Work to show the support and value of our employees.

Comprehensive Plan Goals Addressed in Budget:

Goal CF 4: Clear, concise, and timely communication is paramount to informing the community during an emergency, especially any threat to public safety.

Goal LU 1: When it comes to highlighting downtown, messaging will be key in giving residents, visitors, and tourists a glimpse of what they'll find on their adventure.

Goal LU 3: Build trust by reporting on government actions regarding policy, proposals, and projects with transparency and clarity. Grow with technology, and develop a strategy that leverages new, popular methods to help boost community awareness.

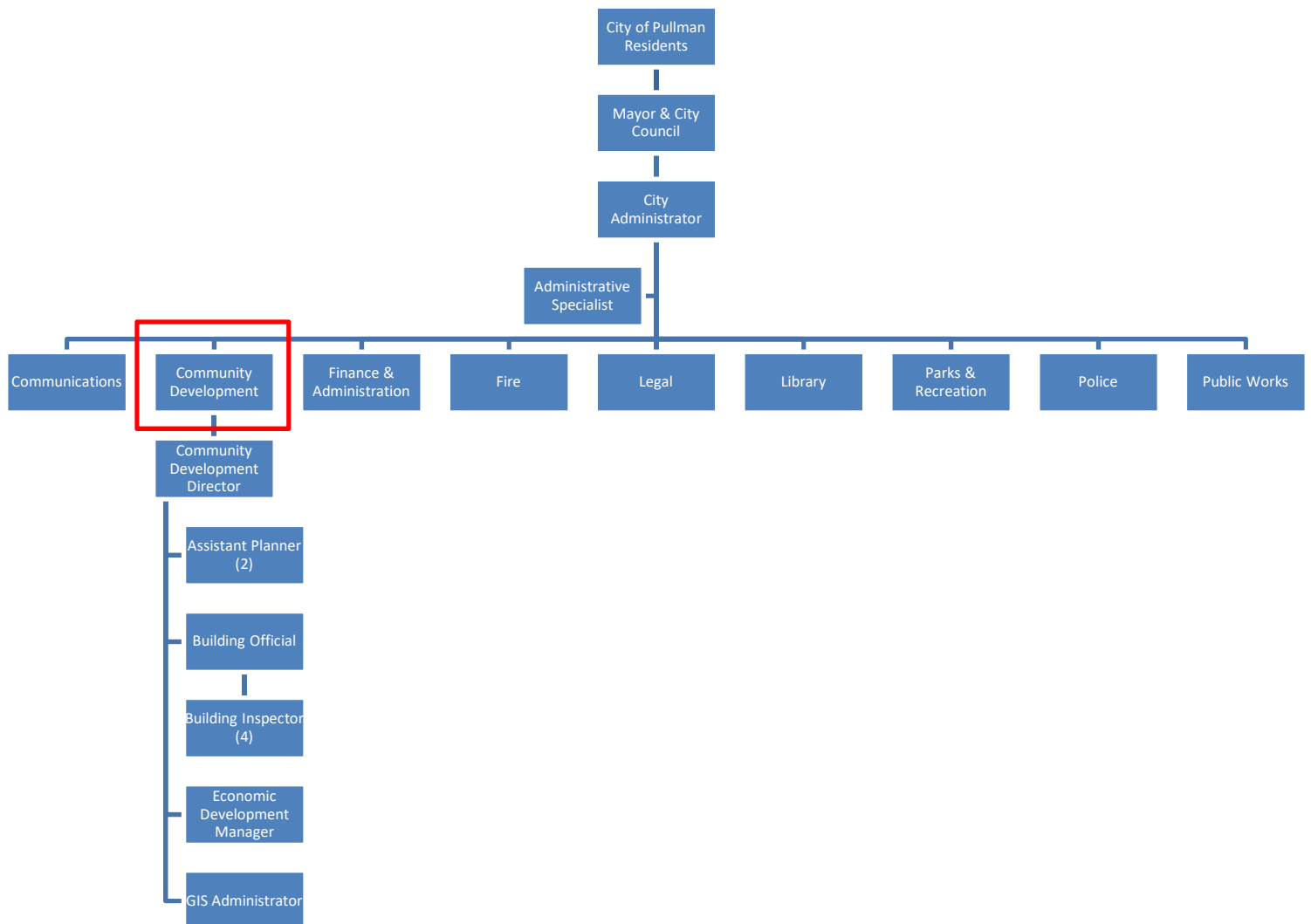
Goal P 1: Promotion with rich visuals and sound content will help connect the Pullman community to events and programs that promote a healthy, active lifestyle.

001.1700 Communications	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
Regular Salaries	-	59,539	59,946	407	0.7%	62,941	2,995	5.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	-	30,284	37,690	7,406	24.5%	40,082	2,392	6.3%
Supplies	-	400	400	-	0.0%	400	-	0.0%
Minor Equipment	-	1,400	2,300	900	64.3%	600	(1,700)	-73.9%
Other Operating Expenses	-	10,478	11,177	699	6.7%	11,007	(170)	-1.5%
Capital Expenditures	-	-	35,451	35,451	0.0%	-	(35,451)	-100.0%
Interfund - IT	-	4,985	8,633	3,648	73.2%	8,722	89	1.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	4,043	4,043	0.0%	4,144	101	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	-	107,086	159,639	52,553	49.1%	127,895	(31,744)	-19.9%

<u>Communications</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Communications Coordinator	1	1
Total	1	1

City of Pullman

Community Development



Departmental Preliminary Budget Abstract

Department: Planning (001.5800)

Activity Overview: The Planning Department interacts with citizens, community leaders, and other stakeholders to build a consensus on how and when Pullman should grow, both in the short and long term. This is accomplished by coordinating various land use planning functions that range from utilizing the City's Comprehensive Plan to reviewing all new development proposals to ensure that they reflect a consistent vision.

Current planning manages the City's land planning development review activities. This division of the Department reviews all re-zonings, conditional use permits, preliminary subdivisions and site plans, SEPA checklists, and Hearing Examiner applications. These activities provide staff support to the City Council and Planning Commission regarding development.

Long-range planning provides the vision and guidance for the long-range development of Pullman. Developing and maintaining the Comprehensive Plan of the City, conducting special studies, working with consultants, and monitoring population and housing growth are a few examples of this activity. The gathering of such information provides staff support on long-range planning studies to the Planning Commission and the Historic Preservation Commission.

Department Goals: The City of Pullman Planning Department strives to assist and facilitate progress per the City's Municipal Code and the Comprehensive Plan. Transparency and consistent communication with stakeholders and other City departments will assist in the development and effectiveness of planning projects.

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

Budget Highlights/Changes:

- Salaries & Wages: Staffing has reached a level where it is consistent and is not a hindrance to completing required duties.
- Overtime: No overtime anticipated.
- Benefits: No changes anticipated.
- Supplies: No changes anticipated.

- Minor Equipment: No changes anticipated.
- Other Operating Expenses: Now includes a full-time Hearing Examiner.
- Interfund: No changes anticipated.
- Capital Expenditures: None anticipated.

City Council Goals & Priorities Addressed in Budget:

Downtown

- Downtown Business District.
- Regulating Downtown drive-thru businesses.

Boards and Commissions

- Develop Board & Commission Handbooks that include consistent descriptions of requirements, duties, responsibilities, terms, etc.

Support, Collaboration & Education

- Attainable Housing, Housing Commission, Housing Trust, and low-income housing options.

Comprehensive Plan Goals Addressed in Budget:

The Planning Department, in partnership with City staff, the Planning Commission, Council members, and the Mayor, works toward the following Land Use Goals and many of the associated Land Use Policies that accompany each of these Goals:

GOAL LU 1 Create a vibrant and compact city with living, shopping, working, and recreation opportunities supported by a multimodal transportation system and framed by land conserved for agricultural production.

GOAL LU 2 Annex land within Pullman's defined Urban Growth Area, considering service boundaries and effectiveness and the needs and desires of the community, property owners, and adjacent residents.

GOAL LU 3 Facilitate strong public participation in all community land use and development matters.

GOAL LU 4 Plan for cohesive and livable neighborhoods, condensing their unique characteristics and needs for housing, transportation, services, and amenities.

GOAL LU 5 Create comfortable neighborhoods and encourage residential diversity.

GOAL LU 6 Develop compact and well-designed high-density residential districts.

GOAL LU 7 Strengthen and grow the economic base of the community.

GOAL LU 8 Offer a variety of goods and services in commercial districts that are readily accessible and attractive.

GOAL LU 9 Maintain Downtown as a vital commercial, entertainment, and mixed-use hub serving Pullman and other communities.

GOAL LU 10 Encourage industrial businesses that provide high-wage jobs and produce high-value products in an environmentally sustainable and non-polluting manner.

GOAL LU 11 Promote safe and efficient use of the Pullman-Moscow Regional Airport operations by minimizing incompatible uses.

GOAL LU 12 Support community members and businesses with necessary and quality public facilities and utilities.

GOAL LU 13 Work in partnership with WSU to support its objectives as a thriving university actively positioning itself for a successful future.

GOAL LU 14 Promote active and healthy lifestyles through land use planning and community facilities siting.

Goal LU 15 Protect, enhance, and conserve Pullman's natural resources.

Goal LU 16 Ensure a sustainable and safe water supply and ensure stormwater quality.

Goal LU 17 Preserve wetlands, riparian areas, and significant plant and wildlife habitat.

Goal LU 18 Minimize flood damage to private and public property.

Goal LU 19 Promote open space and recreational uses of floodplain areas.

Goal LU 20 Protect lives and property by limiting development in geologically hazardous areas.

Goal LU 21 Preserve shoreline areas while assuring public access to the water in accordance with the City's Shoreline Master Program.

Goal CD 1 Promote high-quality design to enhance the city's appearance and create a strong community identity.

Goal CD 2 Promote the design of safe and attractive public spaces and streetscapes.

Goal CD 3 Promote the historical identity of Pullman and the surrounding area by preserving historic and cultural resources.

Goal CD 4 Integrate Pullman's natural setting and environmental resources into the city's community design.

Goal H 1 Preserve and rehabilitate existing residential districts to protect neighborhood livability and retain affordability.

Goal H 2 Encourage housing in various types and prices suitable for all Pullman households.

Goal H 3 Provide opportunity for new housing opportunities served by adequate infrastructure and amenities.

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
001.5800 Planning	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	238,176	234,220	289,836	55,616	23.7%	303,116	13,280	4.6%
Overtime	1,720	-	-	-	0.0%	-	-	0.0%
Benefits	112,087	107,455	136,816	29,361	27.3%	143,722	6,906	5.0%
Supplies	1,274	1,600	2,400	800	50.0%	2,400	-	0.0%
Minor Equipment	3,986	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	58,091	82,242	68,840	(13,402)	-16.3%	68,099	(741)	-1.1%
Interfund - IT	11,533	13,013	11,314	(1,699)	-13.1%	11,580	266	2.4%
Interfund - Professional Services	4,094	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	11,626	12,207	11,284	(923)	-7.6%	11,566	282	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	442,588	450,737	520,490	69,753	15.5%	540,483	19,993	3.8%

<u>Planning</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Community Development Director	1	1
Assistant Planner	2	2
Total	3	3

Departmental Preliminary Budget Abstract

Department: Economic Development (001.5900)

Activity Overview: The Economic Development Department works to retain, attract and grow good jobs, businesses, talent, and investments in the City of Pullman. Activities focus on retaining current businesses and encouraging/supporting new businesses through regulatory assistance, referrals to critical resources, promoting Pullman, improving business and development-friendly processes, and improving the environment for business and development success. The department offers program and policy recommendations for consideration by Council and City leadership. It continuously seeks ways to work with City Council, City staff, and partners to leverage the city's strengths and opportunities strategically and address threats and weaknesses. The Economic Development Manager represents the City of Pullman on the Board of the Washington Economic Development Association.

Department Goals: With Covid-19 mainly in the rearview window, the department focuses on projects and initiatives to help retain, expand and attract businesses, talent, and investment in Pullman. The strategies outlined in the Tourism Strategic Plan and the Economic Development Marketing Plan would significantly contribute to these overall goals. Successful implementation of these plans' short-term, mid-range, and long-term strategies will require department focus, Council oversight, and community support. The department plans to maintain skill competency over the next two years by taking courses offered by the International Economic Development Council.

Performance Measurement: The department provides quarterly reports that detail activities, including business visits, business and development assistance, partnerships, initiatives, policy recommendations, earned media, and grant activities. In 2021/2022, the department successfully sought and supported a USDA grant to develop a Strategic Tourism Plan for the City of Pullman. A committee chaired by Councilwoman Wright is currently administering plan strategies. The department also oversaw the development of an Economic Development Marketing Plan in 2021, which could be implemented according to Council direction.

Budget Highlights/Changes:

- Salaries & Wages: Community Development shared administration salaries & wages added for the first time to the 2023-2024 budget.
- Overtime: None anticipated.
- Benefits: Community Development shared administration benefits were added to the 2023-2024 budget for the first time.

- Supplies: None anticipated.
- Minor Equipment: None anticipated.
- Other Operating Expenses: Insurance increased organically. Training and travel increases are in accordance with department goals.
- Interfund: No changes anticipated.
- Capital Expenditures: None anticipated.

City Council Goals & Priorities Addressed in Budget:

City Council Goals adopted on May 3, 2022, focus on Economic Development. The Economic Development Manager supports two of the general Economic Development goals:

- Remain focused on assisting Pullman businesses.
- Promote & support the Strategic Tourism Plan.

Should the Marketing Plan move forward, the Economic Development Manager is prepared and available to assist with implementation.

The department anticipates involvement as well in goals related to Downtown:

- Find ways to assist & aid businesses during the 2023 downtown improvements construction.

This will be performed in collaboration with the Downtown Pullman Association. Economic Development can provide research and support on the Downtown goal:

- Research & discuss the implementation of the following:
 - Downtown business district.
 - Regulating Downtown drive-thru businesses.
 - City Ordinance for Downtown Storefront Façade.
 - City Ordinance on Empty buildings.
 - Disposition of 325 SE Paradise property.

Comprehensive Plan Goals Addressed in Budget:

The Economic Development Manager, in collaboration with City staff, Council members, the Mayor, and Economic Development partners, works toward the following Land Use Goals and several of the supporting Land Use Policies that accompany each of these Goals:

GOAL LU 7 Strengthen and grow the economic base of the community.

GOAL LU 8 Offer a variety of goods and services in commercial districts that are readily accessible and attractive.

GOAL LU 9 Maintain Downtown as a vital commercial, entertainment, and mixed-use hub serving Pullman and other communities.

GOAL LU 10 Encourage industrial businesses that provide high-wage jobs and produce high-value products in an environmentally sustainable and non-polluting manner.

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
001.5900 Economic Development	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	90,816	89,472	100,210	10,738	12.0%	100,210	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	40,389	43,036	48,000	4,964	11.5%	49,808	1,808	3.8%
Supplies	153	-	-	-	0.0%	-	-	0.0%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	13,107	60,535	11,633	(48,902)	-80.8%	12,003	370	3.2%
Interfund - IT	4,525	4,525	4,976	451	10.0%	5,095	119	2.4%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	4,039	4,241	5,227	986	23.2%	5,358	131	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	153,028	201,809	170,046	(31,763)	-15.7%	172,474	2,428	1.4%

<u>Economic Development</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Economic Development Manager	1	1
Total	1	1

Fund Preliminary Budget Abstract

Department: Geographic Information Systems – GIS (510)

Activity Overview: The Geographic Information Systems (GIS) Department supports all City departments in collecting, analyzing, and visualizing location-based data. The GIS Department administers and maintains an enterprise GIS portal; produces foundational maps and datasets; assists City departments in creating and maintaining geographic datasets that support business needs; assists City departments with spatial analysis; and produces beautiful and informative map products.

Department Goals: The GIS Department strives to provide the most up-to-date and accurate spatial data, provide spatial analysis tools and expertise to enable informed decision-making, and prioritize location as the foundational pillar of data collection.

Performance Measurement: The GIS Department tracks users of its GIS portal, counts map layers, and counts map and mapping application views.

Budget Highlights/Changes:

- Salaries & Wages: Community Development distributed administration salaries & wages among its child-departments for the first time to the 2023-2024 budget. The GIS budget contains the salary for a GIS specialist needed to address past deficiencies and maintain future changes in foundational datasets.
- Overtime: None anticipated.
- Benefits: Community Development distributed administration benefits among its child-departments for the first time to the 2023-2024 budget.
- Supplies: No changes anticipated.
- Minor Equipment: The development of a UAS (drone) mapping program is included in this budget. This program would enable timely and cost-efficient updates of foundational maps in between more expensive aerial surveys.
- Other operating expenses: The proposed 2023 budget provides aerial imagery collection and feature extraction to update foundational maps. The 2024 budget responds to increased demand for GIS services and provides licenses to support more users across the organization.
- Interfund: None anticipated.

- Capital Expenditures: None anticipated

City Council Goals & Priorities Addressed Budget: Research and discuss adding a full-time position for a GIS Assistant.

Comprehensive Plan Goals Addressed in Budget: N/A

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
510 Graphic Information Systems (GIS)	-	-	170,178	170,178	100.0%	285,212	115,034	67.6%

510 Graphic Information Systems (GIS)	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
Regular Salaries	-	75,816	91,642	15,826	20.9%	158,516	66,874	73.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	-	33,971	33,814	(157)	-0.5%	59,586	25,771	76.2%
Supplies	-	500	500	-	0.0%	400	(100)	-20.0%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	-	37,891	32,459	(5,432)	-14.3%	54,644	22,185	68.3%
Interfund - IT	-	-	8,000	8,000	0.0%	8,212	212	2.7%
Interfund - Professional Services	-	7,078	-	(7,078)	-100.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	3,762	3,762	0.0%	3,856	94	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	-	155,256	170,177	14,921	9.6%	285,213	115,036	67.6%

<u>Geographic Information Systems</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
GIS Administrator	1	1
GIS Analyst	0	1
Total	1	2

Departmental Preliminary Budget Abstract

Department: Protective Inspections (001.2400)

Activity Overview: Protective Inspections administers the City Building Code related to the construction of public, commercial, industrial, and residential buildings; ensures or enforces compliance with City code requirements and State-adopted codes; provides technical plan review, permitting of new construction, inspections of new construction and life/safety inspections for existing buildings; and offers education and code interpretations concerning state building code requirements to the public, contractors, architects, engineers, developers, and business owners through meetings, consultations, classes, and newsletters.

Department Goals: Deliver an exceptional level of service to safeguard the public welfare, life/limb, health, and property in the City of Pullman by fostering compliance with the State Building Codes positively and helpfully.

Performance Measurement: Annually process and issue 700-800 permits and perform complex plan reviews. Perform 3,500-4,000 regular building inspections while supervising 500-1,000 special inspections for complex commercial and industrial projects.

The state building code requires that a special inspector be hired by the project owner for large, complicated projects requiring extra quality control to ensure code compliance. City staff reviews inspections, reports by special inspectors, tracks deficiencies and manages resolutions to complex problems by coordinating with Engineers, Architects, and Special Inspection Agencies.

Budget Highlights:

- Salaries & Wages: Fully staffed. No changes are anticipated.
- Overtime: No overtime anticipated.
- Benefits: No changes anticipated.
- Supplies: No changes anticipated.
- Minor Equipment: No changes anticipated.
- Other Operating Expenses: Work boot allowance included.
- Interfund: No changes anticipated.
- Capital Expenditures: None anticipated.

City Council Goals & Priorities Addressed in Budget:

Support, Collaboration & Education

- Attainable Housing, Housing Commission, Housing Trust, and low-income housing options.

Comprehensive Plan Goals Addressed in Budget:

GOAL LU 3 Facilitate strong public participation in all community land use and development matters.

GOAL LU 6 Develop compact and well-designed high-density residential districts.

Goal LU 20 Protect lives and property by limiting development in geologically hazardous areas.

Goal CD 1 Promote high-quality design to enhance the city's appearance and create a strong community identity.

Goal H 1 Preserve and rehabilitate existing residential districts to protect neighborhood livability and retain affordability.

Goal H 2 Encourage housing in various types and prices suitable for all Pullman households.

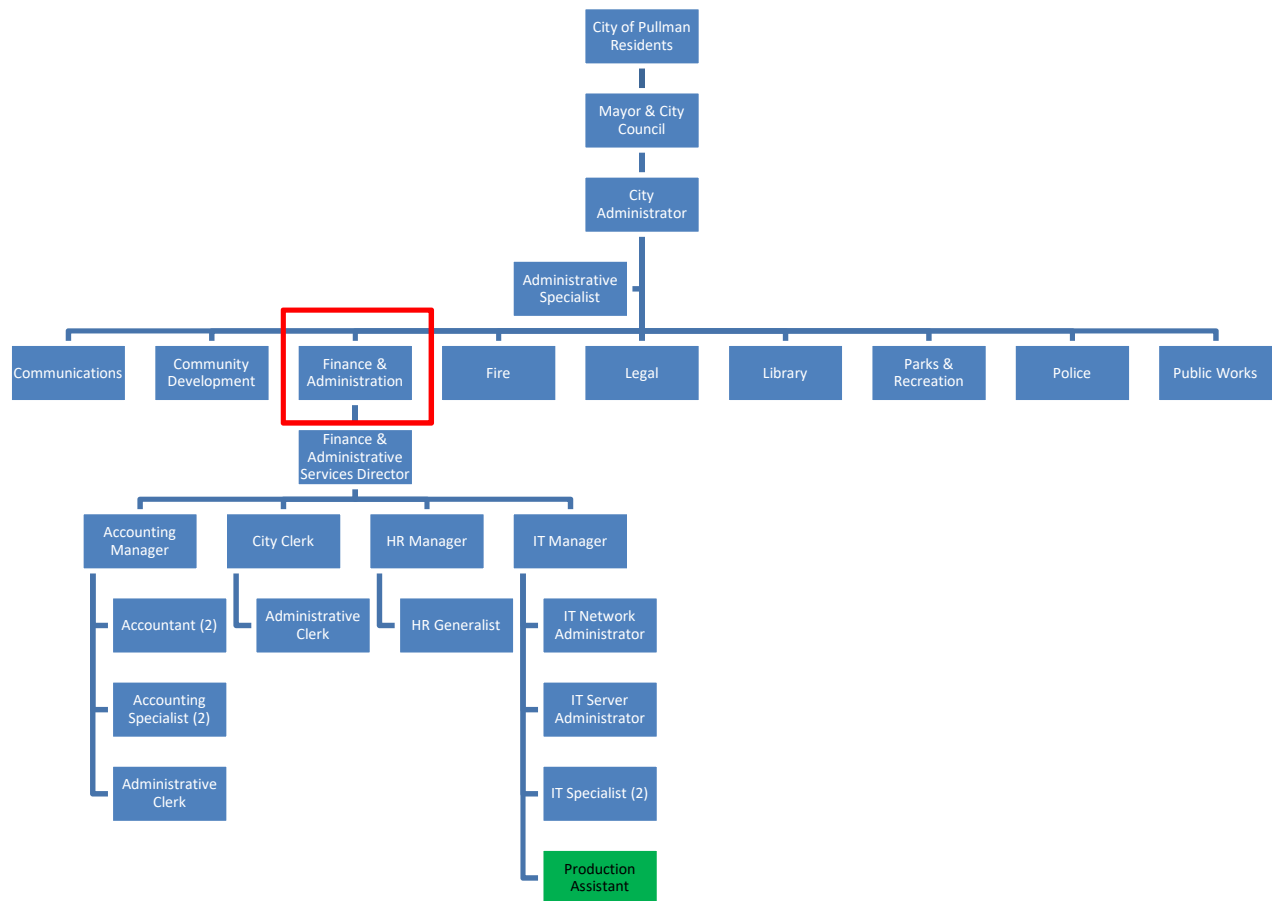
Goal H 3 Provide opportunity for new housing opportunities served by adequate infrastructure and amenities.

	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
001.2400 Protective Inspections				\$ Change	% Change		\$ Change	% Change
Regular Salaries	364,056	398,377	411,256	12,879	3.2%	411,256	-	0.0%
Overtime	882	2,800	-	(2,800)	-100.0%	-	-	0.0%
Benefits	202,181	238,186	242,008	3,822	1.6%	252,284	10,276	4.2%
Supplies	1,298	2,996	5,000	2,004	66.9%	5,000	-	0.0%
Minor Equipment	-	3,000	5,500	2,500	83.3%	3,000	(2,500)	-45.5%
Other Operating Expenses	64,495	79,761	101,723	21,962	27.5%	101,509	(214)	-0.2%
Interfund - IT	29,365	31,775	31,980	205	0.6%	32,700	720	2.3%
Interfund - Professional Services	-	1,600	1,600	-	0.0%	-	(1,600)	-100.0%
Interfund - ERD (Equipment)	20,000	20,000	24,698	4,698	23.5%	25,051	353	1.4%
Interfund - Facilities	19,178	20,136	21,100	964	4.8%	21,624	524	2.5%
Interfund - Repairs & Maintenance	10,968	11,187	4,968	(6,219)	-55.6%	5,067	99	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	712,422	809,818	849,833	40,015	4.9%	857,491	7,658	0.9%

<u>Protective Inspections</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Building Official	1	1
Building Inspector	4	4
Total	5	5

City of Pullman

Finance & Administration



Departmental Preliminary Budget Abstract

Department: Finance and City 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, and stormwater; maintain official City records; execute 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 complete transition to accounting and finance related autonomy; report financial information to the Community, City Council and Mayor, City departments, partners, other interested parties; oversee risk management functions, insurance and safety programs.

Department Goals: Perform department activities timely, correctly, and on budget, with emphasis on providing exceptional customer service to the community and our internal and 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 operational activities at the same high levels of service; transition and implement new Tyler Technologies SAAS Munis software.

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

Budget Highlights/Changes:

- Salaries & Wages: wages are lower than the previous budget due to a position being reallocated to the new M&O Business Division; other increases are attributable to programmed step increases for staff; at the time of this document's publication date, the City has been recruiting a new Finance Director for approximately 90 days, and it is a top priority to fill this position before the end of the calendar year regardless of the difficult recruiting environment.
- Overtime: N/A
- Benefits: expenses are commensurate with other departments due to increased costs by providers; the reallocation of a position to the M&O Business Division is the primary source of the decrease.

- 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 is allowed by reporting agencies to transition to digital activities, that becomes the preferred method of activity and expenditure decreases should continue to ensue.
- Minor Equipment: N/A
- Other Operating Expenses: increase primarily attributable to funding allocation to consider third-party payroll processing, and by adding this service, staff capacity should increase to assist on other projects and duties - initial cost analysis shows that this outsourcing is more economically feasible than hiring more staff; training and travel budget is increased for staff to attend WFOA Conference in Spokane in 2023 and Yakima in 2024.
- Interfund: IT rate decreased from the previous budget due to paring back and sharing of equipment with other administrative departments; Facility rates remain commensurate with other departments.
- Capital Expenditures: N/A.

City Council Goals & Priorities Addressed in Budget: Disposition of 325 SE Paradise Property; continue to support Pullman Regional Airport projects; research and discuss adding full-time positions in the budget process.

Comprehensive Plan Goals Addressed in Budget:

CF 5 Promote sound fiscal management of government service and facilities.

CF 5.1: Pursue enhanced revenue to maintain a sustainable tax base for the provision of public services.

001.1400 Finance & Clerk	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	527,265	629,721	556,311	(73,410)	-11.7%	570,870	14,559	2.6%
Overtime	2,046	583	-	(583)	-100.0%	-	-	0.0%
Benefits	238,184	314,182	253,356	(60,826)	-19.4%	266,304	12,949	5.1%
Supplies	12,754	5,228	3,240	(1,988)	-38.0%	3,260	20	0.6%
Minor Equipment	140	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	94,100	123,425	146,967	23,542	19.1%	165,062	18,095	12.3%
Capital Expenditures	-	494,000	-	(494,000)	-100.0%	-	-	0.0%
Interfund - IT	46,677	52,735	32,993	(19,742)	-37.4%	33,719	726	2.2%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	31,174	32,733	36,300	3,567	10.9%	37,208	908	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	952,340	1,652,607	1,029,167	(623,440)	-37.7%	1,076,424	47,257	4.6%

Finance and Clerk	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Finance and Administrative Services Director	1	1
Accounting Manager	1	1
Accountant	2	2
Accounting Specialist	2	2
Administrative Clerk	2	2
City Clerk	1	1
Total	9	9

Departmental 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 compensation 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 the best-qualified candidates for open positions within a reasonable time frame.

Assist management and staff in all areas of human resource management so that a cohesive working relationship is maintained following 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 staff, 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 providing these responsibilities through two full-time positions. It provides the additional resources needed to provide and track citywide training, including Diversity Training, Effective Supervisory Training, Sexual Harassment, Employment, and Labor Law, Safety, and other training. Manage the labor relations activities of the City.

Budget Highlights/Changes:

- Salaries & Wages: salary increase is due primarily to City Council approving the addition of the HR Generalist position to the department in 2022; this position has already proven to be critical in maintaining workflow while the City is currently recruiting a new HR Manager; the HR Generalist position also provides additional considerations while reevaluating the Administrative Specialist position in the Executive Department.
- Overtime: N/A

- Benefits: increase in benefits is due to changes in premium rates and the addition of a full-time HR Generalist position in 2022.
- Supplies: supplies increased to fulfill the City Council's goal of enhancing the City Wellness Committee.
- Minor Equipment: N/A.
- Other Operating Expenses: increases in this category are primarily attributable to insurance expenses rising and the cost of training and travel with an increase in staffing levels.
- Interfund: IT interfund rate is commensurate with that of the organization but did increase in a wholesale manner with the addition of staff and the additional needs associated; this department was previously absorbed by the Executive Department for Facilities Interfund rates, beginning in 2023, fees are being reallocated in a more representative manner.
- Capital Expenditures: N/A

City Council Goals & Priorities Addressed in Budget:

Develop an apprentice program through the City of Pullman; Enhance City Wellness Committee and provide mental health first aid training for staff, elected officials, and boards, commissions, and committees; Provide a program for mental health first aid training for the community.

Comprehensive Plan Goals Addressed in Budget:

The Human Resources Department for the City of Pullman is primarily internally facing, and finding a set of goals in the adopted comprehensive plan is not directly discernable. However, by supporting staff and their loved ones, those individuals will be in a better-suited position to attain these goals.

001.1600 Human Resources	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	94,787	89,472	149,000	59,528	66.5%	153,200	4,200	2.8%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	39,639	30,329	75,800	45,471	149.9%	79,900	4,100	5.4%
Supplies	1,328	8,700	13,200	4,500	51.7%	13,200	-	0.0%
Minor Equipment	216	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	4,318	7,793	15,088	7,295	93.6%	11,488	(3,600)	-23.9%
Interfund - IT	4,719	5,265	7,667	2,402	45.6%	7,844	177	2.3%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	8,086	8,086	0.0%	8,288	202	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Total Budget	145,007	141,559	268,841	127,282	89.9%	273,920	5,079	1.9%

<u>Human Resources</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Human Resources Director	1	1
Human Resources Generalist	1	1
Total	2	2

Fund Preliminary Budget Abstract

Department: Information Technology (507)

Activity Overview Information Technology: The primary responsibility of the Information Technology Department is to provide a stable and secure computing environment throughout the citywide network by maintaining and securing the server and network infrastructure, supplying functional workstations and software, and providing user and software vendor support.

Activity Overview Government Access: Broadcast live council meetings, and record boards and commission meetings to make available for public access.

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 all city sites for both internal and external network services. Maintain and provide hardware and software upgrades for the city's servers. Maintain and provide hardware and software upgrades for all user devices, including desktops, laptops, tablets, docking stations, switches, access points, smart phones, and related peripherals. Manage network and email access for city employees with computer access. Provide computer and application support for all city employees and software vendor personnel. Manage and maintain the city's communication systems consisting of voice, video meetings, and text communication.

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

Revenues Information Technology: This department serves as an internal service fund. Interfund revenue from city departments support operations based on use of hardware, software, and licensing resources.

Revenues Government Access: N/A

Expenditure Budget Highlights/Changes Information Technology and Government Access:

- Salaries & Wages: Reduced due to GIS Administrator position reallocated to Community Development, and IT Specialist position transferred to M&O department.

- Overtime: Lowered due to reduction in hourly positions and overall diminished need.
- Benefits: Reduced due to staff departmental changes and turnover.
- Supplies: Raised due to increased cost of IT supply procurement and need for more dynamic working conditions.
- Minor Equipment: Higher due to increased cost of IT supply procurement, and rolling switch and network equipment into regular replacement cycles.
- Other Operating Expenses: Overall increase due to expanded citywide services such as software licensing and communication costs as staff continues to grow and increase in scope.
- Interfund: Decrease of ERD rates in 2024 due to removal of truck from IT.
- Capital Expenditures: 2023 will see continue unforeseen IT project allocation (\$60,000), and a switch replacement project with primary focus on the city's water network (\$60,000).

City Council Goals & Priorities Addressed in Budget: Harmonize the City website; Improve close captions for City Council Meetings.

Comprehensive Plan Goals Addressed in Budget: Planned budgetary requests facilitate the Capital Facilities goals described in the Comprehensive Plan as adopted in 2021. The Information Technology fund directly supports the following initiatives:

Goal CF 1 Supply facilities, utilities and services for all land uses to support growth and provide for public health, safety, and economic well-being.

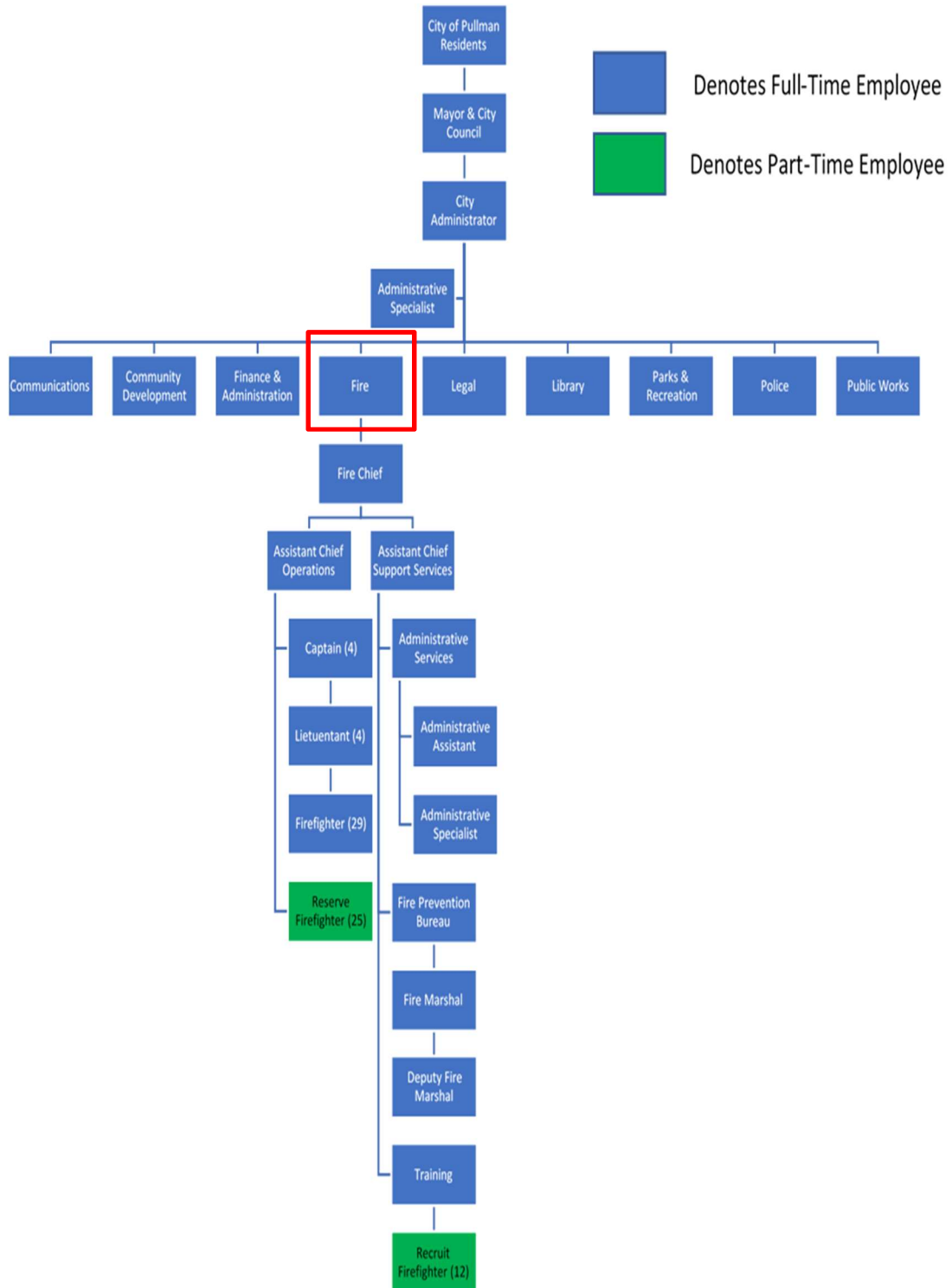
Goal CF 6 Through IT interfund services and capital expenditures, especially concerning upgrades to the water network equipment, we will, "encourage efficient and well-planned use of public buildings and property," as well as, "provide and maintain high-quality, timely, and cost-effective services."

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
507 Information Technologies (IT)	1,304,122	1,451,043	1,340,800	(110,243)	-7.6%	1,378,130	37,330	2.8%

507 Information Technologies (IT)	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	454,180	534,391	370,735	(163,656)	-30.6%	381,202	10,466	2.8%
Overtime	2,388	9,614	2,997	(6,617)	-68.8%	3,147	150	5.0%
Benefits	175,521	233,066	152,248	(80,818)	-34.7%	159,848	7,601	5.0%
Supplies	2,786	6,712	7,732	1,020	15.2%	7,732	-	0.0%
Minor Equipment	70,904	102,420	187,964	85,544	83.5%	187,964	-	0.0%
Other Operating Expenses	318,099	351,546	388,380	36,834	10.5%	455,689	67,309	17.3%
Capital Expenditures	126,539	115,000	150,000	35,000	30.4%	150,000	-	0.0%
Interfund - IT	6,432	7,138	-	(7,138)	-100.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	7,000	7,000	7,000	-	0.0%	3,661	(3,340)	-47.7%
Interfund - Facilities	34,387	36,107	44,501	8,394	23.2%	46,726	2,225	5.0%
Interfund - Repairs & Maintenance	731	746	457	(289)	-38.8%	466	9	2.1%
Operating Transfers Out	33,030	-	-	-	0.0%	-	-	0.0%
Total Budget	1,231,999	1,403,740	1,312,014	(91,726)	-6.5%	1,396,435	84,421	6.4%

<u>Information Technologies</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
IT Manager	1	1
IT Network Administrator	1	1
IT Server Administrator	1	1
IT Specialist	2	2
Production Specialist	1 (PT)	1 (PT)
Total	6	6

City of Pullman Fire



Departmental 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 rapid and efficient professional services, reducing community risks through needs assessment and programs, strategic planning, solicit feedback, engaging community partners, and providing and supporting a highly trained, well-equipped, and adaptable professional team. Utilize acquired FEMA grants to minimize costs for training, equipment replacement, and staffing. Scheduled replacement of a fire apparatus, staff vehicles, and hazardous material trailers and acquire land to relocate fire station 2. Complete National Accreditation Certification.

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.

Budget Highlights/Changes:

- Salaries & Wages:
 - 2023 - \$4,468,914, an increase of \$299,727. \$212,562 is due to normal contract, step increases, and Reserve Firefighter salaries and \$216,432 is due to the hiring of three firefighters (year 2 of 3), which is reimbursed 100% by a FEMA grant.
 - 2024 - \$4,507,552, an increase of \$38,638 due to scheduled step increases and Reserve Firefighter salaries. \$36,072 is due to the hiring of three firefighters (year 3 of 3 to end in March 2024), which is reimbursed 100% by a FEMA grant. Upcoming 2023 contract negotiation adjustments are yet to be determined.
- Overtime:
 - 2023 - \$405,688 an increase of \$16,513 due to contract salary increases and providing EMS support for WSU Football for \$64,000 (reimbursed 100% by contract).
 - 2024 - \$423,989, an increase of \$18,301 due to contract step increases and providing EMS support for WSU Football for \$66,000 (reimbursed 100% by contract).
- Benefits:
 - 2023 - \$2,190,579, an increase of \$134,267 due to normal contract increases, Reserve Firefighter benefit cost increases, \$81,811 due to the hiring of three

firefighters (year 2 of 3), which is reimbursed 100% by a FEMA grant and LEOFF1 retirement benefits of \$75,000.

- 2024 - \$2,280,207, an increase of \$89,628. \$13,635 is due to normal contract step increases Reserve Firefighter benefit cost increases, the hiring of three firefighters (year 3 of 3, ends in March 2024), which is reimbursed 100% by a FEMA grant and LEOFF1 retirement benefits of \$75,000. Upcoming contract negotiation adjustments are yet to be determined.
- Supplies:
 - 2023 - \$115,725, an increase of \$25,876 due to escalated costs due to inflation and supply chain demands.
 - 2024 - \$121,795, an increase of \$6,070 owing to escalated costs caused by inflation and supply chain demands.
- Minor Equipment:
 - 2023 - \$80,760, an increase of \$53,352 due to replacing the minor equipment items postponed because of 2022 COVID budget reductions. The highlighted items are: mandatory replacement of technical rescue equipment for \$9,000, hazardous materials equipment for \$2,000, fire hose for \$7,000, heavy rescue struts for \$7,100, ground ladder replacements for \$6,000, fire nozzle replacement for \$5,000, battery-powered scene lighting for \$5,500, confined space cylinder replacement for \$3,000 and chlorine detector replacements for \$2,560.
 - 2024 - \$62,921, a decrease of \$17,839. The highlighted items are: mandatory replacement of technical rescue equipment for \$8,000, hazardous materials equipment for \$2,000, fire hose for \$7,000, additional heavy rescue struts for \$7,250, additional ground ladder replacements for \$6,000, additional fire nozzle replacement for \$3,500, portable radio replacement \$4,000, additional confined space cylinder replacement for \$3,000 and additional chlorine detector replacements for \$4,186.
- Other Operating Expenses:
 - 2023 - \$830,947, an increase of \$297,711 due to normal cost increases and replacing the operating programs postponed due to 2022 COVID budget reductions. Program expenses include mandatory fire, medical and prevention training, certifications, annual ambulance billing services, and reimbursement programs for \$60,000, annual software licenses and professional services, a significant increase in insurance costs for \$257,051, and a significant increase in Dispatch Service fees for \$170,631.
 - 2024 - \$895,076, an increase of \$64,129. Program expenses include mandatory fire, medical and prevention training, and certifications; annual ambulance billing

services and reimbursement programs for \$60,000; annual software licenses and professional services, significant increases in insurance costs for \$280,185 and significant increases in Dispatch Service fees for \$186,782.

- Interfund:
 - 2023 - \$876,749, an increase of \$18,282 due to normal cost increases.
 - 2024 - \$889,936, an increase of \$13,187 due to normal cost increases.
- Capital Expenditures:
 - 2023 - \$318,600, an increase of \$318,600. There were no scheduled projects in 2022 due to COVID budget reductions.
 - 2024 - \$0, 2024 Capital budget not approved at the time of budget submittal.

City Council Goals & Priorities Addressed in Budget:

No specific City Council Goals and Priorities apply to the fire department budget.

Comprehensive Plan Goals Addressed in Budget:

GOAL CF 3: Protect the lives and property of Pullman community members from loss or damage by fire.

001.2200 Fire & Ambulance	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	3,955,902	4,310,318	4,468,914	158,596	3.7%	4,507,552	38,638	0.9%
Overtime	612,037	389,175	405,688	16,513	4.2%	423,989	18,301	4.5%
Benefits	1,864,743	2,165,326	2,190,579	25,253	1.2%	2,280,207	89,628	4.1%
Supplies	88,918	89,849	115,725	25,876	28.8%	121,795	6,070	5.2%
Minor Equipment	155,614	27,408	80,760	53,352	194.7%	62,921	(17,839)	-22.1%
Other Operating Expenses	404,342	539,737	830,947	291,210	54.0%	895,076	64,129	7.7%
Capital Expenditures	-	487,700	318,600	(169,100)	-34.7%	-	(318,600)	-100.0%
Interfund - IT	175,793	194,895	210,226	15,331	7.9%	215,538	5,312	2.5%
Interfund - Professional Services	-	4,000	5,000	1,000	25.0%	6,000	1,000	20.0%
Interfund - ERD (Equipment)	350,000	350,000	350,000	-	0.0%	350,000	-	0.0%
Interfund - Facilities	112,295	117,951	128,665	10,714	9.1%	131,882	3,217	2.5%
Interfund - Repairs & Maintenance	223,710	228,185	182,858	(45,327)	-19.9%	186,516	3,658	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	7,943,354	8,904,544	9,287,961	383,417	4.3%	9,181,475	(106,486)	-1.1%

<u>Fire & Ambulance</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Fire Chief	1	1
Assistant Chief Operations	1	1
Assistant Chief Support Services	1	1
Administrative Assistant	1	1
Administrative Specialist	1	1
Fire Captain	4	4
Lieutenant	4	4
Firefighter	29	29
Reserve Firefighter	25 (PT)	25 (PT)
Fire Marshal	1	1
Deputy Fire Marshal	1	1
Recruit Firefighter	12 (PT)	12 (PT)
Total	81	81

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 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.

Department Goals: Supplement pension and benefit payments for the firefighter retirees affected.

Performance Measurement: Benefits to the affected firefighter retirees remain in concurrence with applicable laws.

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:

2023: \$54,250

2024: \$59,133

Expenditure Budget Highlights/Changes: This fund is used exclusively for medical expenses, including insurance premiums, of all retired LEOFF I firefighters not covered by insurance as active LEOFF I retirees.

- Salaries & Wages: N/A
- Overtime: N/A
- Benefits: payment for Medicare, long-term care insurance, long-term care expenses, and other expenditures associated with applicable rules. As individuals age and medical costs increase, the use of reserves becomes realized.
- Supplies: N/A
- Minor Equipment: N/A
- Other Operating Expenses: N/A
- Interfund: N/A

- Capital Expenditures: N/A

City Council Goals & Priorities Addressed in Budget:

Work to show the support and value of our employees

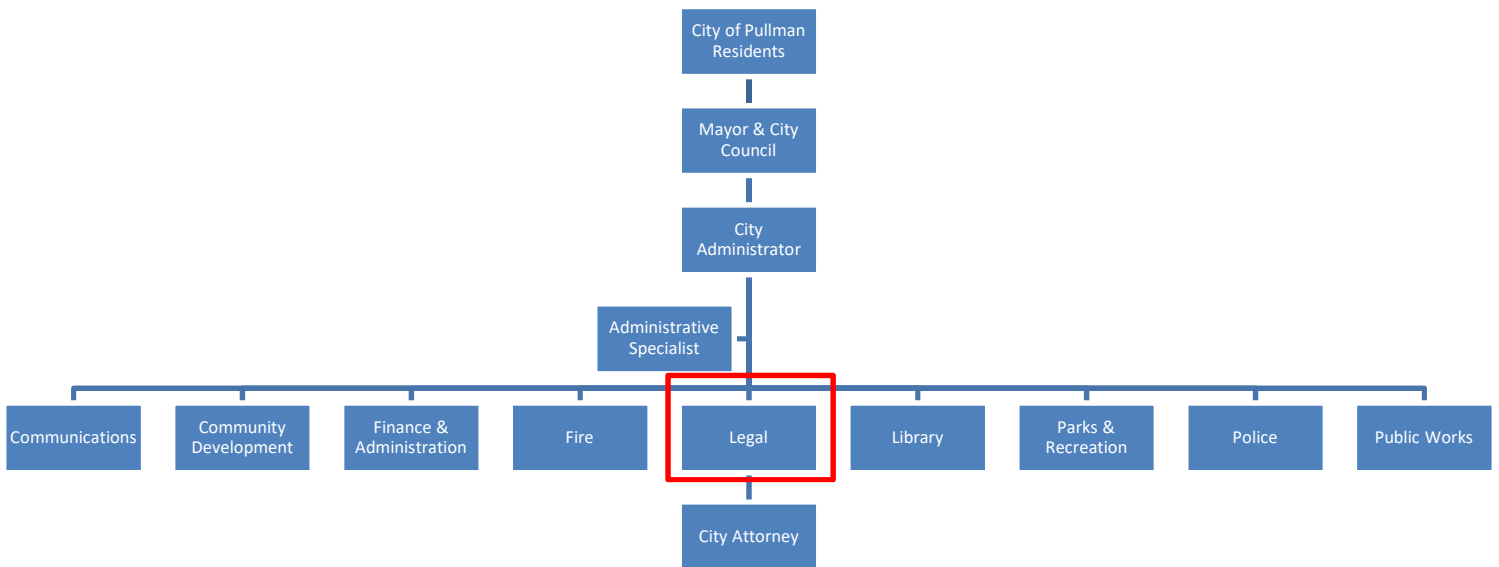
Comprehensive Plan Goals Addressed in Budget:

LU 14: Promote active and healthy lifestyles through land use planning and community facilities siting.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
125 Firefighter Relief & Pension	46,374	50,162	54,250	4,088	8.1%	59,133	4,883	9.0%

125 Firefighters Relief & Pension	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	-	-	-	-	0.0%	-	-	0.0%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	11,819	26,400	26,400	-	0.0%	26,400	-	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%
Total Budget	11,819	26,400	26,400	-	0.0%	26,400	-	0.0%

City of Pullman Legal



Departmental 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 Boards, Commissions, and Committees.

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

Performance Measurement: Implementation of legal activities established by the City Council and Executive functional groups helps shield 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 into other departments.
- Capital Expenditures:

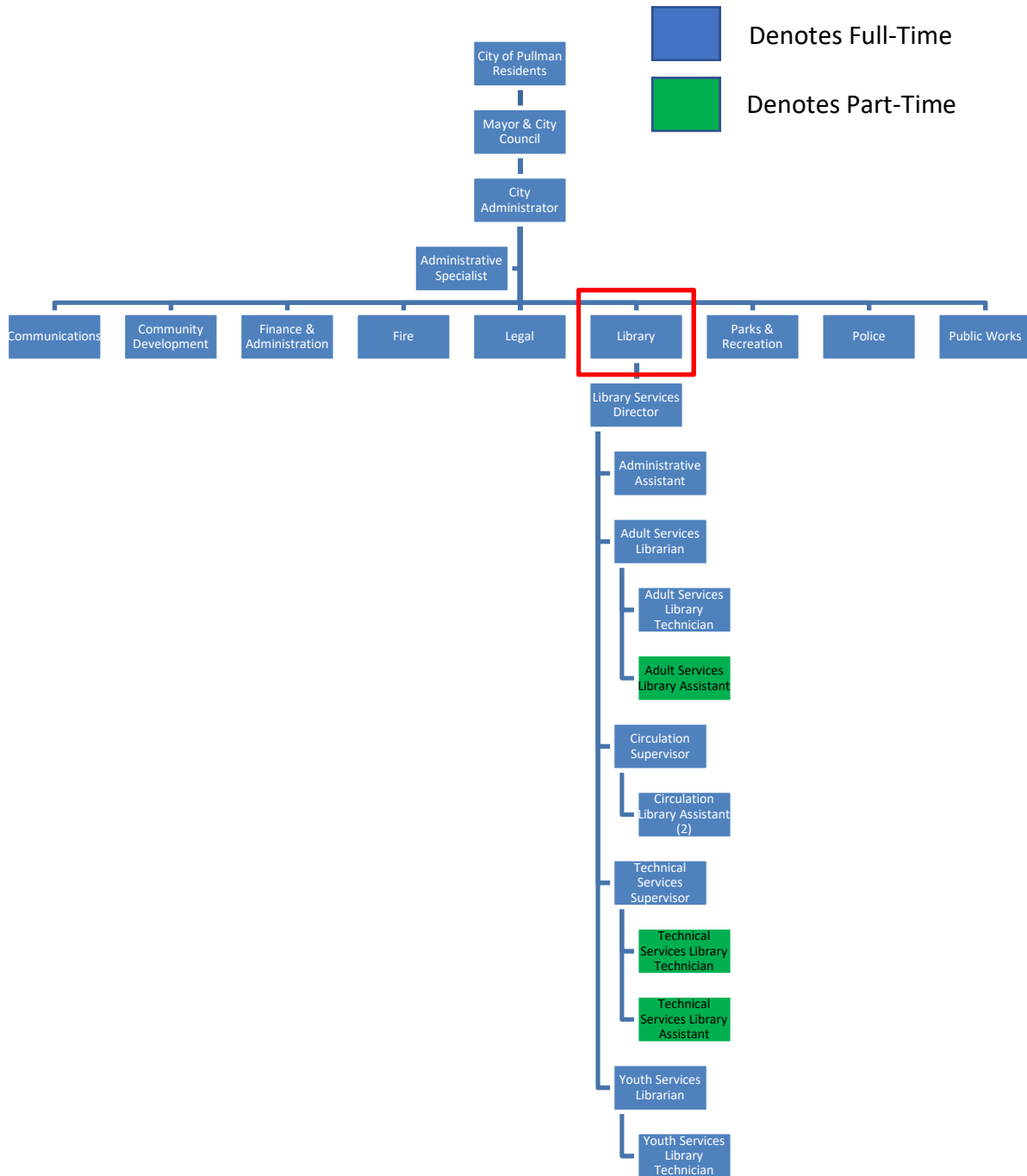
City Council Goals & Priorities Addressed Budget: The City Attorney provides legal services and counsel to support the City department's pursuit of the City Council's goals and priorities.

Comprehensive Plan Goals Addressed in Budget: The City Attorney provides legal services and counsel to support the City department's pursuit of the Comprehensive Plan goals.

001.1500 Legal	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	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	115,091	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	115,091	114,000	114,000	-	0.0%	114,000	-	0.0%

<u>Legal</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
City Attorney (Contract)	1 (PT)	1 (PT)
Total	1	1

City of Pullman Library



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 Neill Public Library.

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:

Neill Public Library commits to excellence in maintaining its identified service roles:

- Popular Materials Library.
- Early Literacy Cornerstone.
- General Information Center.
- Community Activities Center.

The library will also continue its internal work on iterative process improvement, providing the highest possible level of service and responsiveness to the Pullman community while efficiently utilizing City resources.

Performance Measurement:

- Citizen feedback.
- Circulation and cardholder statistics.
- Program participation.
- Turnover and utilization rates of major segments of the library's collections and resources.

Budget Highlights/Changes:

- Salaries & Wages: A 4% decrease in salaries in wages (2023 vs. 2022) is attributable to a new library services director with lower salary costs and a staffing revision plan that eliminated a significant number of casual staffing hours in exchange for a small increase in permanent staffing. 2024 costs are expected to rise 4% vs. 2023, in line with historical averages. Salaries and wages may change due to current union contract negotiations. The next collective bargaining agreement is expected to cover 2023-2025.
Additionally, the library's budget includes a staffing plan which eliminates three casual positions and invests those savings into a new part-time permanent position in Youth Services, reclassification of a Library Circulation Assistant to a Technician, and adds 10 hours per week to the current Technician position in our Technical Services department. There is zero overall cost to these changes, and there will likely be some budget savings depending on the benefits option selected by the new Youth Services staff member. These changes also make recruiting, training, and retaining quality employees much easier and strengthen the library as a whole.
- Overtime: Compensatory time is categorized as overtime, and the library does not anticipate overtime costs in 2023-2024.
- Benefits: Calculations for benefits reflect the city's portion of any shared costs. A 6% decrease in projected benefits costs in wages (2023 vs. 2022) results from staffing changes. 2024 costs are expected to increase 6% over 2023, in line with historical averages and a result of city-determined benefit cost increase estimates.
- Supplies: As the COVID pandemic has evolved and the demand for curbside service has decreased, administrative operating supplies funds have decreased, and those funds have moved back to the office and public service supplies to best service the needs of the community. Overall supply costs do not vary significantly from past trends.

- **Minor Equipment:** For 2023- \$20,200 total, for Wi-Fi access point to support access at new exterior seating at the River Nook, and funds for new barcode scanners, replacing worn study tables in public areas, replacing two shelving carts in rotation, and a bottle fill station for our public water fountain. In 2024, \$9,200 total to replace worn chairs in public areas and funding to replace two library shelving carts in rotation.
- **Other Operating Expenses:** For 2023-2024, other operating expenses are not expected to vary significantly from historical trends. Several expenses have moved from the administrative expense line to public service, more accurately reflecting actual impact but not impacting overall costs. Major expenses include our library operating software (SirsiDynix, ~\$32,000). Insurance (determined by City, \$64,967 for 2023), Washington Anytime Library Consortium fee (~\$24,000 for 2023) Includes software licenses to online databases (5,000), Washington Anytime Library (22,500), and our OCLC/Worldshare cataloging and interlibrary loan platform (~\$10,000 for 2023).
- **Interfund:** IT and Building interfund costs are determined by their respective departments. For 2023-2024, a new interfund ERD charge (\$8,000 in 2023) will cover the leasing cost of a library-specific vehicle used for library outreach, professional development travel, and mandatory travel to other City properties.
- **Capital Expenditures:** No library capital expenditures are planned for 2023. Capital expenditures in 2024, if any, are dependent on the capital budgeting process that will occur in 2023.

City Council Goals & Priorities Addressed in Budget:

As an anchor institution in downtown Pullman, the library is committed to supporting the City's goals for strengthening and revitalizing downtown. Further, the library expects to enhance City communications through multiple channels, including our e-newsletter, social media channels, and supporting efforts to improve the City website. As always, the library will continue collaborating with multiple community entities, stakeholders, and individuals to support further and educate the Pullman community.

Library staff will also provide all necessary support for the Library Board of Trustees and continue to staff the City Wellness Committee.

Comprehensive Plan Goals Addressed in Budget:

The library's efforts directly address the Comprehensive Plan:

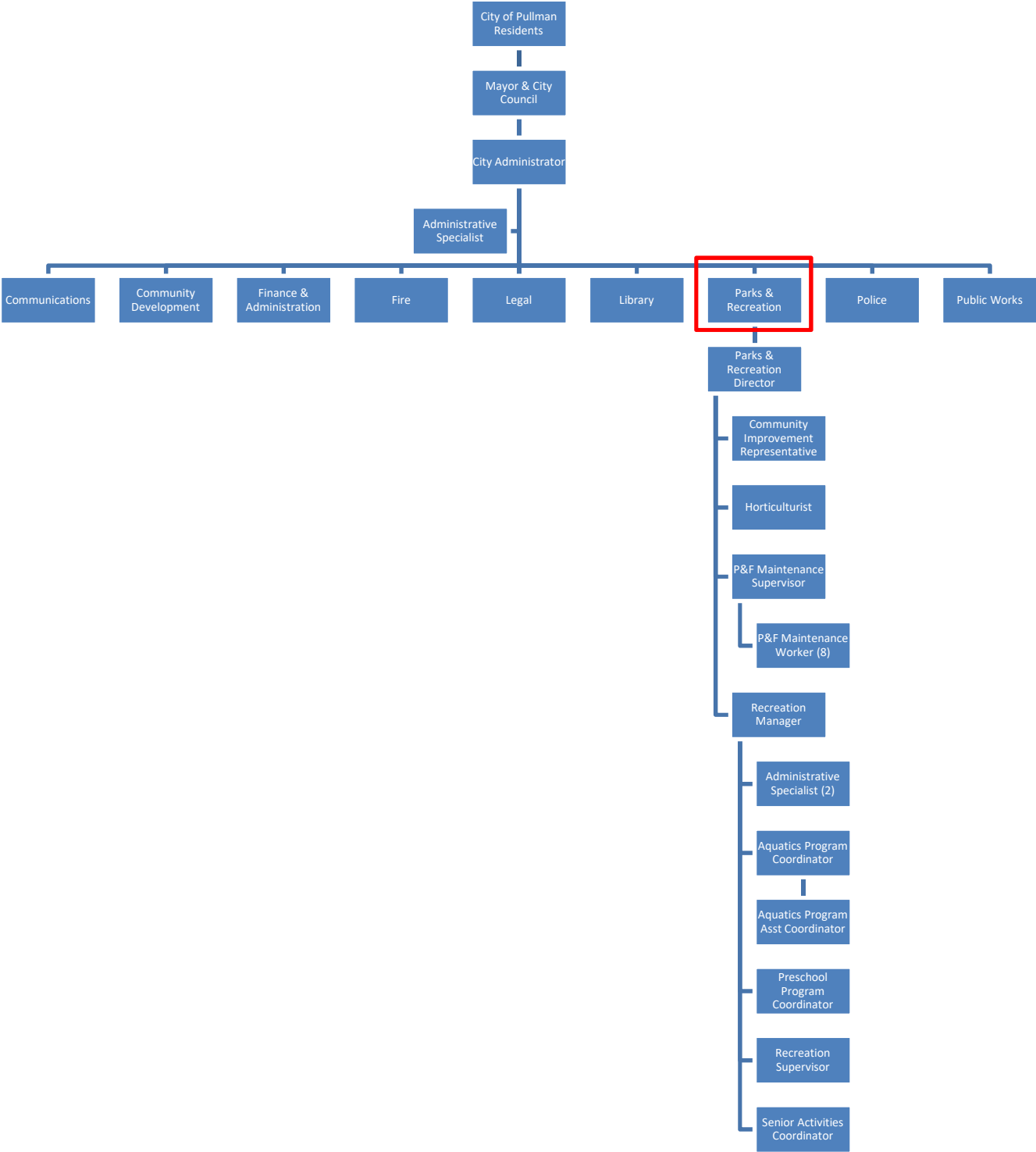
Goal CF1: Supply facilities, utilities, and services for all land uses to support growth and provide for public health, safety, and economic well-being.

Policy CF 1.11: Expand the availability of the library's resources. The library also plays a vital, indirect role in supporting many other Comprehensive Plan goals.

	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
001.7200 Library				\$ Change	% Change		\$ Change	% Change
Regular Salaries	738,060	1,012,800	973,348	(39,452)	-3.9%	1,015,620	42,272	4.3%
Overtime	43	-	-	-	0.0%	-	-	0.0%
Benefits	274,131	367,476	346,300	(21,176)	-5.8%	366,704	20,404	5.9%
Supplies	13,070	25,132	23,500	(1,632)	-6.5%	24,040	540	2.3%
Minor Equipment	-	1,000	11,200	10,200	1020.0%	1,200	(10,000)	-89.3%
Other Operating Expenses	146,496	181,170	189,289	8,119	4.5%	203,626	14,337	7.6%
Capital Expenditures	180,641	121,050	128,300	7,250	6.0%	134,073	5,773	4.5%
Interfund - IT	93,301	102,527	130,359	27,832	27.1%	133,298	2,939	2.3%
Interfund - Professional Services	1,071	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	1,829	-	8,000	8,000	0.0%	8,400	400	5.0%
Interfund - Facilities	93,807	98,497	105,884	7,387	7.5%	108,532	2,648	2.5%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,542,448	1,909,652	1,916,180	6,528	0.3%	1,995,493	79,313	4.1%

<u>Library</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Library Services Director	1	1
Administrative Assistant	1	1
Adult Services Librarian	1	1
Adult Services Library Technician	1	1
Adult Services Library Assistant	1 (PT)	1 (PT)
Circulation Supervisor	1	1
Circulation Library Assistant	2	2
Technical Services Supervisor	1	1
Technical Services Technician	1 (PT)	1 (PT)
Technical Services Library Assistant	1 (PT)	1 (PT)
Youth Services Librarian	1	1
Youth Services Library Technician	1	1
Total	13	13

City of Pullman Parks & Recreation



Departmental Preliminary Budget Abstract

Department: Cemetery (001.3600)

Activity Overview: Operation and maintenance of IOOF (Odd Fellows) 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 the presentation of cemeteries for Memorial Day.

Mowing, trimming, and necessary care of the cemeteries weekly.

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

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

Budget Highlights/Changes:

- Salaries & Wages: With a staff retirement in July of 2023, an increase of \$6,000 to provide one-month of overlap and training for new personnel and an increase in the minimum wage for seasonal staff.
- Overtime: N/A
- Benefits: N/A
- Supplies: N/A
- Minor Equipment: 2023 and 2024 are budgeted only for replacing existing equipment due to failures and necessary replacement.
- Other Operating Expenses: N/A
- Interfund: N/A
- Capital Expenditures: \$258,500 is budgeted to expand approximately three acres of the remaining undeveloped cemetery property for additional internment sites.

City Council Goals & Priorities Addressed in Budget:

- Remove dead and compromised trees citywide and raise the tree canopy to improve grassy areas.
Staff will continue to make an ongoing effort each spring and throughout the year to trim and prune mature trees and bushes in the Pullman cemeteries for visual appeal and improve access for routine maintenance.

Comprehensive Plan Goals Addressed in Budget:

Chapter 7: Parks & Open Spaces

- Policy P 3.3 Maintain and expand city cemetery facilities as necessary, considering site conditions, trends, and needs.

The 2023 Capital Improvement Plan includes \$258,500 to expand approximately three acres of the remaining undeveloped cemetery property for additional internment sites. Consideration of developing an area for natural or eco-friendly burials will be given at that time.

	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
001.3600 Cemetery								
Regular Salaries	44,756	56,592	62,722	6,130	10.8%	53,182	(9,540)	-15.2%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	16,487	20,752	21,748	996	4.8%	20,979	(769)	-3.5%
Supplies	1,605	6,125	4,000	(2,125)	-34.7%	4,400	400	10.0%
Minor Equipment	-	-	1,000	1,000	0.0%	1,000	-	0.0%
Other Operating Expenses	30,797	36,060	37,989	1,929	5.3%	38,483	494	1.3%
Capital Expenditures	-	-	258,500	258,500	0.0%	-	(258,500)	-100.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	8,520	26,959	6,130	(20,829)	-77.3%	6,130	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	19,797	-	14,522	14,522	0.0%	14,812	290	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	121,960	146,488	406,611	260,123	177.6%	138,986	(267,625)	-65.8%

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.

Performance Measurement: N/A

Revenues: Consist of fees, contributions, and investment interest earnings that are transferred from the Cemetery Endowment Care Fund.

Expenditure Budget Highlights/Changes:

- Salaries & Wages: N/A
- Overtime: N/A
- Benefits: N/A
- Supplies: N/A
- Minor Equipment: N/A
- Other Operating Expenses: N/A
- Interfund: N/A
- Capital Expenditures: N/A

City Council Goals & Priorities Addressed in Budget:

Encourage efficient and well-planned use of the public property. Continue the mission of maintaining public parks, facilities, and open spaces to a standard that creates a good first impression and reflects pride in the City of Pullman.

Comprehensive Plan Goals Addressed in Budget:

Chapter 7: Parks & Open Spaces

- Policy P 3.3 Maintain and expand city cemetery facilities as necessary, considering site conditions, trends, and needs.

In the Cemetery (001.3600) budget, \$258,500 is budgeted from the Capital Improvement Plan to expand approximately three acres of the remaining undeveloped cemetery property for additional internment sites. Consideration of developing an area for natural or eco-friendly burials will be given at that time.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
310 Cemetery Expansion Fund	-	500	500	-	0.0%	500	-	0.0%

310 Cemetery Expansion	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ 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: 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.

Department Goals: Plan accordingly for the use of income from investments for the care, upkeep, maintenance, and capital improvements of the cemetery.

Performance Measurement: N/A

Revenues: Revenues are generated from a portion of the cemetery grave sales. 30 percent of grave sales are placed in the Cemetery Care Fund. These revenues are to build principal, which cannot be spent.

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

- Salaries & Wages: N/A
- Overtime: N/A
- Benefits: N/A
- Supplies: N/A
- Minor Equipment: N/A
- Other Operating Expenses: \$200,000 in 2023 to perform much need development to expand approximately three acres of already owned property.
- Interfund: N/A
- Capital Expenditures: N/A

City Council Goals & Priorities Addressed in Budget:

Encourage efficient and well-planned use of the public property. Continue the mission of maintaining public parks, facilities, and open spaces to a standard that creates a good first impression and reflects pride in the City of Pullman.

Comprehensive Plan Goals Addressed in Budget:

Chapter 7: Parks & Open Spaces

- Policy P 3.3 Maintain and expand city cemetery facilities as necessary, considering site conditions, trends, and needs.

The 2023 Capital Improvement Plan includes \$258,500 to expand approximately three acres of the remaining undeveloped cemetery property for additional interment sites. Consideration of developing an area for natural or eco-friendly burials will be given at that time.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
710 Cemetery Care	10,636	4,335	6,250	1,915	44.2%	5,600	(650)	-10.4%

710 Cemetery Care	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	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	-	-	200,500	200,500	100.0%	500	(200,000)	-99.8%
Total Budget	-	-	200,500	200,500	100.0%	500	(200,000)	-99.8%

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). Aid Code Enforcement personnel on the enforcement of noxious weeds, solid waste/litter control, nuisance, and overhanging vegetation ordinances.

Department Goals: Abatement of noxious weeds and provide effective education and enforcement of overhanging vegetation and noxious weed ordinance. Coordinate with Code Enforcement on nuisances related to sidewalk clearance and removal of disposed debris on City rights-of-way.

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, scheduling more spot spraying and less boom applications, and using 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.

Budget Highlights/Changes:

- Salaries & Wages: Reduction and transfer of \$58,000 in salaries & benefits to General Parks Maintenance as staff will address weed control and overhanging vegetation on city property and rights-of-way while aiding Code Enforcement on other related city ordinances.
- Overtime: N/A
- Benefits: N/A
- Supplies: N/A
- Minor Equipment: N/A
- Other Operating Expenses: N/A
- Interfund: Reduction and transfer of \$10,000 to General Parks Maintenance.
- Capital Expenditures: N/A

City Council Goals & Priorities Addressed in Budget:

- Clean up public spaces and fixtures, and implement weed management.
 - Clean up overgrown shrubs and bushes and perform prompt weed control.
- Continue to address overgrown areas and landscapes within our own park system. Respond in a timely manner to public reports of overhanging vegetation and work with private property owners on the removal and cleanup of such areas. Plan for and provide consistent and timely weed control in early spring and throughout the summer as needed.

Comprehensive Plan Goals Addressed in Budget:

GOAL LU 15: Protect, enhance, and conserve Pullman’s natural resources.

Continue to coordinate efforts to address and update park entrances and highly visible landscapes.

Goal T 1: Ensure free and safe movement of goods and people by providing adequate facilities, access, and circulation for all land uses.

Maintain public areas, paths, and trails and keep them free of vegetation and debris.

Annually address sidewalks and signage near schools to provide safe routes to school for children and motorists.

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
001.3100 Community Improvement	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	52,255	74,532	39,471	(35,061)	-47.0%	41,124	1,653	4.2%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	28,856	45,759	22,402	(23,357)	-51.0%	23,402	1,000	4.5%
Supplies	2,587	9,900	9,100	(800)	-8.1%	9,100	-	0.0%
Minor Equipment	-	-	-	-	0.0%	-	-	0.0%
Other Operating Expenses	6,523	6,395	8,199	1,804	28.2%	8,397	198	2.4%
Interfund - IT	13,839	15,393	10,094	(5,299)	-34.4%	10,346	252	2.5%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	5,548	9,359	4,004	(5,355)	-57.2%	4,004	-	0.0%
Interfund - Facilities	2,000	2,120	-	(2,120)	-100.0%	-	-	0.0%
Interfund - Repairs & Maintenance	4,420	-	3,262	3,262	0.0%	3,328	66	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	116,028	163,458	96,532	(66,926)	-40.9%	99,701	3,169	3.3%

<u>Community Improvement</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Parks and Facilities Maintenance Supervisor/Professional	1	1
Total	1	1

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, as well as the management and operations of the Pullman Aquatic & Fitness Center in cooperation with the Pullman School District.

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, swim lesson instruction, water safety education, public open swim, and facility rentals 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 in Pullman and the surrounding communities to utilize facilities and programs to their fullest extent to enjoy recreation. To provide volunteer opportunities to the public to engage with the community by supporting recreation programs and special events.

Performance Measurement: Provide recreation programs and special events that appeal to various age groups and interests and are creative, inclusive, resourceful, and effective.

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

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

Constant evaluation of all programs, both by participants and staff.

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

Meet ADA, safety, and health regulations for operations.

Budget Highlights/Changes:

- Salaries & Wages: Reflects an increase in the minimum wage for 2023 & 2024 across all part-time positions and levels for Recreation and Aquatics. An increase in salaries reflects new programming (youth and adult sports) offered to the community. It also reflects a shift of funds from Professional Services BARS to salaries and wages by hiring internal youth/adult officials for programs.
- Overtime: N/A

- Benefits: N/A
- Supplies: Increase in all Supply budgets to reflect the current climate of inflation of prices and increase in programming offered to the community.
- Minor Equipment: Purchase a new Recreation Center/Senior Kitchen refrigerator. Purchase of a 2nd AED for the main floor of the Recreation Center. Replace (2) pieces of fitness equipment annually for the PAFC Fitness Room. Purchase/replace a section of the inflatable obstacle course annually.
- Other Operating Expenses: N/A
- Interfund: 40% Increase in IT Service rates primarily due to associated costs of the new Recreation Center and adding additional workstations (new technology in each room), increase in ERD rates for the entire dept (up over \$11,000 from 20-21).
- Capital Expenditures: N/A

City Council Goals & Priorities Addressed in Budget:

- Increase Public Feedback: Increase feedback through continual evaluation of programs through participant evaluations, public requests and ideas, and trends in recreation.
- Support, Collaboration & Education: 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.
- Economic Development: Partnering with local businesses for contract services to provide recreation programs to the community and our citizens; (Palouse Discovery Science Center, Studio 509, Gladish Community and Cultural Center, Neill's Flowers and Gifts, Whitman County Landlord-Tenant Association, The Nest, and others).

Comprehensive Plan Goals Addressed in Budget:

- GOAL P 3 Maintain high-quality and accessible city parks and recreational facilities.
 - Policy P3.2: Consider creative solutions to the ongoing costs of maintaining parks and recreation facilities, including sponsorship by business and civic groups and WSU internships and practicums.

Through our Minor Equipment purchases of two pieces of replacement fitness equipment at the Pullman Aquatic and Fitness Center, as well as replacing a section of the inflatable obstacle course, WIBIT, we are maintaining our equipment at our facilities to be able to provide the highest quality of programming.

- GOAL P 5 Continue to provide a comprehensive set of recreation programs as needs change over time.
 - Policy P 5.1 Develop new programs for the youth, adult, and senior population in Pullman that meet their needs and interests.

Through our continual evaluation by program participants and recent trends, we are expanding our recreation programming to meet the growing population of Pullman and the needs of the community through new programs of a new youth after-school open gym time for all youth, especially the Middle School students, new youth and adult sports programs, new fitness classes for all ages/mixed generations and as well creating new partners within our community to provide these recreation programs. These new programs reflect an increase in department salaries and wages, as well as program supplies.

- Policy P 5.2 Continue to offer WSU students hands-on experience in recreation services.

Our department continues to give WSU students hands-on experiences, both volunteer as well as paid within our department through positions as a youth sports coach, youth/adult sports official, youth/adult sports coordinator, adult sports scorekeeper, gym supervisor, preschool assistant, building supervisor, lifeguards, swim instructors, and head guards as well as senior center volunteers. Departmental salaries and wages reflect an increase not only in the staffing opportunities with the new programming but also the increase in the State of Washington minimum wage increase.

001.7400 Participant Recreation	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
Regular Salaries	709,669	910,407	944,106	33,699	3.7%	990,595	46,489	4.9%
Overtime	49	3,500	-	(3,500)	-100.0%	-	-	0.0%
Benefits	234,614	310,552	279,395	(31,157)	-10.0%	294,949	15,554	5.6%
Supplies	81,423	115,750	102,250	(13,500)	-11.7%	106,750	4,500	4.4%
Minor Equipment	18,687	14,000	19,000	5,000	35.7%	14,000	(5,000)	-26.3%
Other Operating Expenses	210,694	228,674	267,789	39,115	17.1%	288,299	20,510	7.7%
Capital Expenditures	56,143	-	-	-	0.0%	-	-	0.0%
Interfund - IT	46,314	51,186	75,844	24,658	48.2%	75,844	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	19,000	19,000	19,001	1	0.0%	19,001	-	0.0%
Interfund - Facilities	398,744	418,681	385,581	(33,100)	-7.9%	395,219	9,638	2.5%
Interfund - Repairs & Maintenance	14,343	12,872	15,233	2,361	18.3%	15,000	(233)	-1.5%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	1,789,680	2,084,622	2,108,199	23,577	1.1%	2,199,657	91,458	4.3%

<u>Recreation</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Recreation Manager	1	1
Administrative Specialist	2	2
Aquatics Program Coordinator	1	1
Aquatics Program Assistant Coordinator	1	1
Preschool Program Coordinator	1	1
Recreation Supervisor	1	1
Senior Activities Coordinator	1	1
Total	8	8

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 the 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 Park Pool and Pullman Aquatic & Fitness 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 landscapes, planter beds, seasonal hanging baskets, and seasonal lighting displays.

Performance Measurement: Budgeted service levels provide for:

Mowing city-owned property as follows:

- (1) Parks, playfields, and highly visible areas once per week.
- (2) Low-use and outlying areas every other week or as appropriate for the 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 them in a timely fashion.

Design and implement city beautification improvements and maintenance of downtown landscapes and hanging baskets.

Design and installation/removal of seasonal lighting displays.

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

Budget Highlights/Changes:

- Salaries & Wages: Increase of \$86,000, which includes hiring a new Parks & Facilities Maintenance position at the end of the first quarter in 2023 and transferring \$35,000 from the Community Improvement budget as the result of department restructuring and redefined job duties. Programmed salary step increases and an increase in the minimum wage for seasonal staff.

- Overtime: N/A
- Benefits: Increase of \$40,000 due to hiring new Parks & Facilities staff and department restructuring.
- Supplies: N/A
- Minor Equipment: 2023 includes \$9,000 for a Flail Mower attachment to be used for mowing grass on the sides of paths and trails. 2023 and 2024 also budgeted for replacing existing equipment due to failures and necessary replacement.
- Other Operating Expenses: N/A
- Interfund: N/A
- Capital Expenditures: A total of \$676,620 in projects, with \$96,470 from the General Fund CIP program and \$580,150 from the Metro Park CIP Fund.

City Council Goals & Priorities Addressed in Budget:

Other Priorities

- Research and Discuss adding full-time positions for Grant Writer, GIS Assistant, Parks Professional, etc.

The budget includes one additional full-time Parks and Maintenance Facility staff to help address daily tasks and assist other parks personnel on larger projects.

- Remove dead and compromised trees citywide and raise the tree canopy to improve grassy areas.

Continue to make an ongoing effort to remove dead and aged trees from city parks and rights-of-way. Work with citizens concerned about aged trees on their property or rights-of-way to remove and plant new trees or appropriate vegetation.

- Improve Sunnyside Park entrance and add ADA parking.

The 2023 Capital Improvement Plan includes \$44,000 to remove overgrown trees and shrubs, plant new vegetation, widen the driveway, and address the overall parking.

- Develop and implement Parks improvement plan and City Hall landscaping plan.

Ongoing efforts to remove outdated buildings and playground equipment will be addressed through the Capital Improvement Plan and Prop 1 for the removal of old restroom facilities at Sunnyside Park and placement of a new picnic shelter; demolition of the old existing Park Shop; and addition of restroom and picnic shelter at Mary's Park are a few projects that will take place. Additional playground equipment upgrades and continuation of City Hall landscaping will occur in 2023 and be funded with Prop 1 monies.

Comprehensive Plan Goals Addressed in Budget:

GOAL P 1 Create opportunities for community gathering, healthy and active lifestyles, and connections to destinations through a robust park and recreation system.

The Parks & Facilities budget addresses this goal by maintaining and operating city-owned parks, playgrounds, and other public properties at a service level that provides a safe and pleasant setting for the public to enjoy.

GOAL P 3 Maintain high-quality and accessible city parks and recreational facilities.

Through the Capital Improvement Program and remaining Prop 1 & 2 monies, the budget continues to address outdated play equipment at many city parks and bring them up to industry standards. Additional pickleball courts are also budgeted through the Capital Improvement Program to meet the needs of this popular and trending activity.

GOAL P 4 Complete and protect a system of green belts to protect natural resources and provide passive recreation.

- Policy P 2.9 Restore native plant and animal communities to Conservation Park.
- Policy P 4.5 Partner with community organizations and the private sector to restore native plant and animal communities in the city's parks.

Continue to partner with the Phoenix Conservancy and Palouse Conservation District to support their efforts to restore native plant and animal communities to Conservation Park, educate the public about their natural heritage, and provide opportunities for local elementary, secondary, and college students and community members to get involved in the restoration and community enhancement.

001.7600 Parks Facilities	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	512,295	537,552	604,845	67,293	12.5%	626,971	22,126	3.7%
Overtime	-	2,000	-	(2,000)	-100.0%	-	-	0.0%
Benefits	244,776	286,498	316,570	30,072	10.5%	355,269	38,699	12.2%
Supplies	36,153	58,425	59,400	975	1.7%	61,400	2,000	3.4%
Minor Equipment	816	3,800	21,500	17,700	465.8%	4,500	(17,000)	-79.1%
Other Operating Expenses	247,309	317,033	315,936	(1,097)	-0.3%	314,556	(1,380)	-0.4%
Capital Expenditures		489,300	676,620	187,320	38.3%	-	(676,620)	-100.0%
Interfund - IT	29,409	35,527	35,329	(198)	-0.6%	36,211	882	2.5%
Interfund - Professional Services	322	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	46,312	100,047	40,678	(59,369)	-59.3%	44,018	3,340	8.2%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	58,234	-	74,058	74,058	0.0%	75,816	1,758	2.4%
Operating Transfers Out	72,909	-	-	-	0.0%	-	-	0.0%
Total Budget	1,248,537	1,830,182	2,144,936	314,754	17.2%	1,518,741	(626,195)	-29.2%

<u>Parks Facilities</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Parks and Facilities Maintenance Director	1	1
Horticulturist	1	1
Parks and Facilities Maintenance Supervisor	1	1
Parks and Facilities Maintenance Worker	9	9
Custodian	4	4
Total	16	16

Fund Preliminary Budget Abstract

Department: Lawson Garden Endowment Operations (707)

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

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

Expenditure Budget Highlights/Changes:

- Salaries & Wages: 2023 and 2024 include programmed salary step increases and an increase in the minimum wage for seasonal staff.
- Overtime: N/A
- Benefits: N/A
- Supplies: Increase of \$1,300 to reflect current prices of materials.
- Minor Equipment: 2023 and 2024 are budgeted only for replacing existing equipment due to failures and necessary replacement.
- Other Operating Expenses: Increase of \$2,500 in Public Utilities to reflect current use and rate increase.
- Interfund: N/A
- Capital Expenditures: N/A

City Council Goals & Priorities Addressed in Budget:

- Clean up overgrown shrubs and bushes and perform prompt weed control.
- Create natural landscapes in parks to mitigate water usage.

As the Lawson Gardens have matured, staff will continue to focus on removing and thinning the perennial garden area. Staff also continues to work with the local Master Gardeners Club on xeriscape garden projects.

Comprehensive Plan Goals Addressed in Budget:

GOAL P 1 Create opportunities for community gathering, healthy and active lifestyles, and connections to destinations through a robust park and recreation system.

Lawson Gardens provides an alternative experience in comparison to traditional parks. A large reflective pool, gazebo, meandering walkway, perennial and rose garden, and a variety of annual plantings provide a unique and tranquil experience.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
707 Lawson Gardens Park Endowment	19,939	20,000	61,250	41,250	206.3%	61,250	-	0.0%

707 Lawson Gardens	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
Regular Salaries	57,900	68,407	71,976	3,569	5.2%	72,696	720	1.0%
Overtime	-	500	500	-	0.0%	500	-	0.0%
Benefits	21,950	25,699	25,916	217	0.8%	26,882	966	3.7%
Supplies	10,452	13,050	14,350	1,300	10.0%	14,350	-	0.0%
Minor Equipment	-	7,000	1,000	(6,000)	-85.7%	1,000	-	0.0%
Other Operating Expenses	14,703	12,800	18,589	5,789	45.2%	19,083	494	2.7%
Capital Expenditures	-	-	-	-	0.0%	-	-	0.0%
Interfund - IT	-	3,141	-	(3,141)	-100.0%	-	-	0.0%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	3,141	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	-	-	-	-	0.0%	-	-	0.0%
Interfund - Repairs & Maintenance	-	-	2,088	2,088	0.0%	2,130	42	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	108,146	130,597	134,419	3,822	2.9%	136,641	2,222	1.7%

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.

With the implementation of an online work order ticketing system, deliver a timely response to building emergencies and non-emergencies within 24 hours. Provide internal customers with a resolution and track open tickets that still need to be addressed. Ongoing preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

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.

Expenditure Budget Highlights/Changes:

- Salaries & Wages: Personnel Services (Administration) Decreased due to the transfer of Public Works and Deputy Public Works Directors' salaries to other funds. Increase in Custodial/Janitorial salaries due to programmed salary step increases
- Overtime: N/A
- Benefits: Decrease in Personnel Services (Administration) due to transferring Public Works & Deputy Public Works Directors' salaries to other funds. Increase Custodial/Janitorial benefits due to anticipated increase in health insurance premiums.
- Supplies: N/A
- Minor Equipment: 2023 includes replacement of shop furnaces at Maintenance and Operation buildings. 2023 and 2024 are budgeted only for replacing existing equipment due to failures and necessary replacement.

- Other Operating Expenses: Increase of \$12,000 in insurance and decrease of \$65,750 in Public Utilities to reflect historical use.
- Interfund: N/A
- Capital Expenditures: 2023 has \$297,000 budgeted for replacing the roof on Old City Hall and \$22,000 for annual ADA transition plan improvements.

City Council Goals & Priorities Addressed in Budget:

Continue the mission of maintaining public buildings to a standard that creates a good first impression and reflects pride in the City of Pullman.

Comprehensive Plan Goals Addressed in Budget:

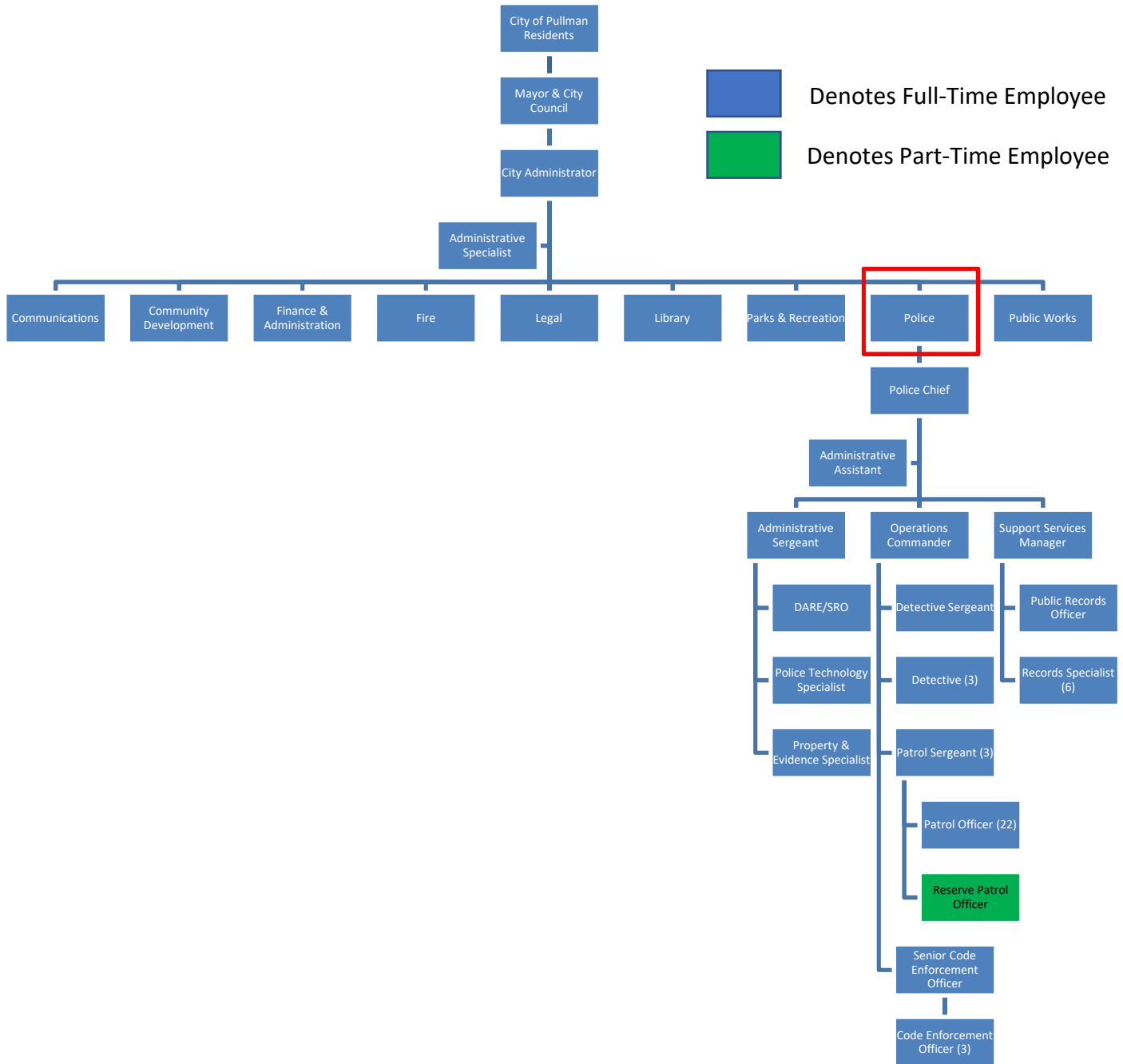
GOAL LU 12 Support community members and businesses with necessary and quality public facilities and utilities.

The budget allows for staffing levels to maintain the city-owned building to a high-quality and in a cost-effective and timely manner. Continue to take advantage of rebates and implement energy and reduction measures of services as they become available. Annually through the Capital Improvement Plan, the budget allows for implementing a couple of projects identified in the City's ADA Transition Plan to accommodate citizens with disabilities and special needs and offer equitable access to public facilities.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
504 Government Buildings	1,117,046	1,198,852	1,295,966	97,114	8.1%	1,360,764	64,798	5.0%

504 Government Buildings	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
Regular Salaries	351,565	371,877	363,341	(8,536)	-2.3%	373,013	9,672	2.7%
Overtime	-	2,300	2,300	-	0.0%	2,300	-	0.0%
Benefits	194,178	200,861	227,580	26,719	13.3%	238,534	10,954	4.8%
Supplies	28,756	33,350	33,350	-	0.0%	33,350	-	0.0%
Minor Equipment	6,089	6,500	12,000	5,500	84.6%	6,000	(6,000)	-50.0%
Other Operating Expenses	496,852	659,185	608,360	(50,825)	-7.7%	627,899	19,539	3.2%
Capital Expenditures	10,682	180,000	319,000	139,000	77.2%	-	(319,000)	-100.0%
Interfund - IT	33,663	35,970	26,350	(9,620)	-26.7%	27,062	712	2.7%
Interfund - Professional Services	-	-	1,000	1,000	0.0%	1,000	-	0.0%
Interfund - ERD (Equipment)	10,000	28,608	10,000	(18,608)	-65.0%	10,000	-	0.0%
Interfund - Facilities	38,214	35,641	37,770	2,129	6.0%	38,714	944	2.5%
Interfund - Repairs & Maintenance	11,608	-	13,430	13,430	0.0%	13,700	270	2.0%
Operating Transfers Out	2,199	-	-	-	0.0%	-	-	0.0%
Total Budget	1,183,805	1,554,292	1,654,481	100,189	6.4%	1,371,572	(282,909)	-17.1%

City of Pullman Police



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 the 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 cooperating in enforcement campaigns and proactive traffic emphasis patrols. 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 Mission and 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 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.

Budget Highlights/Changes:

- Salaries & Wages: The budget reflects full staffing, including authorized staffing of 33 police officers. The budget increase reflects the bargained salary adjustments for 2023.

- Overtime: The overtime budget was increased to reflect the staff bargained salary adjustments for 2023.
- Benefits:
 - The budget reflects benefits for full staffing levels.
 - LEOFF 1 expenditures Benefits continue to increase. (2023 estimated at \$209,840)
- Supplies: Supply costs have increased in patrol supplied primarily to provide firearms, CART, and SWAT training supplies and equipment.
- Minor Equipment: The 2023-2024 minor equipment budget has been reduced compared to the previous budget cycle.
- Other Operating Expenses:
 - Administration Budget: The administration budget now includes salary and benefits for the Commander, Administrative Sergeant, and IT specialist.
 - The Humane Society contract is added to the Code Enforcement budget.
- Interfund: 2023 and 2024 Total Interfund rates have increased to \$813,763 and \$829,054.
- Capital Expenditures:
 - 2023:

▪ Physical Training Equipment	\$13,200
▪ Training Munitions Equipment	\$13,580
▪ RTK Smart Antenna System	\$17,600
▪ Administrative Vehicle	\$36,300
▪ HVAC	\$564,080
▪ SWAT Night Vision	\$37,032
▪ Detective Vehicle	\$55,000
▪ Mobile Vehicle Replacement	\$88,000
▪ Code Enforcement Vehicle	\$77,000
 - 2024: Not approved yet by City Council through CIP Process

City Council Goals & Priorities Addressed Budget:

The Police Department's emphasis on staff training furthers the Council's Goal of "Support, Collaboration & Education" The mission of the Pullman Police Department is to provide professional police services that prioritize public safety, quality of life, and the rights of all.

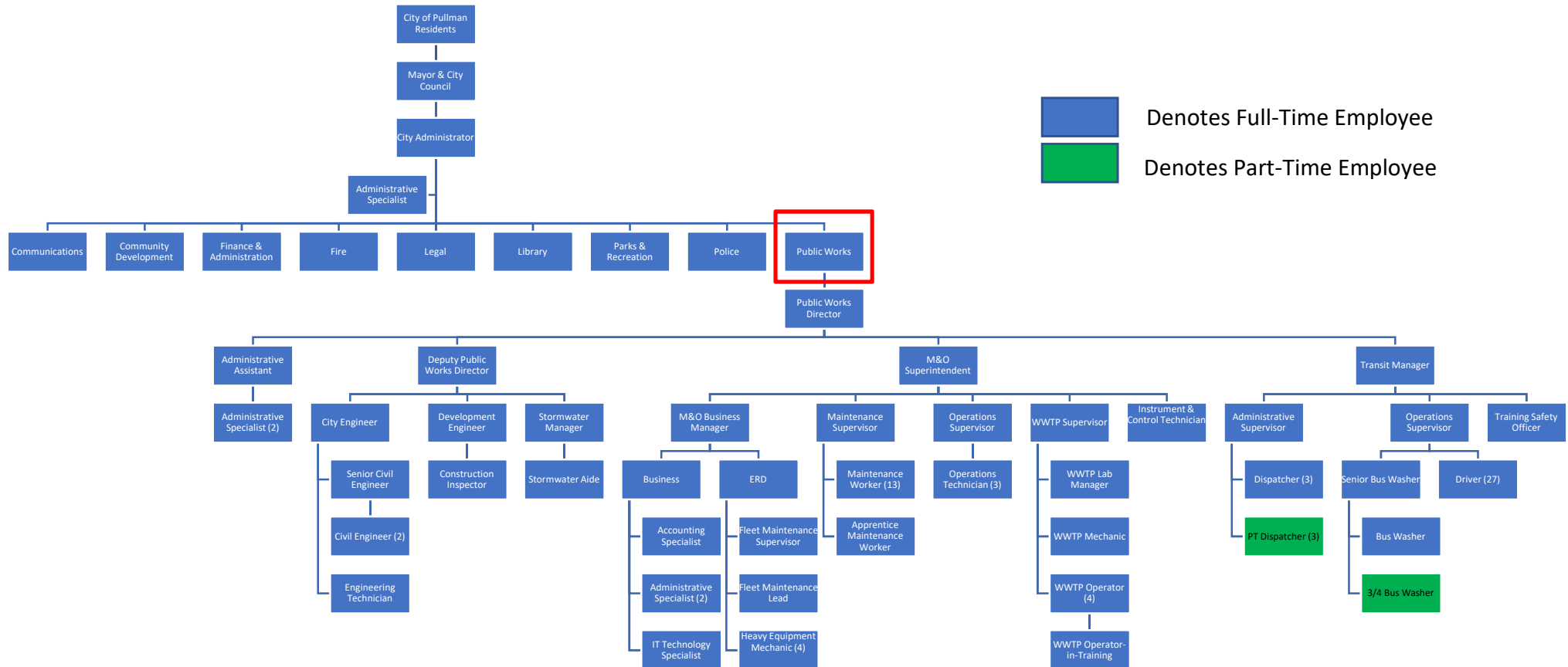
Comprehensive Plan Goals Addressed in Budget:

The Police Department sustained emphasis on public safety and professionalism through training and innovation supports comprehensive plan policy LU 3.1 to “Maintain strong government accountability in all public services, and publicize the city’s actions in this regard to local citizenry.”

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
001.2100 Law Enforcement	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	3,575,332	4,014,740	4,532,676	517,936	12.9%	4,800,050	267,374	5.9%
Overtime	351,522	246,770	267,907	21,137	8.6%	268,487	580	0.2%
Benefits	1,771,557	1,825,400	2,114,418	289,018	15.8%	2,246,376	131,958	6.2%
Supplies	40,118	45,620	73,123	27,503	60.3%	60,195	(12,928)	-17.7%
Minor Equipment	33,298	11,400	20,920	9,520	83.5%	3,800	(17,120)	-81.8%
Other Operating Expenses	1,260,321	1,445,225	1,539,868	94,643	6.5%	1,556,100	16,232	1.1%
Capital Expenditures	-	130,275	901,792	771,517	592.2%	-	(901,792)	-100.0%
Interfund - IT	217,053	239,898	262,845	22,947	9.6%	269,136	6,291	2.4%
Interfund - Professional Services	5,865	4,000	4,000	-	0.0%	4,000	-	0.0%
Interfund - ERD (Equipment)	125,000	125,000	236,584	111,584	89.3%	238,440	1,856	0.8%
Interfund - Facilities	106,110	174,415	187,496	13,081	7.5%	192,182	4,686	2.5%
Interfund - Repairs & Maintenance	122,838	125,295	122,838	(2,457)	-2.0%	125,296	2,458	2.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	7,609,014	8,388,038	10,264,467	1,876,429	22.4%	9,764,062	(500,405)	-4.9%

<u>Police</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Police Chief	1	1
Administrative Assistant	1	1
Administrative Sergeant	1	1
DARE/SRO	1	1
Police Technology Specialist	1	1
Property & Evidence Specialist	1	1
Operations Commander	1	1
Detective Sergeant	1	1
Detective	3	3
Patrol Sergeant	3	3
Patrol Officer	22	22
Reserve Patrol Officer	1 (PT)	1 (PT)
Senior Code Enforcement Officer	1	1
Code Enforcement Officer	2	2
Support Services Manager	1	1
Public Records Officer	1	1
Records Specialist	6	6
Total	48	48

City of Pullman Public Works



Public Works Staffing Summary is being included ahead of fund items because nearly all of these individuals split time among departments. This presentation gives a more accurate picture to the reader of staffing deployment as opposed to fractions of positions in each department or fund abstract.

<u>Public Works</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Public Works Director	1	1
Administrative Assistant	1	1
Administrative Specialist	4	4
Deputy Public Works Director	1	1
City Engineer	1	1
Senior Civil Engineer	1	1
Civil Engineer	2	2
City Surveyor	1	1
Development Engineer	1	1
Construction Inspector	1	1
Stormwater Manager	1	1
Stormwater Aide	1	1
Maintenance and Operations Superintendent	1	1
Maintenance and Operations Business Manager	1	1
Accounting Specialist	1	1
IT Technology Specialist	1	1
Fleet Maintenance Supervisor	1	1
Fleet Maintenance Lead	1	1
Heavy Equipment Mechanic	4	4
Maintenance Supervisor	1	1
Maintenance Worker	15	15
Apprentice Maintenance Worker	1	1
Operations Supervisor	1	1
Operations Technician	3	3
WWTP Supervisor	1	1
WWTP Lab Manager	1	1
WWTP Mechanic	1	1
WWTP Operator	4	4
WWTP Operator-in-Training	1	1
Instrument and Control Technician	2	2
Total	57	57

Fund Preliminary Budget Abstract

Department: Public Works - Arterial Streets Fund (104)

Activity Overview:

The Arterial Street Fund primarily consists of capital improvement projects included in the city's Capital Improvement Program (CIP) and Transportation Improvement Program (TIP), updated annually and adopted by City Council. The City's CIP and TIP were approved by Council in August of 2022. Many of the arterial street projects are multi-year efforts. Work is in progress on the following projects:

- Project Downtown Pullman design
- Terre View Roundabout punch list and contract closeout
- Arterial Streets Resurfacing 2023 design (majority of funding is federal funding)
- Design of complete streets improvements to Crestview and Terre View per the Transportation Improvement Board (TIB) Complete Streets Grant award.
- Bishop Boulevard Resurfacing is included in this fund in 2023 but will only occur if the City receives a TIB grant for the work.

Department Goals:

Provide a planned program of major transportation improvements reflecting community needs consistent with the City's Comprehensive Plan.

Performance Measurement:

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

Revenues:

State and Federal grants and allocations provide the majority of funding for this program. Anticipated grants and allocations include \$8,429,250 and \$4,627,000 in 2023 and 2024, respectively, with an annual \$100,000 per year transfer from the Transit Fund for impacts to the arterial streets system from transit buses. Revenues also include \$200,000 per year from fuel taxes.

Expenditure Budget Highlights/Changes:

The proposed 2023 budget for Arterial Streets is \$11,840,970, which is an increase of \$8,488,970 compared to the 2022 budget. The proposed 2024 Arterial Streets budget is \$1,221,150, accounting for the completion of multi-year projects. Other 2024 expenditures are pending approval of 2024 capital projects, so the 2024 budget will be updated upon completion of 2024 capital and transportation improvement plans in early 2023. Expenditures in this fund can vary widely depending on the particular capital projects proposed in any given year and available grant funding. The majority of the budget in 2023 is proposed for Project Downtown Pullman. Expenditures are indicated much higher than revenues for two reasons: 1) The City has already received ARPA funds in 2022, and those funds will be used for Project Downtown Pullman design

and construction. 2) Revenues do not include a grant the City has applied for but has not yet received the award for the Bishop Boulevard Resurfacing project. If the grant is awarded, the revenues will increase. The project will be delayed to a future grant cycle if the grant is not awarded.

- Salaries and Wages: Regular salaries total \$139,750 in 2023 and \$39,000 in 2024.
- Overtime: N/A
- Benefits: Benefits total \$72,250 and \$21,000 in 2023 and 2024, respectively.
- Supplies: Supplies total \$1,200 per year.
- Minor Equipment: Minor Equipment totals \$10,000 per year. This is for one item: audible accessible pedestrian signals as requested by the blind on an as-needed basis.
- Other Operating Expenses: Other operating expenses totals \$1,435,400 in 2023 and \$662,400 in 2024, primarily consisting of professional design services.
- Interfund: N/A
- Capital Expenditures:
 - Design and construction of Project Downtown Pullman Improvements
 - Design and construction of the Arterial Streets 2023 resurfacing project (Merman Drive and Westwood Drive)
 - Bishop Boulevard resurfacing, pending a TIB grant award
 - Design and construction of complete streets improvements on Terre View and Crestview per the recent TIB Complete Streets grant award
 - Design of Airport Road Improvements per the recent RAISE grant awardMany Arterial Streets projects are grant-dependent, so if a grant isn't awarded for a specific project, the project is typically delayed until a grant award can be achieved in a future grant cycle.

City Council Goals & Priorities Addressed in Budget:

The goals supported by this budget include:

- Downtown goal.
- Promote and support community efforts in the area of continuing to support Pullman Regional Airport Projects.

Comprehensive Plan Goals Addressed in Budget:

Goals supported by the budget include:

- Comprehensive Plan Policy T1.23: Further implement the Complete Streets Program.
- Comprehensive Plan Policy T2: Maintain and enhance Pullman's nonmotorized transportation system.
- Comprehensive Plan Goal T3: Strengthen and enhance the transportation systems that connect Pullman to the surrounding region and beyond.
- Comprehensive Plan Goal LU 9.1: Implement the provisions of the Downtown Master Plan to address specific improvements in the central business district.
- Comprehensive Plan Goal CD 1.7: Continue to improve public spaces Downtown, including High Street Plaza and Pine Street Plaza, with a focus on pedestrian amenities, landscaping, public art, and active use.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
104 Arterial Streets	1,648,079	2,994,862	8,729,250	5,734,388	191.5%	4,627,000	(4,102,250)	-47.0%

	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
104 Arterial Streets				\$ Change	% Change		\$ Change	% Change
Regular Salaries	35,851	1,000	139,750	138,750	13875.0%	39,000	(100,750)	-72.1%
Overtime	-	-	-	-	0.0%	-	-	0.0%
Benefits	19,053	500	75,250	74,750	14950.0%	21,000	(54,250)	-72.1%
Supplies	55	-	1,200	1,200	0.0%	1,200	-	0.0%
Minor Equipment	-	-	10,000	10,000	0.0%	10,000	-	0.0%
Other Operating Expenses	97,430	415,500	1,435,400	1,019,900	245.5%	662,400	(773,000)	-53.9%
Capital Expenditures	1,708,082	141,000	10,179,370	10,038,370	7119.4%	487,550	(9,691,820)	-95.2%
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	1,860,471	558,000	11,840,970	11,282,970	2022.0%	1,221,150	(10,619,820)	-89.7%

Fund Preliminary Budget Abstract

Department: Streets 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 to continue roadway system operations safely and efficiently for the motoring, biking, and pedestrian public.

Performance Measurement:

Complete approximately 1,500 square yards of asphalt distress patching, prioritize and complete preventive street maintenance program and accelerated street resurfacing program within the available revenue source limitations; install/replace approximately 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.

Revenues:

Revenues include utility taxes, Real Estate Excise Tax (REET), State & Federal Grants, and gasoline tax. Revenues have remained flat over the past 5 years, and inflation over that same time frame has placed the Street Fund in a position to only fund primarily operations and basic maintenance with very limited funds for capital project work. This fund status is reflected in the approved CIP with a few capital streets projects programmed in 2023. Revenues have remained flat for the past 15 years despite significant inflationary pressure over the same period making this fund severely challenged.

Expenditure Budget Highlights/Changes:

City Staff has removed all but base services in this fund except for a \$125,000 grant match for the Orchard Drive/Valley Road Shared Use Path Project previously committed by City Council for that joint project with WSU. City Staff has removed the following projects from this budget given the status of revenues in this fund: 1) removed pavement ratings and sidewalk ratings, 2) removed the accelerated streets project in 2024, 3) removed the Mountain View/Garden City project in 2023, 4) Removed the sidewalk infill project in 2023 but kept the sidewalk repair funds, 5) Removed the asphalt grinder skid steer attachments, bobcat broom attachment, and front-end loader in 2023. To make this budget balance without accessing reserves, either staff and base services must be cut, or increased revenues are a must.

- **Salaries & Wages:** 2023 and 2024 expenditures include converting seasonal workers to one full-time maintenance position at a net-zero impact to the streets fund. Expenditures include a reclass of the Engineering Technician position to the City Surveyor position. This change allows an increase in the job responsibilities of the current position to include a detailed review of property and plat surveys, legal description research by a licensed professional surveyor, as well as provide in-house surveying services. The position is currently funded in the Streets, Water, Sewer, and Stormwater Funds at 50%, 20%, 20%, and 10% of the position, respectively, and those percentages of the total salary and benefits would remain the same; however, the total salary and benefits are estimated to increase by 15%. Regular salaries in the Street Fund total \$623,880 in 2023 and \$625,120 in 2024. Teamsters Union negotiations currently underway may impact these numbers in 2023 and 2024.
- **Overtime:** Roughly estimated overtime included in the salaries and wages number is \$48,172 in 2023 and the same amount in 2024.
- **Benefits:** Benefits total \$350,532 in 2023 and \$405,064 in 2024. Teamsters Union negotiations currently underway may impact these numbers in 2023 and 2024.
- **Supplies:** Supplies total \$399,380 in 2023 and \$430,050 in 2024. Supplies primarily consist of operating supplies such as asphalt and salt for street maintenance.
- **Minor Equipment:** Minor equipment totals \$18,500 and \$22,900 in 2023 and 2024, respectively. Expenditures include tool replacements, a traffic signal controller replacement, inspection supplies, radar traffic counting devices, office equipment, metal detectors, and an electronic tablet for field inspections.
- **Other Operating Expenses:** Other operating expenses total \$706,750 and \$916,428 in 2023 and 2024, respectively, the majority of which are repairs and maintenance, insurance, professional services, and software licenses. Professional Services include a pavement rating update, QA testing for developer projects, and aerial update of GIS data
- **Interfund:** Interfunds include IT, ERD, Facilities, and Repairs and Maintenance totaling \$327,578 and \$331,448 in 2023 and 2024, respectively.
- **Capital Expenditures:** Terre View Drive Resurfacing Project construction retainage payment, Annual sidewalk repair project, Orchard Drive/Valley Road grant fund match as a partner to WSU, and project closeout and retainage payment on 2022 extraordinary street maintenance project. Due to the available revenues, this fund's capital expenditures are severely limited.

City Council Goals & Priorities Addressed in Budget:

The goals supported by this budget include research and discuss the implementation of a Transportation Benefit District

Comprehensive Plan Goals Addressed in Budget:

Goals supported by the budget include:

- Goal T1: Ensure free and safe movement of goods and people by providing adequate facilities, access, and circulation for all land uses.
- Policy T1.6: Emphasize roadway, bicycle lane, and sidewalk maintenance on a continuous basis.
- Policy T1.23: Further implement the Complete Streets Program.
- Policy T2: Maintain and enhance Pullman's nonmotorized transportation system.
- Policy T2.6: Enhance and expand the existing nonmotorized transportation system to link major activity centers, provide sufficient access within neighborhoods, and separate pedestrian from vehicle traffic.
- Goal T3: Strengthen and enhance the transportation systems that connect Pullman to the surrounding region and beyond.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
105 Street Fund	2,442,248	2,022,100	2,184,593	162,493	8.0%	2,182,669	(1,924)	-0.1%

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
105 Streets								
Regular Salaries	473,106	502,996	629,244	126,248	25.1%	630,484	1,240	0.2%
Overtime	23,521	9,080	48,172	39,092	430.5%	48,172	-	0.0%
Benefits	254,973	342,224	350,532	8,308	2.4%	405,064	54,532	15.6%
Supplies	307,467	311,000	399,380	88,380	28.4%	430,050	30,670	7.7%
Minor Equipment	7,963	34,850	18,000	(16,850)	-48.4%	22,400	4,400	24.4%
Other Operating Expenses	609,711	546,010	716,570	170,560	31.2%	916,428	199,858	27.9%
Capital Expenditures	159,514	3,050,000	318,175	(2,731,825)	-89.6%	-	(318,175)	-100.0%
Interfund - IT	52,108	52,108	31,736	(20,372)	-39.1%	32,496	760	2.4%
Interfund - Professional Services	-	-	34,040	34,040	0.0%	34,040	-	0.0%
Interfund - ERD (Equipment)	95,045	94,466	97,362	2,896	3.1%	97,362	-	0.0%
Interfund - Facilities	49,626	14,440	23,812	9,372	64.9%	24,406	594	2.5%
Interfund - Repairs & Maintenance	227,646	186,526	176,234	(10,292)	-5.5%	178,958	2,724	1.5%
Operating Transfers Out	33,467	405,309	27,938	(377,371)	-93.1%	19,100	(8,838)	-31.6%
Total Budget	2,294,147	5,549,009	2,871,195	(2,677,814)	-48.3%	2,838,960	(32,235)	-1.1%

Fund Preliminary Budget Abstract

Department: Public Works – Utility Fund (401)

Activity Overview:

Maintenance and operation of City water and sewer facilities, delivering approximately 1,000 million gallons of potable water and treatment of approximately 800 million gallons of wastewater annually.

Department Goals:

Provide a constant supply of the highest quality potable water available at adequate pressure to approximately 5,700 service connections. Provide a safe and effective wastewater collection system and Wastewater Treatment Plant to ensure uninterrupted service to City utility customers that comply with all Department of Ecology and Environmental Protection Agency regulations. Perform preventive maintenance as scheduled to prevent significant 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 data transmitters; begin implementation of advanced metering infrastructure within limits of available budget each year; repair existing water meters, services, and 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, and other future regulatory monitoring requirements.

Perform planned and preventive maintenance on 95.99 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 lateral customer 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 792 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 440 dry tons of biosolids; conduct approximately 4,000 laboratory tests annually for operational needs and monitoring requirements, and deliver timely capital projects.

Revenues:

The sewer and water utility charges provide for the delivery of services. Revenues also include state, federal, and local grants and loans, as applicable. Staff recently applied for the WaterSMART grant to support the implementation of advanced metering infrastructure. Anticipated revenues include \$13,291,115 and \$13,373,905, respectively in 2023 and 2024. The WaterSMART grant revenues are not reflected in this budget as we are waiting for the grant agency to determine grant awards. Revenues will increase if the City is awarded that grant. Additionally, ARPA funding for utility replacement for Project Downtown Pullman is not included as a revenue source in the utility fund as the ARPA funds were received in 2022.

Expenditure Budget Highlights/Changes:

The proposed 2023 and 2024 budgets for the Utility Fund are \$19,946,779 and \$11,671,214, respectively. This represents a proposed increase of \$4,136,551 in the Utility Fund budget in 2023 relative to 2022. Capital expenditure projects are excluded from the 2024 value, so a comparison to 2024 is irrelevant now. Expenditures in this fund can vary widely due to differences in capital projects from year-to-year. Capital projects include Project Downtown Pullman utility replacement with the Downtown work and the Tank 12 project, and both projects are high-cost endeavors.

- Salaries & Wages: 2024 expenditures include an additional Maintenance and Operations worker to implement a new water distribution system valve exercise program. 2023 and 2024 expenditures also include a new instrument and control technician to implement and service the control systems on all wells, booster systems, sanitary sewer lift stations, and all systems at the wastewater treatment plant. The new instrument and control technician would support the lone instrument and control technician on staff and provide critical redundancy for this work. Expenditures include a reclass of the Engineering Technician position to the City Surveyor position. This change allows an increase in the job responsibilities of the current position to include a detailed review of property and plat surveys, legal description research by a licensed professional surveyor, as well as provide in-house surveying services. The position is currently funded in the Streets, Water, Sewer, and Stormwater Funds at 50%, 20%, 20%, and 10% of the position, respectively, and those percentages of the total salary and benefits would remain the same; however, the total salary and benefits are estimated to increase by 15%. Lastly, this budget includes converting nine seasonal employees to one full-time Maintenance and Operations Division employee, which is a budget-neutral change. Regular salaries and

wages total \$2,400,563 and \$2,468,204, respectively in 2023 and 2024. Teamsters Union negotiations currently underway may impact these numbers in 2023 and 2024.

- Overtime: Estimated overtime included in the salaries and wages number is \$52,012 in each of 2023 and 2024.
- Benefits: Benefits total \$1,335,632 and \$1,465,573. Teamsters Union negotiations currently underway may impact these values in 2023 and 2024.
- Supplies: Supplies total \$879,280 and \$867,600 in 2023 and 2024, respectively. The majority of the supply costs are repairs and maintenance, operating supplies, and chemicals.
- Minor Equipment: Minor equipment totals \$84,596 in 2023 and \$50,500 in 2024, primarily consisting of tools and replacement equipment to support operations, as well as desks, computers, and office equipment for personnel.
- Other Operating Expenses: Other operating expenses total \$4,209,004 and \$4,386,488 in 2023 and 2024, respectively, including repairs and maintenance, public utility services, such as power bills, insurance, and interfund and external taxes.
- Interfund: Interfunds include IT, professional services, ERD, Facilities, repair and maintenance, and supplies Support Services totaling \$1,077,238 and \$1,100,554 in 2023 and 2024, respectively.
- Capital Expenditures: The budget includes funding for multiple capital expenditures and new capital expenditures that align with the draft water system plan that is nearly complete including: Project Downtown Pullman utilities replacement; New Water Tank 12; design and construction of a water main extension to the new airport terminal; advanced metering infrastructure; supervisory control and data acquisition upgrade program; rehabilitation of Wells 6 and 8; maintenance of boosters stations 7 and 8; Bond payments on 2014 SR270 Sewer Bond; Secondary Process Upgrades SRF Loan Repayment; UV disinfection system bond debt repayment; Marshland Lift Station Repairs; sewer plan update; design of belt filter press at wastewater treatment plant; Canyon View Drive to Darrow Street path access over sanitary sewer main; digester heat exchanger replacement at the wastewater treatment plant; sewer and water extension design in conjunction with Airport Road improvements design; a project site generator powered light tower for work at night for events such as repairing a water main; replacement of 1-1/2 ton 2008 Ford pickup with crane; replace 2004 ½ ton pickup; replace 2007 Ten-Wheel Dump Truck; completion of the solids processing equipment project at the wastewater

treatment plant; evaluation of biosolids land application for final product from the wastewater treatment plant; a contractor bulk water filling station to control water use and loss and charge for water use as well as provide backflow prevention control; water tank foundation repairs to Tanks 2, 5, 6, 7, 8, 9, and 10; lead service line inventory, Well 4 and Well 7 well-head protection retrofits; water main replacement; and basic utility replacement items. Some of these items are listed here due to their relevance to the Utility Fund, with costs reflected in the Utility Capital Projects Fund.

City Council Goals & Priorities Addressed in Budget:

The goals supported by this budget include:

- Downtown goal.
- Promote and support community efforts in the area of support to Pullman Regional Airport Projects.

Comprehensive Plan Alignment:

Goals supported by the budget include:

- Policy CF1: Supply facilities, utilities, and services for all land use to support growth and provide for public health, safety, and economic well-being.
- Policy CF2.5: Manage the City's water supply and distribution in accordance with the City's approved water system plan.
- Policy CF1.7: Manage the City's wastewater collection and treatment system in accordance with the approved sewer system plan.
- Policy CF1.3: Ensure adequate capacity of utilities to support planned growth.

OTHER FUND REVENUES	Budget Change 2022 to 2023					Budget Change 2023 to 2024		
	2021 Actual	2022 Budget	2023 Budget	\$	%	2024 Budget	\$	%
401 Utilities	12,292,477	12,299,696	13,691,115	1,391,419	11.3%	13,673,905	(17,210)	-0.1%

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
401 Utilities	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	1,961,542	2,156,320	2,400,563	244,243	11.3%	2,468,204	67,641	2.8%
Overtime	73,557	15,114	52,012	36,898	244.1%	52,012	-	0.0%
Benefits	995,198	1,307,169	1,335,632	28,463	2.2%	1,465,573	129,941	9.7%
Supplies	665,334	892,200	879,280	(12,920)	-1.4%	867,600	(11,680)	-1.3%
Minor Equipment	38,071	54,250	84,596	30,346	55.9%	50,500	(34,096)	-40.3%
Other Operating Expenses	2,795,504	4,607,552	4,209,004	(398,548)	-8.6%	4,386,488	177,484	4.2%
Capital Expenditures	627,178	1,531,540	1,809,442	277,902	18.1%	23,625	(1,785,817)	-98.7%
Interfund - IT	260,060	260,060	226,840	(33,220)	-12.8%	232,342	5,502	2.4%
Interfund - Professional Services	416,250	156,200	464,448	308,248	197.3%	475,596	11,148	2.4%
Interfund - ERD (Equipment)	75,398	74,946	78,744	3,798	5.1%	78,744	-	0.0%
Interfund - Facilities	63,546	63,836	114,122	50,286	78.8%	116,946	2,824	2.5%
Interfund - Repairs & Maintenance	244,975	234,422	193,084	(41,338)	-17.6%	196,926	3,842	2.0%
Operating Transfers Out	1,961,863	7,919,509	8,099,012	179,503	2.3%	1,256,658	(6,842,354)	-84.5%
Total Budget	10,178,475	19,273,118	19,946,779	673,661	3.5%	11,671,214	(8,275,565)	-41.5%

Fund Preliminary Budget Abstract

Department: Public Works Utility Capital Projects (403)

Activity Overview:

This fund accounts for major capital projects in water, sewer, and wastewater treatment. Some of the projects are multi-year projects, including design and construction over multiple budget cycles. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2023-2024 request includes only the estimated project dollars we intend to expend in 2023. Funding for projects will be from Utility Fund rates/reserves, WSU, American Rescue Plan Act (ARPA) funds, and grants as applicable.

Department Goals:

Provide delivery of capital projects in a timely and cost-effective manner.

Performance Measurement:

Completion of planned projects within planned timeframes and within budget estimates to the extent feasible.

Revenues:

Transfers from the utility fund (401) provide a majority of the funding for this program. However, a one-time fund from the ARPA funds allocated to the Downtown Improvements Project makes up a significant portion of the funds in this budget. Anticipated revenues include \$6,220,897 and \$623,000 in 2023 and 2024, respectively matching the expenditures. Additionally, staff applied for the WaterSMART grant to support the implementation of an advanced metering infrastructure program. We anticipate receiving notice of grant award results in January 2023.

Expenditure Budget Highlights/Changes:

The proposed 2023 budget is \$6,220,897, and only projects with defined funding or completion of 2023 projects are included in the proposed 2024 budget totaling \$623,000. Upon approval of the Capital Improvements Plan (CIP) in early 2023, staff will propose an update of the 2024 budget. Expenditures in this fund can vary widely depending on the particular capital projects proposed in any given year and available grant funding. The majority of the budget in 2023 is proposed for Project Downtown Pullman utility replacement and Water Tank 12.

- Salaries and Wages: N/A
- Overtime: N/A
- Benefits: N/A

- Supplies: N/A
- Minor Equipment: N/A
- Other Operating Expenses: Other operating expenses include professional services to plan, design, and project construction project management of capital expenditure projects.
- Interfund: N/A
- Capital expenditures: Notable projects in the budget include:
 - Design and construction of Project Downtown Pullman utility improvements .
 - Construction of Water Tank 12.
 - Computerized Maintenance Management System Upgrade.
 - M&O Facility Expansion construction retainage and project closeout from 2022 construction work.
 - Thickened pump replacement construction retainage and project closeout from 2022 construction work.
 - Dissolved air flotation tank construction retainage and project closeout from 2022 construction work.
 - Design water extension to the airport terminal.
 - Design replacement of belt filter press.
 - Advanced Metering Infrastructure Phase 1.
 - Design of sewer from the airport terminal to City limits to match up with the Airport Road design work.

City Council Goals & Priorities Addressed in Budget:

The goals supported by this budget include:

- Downtown goal.
- Promote and support community efforts in the area of continued support to Pullman Regional Airport Projects.

Comprehensive Plan Goals Addressed in Budget:

Goals supported by the budget include:

- Policy CF1: Supply facilities, utilities, and services for all land use to support growth and provide for public health, safety, and economic well-being.
- Policy CF2.5: Manage the City's water supply and distribution in accordance with the City's approved water system plan.
- Policy CF1.7: Manage the City's wastewater collection and treatment system in accordance with the approved sewer system plan.

- Policy CF1.3: Ensure adequate capacity of utilities to support planned growth.
- Goal LU 9.1: Implement the provisions of the Downtown Master Plan to address specific improvements in the central business district.

403 Utility Capital Projects	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	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	279,514	574,000	1,023,749	449,749	78.4%	5,000	(1,018,749)	-99.5%
Capital Expenditures	35,764	7,833,000	5,197,148	(2,635,852)	-33.7%	618,000	(4,579,148)	-88.1%
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%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	315,279	8,407,000	6,220,897	(2,186,103)	-26.0%	623,000	(5,597,897)	-90.0%

Fund Preliminary Budget Abstract

Department: Public Works – Stormwater Fund (404)

Activity Overview:

The Stormwater Fund primarily consists of implementing the Stormwater Management Program 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, maintaining and improving infrastructure, reducing volume-induced negative water quality impacts to natural drainage systems, increasing public awareness of stormwater issues, and meeting 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 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) Televiser 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.

Revenues:

The stormwater utility charges for the delivery of services. Revenues also include state, federal, and local grants, as applicable. Staff is in the process of applying to the State Department of Ecology for a construction grant for the decant facility, which would allow construction of the decant facility in 2023 or 2024. The anticipated grant request is \$1,200,000.

Expenditure Budget Highlights/Changes:

The proposed 2023 budget for the Stormwater Fund is \$2,332,632. The proposed 2024 Stormwater Fund budget is \$1,385,005. This represents a decrease of \$331,538 when comparing 2023 to 2022. Capital expenditures in 2024 are not included in the draft budget, so comparing the 2024 budget to the present is impossible. Costs proposed in this fund are primarily dedicated to fundamental operations and maintenance and permit compliance activities due to the limited revenue and reserve levels in this fund.

- Salaries and Wages: Regular salaries total \$341,114 and \$368,170 for 2023 and 2024, respectively, which includes a small amount of overtime. Teamsters Union, of which M&O

employees are members, negotiations are currently underway and may impact these values in 2023 and 2024.

- Overtime: Roughly estimated overtime included in the salaries and wages number is \$6,720 in both 2023 and 2024.
- Benefits: Benefits total \$180,732 and \$202,124 in 2023 and 2024, respectively. Amalgamated Transit Union (ATU) negotiations currently underway may impact this value in 2022, 2023, and 2024. Teamsters Union, of which M&O employees are members, negotiations are currently underway and may impact these values in 2023 and 2024.
- Supplies: Supplies total \$25,480 and \$28,000, respectively, in 2023 and 2024, primarily consisting of operating supplies for the stormwater utility.
- Minor Equipment: Minor equipment totals \$8,100 in 2023 and \$4,800 in 2024, primarily consisting of tool replacement, water quality monitoring equipment, and office supplies.
- Other Operating Expenses: Other operating expenses total \$455,915 and \$468,167 in 2023 and 2024, respectively, the majority of which are repairs, maintenance, and professional services.
- Interfund: Interfunds include IT, professional services, ERD, Facilities, and Repair and Maintenance Support Services totaling \$285,230 and \$288,974 in 2023 and 2024, respectively.
- Capital expenditures: The budget includes a comprehensive stormwater management plan.

City Council Goals & Priorities Addressed in Budget:

The goals supported by this budget include: Downtown goal.

Comprehensive Plan Goals Addressed in Budget:

Goals supported by the budget include:

- Comprehensive Plan Policy CF1.8: Continue implementing the City's stormwater management program to address existing & anticipated stormwater quantity and quality issues.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
404 Stormwater	1,328,320	2,005,045	2,444,000	438,955	21.9%	1,256,000	(1,188,000)	-48.6%

404 Stormwater	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	317,867	497,521	341,114	(156,407)	-31.4%	368,170	27,056	7.9%
Overtime	3,912	4,152	6,720	2,568	61.8%	6,720	-	0.0%
Benefits	170,626	290,629	180,732	(109,897)	-37.8%	202,124	21,392	11.8%
Supplies	9,333	18,000	25,480	7,480	41.6%	28,000	2,520	9.9%
Minor Equipment	12,671	13,500	6,400	(7,100)	-52.6%	4,300	(2,100)	-32.8%
Other Operating Expenses	283,992	610,455	465,915	(144,540)	-23.7%	468,167	2,252	0.5%
Capital Expenditures	57,573	1,163,824	124,925	(1,038,899)	-89.3%	-	(124,925)	-100.0%
Interfund - IT	9,647	81,903	23,078	(58,825)	-71.8%	23,232	154	0.7%
Interfund - Professional Services	91,835	82,236	76,352	(5,884)	-7.2%	77,748	1,396	1.8%
Interfund - ERD (Equipment)	63,556	56,101	125,006	68,905	122.8%	124,896	(110)	-0.1%
Interfund - Facilities	7,671	8,055	12,658	4,603	57.1%	12,974	316	2.5%
Interfund - Repairs & Maintenance	81,763	10,274	83,094	72,820	708.8%	84,756	1,662	2.0%
Operating Transfers Out	91,071	63,000	404,416	341,416	541.9%	18,050	(386,366)	-95.5%
Total Budget	1,201,517	2,899,650	1,875,890	(1,023,760)	-35.3%	1,419,137	(456,753)	-24.3%

Fund Preliminary Budget Abstract

Department: Equipment Rental Division – ERD (501)

Activity Overview:

The Equipment Rental Division, otherwise known as ERD, supports the City's fleet of vehicles, including the procurement and maintenance of over 200 vehicles throughout the City. Revenue comes from the City departments that use these services via the ERD Interfund.

Department Goals:

The goals of the ERD Division include the performance of preventative maintenance and routine repairs on all City vehicles combined with timely procurement of vehicles to minimize life cycle cost and maximize equipment availability so that staff can provide the highest possible level of service to the public.

Performance Measurement:

Perform preventative maintenance and minor repairs on fleet equipment: five fire trucks, six ambulance/rescue vehicles, two fire trailers including haz-mat, seventeen police vehicles, twenty-seven transit buses, two mini-buses, seven Dial-A-Ride Vans, forty-eight light vehicles (passenger cars, vans, and trucks half-ton or smaller), twenty-two large trucks (one-ton or larger, including dump trucks, vac trucks, and sweepers), two mini buses, twenty-seven pieces of various heavy equipment, thirty-eight trailer and attachment components and prepare new equipment for service. Perform approximately 3,000 service calls for routine maintenance, repairs, and overhauls annually.

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 and amortization fees to replace equipment in a timely manner.

Expenditure Budget Highlights/Changes:

- Salaries and Wages: Regular salaries total \$509,930 per year, which includes a small amount of overtime. Amalgamated Transit Union (ATU), of which ERD employees are a member, negotiations that are currently underway may impact this value in 2022, 2023, and 2024.
- Overtime: Roughly estimated overtime included in the salaries and wages number is \$3,000 in 2023 and \$3,000 in 2024.

- Benefits: Benefits total \$294,154. Amalgamated Transit Union (ATU) negotiations currently underway may impact this value in 2022, 2023, and 2024.
- Supplies: Supplies total \$1,192,200. The majority of the supply costs are fuel, oil, and parts.
- Minor Equipment: Minor equipment totals \$37,900 in 2023 and \$12,800 in 2024, primarily consisting of tools, vehicle maintenance equipment, and automotive information modules for vehicles in the fleet.
- Other Operating Expenses: Other operating expenses total \$538,013 and \$499,581 in 2023 and 2024, respectively, most of which are repairs and maintenance.
- Interfund: Interfunds include IT and Facilities Support Services totaling \$56,642 and \$58,646 in 2023 and 2024, respectively.
- Capital expenditures: 2023 expenditure items include the replacement of 14 pieces of equipment and vehicles. Purchases in 2024 include ten vehicles and one new piece of equipment. 2023 and 2024 purchases include:
 - Replace Air conditioning recovery machine
 - Replace 2002 Viking-Cives Snow Plow (ERD No. 02-142)
 - Replace 2010 Ford Ranger (ERD No. 10-188)
 - Replace 2008 Chevy ½-Ton Pickup (ERD No. 08-026)
 - Replace 2014 Chevy Express Van (ERD No. 14-030)
 - Replace 2016 Kubota F3990 Mower (ERD No. 16-201)
 - Replace 2016 Kubota F3990 Mower (ERD No. 16-218)
 - Repair ERD Shop Drain
 - Replace 2014 Ford Utility Police Interceptor (ERD No. 14-461)
 - Replace ½ ton truck with ¾ ton truck (ERD No. 90-048)
 - Replace 2017 Ford Utility Police Interceptor (ERD No. 17-012)
 - Replace 2018 Ford Utility Police Interceptor (ERD No. 18-014)
 - Replace 2018 Ford Utility Police Interceptor (ERD No. 18-022)
 - Replace 2009 GMC Street Sweeper (ERD 09-068)
 - Anticipated replacement of 10 vehicles in 2024
 - Purchase a new set of four post-lift jacks

City Council Goals & Priorities Addressed in Budget:

The goal supported by this budget includes “Other Priorities,” although this budget supports many areas of Council goals peripherally by providing vehicles and equipment to support those goals:

- Remove dead and compromised trees citywide and raise the tree canopy to improve grassy areas.
- Clean up overgrown shrubs and bushes and perform prompt weed control.
- Create natural landscapes in parks to mitigate water usage.

Comprehensive Plan Goals Addressed in Budget:

Goals Supported by the budget are supportive of many comprehensive plan goals indirectly, but the indirect goals supported include:

- Comprehensive Plan Goal T1: Ensure free and safe movements of goods and people by providing adequate facilities, access, and circulation for all land uses.
- Comprehensive Plan Goal T5: Continue expansion of the City’s successful transit system to meet the needs of ongoing growth.
- Comprehensive Plan Goal P3: Maintain high-quality and accessible city parks and recreational facilities.
- Comprehensive Plan Goal CF1: Supply facilities, utilities, and services for all land uses to support growth and provide for public health, safety, and economic well-being.
- Comprehensive Plan Goal CF3: Protect the lives and property of Pullman community members from loss or damage by Fire.
- Comprehensive Plan Goal CF4: Protect the lives and property of Pullman community members and reduce crime.
- Comprehensive Plan Goal CF5: Promote sound fiscal management of government services.
- Comprehensive Plan Goal P1: Create opportunities for community gathering, healthy and active lifestyles, and connections to destinations through a robust park and recreation system.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
501 Equipment Rental Division (ERD)	3,281,649	3,173,508	3,709,707	536,199	16.9%	3,492,530	(217,177)	-5.9%

501 Equipment Rental Division (ERD)	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	424,283	498,710	507,470	8,760	1.8%	506,930	(540)	-0.1%
Overtime	8,424	3,410	3,000	(410)	-12.0%	3,000	-	0.0%
Benefits	217,009	271,086	294,154	23,068	8.5%	294,154	-	0.0%
Supplies	822,552	1,087,750	1,170,250	82,500	7.6%	1,192,200	21,950	1.9%
Minor Equipment	2,808	19,300	37,900	18,600	96.4%	12,800	(25,100)	-66.2%
Other Operating Expenses	360,003	408,945	538,013	129,068	31.6%	499,581	(38,432)	-7.1%
Capital Expenditures	353,389	5,185,720	3,503,476	(1,682,244)	-32.4%	500	(3,502,976)	-100.0%
Interfund - IT	45,160	45,160	30,172	(14,988)	-33.2%	30,888	716	2.4%
Interfund - Professional Services	-	-	-	-	0.0%	-	-	0.0%
Interfund - ERD (Equipment)	-	-	-	-	0.0%	-	-	0.0%
Interfund - Facilities	22,305	26,540	28,296	1,756	6.6%	28,926	630	2.2%
Interfund - Repairs & Maintenance	-	-	-	-	0.0%	-	-	0.0%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	2,255,933	7,546,621	6,112,731	(1,433,890)	-19.0%	2,568,979	(3,543,752)	-58.0%

Departmental Preliminary Budget Abstract

Department: Transit (405)

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

Department Goals: Provide safe, reliable, and convenient public transportation to the citizens of Pullman for a reasonable cost while encouraging employee retention and positive workplace culture.

Performance Measurement:

Show steady growth in returning to 2019 (pre-pandemic) levels:

- Ridership of 1,400,000 annual fixed route passengers and 20,000 Dial-A-Ride trips.
- Maintain a fixed route fare box return ratio of over 50% (including WSU, PSD, and SFCC contracts).
- Fixed route ridership per hour near or above 50 riders.
- Overall operating cost on a fixed route at less than \$2.00 per rider.
- Dial-A-Ride on-time pickup percentage above 95%.

We also seek an annual decrease in service-related complaints and a continued reliance on patron and employee suggestions for system stability and improvement.

Revenues:

Primary sources relied on for 2023-2024 supporting revenue include:

- Fares and pass/token sales.
- Contracts (Primarily WSU's Universal Transit Access Pass agreement), but also a prepaid ridership contract with the Pullman branch of SFCC and a service contract with the Pullman School District through June 2023.
- Grants (both WSDOT and FTA) are applied for via the state's consolidated grant application program.
- Local Utility tax.

Expenditure Budget Highlights/Changes:

- Salaries & Wages: All drivers hired are now full-time.
- Overtime: With more full-time drivers, Extra board positions have been incorporated to fill absences and help reduce overtime. Built-in overtime has been minimized.

- Benefits: The retention strategy of more full-time drivers will reduce the total number of employees but show an increased investment in benefits.
- Supplies: No significant changes are anticipated.
- Minor Equipment: No significant changes anticipated.
- Other Operating Expenses: No significant changes are anticipated.
- Interfund: We request additional IT support for our technology needs and have budgeted one-third of FTE for that department.
- Capital Expenditures: Every-other-year purchase of buses and a van are included, as is the start of resulting facility work from our Transit Facility Master Plan.

City Council Goals & Priorities Addressed in Budget: None specifically identified.

Comprehensive Plan Goals Addressed in Budget:

- Goal LU 1: Create a vibrant and compact city with living, shopping, working, and recreation opportunities, supported by a multimodal transportation system and framed by land conserved for agricultural production.
- GOAL LU 12 Support community members and businesses with necessary and quality public facilities and utilities.
- Goal T 2 Maintain and enhance Pullman’s nonmotorized transportation system.
- Goal T 3 Strengthen and enhance the transportation systems that connect Pullman to the surrounding region and beyond.
- Goal T 5 Continue expansion of the City’s successful transit system to meet the needs of ongoing growth.
- GOAL CF 1 Supply facilities, utilities, and services for all land use to support growth and provide for public health, safety, and economic well-being.
- GOAL CF 5 Promote sound fiscal management of government services and facilities.
- GOAL CF 6 Locate capital facilities and utilities in such a way as to provide safe, efficient, and adequate service to all community members.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		Budget Change 2023 to 2024		
				\$	%	2024 Budget	\$	%
405 Transit	8,111,896	5,759,673	6,548,710	789,037	13.7%	8,368,246	1,819,536	27.8%

405 Transit	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
Regular Salaries	1,829,578	2,191,807	2,381,248	189,441	8.6%	2,434,784	53,536	2.2%
Overtime	248,028	73,000	128,000	55,000	75.3%	134,400	6,400	5.0%
Benefits	964,100	1,204,792	1,131,844	(72,948)	-6.1%	1,189,794	57,950	5.1%
Supplies	20,549	36,800	37,150	350	1.0%	39,010	1,860	5.0%
Minor Equipment	7,457	7,500	9,650	2,150	28.7%	10,135	485	5.0%
Other Operating Expenses	423,372	459,802	561,750	101,948	22.2%	624,877	63,127	11.2%
Capital Expenditures	2,086,887	527,000	435,000	(92,000)	-17.5%	-	(435,000)	-100.0%
Interfund - IT	90,381	96,396	52,178	(44,218)	-45.9%	53,462	1,284	2.5%
Interfund - Professional Services	169,775	175,000	254,990	79,990	45.7%	266,190	11,200	4.4%
Interfund - ERD (Equipment)	-	250	250	-	0.0%	250	-	0.0%
Interfund - Facilities	41,142	43,199	46,440	3,241	7.5%	48,770	2,330	5.0%
Interfund - Repairs & Maintenance	1,117,190	1,172,900	1,211,244	38,344	3.3%	1,230,900	19,656	1.6%
Operating Transfers Out	-	-	-	-	0.0%	-	-	0.0%
Total Budget	6,998,460	5,988,446	6,249,744	261,298	4.4%	6,032,572	(217,172)	-3.5%

<u>Transit</u>	<u>2023 FTEs</u>	<u>2024 FTEs</u>
Transit Manager	1	1
Administrative Supervisor	1	1
Dispatcher	6 (3 FTE: 3PT)	6 (3 FTE: 3PT)
Transit Operations Supervisor	1	1
Senior Bus Washer	1	1
Bus Washer	2 (1 FTE: 1PT)	2 (1 FTE: 1PT)
Driver	27	27
Training Safety Officer	1	1
Total	40	40

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 tourism promotion or the construction and operation of tourism-related facilities.

Department Goals: The Civic Improvement Fund strives to increase visits to the community from outside residents, thus building sectors of the local economy. The City has contracted with consultants over the last year for assistance with a Strategic Tourism Plan and a rebranding effort. These activities help set the framework for meeting these current goals and expanding them over the next several months and years.

Performance Measurement: Increased visits to Pullman, which would bring overnight stays and revenue to associated sectors related to tourism (i.e., restaurants, etc.) and more broadly (i.e., retail sales, etc.).

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 the State levies. 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:

2023: \$605,000

2024: \$656,425

Expenditure Budget Highlights/Changes:

- Salaries & Wages: N/A
- Overtime: N/A
- Benefits: N/A
- Supplies: N/A
- Minor Equipment: N/A

- Other Operating Expenses: includes line items for Professional Services to provide tourism promotion (at the time of this document publication, the City has just completed an unsuccessful RFP process and is exploring options going forward – city staff will be seeking guidance from legal resources and the City Council over the coming weeks), activities involving 4th of July and Lentil Festival events – including city staff reimbursement for time spent staffing these activities, and grant requests for organizations for tourism-related promotion and activities - details are presented below; the 2024 external grant item below includes a \$2,000,000 request that will be presented to the Lodging Tax Advisory Committee as the Pullman contribution to the Pullman-Moscow Airport Terminal construction project (this item was previously presented to City Council, but with additional information, staff is recommending through this budget an allocation adjustment between funds which will be discussed during the budget process and in future meetings)
- Interfund: N/A
- Capital Expenditures: N/A

Other Operating Expenses	2023	2024
Professional Services – Tourism Promotion	\$0	\$0
Community Event – 4 th of July	\$34,265	\$37,692
Community Event – Lentil Festival	\$63,250	\$69,575
Community Events – City Reimbursements	\$17,000	\$17,850
External Grants	\$72,000	\$2,079,200
Total	\$186,515	\$2,204,317

City Council Goals & Priorities Addressed in Budget:

Emphasize the importance of collaborating with community entities; have hired consultants to collaborate to reduce overlap and redundant work; promote and support the Strategic Tourism Plan and Marketing Plan.

Comprehensive Plan Goals Addressed in Budget:

LU 1: Create a vibrant and compact city with living, shopping, working, and recreational opportunities
 LU 7: Strengthen and grow the economic base of the community.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
120 Civic Improvement Fund	552,353	181,200	605,000	423,800	233.9%	656,425	51,425	8.5%

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
120 Civic Improvement								
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	133,181	180,000	186,515	6,515	3.6%	2,204,317	2,017,802	1081.8%
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%
Total Budget	133,181	180,000	186,515	6,515	3.6%	2,204,317	2,017,802	1081.8%

Fund Preliminary Budget Abstract

Department: Bond Funds: Public Works (318) and Finance (218)

2018 Bond Funds: 318 Fund is for the Construction of Projects, and 218 Fund is for Principal and Interest Payments – for presentation purposes, these funds are rolled-up into this one abstract.

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.

Department Goals:

Complete Bond projects within the allotted timeframe and maximize value to the community.

Performance Measurement:

Complete Bond projects within the allotted timeframe and within the available budget.

Revenues:

Revenues are derived from property tax assessments approved by voters.

Expenditure Budget Highlights/Changes:

Payment of principal and interest on voter-approved bonds is this fund's first and foremost priority. Projects continue toward completion from this original bond issue. Fire Station 3 property acquisition is in process. Please note that no dollar amount is attributed to this Station 3 property acquisition budget 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. 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.

- Salaries and Wages: N/A
- Overtime: N/A
- Benefits: N/A
- Supplies: N/A

- Minor Equipment: N/A
- Other Operating Expenses: these expenditures denote principal and interest payments for the bond debt.
- Interfund: N/A
- Capital Expenditures: these expenditures are for project construction of Canyon View Path, Kruegel Park Shelter, and Mary's Park (parking lot paving, restroom, and shelter); as per City Council action, the Lawson Gardens Building has been canceled and will be replaced with equipment upgrades at Military Hill Park, McGee Park, Reaney Park, Kruegel Park, Harrison Tot Lot, and installing a restroom at Lawson Gardens.

City Council Goals & Priorities Addressed in Budget:

Review active transportation in City Parks; have hired consultants to collaborate with one another to reduce overlap and redundant work; develop and implement Parks Improvement Plan; develop and implement City Hall Landscaping Plan.

Comprehensive Plan Goals Addressed in Budget:

Goals supported by the budget include:

- Policy T1.23: Further implement the Complete Streets Program.
- Policy T2: Maintain and enhance Pullman's nonmotorized transportation system.
- Policy T2.6: Enhance and expand the existing nonmotorized transportation system to link major activity centers, provide sufficient access within neighborhoods, and separate pedestrian from vehicle traffic.
- Policy LU 14: Promote active and healthy lifestyles through land use planning and community facilities siting.
- Goal P 1: Create opportunities for community gathering, healthy and active lifestyles, and connections to destinations through a robust parks and recreation system.

OTHER FUND REVENUES	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
318 GO Bond Fund - 2018	1,050,131	1,045,742	1,043,342	(2,400)	-0.2%	1,043,342	-	0.0%

318 & 218 GO Bond Fund - 2018	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ 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	1,043,342	1,043,342	1,043,342	-	0.0%	1,043,342	-	0.0%
Capital Expenditures	683,458	1,466,000	1,842,000	376,000	25.6%	-	(1,842,000)	-100.0%
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	1,043,342	1,043,342	-	(1,043,342)	-100.0%	-	-	0.0%
Total Budget	2,770,142	3,552,684	2,885,342	(667,342)	-18.8%	1,043,342	(1,842,000)	-63.8%

Fund Preliminary Budget Abstract

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

Activity Overview: The City of Pullman acts as the treasurer and administrative grant sponsor for the Pullman-Moscow Regional Airport. The City also provides review and oversight in preparing and submitting annual financial reporting. The Airport Board adopted this budget on August 31, 2022. The Airport Board will not adopt the 2024 budget until late in 2023.

Department Goals: The Airport has three major capital improvement projects underway. The Airport is focused on completing the Runway Realignment project in 2022, while work on the Terminal and Apron projects has entered the construction phase. In addition to routine operations, the successful completion of these projects is the primary Airport goal for the near future.

Performance Measurement: The Airport monitors airport activity through a variety of metrics, including; enplanements, landing fees, and parking/concessions revenue.

Budget Highlights/Changes: The most significant budget highlight for 2023 is the Capital Budget. Capital expenditures and contributions for the Terminal and Apron projects will vary by year based on the pace of construction and federal grant reimbursements.

651 Airport - Agency Fund	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
Agency Revenue Total Budget	20,038,385	27,935,100	50,433,897	22,498,797	80.5%	-	(50,433,897)	-100.0%

651 Airport	2021 Actual	2022 Budget	2023 Request	2022 to 2023		2024 Request	2023 to 2024	
				\$ Change	% Change		\$ Change	% Change
Regular Salaries	429,223	426,083	472,166	46,083	10.8%	-	-	0.0%
Overtime	-	5,000	5,000	-	0.0%	-	-	0.0%
Benefits	160,730	187,308	185,325	(1,983)	-1.1%	-	-	0.0%
Supplies	44,785	87,250	87,250	-	0.0%	-	-	0.0%
Minor Equipment	4,836	5,000	5,000	-	0.0%	-	-	0.0%
Other Operating Expenses	334,314	1,528,198	1,514,950	(13,248)	-0.9%	-	-	0.0%
Capital Expenditures	18,741,577	25,458,438	47,776,785	22,318,347	87.7%	-	-	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	19,715,466	27,697,277	50,046,476	22,349,199	80.7%	-	-	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 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 revenues are passed from the District to the City that performs the functions of the district, such as insurance, repairs and maintenance, and capital investments. All expenditures become the responsibility of the City as the district has no employees nor owns any capital items.

2023 Projects approved as part of the Capital Improvement Program include: Sunrise Park Shade Structure, Construct Gazebo at City Playfields, Demolish Old Existing Parks Shop, Sunnyside Park Entrance Upgrade, Sunnyside Park Old Restroom Demolition and Replacement Shelter, Demolish Existing Structure at Mary’s Park, Pickleball Court Expansion, Reaney Lap Pool Linear Design Work, and Annual Path Crack Sealing Work.

	2021 Actual	2022 Budget	2023 Budget	Budget Change 2022 to 2023		2024 Budget	Budget Change 2023 to 2024	
				\$	%		\$	%
108 Metropolitan Parks								
Intergovernmental Revenue Total Budget	615,892	602,333	642,476	40,143	6.7%	648,901	6,425	1.0%

	2021	2022	2023	2022 to 2023		2024	2023 to 2024	
	Actual	Budget	Request	\$ Change	% Change	Request	\$ Change	% Change
108 Metro Parks								
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	22,450	-	608,050	608,050	0.0%	30,272	(577,779)	-95.0%
Interfund - IT	-	-	-	-	0.0%	-	-	0.0%
Interfund - Professional Services	621,946	-	-	-	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	644,395	-	608,050	608,050	0.0%	30,272	(577,779)	-95.0%

Summarized Staffing Changes

In accordance with the City Council Goal to research and discuss adding full-time positions as part of the upcoming budget process, the Mayor and City Administrator met with department managers early in 2022Q3 to discuss departmental needs. The following list was identified through that process as the most important needs based on current funding available.

New Positions

- **GIS Analyst (1) - COMMUNITY DEVELOPMENT** - The City has a great deal of legacy location information that needs to be converted to GIS format, so that it can be efficiently and effectively analyzed, visualized and made available to more decision-makers using the existing GIS infrastructure. The City also has large amounts of data for which location information needs to be generated in order to take advantage of the existing GIS infrastructure. As the City continues to grow in complexity it will generate more spatial data that needs to be properly managed to ensure its return on investment is realized. To achieve this the City of Pullman will need a skilled GIS professional, proficient at collecting and creating location data, analyzing spatial relationships using GIS software, and communicating location intelligence through maps and other data visualization and storytelling techniques. This position is budget to begin 2024Q1.
- **New Operations/Maintenance Worker (1) – PUBLIC WORKS** - Proposed for 2024Q1, the budget includes an additional Maintenance/Operations worker FTE to implement a new water distribution system valve exercising program, which is common practice per the American Water Works Association Manual M44. The purpose of the valve exercising program is to exercise main line valves throughout the water distribution system to assure reliable operation and maintain water quality. This program is designed to prevent a buildup of rust in the pipes as a result of corrosion or other mineral deposits that could render valves inoperable or prevent a tight shutoff. Benefits ensure valve reliability in the event of an emergency, allows staff ability to immediately isolate water line for main flushing and for main breaks, extends valve life and results in less staff overtime dealing with emergency repairs. All of these benefits contribute to less water loss or waste and the least possible water service disruption time to the City's water customers. Care will be taken to prioritize maintenance on the valves that are most critical to distribution system performance and those impacting sensitive populations while continuing a 3 to 5-year rotation schedule for all valves. Valves affecting hospitals, schools, and valves on water mains of diameter 16-inches or greater will be given priority, and will be exercised or assessed once per year. Currently, the City does not exercise water distribution system valves. This new FTE will be assigned to the Maintenance and Operations Division.

- **New Instrument and Control Technician (1)** - PUBLIC WORKS – Proposed for 2023Q1, the budget includes an additional instrument and control technician to implement and service the electronic control systems on all wells, booster systems, sanitary sewer lift stations, and all systems at the wastewater treatment plant. The new instrument and control technician would support the lone instrument and control technician on staff and provide critical redundancy for this work.
- **Parks and Facilities Maintenance Worker (1)** – PARKS AND FACILITIES - This adds an additional staff member to existing Parks and Facilities Worker positions that perform a wide variety of maintenance tasks on city-owned park grounds, recreational facilities, city buildings, or other areas. Position is budgeted to begin in 2023Q2 and is partially funded with a reduction of 920 seasonal hours.

Reclassifications

- **Reclass of Seasonal Staff to Full-Time Operations/Maintenance Worker (1)** – PUBLIC WORKS - The proposed budget includes conversion of 9 seasonal employees to one full time Maintenance and Operations Division employee beginning in 2023Q1, which is a budget neutral change. This worker will perform the Operations/Maintenance work currently performed by the existing 9 seasonal employees' work but with greater efficiency and safety. Currently, it is difficult to recruit and hire seasonal staff, so Public Works has not been able to fully staff its seasonal workers. Additionally, those seasonal staff must be trained and monitored closely by full-time staff, reducing the efficiency of existing full-time staff given the number seasonal employees that must be managed.
- **Reclass of Engineering Technician Position to City Surveyor (1)** – PUBLIC WORKS - Expenditures include a reclass of the Engineering Technician position to the City Surveyor position effective 2023Q1. This change allows an increase in the job responsibilities of the current position to include detailed review of property and plat surveys, legal description research by a licensed professional surveyor, as well as provide in-house surveying services. The position is currently funded in the Streets, Water, Sewer, and Stormwater Funds at 50%, 20%, 20%, and 10% of the position, respectively, and those percentages of the total salary and benefits would remain the same; however, the total salary and benefits are estimated. This will be verified by the Ameriben pay study currently in progress.

- **Parks and Facilities Maintenance Supervisor/Professional (1)** – PARKS AND FACILITIES - The addition of this Parks and Facilities Maintenance Supervisor/Professional staff member comes from a reorganization within the Parks Department and a reallocation of budgeted dollars previously deployed in other manners. This would give the department a second working supervisor with a primary focus on parks related maintenance duties and capital improvement projects. Approximately 865 hours previously budgeted in Community Improvement has been transferred to the General Parks budget for this position to take effect 2023Q1.

Positions on Hold for Further Analysis

- **Code Enforcement Officer (1)** – POLICE/COMMUNITY DEVELOPMENT - An existing code officer enforcement position under the Police Department is currently vacant and frozen from rehire. This position is being analyzed to perform code enforcement tasks currently not being performed for various reasons. The analysis of the position will need to show an increase in customer service both internally and externally when it comes to responses to code issues other than what is being currently provided in terms of job descriptions, etc. In addition, the position analysis will be necessary in advance of the City Council taking up the issue of water restrictions in 2023Q1. Staff intends to perform the analysis and return to City Council with recommendations in 2023Q2
- **Administrative Specialist (1)** – EXECUTIVE – This position was originally added by the City Council in 2021 to assist the Human Resources Manager, Finance Director, and City Administrator with tasks and research. In 2023Q2, the current staffer will be relocating with family from the community. With the addition of a Human Resources Generalist in 2022 and the possibility of using a third-party provider for payroll processing - this would be a good time to reevaluate the position in terms of other identified needs. Staff intends to return to City Council with recommendations in 2023Q3.

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2023-2024 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.)

DEPARTMENT	CLASSIFICATION TITLE	2023 FULL- TIME	2023 PART- TIME	2024 FULL- TIME	2024 PART- TIME
Legislative	City Councilmember		7		7
	Total		7		7
Executive	Mayor		1		1
	City Administrator	1		1	
	Administrative Specialist	1		0	
	Total	2	1	1	1
Communications	Communications Coordinator	1		1	
	Total	1		1	
Community Development					
Planning	Community Development Director	1		1	
	Assistant Planner	2		2	
Economic Development	Economic Development Manager	1		1	
Protective Inspections	Building Official	1		1	
	Building Inspector	4		4	
Graphic Information Systems	GIS Administrator	1		1	
	GIS Analyst	0		1	
	Total	10		11	
Finance & Administration					
Finance	Finance and Administrative Services Director	1		1	
	Accounting Manager	1		1	
	Accountant	2		2	
	Accounting Specialist	2		2	
	Administrative Clerk	2		2	

Clerk	City Clerk	1		1	
Human Resources	HR Director	1		1	
	HR Generalist	1		1	
Information Technologies	IT Manager	1		1	
	IT Network Administrator	1		1	
	IT Server Administrator	1		1	
	IT Specialist	2		2	
	Production Specialist		1		1
	Total	16	1	16	1
Fire	Fire Chief	1		1	
	Assistant Chief Operations	1		1	
	Assistant Chief Support Services	1		1	
	Administrative Assistant	1		1	
	Administrative Specialist	1		1	
	Fire Captain	4		4	
	Lieutenant	4		4	
	Firefighter	29		29	
	Reserve Firefighter		25		25
	Fire Marshal	1		1	
	Deputy Fire Marshal	1		1	
	Recruit Firefighter		12		12
	Total	44	37	44	37
Legal	City Attorney (Contract)		1		1
	Total		1		1
Library	Library Services Director	1		1	
	Administrative Assistant	1		1	
	Adult Services Librarian	1		1	
	Adult Services Library Technician	1		1	
	Adult Services Library Assistant		1		1
	Circulation Supervisor	1		1	
	Circulation Library Assistant	2		2	
	Technical Services Supervisor	1		1	
	Technical Services Technician		1		1
	Technical Services Library Assistant		1		1
	Youth Services Librarian	1		1	
	Youth Services Library Technician	1		1	
	Total	10	3	10	3

Parks and Recreation	Parks and Facilities Maintenance Director	1		1	
	Parks and Facilities Maintenance Supervisor/Professional	1		1	
	Horticulturist	1		1	
	Parks and Facilities Maintenance Supervisor	1		1	
	Parks and Facilities Maintenance Worker	9		9	
	Custodian	4		4	
Recreation	Recreation Manager	1		1	
	Administrative Specialist	2		2	
	Aquatics Program Coordinator	1		1	
	Aquatics Program Assistant Coordinator	1		1	
	Preschool Program Coordinator	1		1	
	Recreation Supervisor	1		1	
	Senior Activities Coordinator	1		1	
	Total	25		25	
Police	Police Chief	1		1	
	Administrative Assistant	1		1	
	Administrative Sergeant	1		1	
	DARE/SRO	1		1	
	Police Technology Specialist	1		1	
	Property & Evidence Specialist	1		1	
	Operations Commander	1		1	
	Detective Sergeant	1		1	
	Detective	3		3	
	Patrol Sergeant	3		3	
	Patrol Officer	22		22	
	Reserve Patrol Officer		1		1
	Senior Code Enforcement Officer	1		1	
	Code Enforcement Officer	2		2	
	Support Services Manager	1		1	
	Public Records Officer	1		1	
	Records Specialist	6		6	
	Total	47	1	47	1
Public Works	Public Works Director	1		1	
	Administrative Assistant	1		1	
	Administrative Specialist	4		4	
	Deputy Public Works Director	1		1	

	City Engineer	1		1	
	Senior Civil Engineer	1		1	
	Civil Engineer	2		2	
	City Surveyor	1		1	
	Development Engineer	1		1	
	Construction Inspector	1		1	
	Stormwater Manager	1		1	
	Stormwater Aide	1		1	
	Maintenance and Operations Superintendent	1		1	
	Maintenance and Operations Business Manager	1		1	
	Accounting Specialist	1		1	
	IT Technology Specialist	1		1	
ERD	Fleet Maintenance Supervisor	1		1	
	Fleet Maintenance Lead	1		1	
	Heavy Equipment Mechanic	4		4	
Maintenance	Maintenance Supervisor	1		1	
	Maintenance Worker	15		15	
	Apprentice Maintenance Worker	1		1	
Operations	Operations Supervisor	1		1	
	Operations Technician	3		3	
WWTP	WWTP Supervisor	1		1	
	WWTP Lab Manager	1		1	
	WWTP Mechanic	1		1	
	WWTP Operator	4		4	
	WWTP Operator-in-Training	1		1	
	Instrument and Control Technician	2		2	
Transit	Transit Manager	1		1	
	Administrative Supervisor	1		1	
	Dispatcher	3	3	3	3
	Transit Operations Supervisor	1		1	
	Senior Bus Washer	1		1	
	Bus Washer	1	1	1	1
	Driver	27		27	
	Training Safety Officer	1		1	
	Total	93	4	93	4
	GRAND TOTAL	248	55	248	55

2023 MONTHLY SALARY SCHEDULE - CITY OF PULLMAN

<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	9,957	10,455	10,978	11,526	12,103
24 CITY ATTORNEY	8,696	9,131	9,587	10,067	10,570
25 FINANCE & ADMINISTRATIVE SERVICES DIRECTOR	9,305	9,770	10,259	10,772	11,310
19 HUMAN RESOURCES MANAGER	6,318	6,634	6,966	7,314	7,680
19 ECONOMIC DEVELOPMENT MANAGER	6,318	6,634	6,966	7,314	7,680
21 INFORMATION TECHNOLOGY MANAGER	7,098	7,453	7,826	8,217	8,628
17 ACCOUNTING MANAGER	5,731	6,018	6,318	6,634	6,966
12 ACCOUNTANT	4,758	4,996	5,246	5,508	5,783
17 IS SERVER ADMINISTRATOR	5,731	6,018	6,318	6,634	6,966
17 IS NETWORK ADMINISTRATOR	5,731	6,018	6,318	6,634	6,966
17 GIS ADMINISTRATOR	5,731	6,018	6,318	6,634	6,966
12 INFORMATION SYSTEMS SPECIALIST	4,758	4,996	5,246	5,508	5,783
10 INFORMATION SYSTEMS TECHNICIAN	4,484	4,708	4,944	5,191	5,450
10 CITY CLERK	4,484	4,708	4,944	5,191	5,450
6 ACCOUNTING SPECIALIST	3,984	4,183	4,392	4,612	4,843
4 ADMINISTRATIVE CLERK	3,756	3,944	4,141	4,348	4,565
<u>POLICE & SUPPORT SERVICE</u>					
24 CHIEF OF POLICE	10,327	10,895	11,494	12,126	12,793
21 POLICE OPERATIONS COMMANDER	9,356	9,871	10,413	10,986	11,590
18 POLICE SERGEANT	9,176	9,406	9,640		
15 POLICE OFFICER	6,373	6,818	7,430	8,138	8,623
POLICE OFFICER TRAINEE	5,921	6,065			
14 SUPPORT SERVICES MANAGER	5,046	5,298	5,563	5,841	6,133
POLICE TECHNOLOGY SPECIALIST	5,246	5,508	5,783	6,072	6,376
CODE ENFORCEMENT SUPERVISOR	5,246	5,508	5,783	6,072	6,376
8 POLICE ADMINISTRATIVE ASSISTANT	4,226	4,437	4,659	4,892	5,137
6 RECORDS SPECIALIST	4,394	4,614	4,845	5,087	5,341
7 PROPERTY AND EVIDENCE SPECIALIST	4,527	4,753	4,990	5,240	5,502
8 CODE ENFORCEMENT OFFICER	4,662	4,895	5,140	5,397	5,667
<u>FIRE SERVICE</u>					
23 FIRE CHIEF	8,129	8,535	8,962	9,410	9,881
19 FIRE OPERATIONS OFFICER	7,998	8,398	8,818	9,259	9,722
18 FIRE TRAINING OFFICER	7,395	7,765	8,153	8,561	8,989
17 FIRE CAPTAIN	7,578	7,957	8,354	8,773	9,211
17 FIRE MARSHAL	7,578	7,957	8,354	8,773	9,211
15 LIEUTENANT	6,673	7,007	7,357	7,725	8,111
14 DEPUTY FIRE MARSHAL	6,673	7,007	7,357	7,725	8,111
13 FIREFIGHTER	5,876	6,170	6,478	6,802	7,142
8 ADMINISTRATIVE ASSISTANT	4,226	4,437	4,659	4,892	5,137
6 ADMINISTRATIVE SPECIALIST	3,984	4,183	4,392	4,612	4,843
<u>LIBRARY</u>					
21 LIBRARY SERVICES DIRECTOR	7,098	7,453	7,826	8,217	8,628
12 LIBRARY DIVISION MANAGER	4,925	5,171	5,430	5,701	5,986
8 LIBRARY ADMIN ASSISTANT	4,185	4,394	4,614	4,845	5,087
10 LIBRARY SUPERVISOR	4,642	4,874	5,118	5,374	5,642
6 LIBRARY TECHNICIAN	4,126	4,332	4,549	4,776	5,015
4 LIBRARY ASSISTANT	3,888	4,082	4,287	4,501	4,726
<u>PUBLIC WORKS</u>					
25 PUBLIC WORKS DIRECTOR	9,305	9,770	10,259	10,772	11,310
21 DEPUTY PUBLIC WORKS DIRECTOR	7,098	7,453	7,826	8,217	8,628
20 CITY ENGINEER	6,634	6,966	7,314	7,680	8,064
19 MAINT & OP SUPERINTENDENT	6,318	6,634	6,966	7,314	7,680
18 TRANSIT MANAGER	6,018	6,319	6,635	6,967	7,315
18 BUILDING OFFICIAL	6,018	6,319	6,635	6,967	7,315
18 WASTE WATER PLANT SUPERVISOR	6,018	6,319	6,635	6,967	7,315
17 SENIOR CIVIL ENGINEER	5,731	6,018	6,318	6,634	6,966
15 STORMWATER SERVICES PROGRAM MANAGER	5,198	5,458	5,731	6,017	6,318
14 FLEET MAINTENANCE SUPERVISOR	5,146	5,403	5,673	5,957	6,255
15 SENIOR BUILDING INSPECTOR	5,198	5,458	5,731	6,017	6,318
15 CIVIL ENGINEER	5,198	5,458	5,731	6,017	6,318
15 DEVELOPMENT ENGINEER	5,198	5,458	5,731	6,017	6,318

2023 MONTHLY SALARY SCHEDULE - CITY OF PULLMAN








<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
12 CONSTRUCTION INSPECTOR	4,758	4,996	5,246	5,508	5,783
13 WASTE WATER LAB MANAGER	5,048	5,300	5,565	5,844	6,136
13 FLEET MAINTENANCE LEAD	4,997	5,247	5,509	5,785	6,074
12 ENGINEERING TECHNICIAN	4,758	4,996	5,246	5,508	5,783
12 BUILDING INSPECTOR	4,758	4,996	5,246	5,508	5,783
14 MAINTENANCE SUPERVISOR	5,046	5,298	5,563	5,841	6,133
15 BUSINESS MANAGER - M&O	5,198	5,458	5,731	6,017	6,318
12 ACCOUNTANT-M&O	4,900	5,145	5,402	5,672	5,956
14 OPERATIONS SUPERVISOR	5,046	5,298	5,563	5,841	6,133
14 TRANSIT OPERATIONS SUPERVISOR	5,046	5,298	5,563	5,841	6,133
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	4,900	5,145	5,402	5,672	5,956
12 INDUSTRIAL MECHANIC	4,900	5,145	5,402	5,672	5,956
12 WASTE WATER PLANT OPERATOR	4,900	5,145	5,402	5,672	5,956
12 INFORMATION SYSTEMS SPECIALIST	4,758	4,996	5,246	5,508	5,783
12 INSTRUMENTATION AND CONTROL TECHNICIAN	4,900	5,145	5,402	5,672	5,956
12 TRANSIT ADMINISTRATIVE SUPERVISOR	4,758	4,996	5,246	5,508	5,783
8 PUBLIC WORKS ADMINISTRATIVE ASSISTANT	4,226	4,437	4,659	4,892	5,137
10 MAINTENANCE WORKER	4,620	4,851	5,094	5,348	5,616
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	3,984	4,183	4,392	4,612	4,843
6 ADMINISTRATIVE SPECIALIST- M&O	4,105	4,310	4,526	4,752	4,990
6 ACCOUNTING SPECIALIST - M&O	4,105	4,310	4,526	4,752	4,989
4 APPRENTICE MAINT. WORKER-P.W.	3,870	4,064	4,267	4,480	4,704
6 WASTE WATER PLANT OPERATOR IN TRAINING	4,105	4,310	4,526	4,752	4,990
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

PLANNING

23 PLANNING DIRECTOR	8,129	8,536	8,963	9,411	9,881
13 ASSISTANT CITY PLANNER	4,900	5,145	5,402	5,672	5,956

PUBLIC SERVICES

23 PARKS & FACILITIES MAINTENANCE DIRECTOR	8,129	8,535	8,962	9,410	9,881
19 RECREATION MANAGER	6,318	6,634	6,966	7,314	7,680
10 HORTICULTURIST	4,484	4,708	4,944	5,191	5,450
14 PARKS & FACILITIES MAINTENANCE SUPERVISOR	5,046	5,298	5,563	5,841	6,133
10 RECREATION SUPERVISOR	4,484	4,708	4,944	5,191	5,450
8 COMMUNITY IMPROVEMENT REP.	4,226	4,437	4,659	4,892	5,137
8 AQUATICS PROGRAM COORDINATOR	4,226	4,437	4,659	4,892	5,137
7 ASSISTANT AQUATICS PROGRAM COORDINATOR	4,104	4,309	4,525	4,751	4,988
7 PARKS & FACILITIES MAINTENANCE WORKER	4,104	4,309	4,525	4,751	4,988
7 PRESCHOOL PROGRAM COORDINATOR	4,104	4,309	4,525	4,751	4,988
7 SENIOR CITIZEN PROGRAM COORDINATOR	4,104	4,309	4,525	4,751	4,988
8 ADMINISTRATIVE ASSISTANT	4,226	4,437	4,659	4,892	5,137
6 ADMINISTRATIVE SPECIALIST	3,984	4,183	4,392	4,612	4,843
2 CUSTODIAN	3,103	3,258	3,421	3,592	3,772

	Pullman Police Officers Guild: Contract Expires 12/31/2024
	Police Support Services: Contract Expires 12/31/2024
	International Association of Fire Fighters: Contract Expires 12/31/2023
	Public Works Teamsters: Contract Expires 12/31/2022 (Currently in Negotiations)
	Amalgamated Transit Union: Contract Expired 12/31/2021 (Currently in Negotiations)
	Non- Represented: Last Increase 07/01/2021 (3%)
	Library Teamsters: Contract Expires 12/31/2022 (Currently in Negotiations)

**CITY OF PULLMAN
2023 CIP PROJECTS**

	<u>2023</u>
GENERAL FUND PROJECTS	
Administration	
New City of Pullman Website (Communications)	35,451
Administration - Subtotal	<u>35,451</u>
Fire Department	
Thermal Imaging Cameras	17,600
NarcBox	22,000
Slip Tank for Wildland Firefighting	33,000
Apparatus Bay Exhaust System Upgrade	55,000
SCBA Compressor	103,000
Portable Radios	16,500
Extrication Rescue Equipment Replacement	71,500
Fire Department - Subtotal	<u>318,600</u>
Police Department	
Physical Training Equipment	13,200
Training Munitions Equipment	13,580
RTK Smart Antenna System	17,600
Administrative Vehicle	36,300
HVAC	564,080
SWAT Night Vision	37,032
Detective Vehicle (Additional)	55,000
Mobile Radio Replacement	88,000
Patrol Vehicle (Additional)	77,000
Police Department Subtotal	<u>901,792</u>
Public Services - Parks & Facilities Department	
Purchase Utility Trailer	9,350
Purchase Industrial (Hot) Pressure Washer	10,120
Ventrac 4520 Utility Tractor	57,200
Expansion of Pullman City Cemetery	258,500
Old City Hall Roof Replacement	297,000
John Deere Mower Attachments	19,800
Parks & Facilities - Subtotal	<u>651,970</u>
Public Works-led General Fund Projects	
Aquatic Center HVAC Upgrade & Roof Replacement (Grant Dependent)	225,000
Aquatics Subtotal	<u>225,000</u>
GENERAL FUND TOTAL	<u>2,132,813</u>

**CITY OF PULLMAN
2023 CIP PROJECTS**

	2023
METRO PARK FUND PROJECTS	
Sunrise Park Shade Structure	18,150
Construct Gazebo at City Playfields	33,000
Demolish the Old Existing Park Shop	38,000
Sunnyside Park Entrance Upgrade	44,000
Mary's Park Restroom	72,600
Sunnyside Park Old Restroom Demo / Replacement Shelter	77,000
Demolish the existing house at Mary's Park	126,500
Pickleball Court Expansion	130,900
Add Liner to Reaney Lap Pool	10,000
Annual Path Crack Sealing	30,000
METRO PARK FUND TOTAL	580,150
INFORMATION TECHNOLOGY (IT) FUND PROJECTS	
Switch Replacement Project	59,297
Cisco Secure Endpoint	6,970
Yearly IT Project	60,000
IT FUND TOTAL	126,267
FACILITIES FUND	
Government Buildings Annual ADA Improvements	22,000
FACILITIES FUND TOTAL	22,000
STREET FUND PROJECTS	
Purchase Grader Attachment for M&O Bobcat	17,050
Terre View Drive Resurfacing (Grant Dependent)	35,750
Annual Sidewalk Construction Project	92,500
STREET FUND PROJECTS TOTAL	145,300
ARTERIAL STREET FUND	
Terre View Roundabout (Grant Dependent)	61,250
SR 270 / Main Street Path (WSU) Grant Dependent)	30,000
Crestview Path (Grant Dependent)	323,500
Terre View Drive Bike-Pedestrian Path (Grant Dependent)	599,500
Arterial Streets Resurfacing 2023 (Grant Dependent)	1,775,000
Downtown Improvements Project (ARPA Grant Dependent)	5,500,000
Airport Road Multimodal & Regional Access Improvements Project (Grant Dependent)	525,000
Grind and Overlay Resurfacing Project (Grant Dependent)	465,000
ARTERIAL STREET FUND TOTAL	9,279,250

CITY OF PULLMAN
2023 CIP PROJECTS

	<u>2023</u>
TRANSIT FUND PROJECTS	
Staff Car Replacement	50,000
Bus Washer Truck Replacement	80,000
Transit Facility Master Plan (continuation of 2022 project)	100,000
Transfer Station Improvements	15,000
Solar Lights at Bus Stops	10,000
Purchase / Replace Shelters or Seats at Bus Stops	15,000
Electric Bus Charging Station Design, Purchase and Install (Grant Dependent)	165,000
TRANSIT FUND PROJECTS TOTAL	<u><u>435,000</u></u>

UTILITY FUND PROJECTS

Water

Purchase Job Site Light Tower	21,384
Replace No. 08-050, 2008 Ford 1½-Ton Pickup with Crane *	114,400
Construct Water Filling Station *	11,000
Water Tank Foundation Repairs	14,964
Lead Service Line Inventory Program *	27,500
Well 4 and Well 7 Site Retrofits	45,375
High Street Mall 8-Inch Water Main *	148,500
Tank No. 12	3,660,500
Water Extension to New Airport	50,000
Advanced Metering Infrastructure Upgrade Project (Partially Grant Funded)	679,305
Supervisory and Data Acquisition Upgrade Program *	80,300
Fire Hydrant Replacement Program	17,820
Water Meters for New Accounts	41,580
Water System Control Panel Replacement Program	71,280
Well Rehabilitation Program *	148,500
Miscellaneous water line replacement program	150,000
Booster Station Rehabilitation Program *	178,200
Fluoride Analyzer Replacement Program	26,468
Water TOTAL	<u><u>5,487,076</u></u>

**CITY OF PULLMAN
2023 CIP PROJECTS**

	<u>2023</u>
Sewer Maintenance	
2018 Bond Repayment of 2014 SR270 Revenue Sewer Bond	188,877
Marshland Lift Staton Repairs *	52,500
General Sewer Plan Update	125,000
Canyon View Drive to Darrow Street Path	271,000
Sewer Extension from new Airport Terminal to East City Limits *	90,000
Miscellaneous sewer line replacement and / or rehabilitation	150,000
Sewer TOTAL	<u>877,377</u>
Sewage Treatment	
Replace ERD No. 04-081, 2004 Ford ½-Ton Pick-up *	41,800
Replace the Dissolved Air Flootation Tank (DAFT) & the Thickened Waste Activated Sludge (TWAS) Pump	82,000
Biosolids Disposal Study *	93,500
Replace ERD No. 07-080, 2007 Freightliner Ten-Wheel Dump Truck *	330,000
Motor Control Center Roofing Project *	147,820
Secondary Process Upgrades SRF Loan Repayment (Loan No. L1200011, CIP)	876,000
Replace the Belt Filter Press (BFP) and Rehab the Equipment Building Trusses	250,000
UV Disinfection & Miscellaneous Improvements Bond Repayment	652,458
Digester Heat Exchanger Replacement Program *	74,844
Sewage Treatment TOTAL	<u>2,548,422</u>
UTILITY FUND PROJECTS TOTAL	<u>8,912,875</u>
STORMWATER FUND	
Comprehensive Stormwater Management Plan	125,000
Park Street Flood Improvements (Grant Dependent)	50,000
Miscellaneous storm line replacement program	50,000
STORMWATER FUND TOTAL	<u>225,000</u>

**CITY OF PULLMAN
2023 CIP PROJECTS**

	<u>2023</u>
EQUIPMENT RENTAL FUND	
AC Recovery Machine Replacement *	19,800
Replace ERD No. 02-142, 2002 Viking-Cives Snow Plow (M&O)	24,200
Replace ERD No. 10-188, 2010 Ford Ranger (M&O, CIP)	40,700
Replace ERD No. 08-026, 2008 Chevrolet 1/2-Ton Pick-Up (IT, CIP)	41,800
Replace ERD No. 14-030, 2014 Chevrolet Express Van (Recreation, CIP)	50,600
Replace ERD No. 16-201, 2016 Kubota F3990 Mower (Parks, CIP)	59,400
Replace ERD No. 16-218, 2016 Kubota F3990 Mower (Parks, CIP)	59,400
ERD Shop Drain Repair	67,100
Replace ERD No. 14-461, 2014 Ford Utility Police Interceptor (Fire, CIP)	72,600
Replace ERD No. 90-048, 1/2-Ton Truck (ERD, CIP) *	88,000
Replace ERD No. 17-012, 2017 Ford Utility Police Interceptor (Police, CIP)	89,100
Replace ERD No. 18-014, 2018 Ford Utility Police Interceptor (Police, CIP)	89,100
Replace ERD No. 18-022, 2018 Ford Utility Police Interceptor (Police, CIP)	89,100
Replace ERD No. 09-068, 2009 GMC Street Sweeper (Stormwater, CIP)	415,800
EQUIPMENT RENTAL FUND TOTAL	<u>1,206,700</u>
MULTI-FUND PROJECTS	
Replace GPS Unit	
(25% Water, 25% Sewer, 25% STP, 25% Stormwater)	29,700
Purchase 1½-Ton Flatbed Pickup	
(40% Streets, 50% Water, 10% Sewer)	106,920
Computerized Maintenance Management System (CMMS) Upgrade *	
(5% Streets, 23% Water, 23% Sewer, 18% STP, 21% Stormwater, 10% ERD)	337,423
Construct a new Decant Facility	
(30% Sewer, 70% Stormwater)	1,499,000
Mountain View - Garden City Improvements *	
(15% Streets, 50% Water, 20% Sewer, 15% Stormwater)	1,560,000
MULTI-FUND TOTAL	<u>3,533,043</u>

*New Public Works Project

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