

2016 PRELIMINARY BUDGET

Vision Statement:

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

Mission Statement:

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

Motto:

HIGH Tech
HIGHER Education
HIGHEST Quality of Life

PRESENTED:

October 20, 2015

2016 Preliminary Budget

City of Pullman

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DIRECTORY OF OFFICIALS
Mayor Glenn A. Johnson

CITY COUNCIL

Francis Benjamin
Jeff Hawbaker
Fritz Hughes
Eileen Macoll

Al Sorensen
Nathan Weller
Pat Wright

ADMINISTRATION

Mark Workman
City Supervisor

Joanna Bailey
Library Services Director

Wayne Brannock
Information Systems Manager

Kurt Dahmen
Recreation Manager

Alan Davis
Parks Manager

Pete Dickinson
Planning Director

Kevin Gardes
Director of Public Works

Mike Heston
Fire Chief

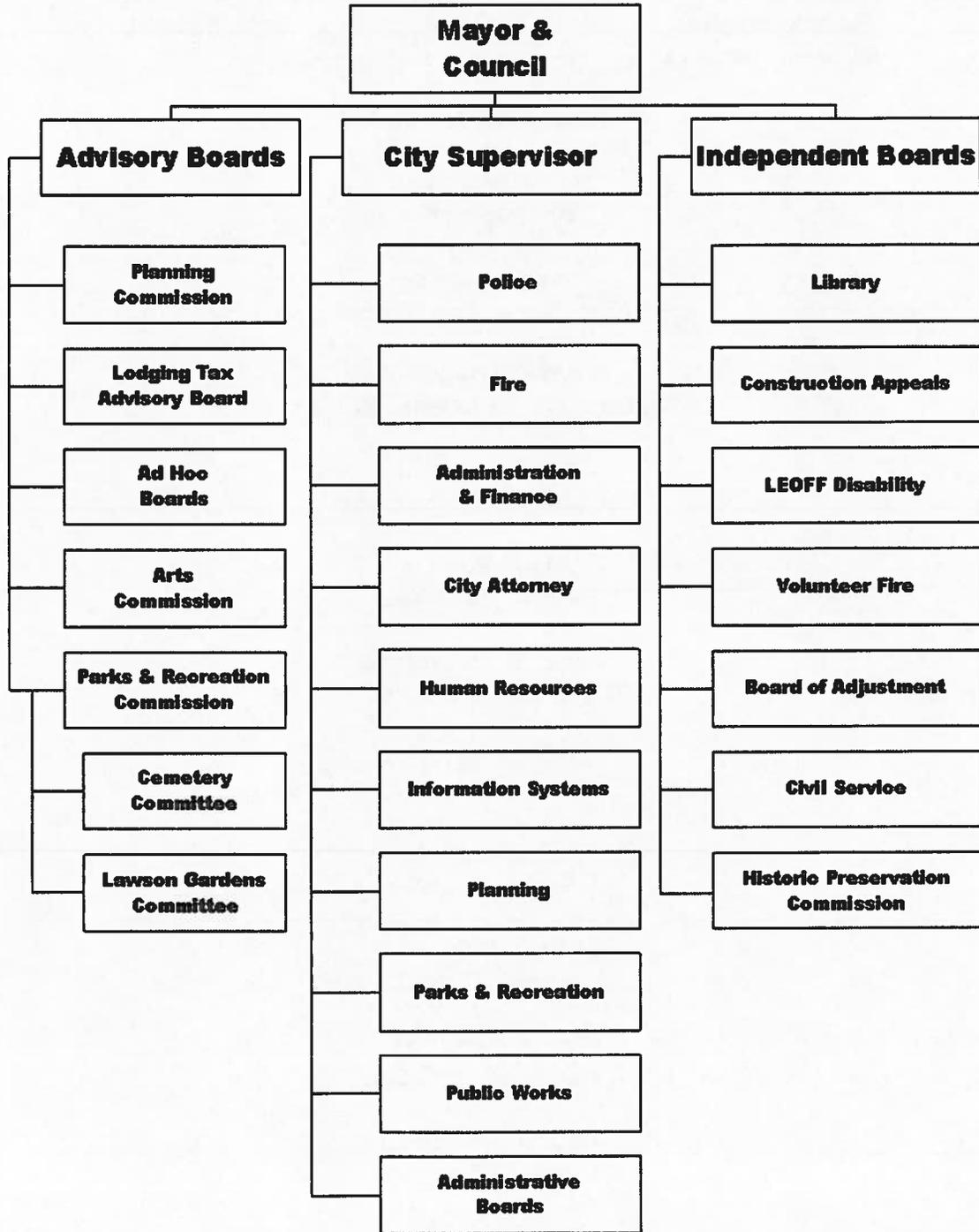
Leann Hubbard
Finance Director

Gary Jenkins
Chief of Police

Laura McAloon
City Attorney

Karen Sires
Human Resources Manager

City of Pullman





CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

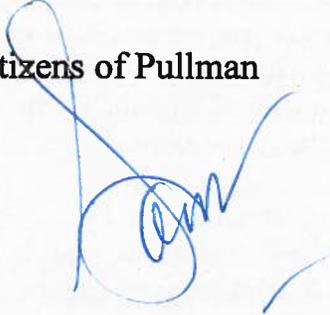
325 S.E. Paradise Street Pullman, WA 99163

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

admin@pullman-wa.gov

M E M O R A N D U M

TO: City Councilmembers and the Citizens of Pullman
FROM: Glenn A. Johnson, Mayor
RE: Mayor's 2016 Budget Message
DATE: October 20, 2015



As we look at our 2016 budget with its opportunities and challenges it is important for all of us to review this past year as we continue to recover from the lean financial times of the Great Recession. Through a myriad of suggestions—council, staff, employees and citizens—we addressed several critical needs that had been lingering in the city for a number of years. We were able to accomplish many of our goals because of the tremendous support we received from our citizens when they reset our property tax, EMS and Metropolitan Park District levies and we will always be grateful for that assistance.

In 2015 we were able to add one additional police officer and three new firefighter/paramedics to our staff. The fire additions were made possible in part due to a new agreement with WSU that enhanced the university's support of our fire services. There is hope that these new fire additions will help us in reducing the number of overtime hours that we see in that department. We spent \$455,000 to upgrade Fire Station 2 on Terre View Drive to accommodate the new modern, larger fire engines and ambulances and provide ADA upgrades. That station, with its close proximity to the Port of Whitman and Schweitzer Engineering Laboratories, along with a large number of apartment complexes, has become even more active in recent years and is critical for timely response to our citizens. With the upgrade we added an additional driveway allowing equipment to exit from both the front and the back of the station. We are hoping this will defer the need for a new station until sometime in the future. We also used money to make an 80% deposit of \$515,000 for a new fire engine that will be arriving in 2016 to replace a 1992 fire engine that WSU turned over to us when they decided to get out of the fire service. WSU is providing the other 20% for the new equipment.

We have started addressing support deficiencies in the department that touches everything that we do in the city—Information Services (IS). We funded and eventually filled a new Network Systems Administrator position. At the library, which has experienced a high turnover rate with time-slip employees, we were able to fund a new Library Assistant-Circulation position and to further reduce the frustrations of time slip turnover, the long vacant Adult

Services Librarian position was filled. We were able to deal with other personnel deficiencies in 2015 and following a salary study, we were able to grant raises to our non-represented employees, many of whom had not received any salary adjustments since 2008. This measure certainly improved staff morale and helped the city retain our excellent employees. It also made our city positions more attractive whenever there is a need to recruit. In following our number one Council goal and our desire to keep this region healthy with economic vitality and its residents with access to the world, the city is transferring \$1,250,000 from the general fund to the Airport Fund in 2015, with another \$650,000 budgeted in 2016, towards meeting Pullman's local match requirements for the Airport Realignment project. The 2016 general fund beginning cash is projected to be \$3,769,258, or 18.8 percent of the 2016 operating budget. This is down from the 2015 beginning cash of \$5,680,708, or 31% of the 2015 operating budget, but this was not unexpected due to the large expenditures that we just highlighted.

General fund revenues for 2016 are projected to be relatively flat compared to 2015 with only a slight increase projected, depending on construction activity and the resulting retail sale tax. And because of that, program expansions have been limited in the 2016 general fund budget. One more Information Systems Technician position is included in the budget with a target date to hire at mid-year as we continue to address the critical support needs for information technology. A \$157,000 Virtual Infrastructure Upgrade/Replacement project is also budgeted for Information Services in 2016. The IS rates for most user departments are up fairly significantly reflecting the enhancements for the IS department. A second Fire Prevention position has also been included in the new budget, primarily to assist with the increased fire plan review and inspection duties resulting from the City's assumption of building permitting on the WSU campus. The pool at Reaney Park will be open again in 2016 after being closed in 2015 for construction of the new splash pad and other improvements around the park. Consequently, the Parks budget is up \$205,000 due to the return of this service and \$60,000 was budgeted for parks to remove the junipers on the north side of Stadium Way and to find appropriate replacement vegetation. As you can see, this budget is more restrictive than what we presented in 2015. We are making a concerted effort to hold the line on the general fund so as to satisfy what has been acknowledged as our number one commitment--providing our share of the local match for the Airport project. We were frank and open about this commitment with every one of our department heads before we began the budget process and they have done a good job reflecting this as they prepared their individual budgets.

Construction activity is the largest contributor to retail sales tax in Pullman, in addition to providing jobs, commerce, and vitality. Construction permitting is down in 2015 compared to the record years of \$98 million in 2013 and \$75 million in 2014. Through September, \$25 million in building valuation has been permitted this year compared to \$51 million at the same time in 2014. The City assumed permitting and inspection responsibilities for building construction on the WSU campus effective July 1, 2015 and as time goes by this will be reflected in permitting numbers. Major projects permitted in 2014, but completed in 2015, include Pullman Building Supply and the SEL Daycare, Clinic, and Gym. The Pullman High School project was also permitted in 2014 with construction continuing through 2015 and extending into 2016. Major projects permitted in 2015 include the SEL Hanger, SEL Hanger Terminal, an SEL office building remodel, WSU Public Safety Building, and 48 units at the Golden Hills apartment complex. Other projects likely to be permitted yet this year include the 104-unit Flats apartment

complex on Terre View Drive, another 36 units at the Golden Hills apartment complex, WSU McCluskey Tenant Improvements, and WSU Food Safety building addition and remodel. While construction activity has slowed from the robust pace of 2013 and 2014, it still remains respectable in 2015 and is projected to continue in 2016. Projects anticipated to be permitted in 2016 include the WSU Digital Classroom building, WSU Troy Hall addition and remodel, yet another 36 units at the Golden Hills Apartment complex, possibly more Pullman School District classrooms and additional construction at the Palouse Business Center.

The other major funds of the City budget remain relatively healthy and stable, primarily the utility fund, street fund, and stormwater fund. The transit fund is adequate, but becoming a bit stressed due to flat revenue over time with gradually increasing operating costs. Reserve cash in the transit fund is projected to be \$527,193 at the end of 2016.

The proposed 2016 budget for the general fund, including capital expenditures and capital transfers, is \$20,966,283, an increase of 6.1 percent from 2015. The one time capital expenditures included in that total are \$780,267, once again above the \$350,000 yearly goal for capital expenditures. Due to the one-time capital projects undertaken in 2015 and proposed for 2016 and the transfer of \$1,900,000 to the Airport Fund towards our commitment of \$2.5 million, the 2016 general fund ending cash balance is projected to be \$1,629,070, or 8.14 percent of the 2016 operating budget. This is less than the goal of a 13% reserve. Although we expect our revenues to be better than these projections, we naturally took a conservative approach and we have already started an ongoing review of current expenditures. The proposed 2016 expenditures will be reviewed by the Executive Finance Committee with an emphasis on vacant positions, capital projects, minor equipment, and various items included in the Other Services line item, as we address our goal of restoring reserves to a minimum 13 percent. The proposed 2016 budget for all funds, which includes the full airport budget, is \$69,146,300. The airport budget remains at a high level at \$20,292,550 due to the Airport Runway Realignment project. Other significant changes in the 2016 budget from 2015 include a \$1,091,312 decrease in arterial streets, a combined decrease of \$640,649 in the water, sewer, and sewer treatment budgets, and a \$1,055,620 increase in utility capital projects.

After addressing some large one-time needed expenditures in 2015 and a few glaring personnel deficiencies, we are looking at 2016 as a much more deliberate year. The focus will be on restoring the reserve cash in the general fund, continue to pursue match funding for our regionally important and critical airport project, and to keep the high level of service that our citizens expect and deserve.

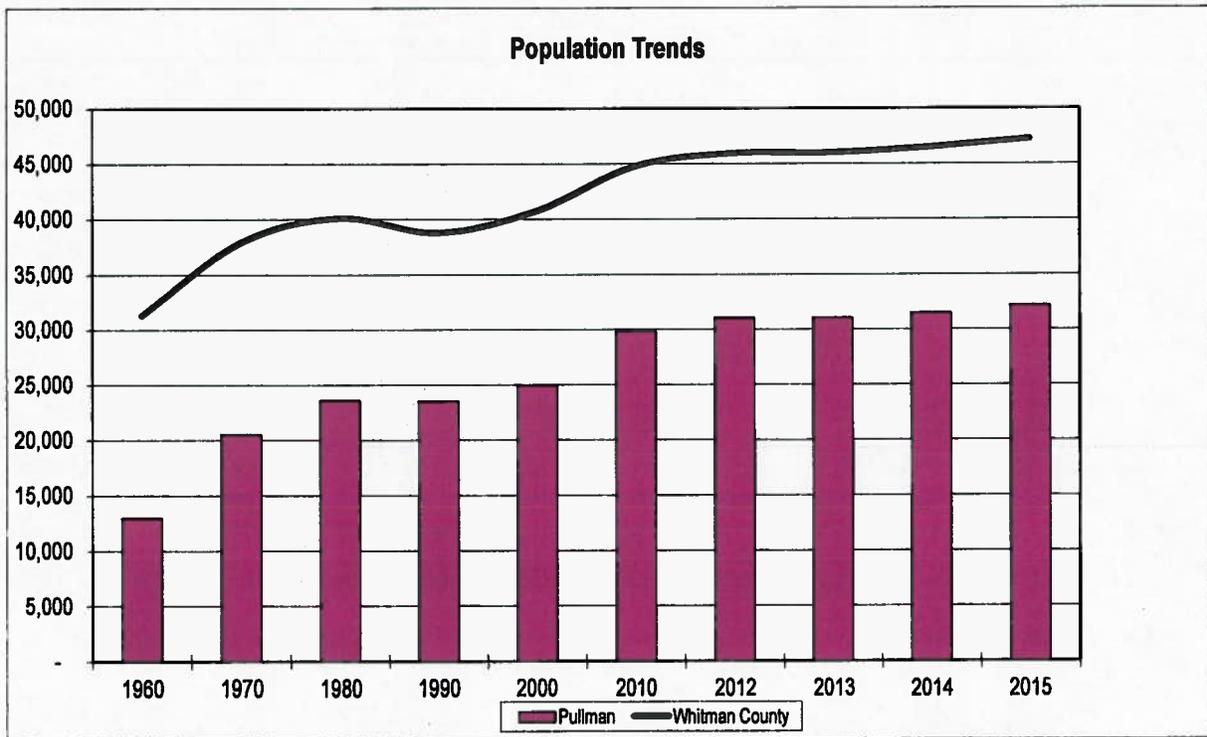
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City of Pullman

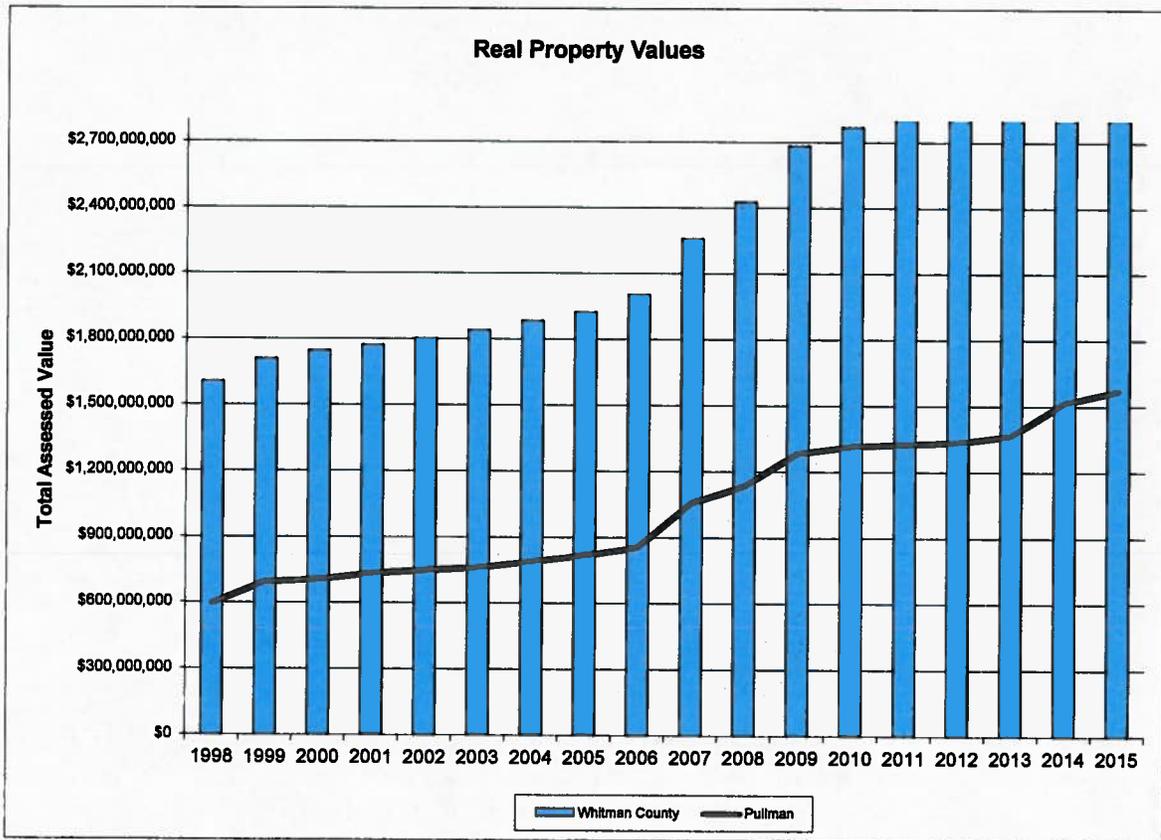
Statistical Data

City of Pullman
Population Trend Compared with Whitman County (All) and State
Last Six Primary Census Reports, 2012 - 2015 OFM Estimate

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



Whitman County			
Year	Taxable Assessed Valuation	Pullman Assessed Valuation	Pullman Percent of County
1998	\$ 1,605,360,220	\$ 594,192,789	37.01%
1999	\$ 1,708,690,237	\$ 692,568,491	40.53%
2000	\$ 1,744,593,764	\$ 704,366,955	40.37%
2001	\$ 1,771,093,551	\$ 731,866,141	41.32%
2002	\$ 1,802,334,972	\$ 747,028,780	41.45%
2003	\$ 1,839,301,040	\$ 759,219,040	41.28%
2004	\$ 1,883,007,645	\$ 787,985,172	41.85%
2005	\$ 1,921,463,388	\$ 815,734,885	42.45%
2006	\$ 2,002,922,470	\$ 852,539,862	42.56%
2007	\$ 2,258,939,073	\$ 1,052,917,091	46.61%
2008	\$ 2,426,416,344	\$ 1,133,131,234	46.70%
2009	\$ 2,683,830,771	\$ 1,282,687,595	47.79%
2010	\$ 2,768,111,240	\$ 1,314,040,526	47.47%
2011	\$ 2,846,465,044	\$ 1,325,528,045	46.57%
2012	\$ 2,880,273,459	\$ 1,334,549,225	46.33%
2013	\$ 2,980,256,323	\$ 1,365,359,174	45.81%
2014	\$ 3,399,588,521	\$ 1,514,893,689	44.56%
2015	\$ 3,527,434,003	\$ 1,569,845,813	44.50%

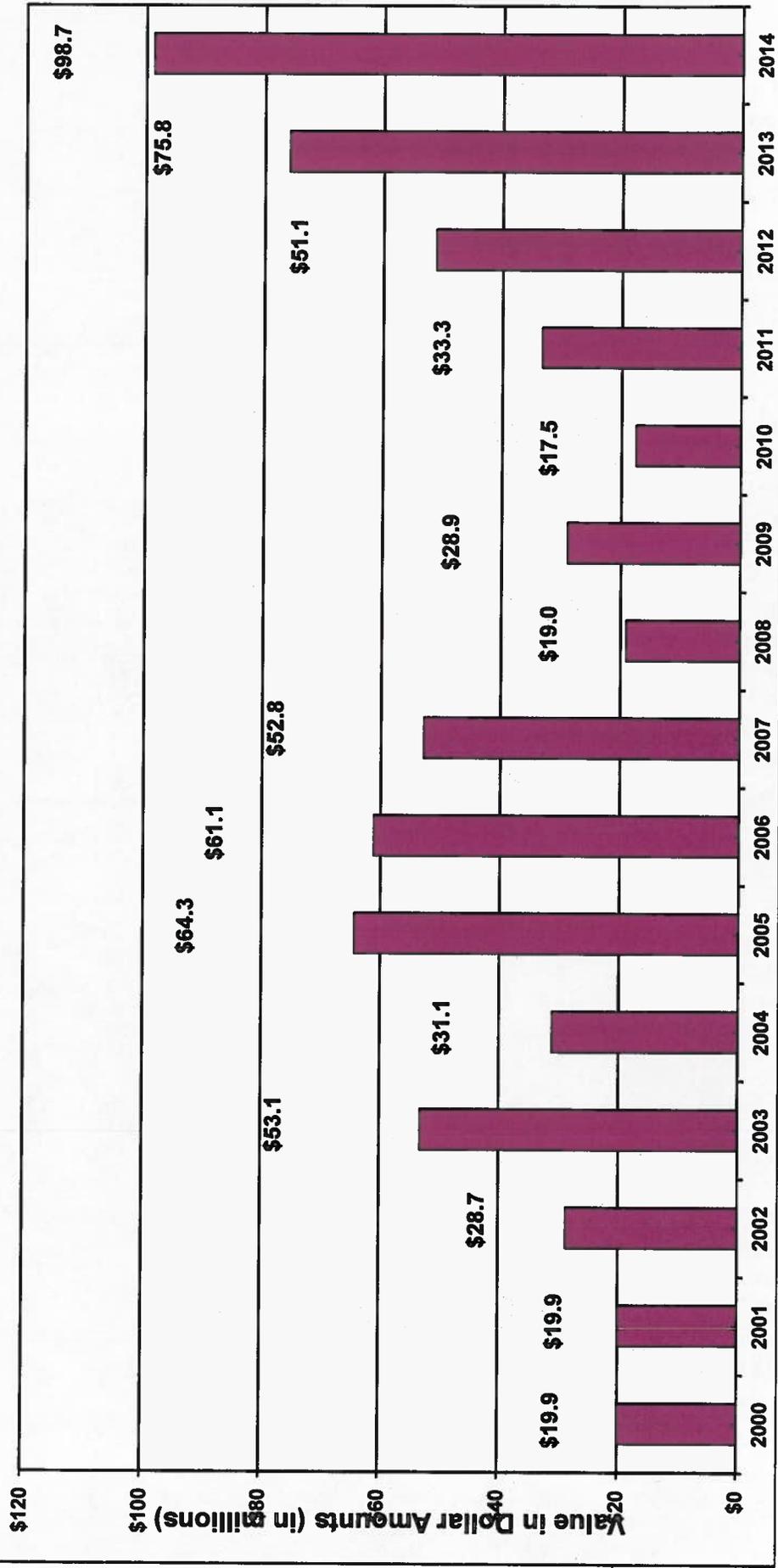


City of Pullman
Building and Housing PERMIT Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Number of Living Units															
Single Family	3,220	3,270	3,323	3,386	3,514	3,587	3,687	3,781	3,880	3,926	3,963	3,987	4,036	4,104	4,157
Duplex	793	797	811	821	833	839	869	887	889	893	901	903	905	909	913
Multiple Dwellings	4,855	5,053	5,076	5,243	5,395	5,665	5,993	6,151	6,211	6,360	6,360	6,416	6,627	6,829	7,068
Mobile Homes	518	522	527	531	543	541	530	581	577	528	522	522	524	526	529
Annual Housing Unit Increase															
Single Family	50	53	53	63	128	73	100	94	99	46	37	24	49	68	53
Duplex	4	14	14	10	12	6	30	18	2	4	8	2	2	4	4
Multiple Dwellings	198	23	23	167	152	270	328	158	60	149	0	56	211	302	139
Mobile Homes	4	5	5	4	12	(2)	(11)	51	(4)	(49)	(6)	0	2	2	3
Note:	1) Data for permits issued compiled in January.														

Trends in Building Permit Value

Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2014

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

**NUMBER OF SINGLE FAMILY AND MULTI-FAMILY UNITS
RECEIVING BUILDING PERMITS FROM 1983-2014**

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

City of Pullman Public Works Statistics

Service Area	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
City Area (Sq Miles)	8.93	8.88	9.19	9.44	9.44	9.60	9.67	9.67	9.68	10.48	10.51	10.51	10.51	10.51
Population	25,300	25,905	25,905	26,590	27,030	26,860	27,150	27,600	27,920	29,820	31,000	30,990	31,420	32,110
Street Miles(1)	59.0	59.0	59.0	61.2	61.2	62.9	63.3	63.3	63.4	63.4	64.1	64.5	65.6	66.9
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9	8.99	8.99	8.99	9.00	9.31	9.31	9.31	9.31
Traffic Signals (No.)	17	17	17	17	17	17	17	17	19	19	19	19	19	20
Street Lights (No.)	1,273	1,273	1,273	1,273	1,273	1,292	1,314	1,314	1,321	1,351	1,337	1,337	1,337	1,349
Number of Water Wells	4	5	5	5	5	5	5	5	6	6	6	6	6	6
Well Capacity (Gal/Minute)	5,166	6,960	5,899	6,960	6,960	6,960	6,960	6,960	7,500	7,500	7,323	7,650	7,650	7,650
Storage reservoirs	9	9	9	9	9	9	9	9	11	11	11	11	11	11
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	7.7	7.7	7.7	7.7	7.7	7.7
Water Mains (Miles)	87.0	87.0	89.5	92.6	92.6	96.9	97.6	97.6	100.0	101.3	101.4	102.2	104.70	106.63
Est. Population served	19,718	19,870	20,508	20,970	20,970	21,352	21,293	21,293	21,439	22,439	22,749	25,275	25,278	25,179
Active Services	4,309	4,374	4,459	4,565	4,557	4,557	4,943	4,943	4,978	5,002	5,002	5,072	5,137	5,253
Fire Class	4	4	4	4	4	4	4	4	4	4	4	4	4	5
Year's Pumpage (Mill Gals)	860	897	842	871	923	910	895	895	894	835	878	896	892	907
Peak Day (Mill Gals)	5.10	5.70	4.80	5.30	5.50	5.30	5.10	5.10	4.77	5.21	5.80	5.44	4.80	5.30
Water Hardness (mg/liter)	124	124	124	124	124	115	117	117	108	108	109	109	115	115
Sanitary Sewer Mains(Miles)	80.40	80.40	84.70	87.50	87.50	89.90	90.30	90.30	90.60	91.16	91.16	91.48	93.16	94.40
Flow Treated (Mill Gals)	1,086	1,106	1,108	996	1,071	1,004	985	985	998	860	920	1,087	1,008	1,041
Peak Day Flow Treated (Mill Gals)	6.72	6.72	8.60	4.41	5.73	5.69	5.93	5.93	7.40	4.20	5.77	7.80	4.80	5.30
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6

(1) Excluding Washington State University

CITY OF PULLMAN STATISTICS

2015 General Fund Operating Budget	\$18,267,765
2015 TOTAL General Fund Budget	\$19,490,976
2015 TOTAL City Budget for all funds	\$70,096,997
Assessed Value 2014 for 2015 Collections	\$1,569,845,813
City of Pullman General Levy Rate	\$3.6000/\$1,000
Emergency Medical Services (EMS) Rate	\$0.5000/\$1,000
Go Bond Levy Rate	\$0.1816/\$1,000
Metropolitan Park District	\$0.3158/\$1,000
TOTAL City Property Tax Rate	\$4.5974/\$1,000
Full-Time Employees	199
Regular Part-Time (20 HRS +) Employees	34
Additional Monthly Casual or Seasonal	97
TOTAL Employees for an Average Month	331
City Area	10.51 miles
Population	32,110 (OFM est. April 2015)
Streets (Excluding WSU)	66.85 miles
State Highway	9.31 miles
Traffic Signals	20
Street Lights	1,349
Bicycle/Pedestrian Paths	16.24 miles
Number of Water Wells	6
Well Capacity	7,650 gallons/minute-designed 7,323 gallons/minute-throttled
Storage Reservoirs	11
Storage Capacity	7.7 million gallons
Water Mains	106.63 miles
Population Served	25,908
Active Services	5,253
Pumpage	907.293 million gallons 2014
Peak Day	5.3 million gallons (July 17)
Water Hardness	115 mg/ltr. (5 year average)
Sanitary Sewer Mains	94.4 miles

Flow Treated	1,040.8 million gallons
Peak Day Flow Treated	5.3 million gallons (Jan 10)
Treatment Plant Capacity	8.6 million gallons/winter peak
Snow Load	30 psf
Frost Depth	30"
Wind Load	105 mph
Seismic Zone	B
State/NW Energy Code Zone	5
Soil Bearing Value (generally)	1500 psf
Latitude	N. 46°43'40"
Longitude	W. 117°11'00"
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

BUILDING/HOUSING PERMIT DATA

Single Family Dwellings	4,157 units
Duplexes	913 units
Multiple Dwellings	7,068 units
Mobile Homes	529 units

PARKS

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

FIRE DEPARTMENT

Fire Protection Rating	5
Fire Alarms	746
Emergency Medical Services (EMS) calls	2,493

POLICE DEPARTMENT

INCIDENT	<u>2013</u>	<u>2014</u>
Assault	174	273
Arson	1	1

Burglary	95	129
Forcible Sex Offenses	8	17
Homicide	0	0
Larceny/Theft	284	378
Motor Vehicle Theft	13	15
Robbery	2	4

LIBRARY

Circulation	318,225 items
Collection Size	70,535
Downloadable	35,919
Weekly visits	4,524
Registered cardholders	13,962

TRANSIT 2014 RIDERSHIP FIGURES

Fixed-Route	1,389,761
Dial-A-Ride	19,366

PULLMAN-MOSCOW REGIONAL AIRPORT

Enplanements in 2014	41,525
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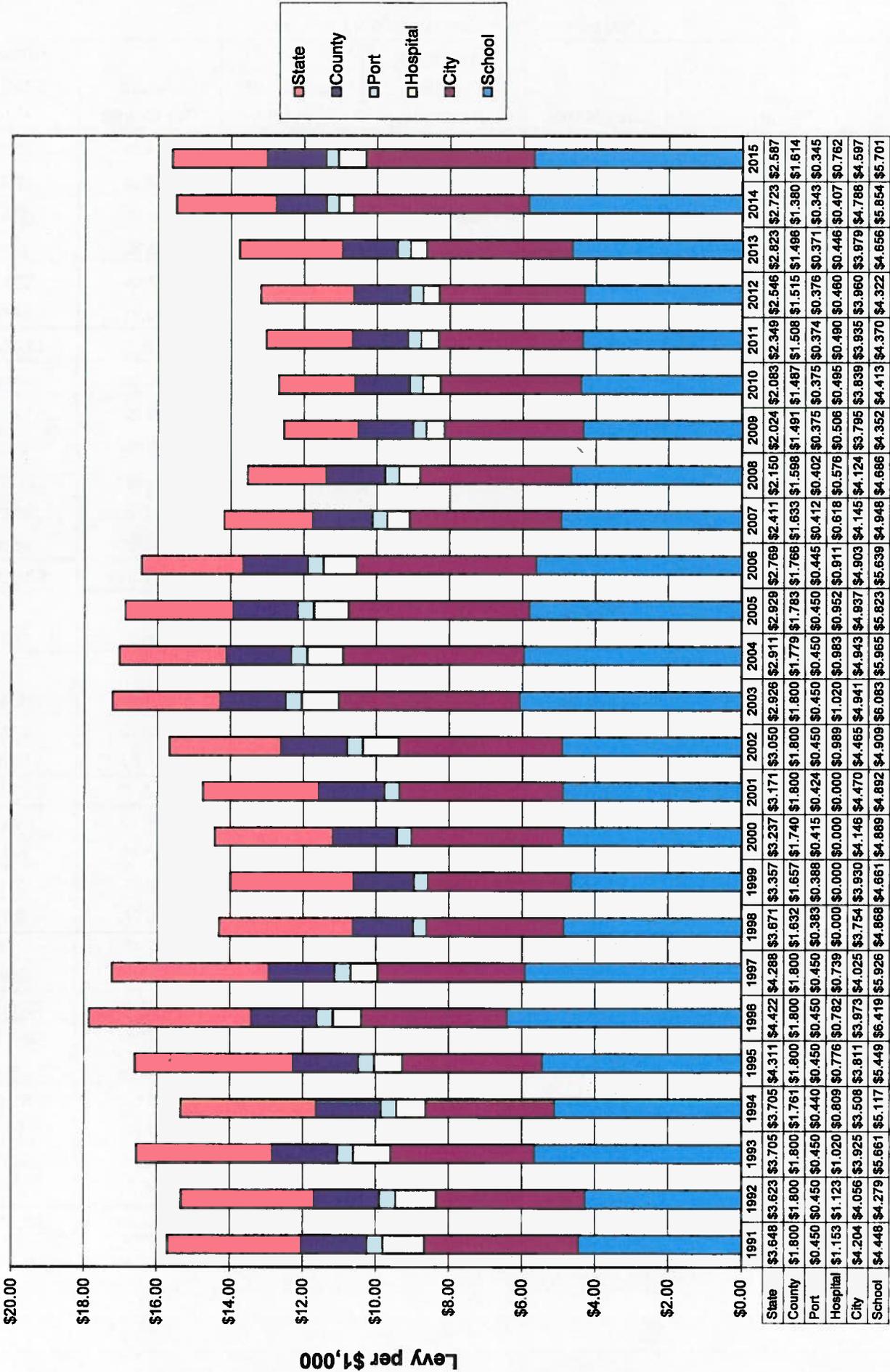
City of Pullman
Property Tax Levies 2006-2010

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2006	School District #267	\$5.6392	\$4,807,643	32.2%	\$180.81	\$1,127.84
	City	\$4.9031	\$4,178,791	28.0%	\$157.16	\$980.62
	Hosp. Bond	\$0.9119	\$773,949	5.2%	\$29.11	\$182.38
	Port	\$0.4457	\$379,977	2.5%	\$14.29	\$89.14
	County	\$1.7667	\$1,506,182	10.1%	\$56.64	\$353.34
	State	\$2.7695	\$2,361,109	15.8%	\$88.80	\$553.90
TOTAL		\$16.4361	\$14,007,651		\$526.80	\$3,287.22
2007	School District #267	\$4.9485	\$5,210,360	34.0%	\$192.76	\$989.70
	City	\$4.1459	\$4,363,929	28.5%	\$161.45	\$829.18
	Hosp. Bond	\$0.6180	\$647,664	4.2%	\$23.96	\$123.60
	Port	\$0.4122	\$434,012	2.8%	\$16.06	\$82.44
	County	\$1.6339	\$1,720,361	11.2%	\$63.65	\$326.78
	State	\$2.4119	\$2,539,531	16.6%	\$93.95	\$482.38
TOTAL		\$14.1704	\$14,915,857		\$551.83	\$2,834.08
2008	School District #267	\$4.6860	\$5,309,853	34.6%	\$197.69	\$937.20
	City	\$4.1245	\$4,672,146	30.5%	\$173.94	\$824.90
	Hosp. Bond	\$0.5769	\$650,600	4.2%	\$24.22	\$115.38
	Port	\$0.4028	\$456,425	3.0%	\$16.99	\$80.56
	County	\$1.5980	\$1,810,744	11.8%	\$67.41	\$319.60
	State	\$2.1505	\$2,436,799	15.9%	\$90.72	\$430.10
TOTAL		\$13.5387	\$15,336,567		\$570.98	\$2,707.74
2009	School District #267	\$4.3522	\$6,449,690	38.0%	\$237.56	\$870.44
	City	\$3.7950	\$4,866,468	28.7%	\$179.24	\$759.00
	Hosp. Bond	\$0.5064	\$646,753	3.8%	\$23.82	\$101.28
	Port	\$0.3759	\$482,162	2.8%	\$17.76	\$75.18
	County	\$1.4914	\$1,913,000	11.3%	\$70.46	\$298.28
	State	\$2.0246	\$2,596,929	15.3%	\$95.65	\$404.92
TOTAL		\$12.5455	\$16,955,002		\$624.49	\$2,509.10
2010	School District #267	\$4.4137	\$6,733,170	38.3%	\$243.96	\$882.74
	City	\$3.8399	\$5,044,536	28.7%	\$182.77	\$767.98
	Hosp. Bond	\$0.4953	\$648,033	3.7%	\$23.48	\$99.06
	Port	\$0.3750	\$492,717	2.8%	\$17.85	\$75.00
	County	\$1.4877	\$1,954,872	11.1%	\$70.83	\$297.54
	State	\$2.0839	\$2,691,693	15.3%	\$97.53	\$416.78
TOTAL		\$12.6955	\$17,565,020		\$636.41	\$2,539.10

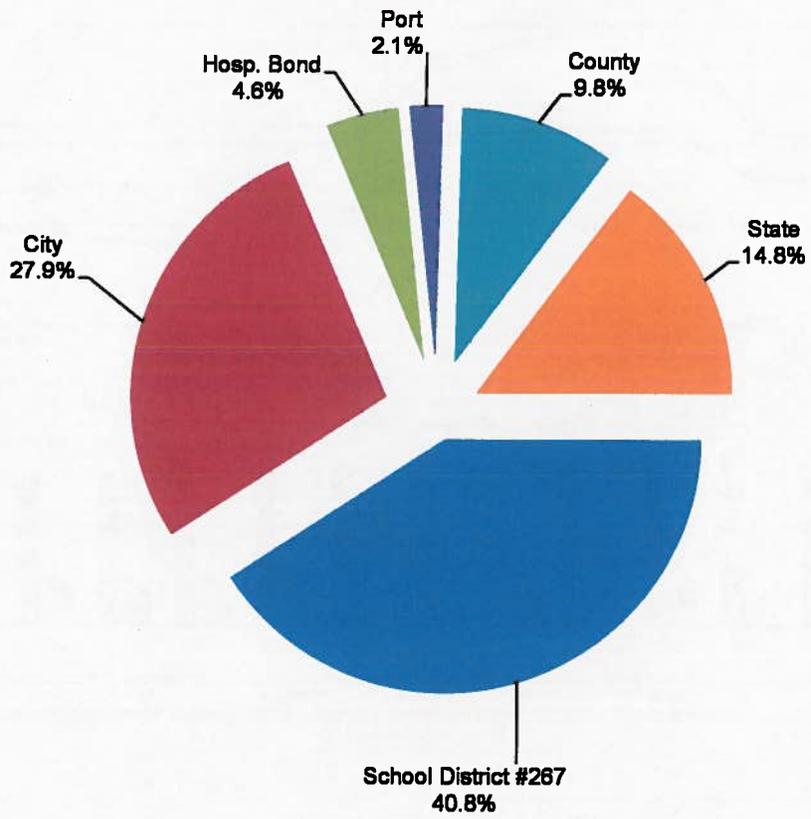
City of Pullman
Property Tax Levies 2011-2015

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$200,000 Home
2011	School District #267	\$4.3708	\$6,749,455	37.2%	\$244.55	\$874.15
	City	\$3.9359	\$5,215,338	28.7%	\$188.96	\$787.19
	Hosp. Bond	\$0.4907	\$647,480	3.6%	\$23.46	\$98.14
	Port	\$0.3749	\$496,876	2.7%	\$18.00	\$74.97
	County	\$1.5082	\$1,999,180	11.0%	\$72.43	\$301.64
	State	\$2.3490	\$3,058,304	16.8%	\$110.81	\$469.79
TOTAL		\$13.0294	\$18,166,633		\$658.21	\$2,605.88
2012	School District #267	\$4.3223	\$6,750,000	26.7%	\$226.36	\$864.46
	City	\$3.9609	\$5,284,735	20.9%	\$177.22	\$792.19
	Hosp. Bond	\$0.4600	\$611,180	2.4%	\$20.50	\$92.00
	Port	\$0.3767	\$1,085,048	4.3%	\$36.39	\$75.33
	County	\$1.5157	\$4,365,506	17.3%	\$146.40	\$303.14
	State	\$2.5464	\$7,187,111	28.4%	\$241.02	\$509.27
TOTAL		\$13.1820	\$25,283,580		\$847.87	\$2,636.39
2013	School District #267	\$4.6562	\$7,271,402	27.1%	\$234.56	\$931.24
	City	\$3.9793	\$5,432,006	20.2%	\$175.23	\$795.87
	Hosp. Bond	\$0.4469	\$593,792	2.2%	\$19.15	\$89.38
	Port	\$0.3718	\$1,108,040	4.1%	\$35.74	\$74.35
	County	\$1.4969	\$4,461,051	16.6%	\$143.90	\$299.38
	State	\$2.8231	\$7,968,006	29.7%	\$257.03	\$564.61
TOTAL		\$13.7742	\$26,834,297		\$865.62	\$2,754.83
2014	School District #267	\$5.8549	\$8,869,621	37.9%	\$286.12	\$1,170.98
	City	\$4.7880	\$7,252,411	31.0%	\$233.95	\$957.61
	Hosp. Bond	\$0.4070	\$614,601	2.6%	\$19.83	\$81.40
	Port	\$0.3431	\$519,754	2.2%	\$16.77	\$68.61
	County	\$1.3807	\$2,091,583	8.9%	\$67.47	\$276.14
	State	\$2.7232	\$4,030,909	17.2%	\$130.03	\$544.63
TOTAL		\$15.4969	\$23,378,879		\$754.16	\$3,099.37
2015	School District #267	\$5.7019	\$10,550,002	40.8%	\$340.32	\$1,140.38
	City	\$4.5974	\$7,216,431	27.9%	\$232.79	\$919.49
	Hosp. Bond	\$0.7626	\$1,194,194	4.6%	\$38.52	\$152.52
	Port	\$0.3455	\$542,353	2.1%	\$17.50	\$69.09
	County	\$1.6142	\$2,534,037	9.8%	\$81.74	\$322.84
	State	\$2.5872	\$3,829,553	14.8%	\$123.53	\$517.43
TOTAL		\$15.6088	\$25,866,570		\$834.41	\$3,121.75

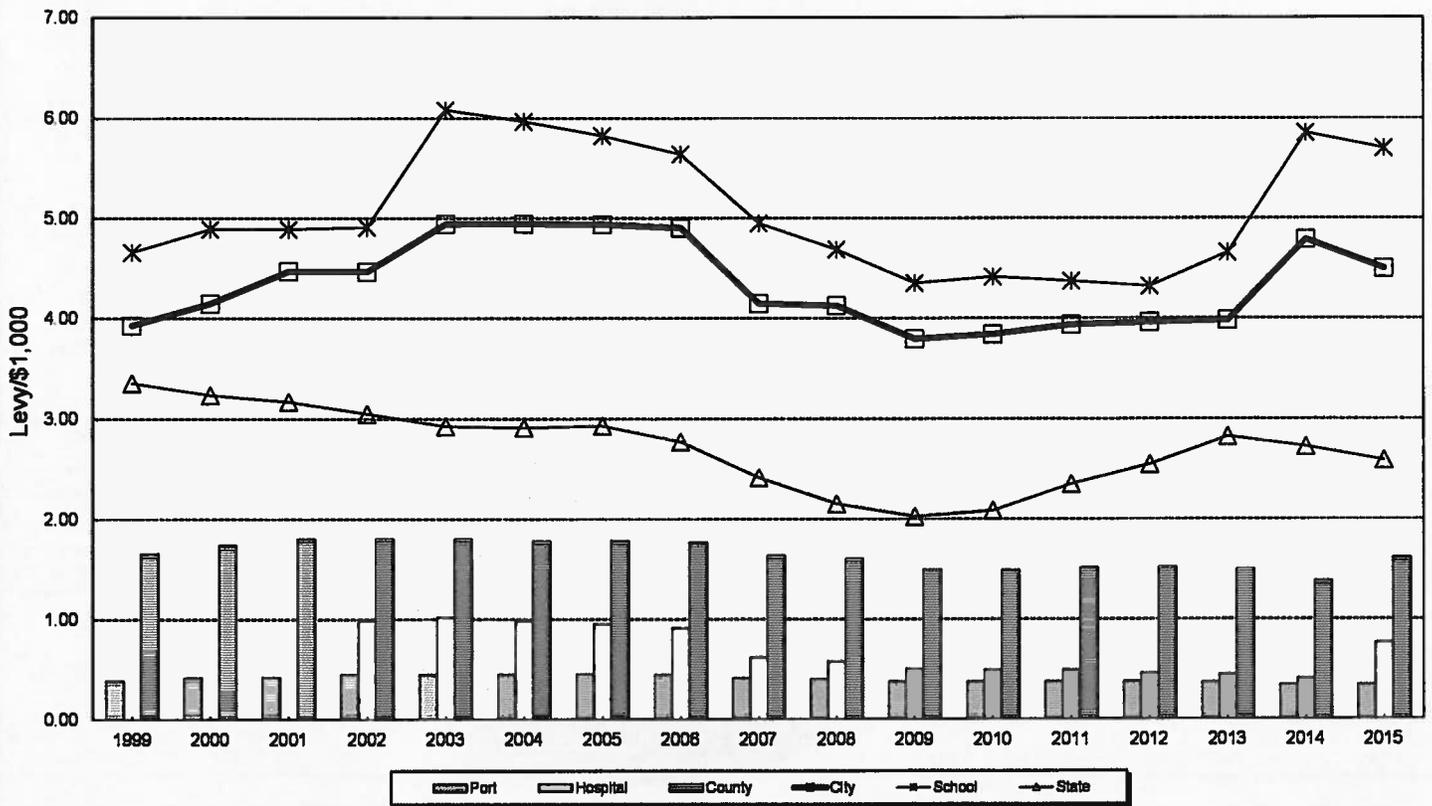
Pullman Property Tax Levy History



**Year 2015 Property Tax Levies
Within City of Pullman**



Property Tax Levies Within City of Pullman

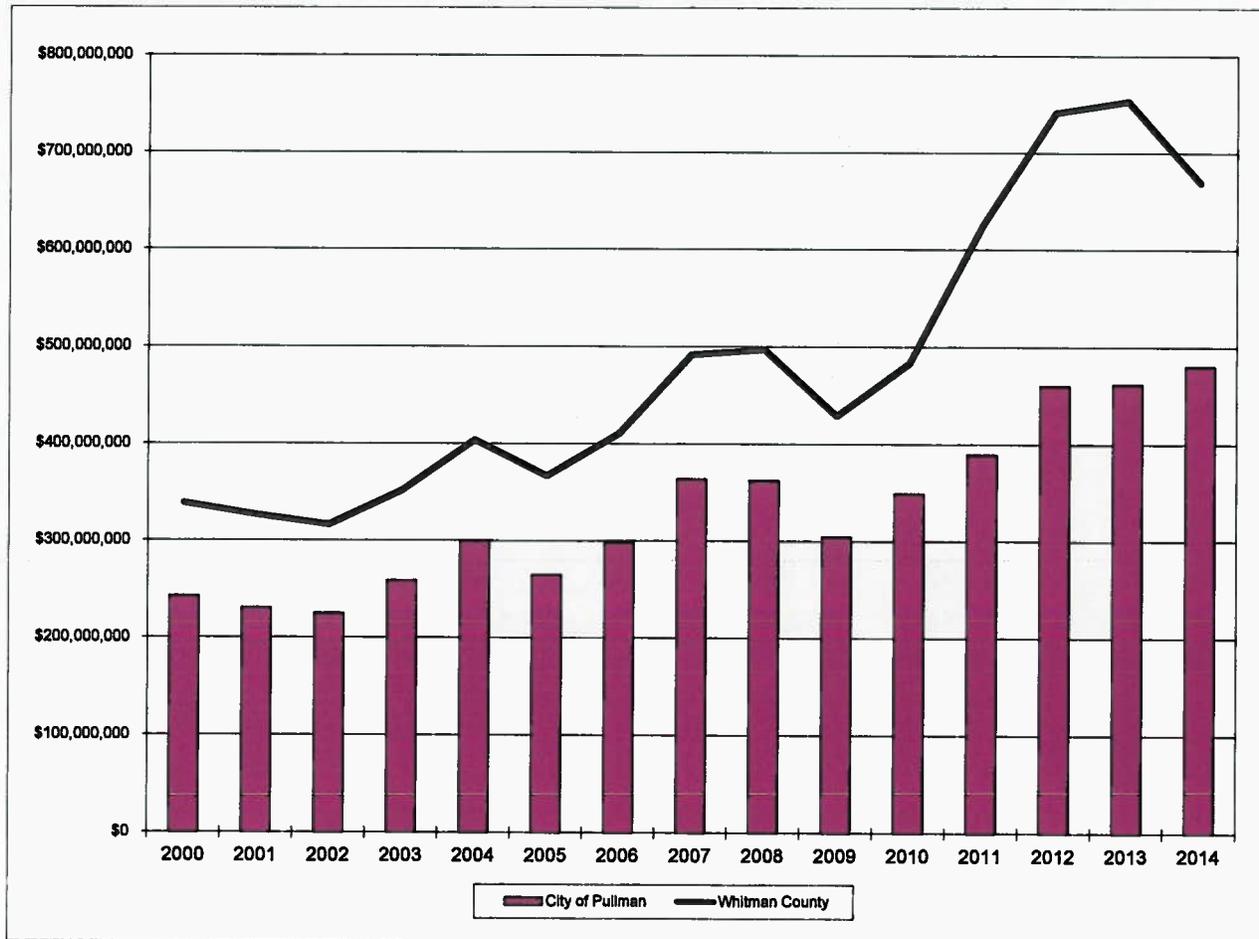


City of Pullman Major Employers

<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	6,420
Schweitzer Engineering	Electrical Engineering	2,113
Pullman Regional Hospital	Medical Care	420
City of Pullman	Local Government	331
Pullman School District	Education	364
Wal-Mart Stores	Discount Warehouse Store	260
Safeway	Supermarket	120
Dissmore's IGA	Supermarket	100
Shopko	Department Store	56

**City of Pullman
Taxable Retail Sales**

Year	City of Pullman	Whitman County	Pullman % of County
2000	242,293,343	338,464,154	71.6%
2001	230,097,059	326,313,164	70.5%
2002	224,620,425	316,244,959	71.0%
2003	258,256,743	351,296,643	73.5%
2004	299,871,863	403,670,557	74.3%
2005	264,751,271	366,249,168	72.3%
2006	297,566,027	410,510,705	72.5%
2007	363,264,839	492,004,675	73.8%
2008	362,042,613	497,239,432	72.8%
2009	303,928,693	428,920,689	70.9%
2010	348,650,289	483,031,819	72.2%
2011	388,885,530	625,315,678	62.2%
2012	459,971,429	741,454,557	62.0%
2013	461,610,336	753,272,153	61.3%
2014	480,121,242	669,177,376	71.7%

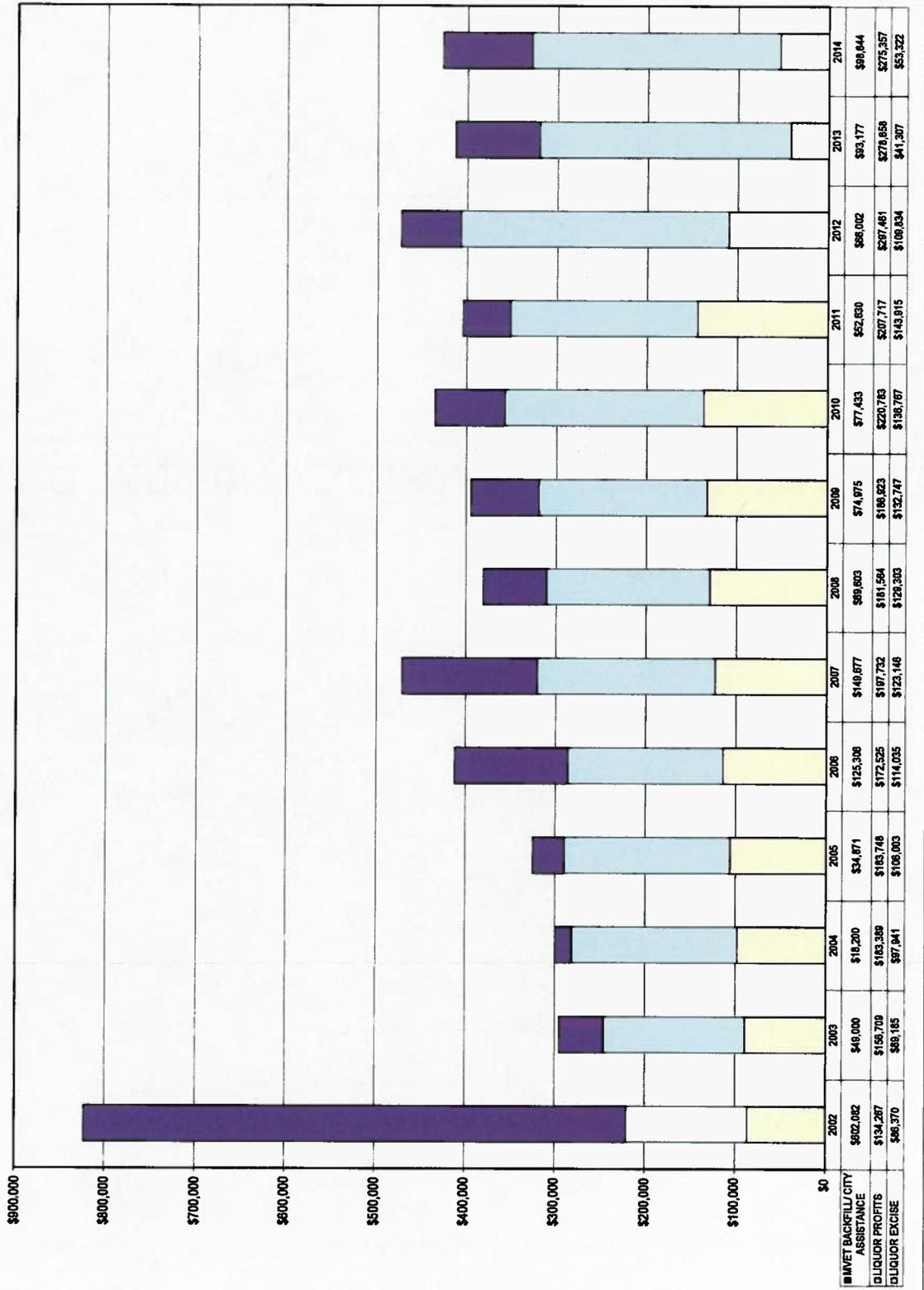


City of Pullman
Schedule of General Obligation Debt Service
2016 - 2029

Year	Water and Sewer Revenue Bond		Voted G.O Debt 2007 Parks, Paths, Sidewalks		Total Debt Service
	Principal	Interest(1)	Principal	Interest(1)	
2016	260,827	130,963	260,000	23,900	675,690
2017	275,754	122,463	270,000	13,500	681,717
2018	280,841	112,874			393,715
2019	296,094	102,822			398,916
2020	301,519	92,196			393,715
2021	312,122	81,394			393,516
2022	322,907	70,208			393,115
2023	338,880	58,460			397,340
2024	155,000	47,483			202,483
2025	160,000	40,662			200,662
2026	165,000	33,623			198,623
2027	175,000	26,362			201,362
2028	185,000	18,050			203,050
2029	195,000	9,262			204,262
TOTAL	\$3,423,944	\$946,822	\$530,000	\$37,400	\$4,938,166

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

STATE-SHARED REVENUES



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GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

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

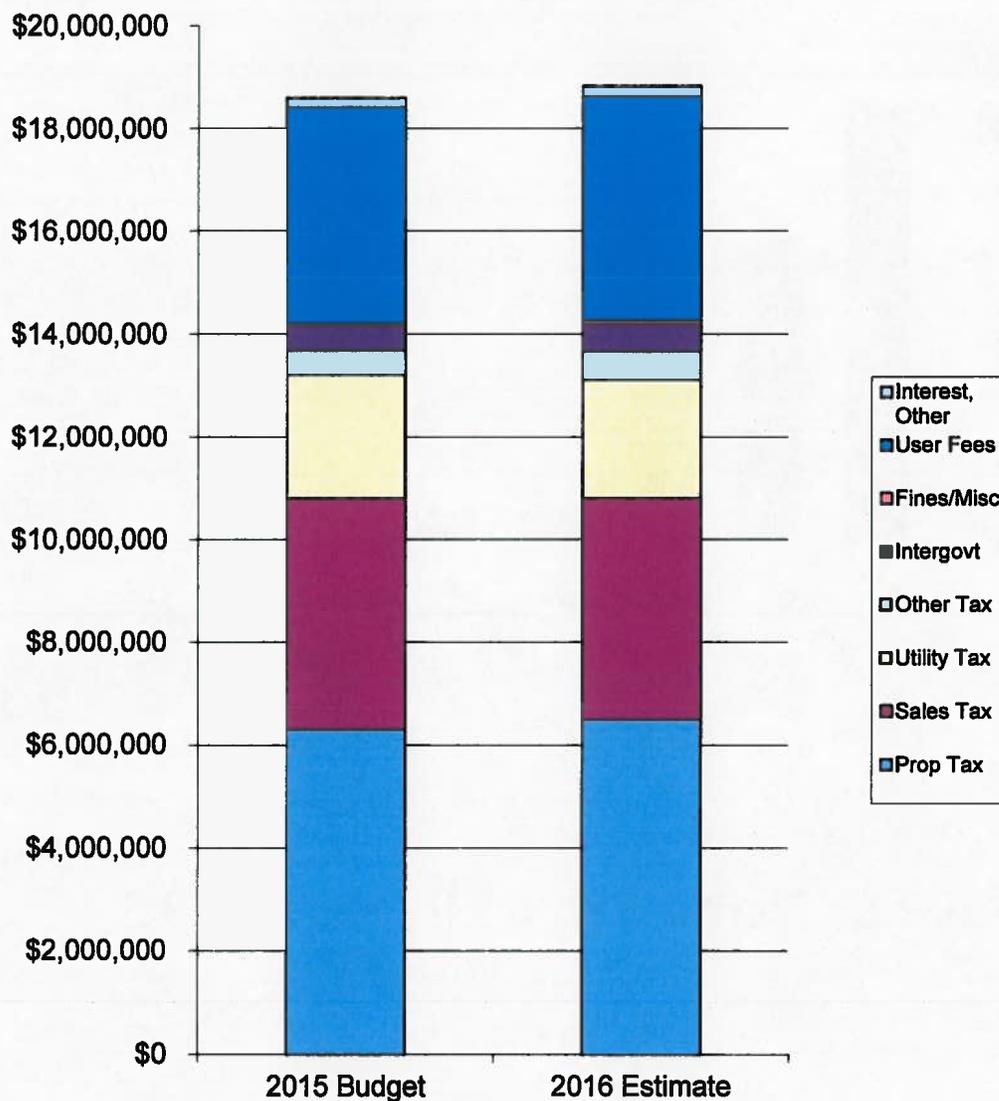
2015 - 2016 BUDGET SUMMARY BY FUND

FUND	TITLE	2015 AMENDED BUDGET*		2016 BUDGET REQUEST		CHANGE
		REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	
001	GENERAL FUND:					
	ADMINISTRATION/FINANCE		1,413,050	1,456,336		43,286
	POLICE/SUPPORT SERVICE		6,154,184	6,397,078		242,894
	FIRE/RESCUE		5,360,329	5,632,989		272,660
	PUBLIC WORKS		548,186	651,217		103,031
	PLANNING		330,549	335,928		5,377
	PUBLIC SERVICES		2,818,037	3,081,778		243,739
	LIBRARY		1,455,782	1,548,814		93,032
	GENERAL GOVERNMENT		266,750	244,285		(22,465)
	OPERATING TRANSFERS:					
	AIRPORT		32,013	682,013		650,000
	OTHER		12,153	13,575		1,422
	TOTAL OPERATING EXPENDITURES:		\$18,391,033	\$20,024,009		\$1,632,976
						OPERATING PERCENTAGE CHANGE: 8.9%
	CAPITAL EXPENDITURES & TRANSFERS:					
	CAPITAL EXPENDITURES		1,183,379	780,267		(403,112)
	NON-OPERATING EXPENDITURES TO OTHER FUNDS		180,832	162,007		(18,825)
	TOTAL CAPITAL:		\$1,364,211	\$942,274		(\$421,937)
	TOTAL GENERAL FUND:	\$18,588,059	\$19,755,244	\$18,826,095	\$20,966,283	\$1,211,039
						TOTAL FUND PERCENTAGE CHANGE: 6.1%
104	ARTERIAL STREETS	1,265,899	1,619,012	482,150	527,700	(1,091,312)
106	STREETS	1,712,125	2,322,634	1,829,805	2,073,927	(248,707)
120	CIVIC IMPROVEMENT	346,000	345,000	351,000	350,000	5,000
310	CEMETERY EXPANSION	775	6,000	1,000	6,500	500
315	2006 LTGO BOND FUND	34,797	36,772			(36,772)
316	2007 BOND FUND	534,300	1,084,300	324,300	324,300	(760,000)
317	2009 AIRPORT WATER BOND FUND	205,408	399,392	392,400	392,400	(6,992)
322	DOWNTOWN RIVERWALK					
401	UTILITIES **	9,932,980	10,403,189	10,372,536	9,762,540	(640,649)
403	UTILITY CAPITAL PROJECTS	838,380	838,380	1,894,000	1,894,000	1,055,620
404	STORMWATER **	1,118,000	1,311,823	1,405,828	1,712,711	400,888
406	TRANSIT **	4,186,948	4,084,076	5,353,720	5,523,293	1,439,217
501	EQUIPMENT RENTAL **	3,043,742	3,045,597	2,488,647	3,004,313	(41,284)
504	GOV'T BUILDINGS	1,010,670	1,007,431	962,800	1,082,703	75,272
507	INFORMATION SYSTEMS **	771,961	777,061	1,071,087	1,049,495	272,434
607	LAWSON GARDENS ENDOW	67,260	153,085	66,000	123,085	(30,000)
610	CEMETERY CARE FUND	3,900	500	4,400	500	
616	FIREMEN'S PENSION	33,840	60,000	34,200	60,000	
661	AIRPORT AGENCY **	18,907,932	18,623,373	20,292,550	20,292,550	1,669,177
	TOTAL ALL FUNDS:	\$62,600,976	\$65,872,869	\$66,152,318	\$69,146,300	\$3,273,431
						PERCENTAGE CHANGE: 5.0%

* Includes Budget Amendments Approved on April 14, 2015.

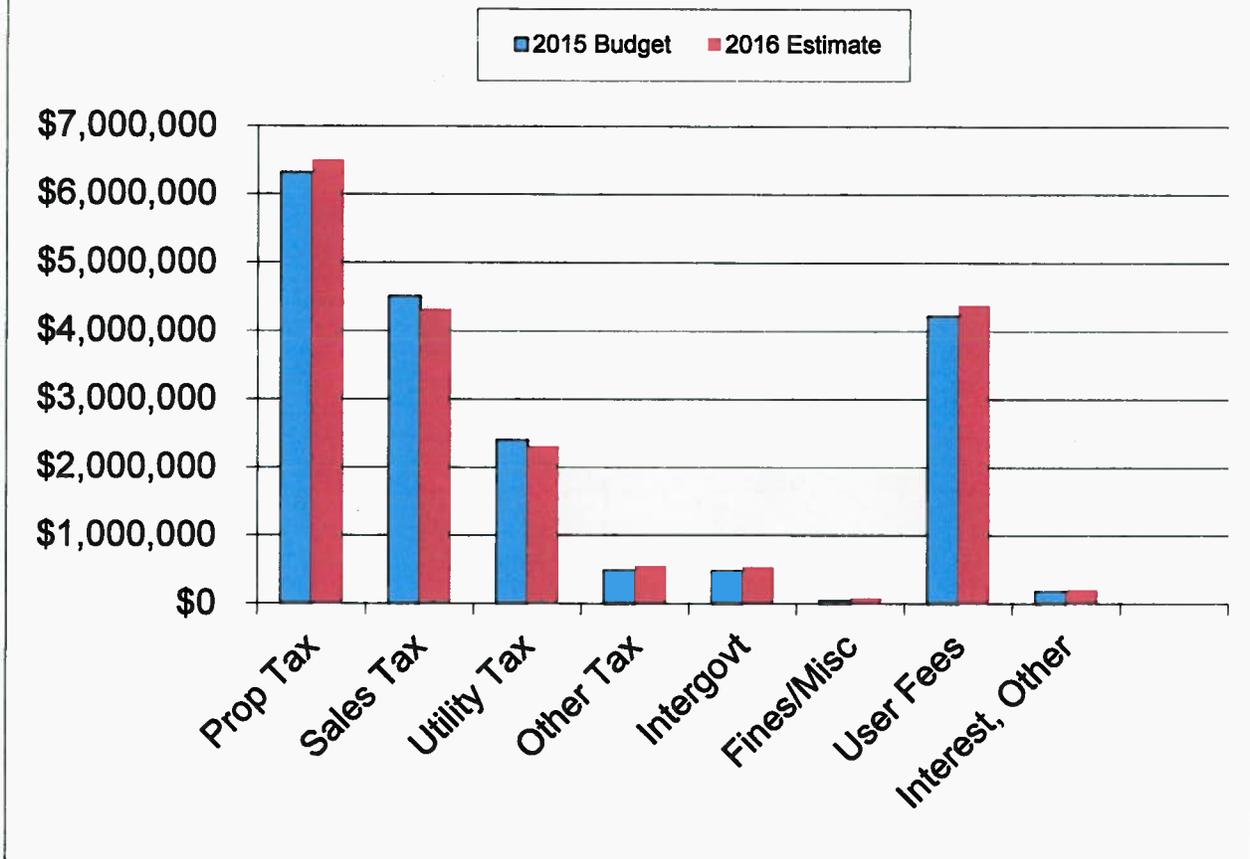
** Expenditures exclude non-cash depreciation of \$4,708,000 in 2015 and \$4,555,000 in 2016.

General Fund Revenues



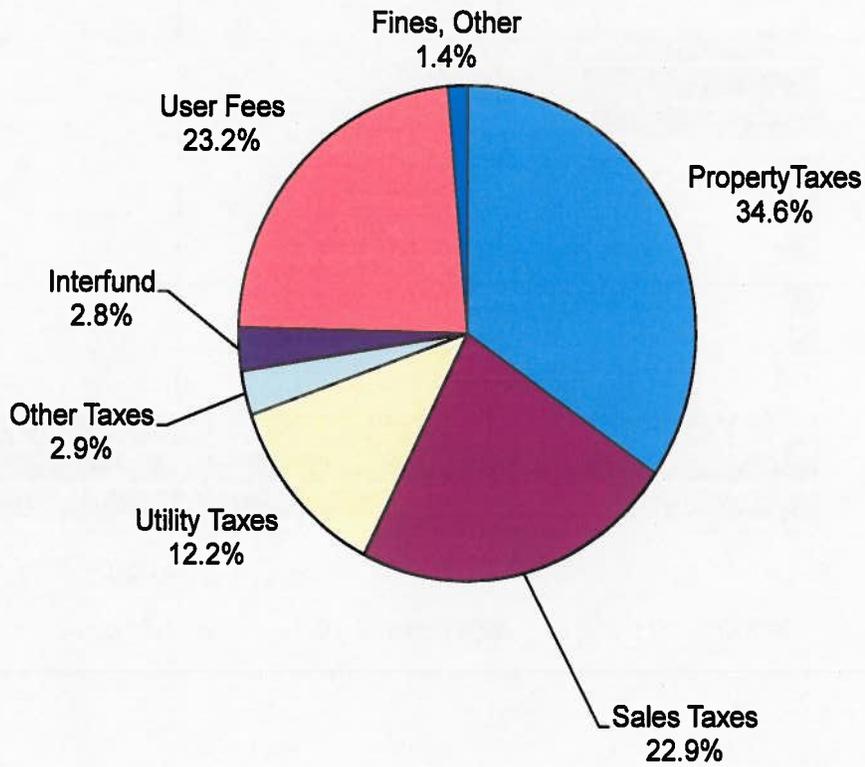
2016 Total: \$18,826,095

General Fund Revenues



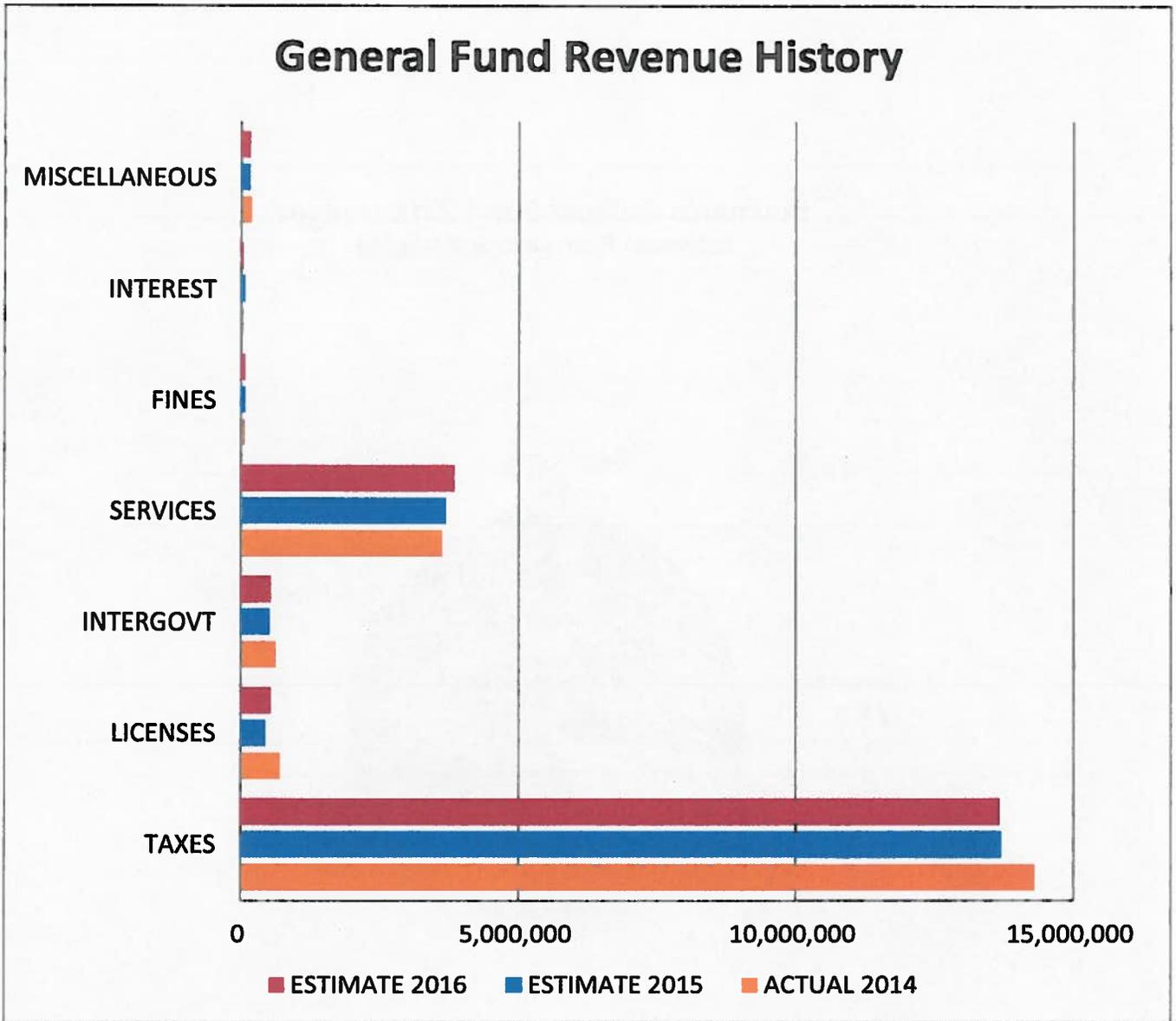
2016 Total: \$18,826,095

Pullman's General Fund 2016 Budget
Estimated Revenues: \$18,826,095



2016 Total: \$18,826,095

General Fund Revenue History



2016 Total: \$18,826,095

FUND NUMBER**TITLE**

001

GENERAL FUND - REVENUES

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

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

2016 ESTIMATES:

INTRODUCTION: General Fund cash reserves at year-end 2016 should equal approximately \$1.629 million. We estimate that 2016 total revenues will increase 1.3 percent or \$238,036 from the budgeted 2015 total. Details on various revenue elements follow:

TAXES: On February 11, 2014, the voters of Pullman approved a levy lift for the County and a new levy for the Hospital. This resulted in a reduction in the Metropolitan Park Levy amount of approximately \$289,000 due to its junior taxing district status in 2015 and an estimated reduction of approximately \$290,000 in 2016. Metropolitan Park District funds are transferred to the General Fund to support Parks and Recreation operations and capital projects. Together the general property tax revenue and the EMS levy comprise 34.5 percent of General Fund revenues.

From 2009 through 2012, during the Great Recession, construction activity was significantly down. 2013 was a rebound year with record permitting activity. Building permit issues indicate that 2015 will also be a strong construction year, but not as strong as 2014 or 2013. Sales taxes collected were: 2009 \$2,896,161; 2010 \$2,910,597; 2011 \$3,355,678; 2012 \$3,966,306 2013 \$3,928,923 and 2014 \$4,503,261. 2016 Sales tax revenue projections are slightly lower than the anticipated 2015

collection rate. Expected sales tax revenues of \$3.9 million will provide about 20.7 percent of total General Fund revenues. The one-tenth of 1 percent sales tax for criminal justice purposes enacted countywide and distributed on a per capita basis should generate approximately \$411,000 and will provide 2.2 percent of total General Fund revenues in 2016. It should be noted that both 2013 and 2014 sales taxes were aided by football related building activities, apartment construction and other WSU projects and 2015 sales taxes are expected to decrease due to completion of these major construction projects. Related 2015 construction at Pullman High School will carry us through 2016. WSU projects for 2016 are expected to be the same as 2015. There are no other major projects that we are aware of at this time projected for 2016. Consequently, sales tax revenue for 2016 is currently projected to drop approximately \$200,000.

For admissions taxes, the forecast is for a \$100,000 increase in 2016 receipts. During 2014 several venues were found not to be paying admission taxes. This situation has been corrected. Utility taxes are expected to decrease 0.68 percent in 2016 due to declining telephone use. Local taxes in total will provide about \$13,658,000, or 72.5 percent of the General Fund's total revenues. This is a 0.2 percent decrease from 2015 and a 0.2 percent decrease from projected 2016 estimated revenues.

LICENSES AND PERMITS: The cable TV franchise fee should generate approximately \$135,000. Building permits revenues should increase to \$350,000 from the 2015 budget due to the change in the city receiving building permit fees from WSU. Other licenses are expected to remain stable.

INTERGOVERNMENTAL REVENUE: This category includes state-imposed and collected taxes and profits, which are shared primarily on a per capita basis with the state's cities. The Washington State Office of Financial Management estimated Pullman's 2015 population at 32,110. The state's estimates of per capita shares in 2016 are Liquor Tax: \$2.76 and Liquor Profits: \$8.76. Starting September 30, 2015 the city of Pullman started receiving \$6,739.38 quarterly distributions of state collected excise tax on taxable sales of the jurisdiction. \$26,957.50 will be received from September 30, 2015 to June 30, 2016. It will continue for the 2016-2017 year (September 30, 2016 through June 30, 2017). This tax is not included in the 2016 revenue projections because the revenue distribution amount was unknown until September 28, 2015.

State-shared and other intergovernmental and known grant revenue in 2016 will provide 2.8 percent of General Fund revenues (A comparison: in 1991, state-shared revenues provided 32 percent of the General Fund's revenues). Overall State-shared and other intergovernmental revenues are projected to increase 11.4 percent compared to 2015.

CHARGES FOR SERVICES: This category consists of service fees and user charges. Ambulance fees, Parks and Recreation program fees, and Metropolitan Park District service fees are included in this category. We estimate that fee income will total approximately \$3,836,345, which is \$64,133 more than the 2015 budget. Approximately 20.3 percent of General Fund revenues are derived from user fees.

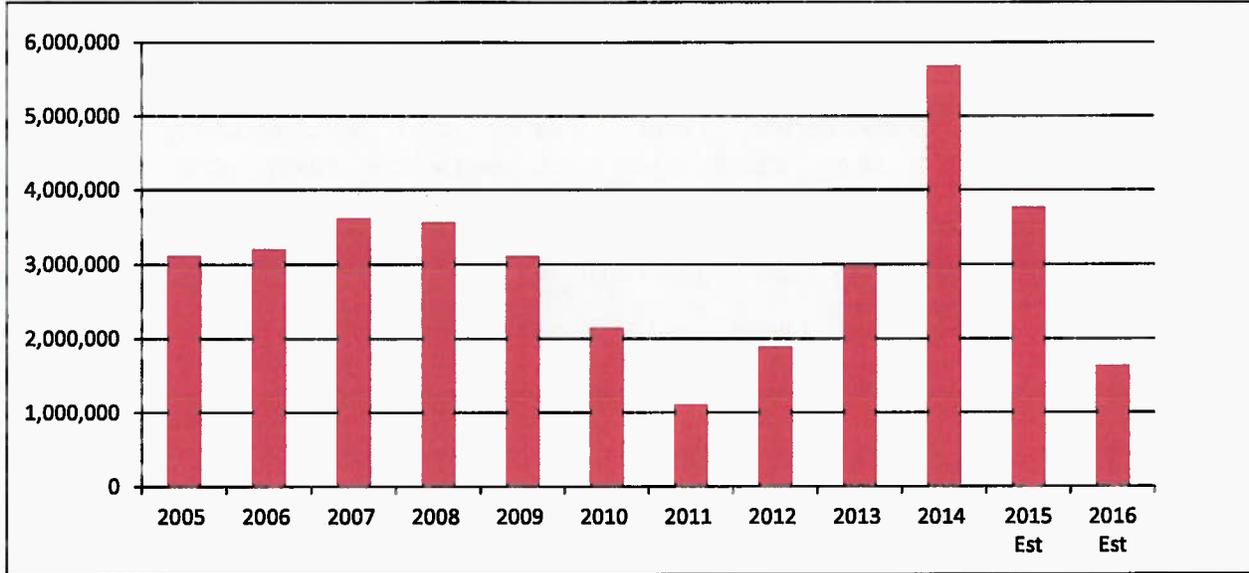
Per the Interlocal Agreement with Washington State University to provide fire protection services to the university campus the fee charged is re-calculated annually based on the fire department budget and call volume. In 2015, the university will provide the City \$1,125,000 to offset the costs to provide those services. For 2016, this amount should be approximately \$1,360,000.

FINES AND FORFEITS: An increase of \$31,500 is projected for Fine estimates. This category is projected to contribute 0.4 percent of total General Fund revenues.

INVESTMENT INTEREST: Interest rates remain at record lows. Investment and miscellaneous income categories provide about 1.0 percent or \$193,000 of General Fund revenues.

ESTIMATED BEGINNING CASH: This estimate is included as a revenue item, although it does not represent continuing income. It is composed of a working capital element of approximately eight percent of expenditures that must be preserved to smooth out the gaps between ongoing monthly expenditures and an uneven revenue stream. It also should include a five percent contingency reserve that the Council established in 1984 as a goal for unanticipated emergency expenditures or revenue decreases. The estimated 2016 beginning allocated and unreserved contingency cash reserve totals \$3.768 million, or 20.49 percent of the 2015 operating requests and 18.8 percent of 2016 operating request.

General Fund Cash Balance



Year	Balance		Percent of Operating Request	Change	
2010	\$2,137,577				
2011	\$1,104,864		7.4%	\$(1,032,713)	
2012	\$578,098	Orig	3.5%	\$(526,766)	
2012	\$1,854,201		11.2%	\$749,337	From 2011
2013	\$2,975,269		16.8%	\$1,121,068	
2014	\$5,680,708		31.1%	\$2,705,439	
2015	\$3,769,258	Est	17.06%	\$(1,911,450)	
2016	\$1,629,070	Est	8.14%	\$(2,140,188)	

The chart shows the effect of balancing the budget from 2010 to 2012 with cash, as opposed to 2013 and 2014 where reserves are not used. Reserves were used for 2015 to accommodate one time Fire Department CIP Expenses and one time operating transfers of \$650,000 for grant match provided to the Pullman-Moscow Regional Airport.

TOTAL REVENUES: Total 2016 revenues are expected to increase \$238,036 from the 2015 amended budget. Estimated 2016 General

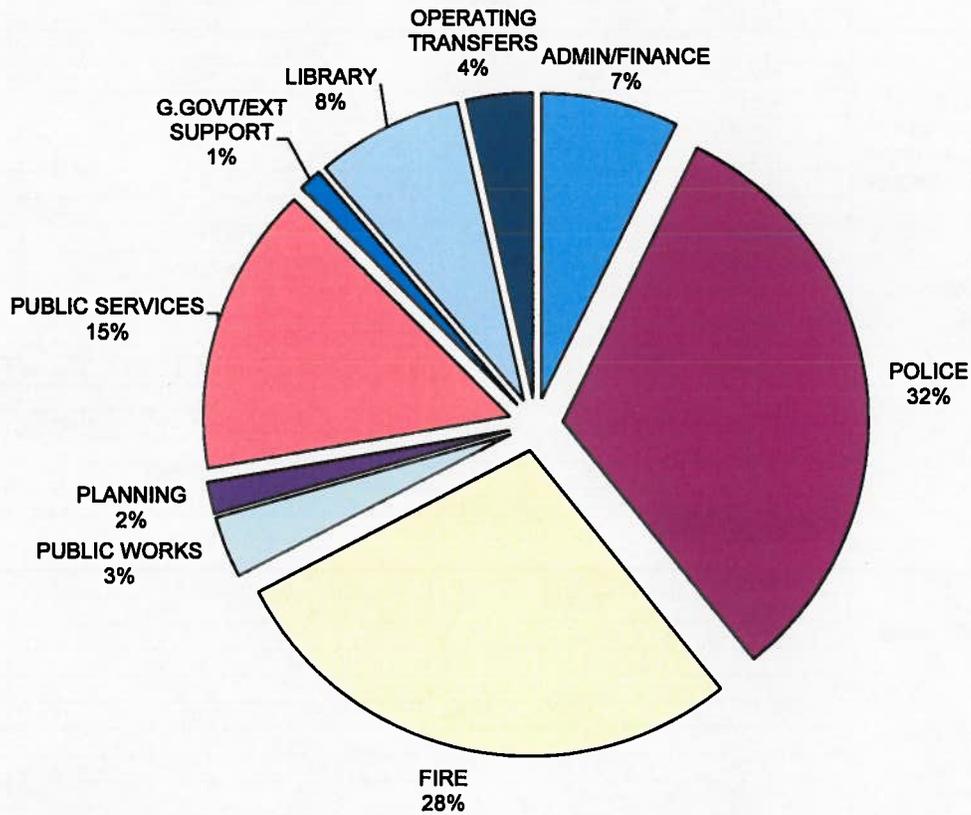
Fund revenues together with year-end 2015 reserves and savings are sufficient to sustain the 2016 budget.

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2016 GENERAL FUND REVENUE ESTIMATE SUMMARY

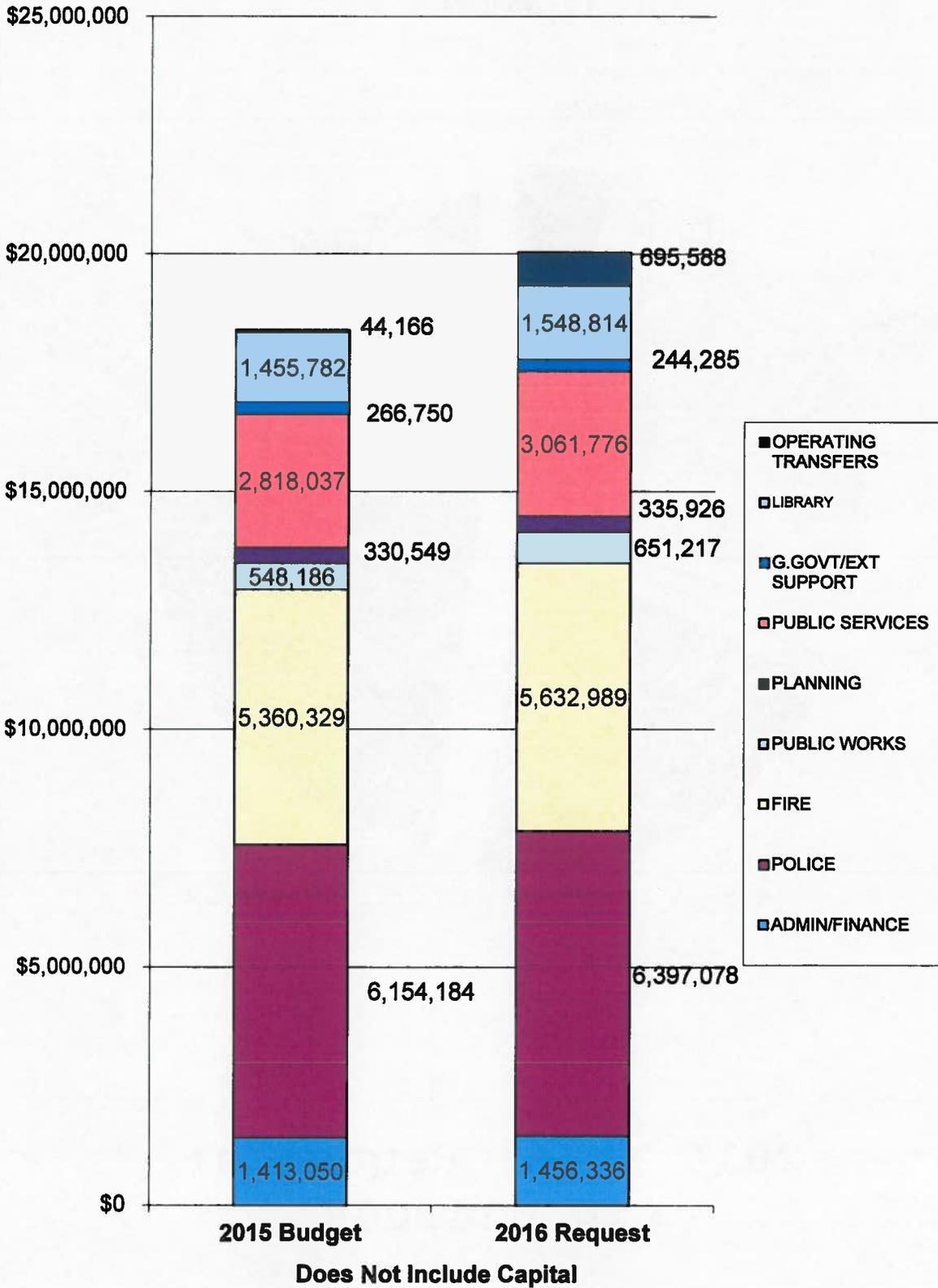
	ACTUAL 2014	AMENDED BUDGET 2015	YTD 06/30/15	YEAR END ESTIMATE 2015	PRELIMINARY ESTIMATE 2016	\$ CHANGE ESTIMATES 2015-2016	% CHANGE ESTIMATES 2015-2016	% OF BUDGET
TAXES:								
PROPERTY	5,396,347	5,540,000	3,043,646	5,510,000	5,700,000	180,000	2.9%	30.3%
EMS TAX LEVY	749,499	765,000	422,730	760,000	800,000	35,000	4.6%	4.2%
RETAIL SALES	4,503,261	4,100,000	2,083,880	4,168,000	3,900,000	(200,000)	-4.9%	20.7%
NATURAL GAS USE	210,972	150,000	81,209	110,000	110,000	(40,000)	-26.7%	0.6%
LOCAL CRIM JUST SALES TAX	450,173	400,000	205,974	411,000	411,000	11,000	2.8%	2.2%
IF TAXES - UTILITIES - WATER	218,241	180,000	88,325	190,000	195,000	15,000	8.3%	1.0%
IF TAXES - UTILITIES - SEWER	206,533	190,000	89,290	190,000	195,000	5,000	2.6%	1.0%
IF TAXES - UTILITIES - STORMWATER	43,182	45,000	22,156	45,000	45,000	0	0.0%	0.2%
ADMISSIONS	419,228	300,000	117,595	375,000	400,000	100,000	33.3%	2.1%
UTIL TAX-ENERGY	1,340,217	1,235,000	666,195	1,235,000	1,235,000	0	0.0%	6.6%
UTIL.TAX-SOLID WASTE	158,528	132,000	63,382	132,000	132,000	0	0.0%	0.7%
UTIL.TAX-SOLID WASTE 3%	115,683	115,000	46,251	115,000	115,000	0	0.0%	0.6%
UTIL. TAX-TELEPHONE	323,502	350,000	140,454	300,000	275,000	(75,000)	-21.4%	1.5%
LEASEHOLD EXCISE	72,567	70,000	35,925	74,000	75,000	5,000	7.1%	0.4%
GAMBLING	80,803	115,000	21,059	70,000	70,000	(45,000)	-39.1%	0.4%
TOTAL TAXES:	\$14,288,536	\$13,687,000	\$7,128,070	\$13,685,000	\$13,668,000	(\$29,000)	-0.2%	72.5%
CABLE FRANCHISE	143,070	140,000	35,950	137,000	135,000	(5,000)	-3.6%	0.7%
OTHER LICENSES:	556,425	299,250	128,705	302,390	400,450	101,200	33.8%	2.1%
INTERGOVERNMENT:								
FEDERAL GRANT TOTALS	145,270	25,000	11,486	14,305	10,400	(14,600)	-58.4%	0.1%
STATE GRANT TOTALS	2,807	900	1,702	2,241	900	0	0.0%	0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	0	0	0	0	0		0.0%
EQUALIZATION	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	98,635	82,000	51,629	105,000	100,000	18,000	22.0%	0.5%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0		0.0%
MVET - CRIMINAL JUSTICE	37,512	30,000	19,171	38,000	38,000	8,000	26.7%	0.2%
CTED CRIMINAL JUSTICE	5,580	3,000	2,762	5,500	5,000	2,000	66.7%	0.0%
LIQUOR EXCISE	53,322	61,000	19,552	71,000	103,000	42,000	68.9%	0.5%
LIQUOR PROFITS	275,357	276,000	137,678	275,000	275,000	(1,000)	-0.4%	1.5%
TOTAL INTERGOVT:	\$618,484	\$477,900	\$243,960	\$511,046	\$532,300	\$54,400	11.4%	2.8%
SERVICE CHARGES:	3,232,067	3,358,431	1,614,659	3,282,658	3,398,051	39,620	1.2%	18.0%
INTERFUND CHGS:	382,442	413,781	150,390	413,781	438,294	24,513	5.9%	2.3%
FINES:	56,493	39,500	37,997	64,962	71,000	31,500	79.7%	0.4%
INVESTMENT INCOME	36,795	37,000	58,328	62,000	35,000	(2,000)	-5.4%	0.2%
OTHER MISC.	176,565	135,197	91,554	146,124	158,000	22,803	16.9%	0.8%
TOTAL MISC:	\$213,360	\$172,197	\$149,883	208,124	\$193,000	\$20,803	12.1%	1.0%
TOTAL REVENUES:	\$19,490,897	\$18,588,059	\$9,489,613	\$18,584,961	\$18,826,095	\$238,036	1.3%	100.0%
BEGINNING CASH:	2,975,269	5,680,708	5,680,708	5,680,708	3,769,258	(1,911,450)	-33.8%	

**2016
General Fund Budget: Operating Requests**

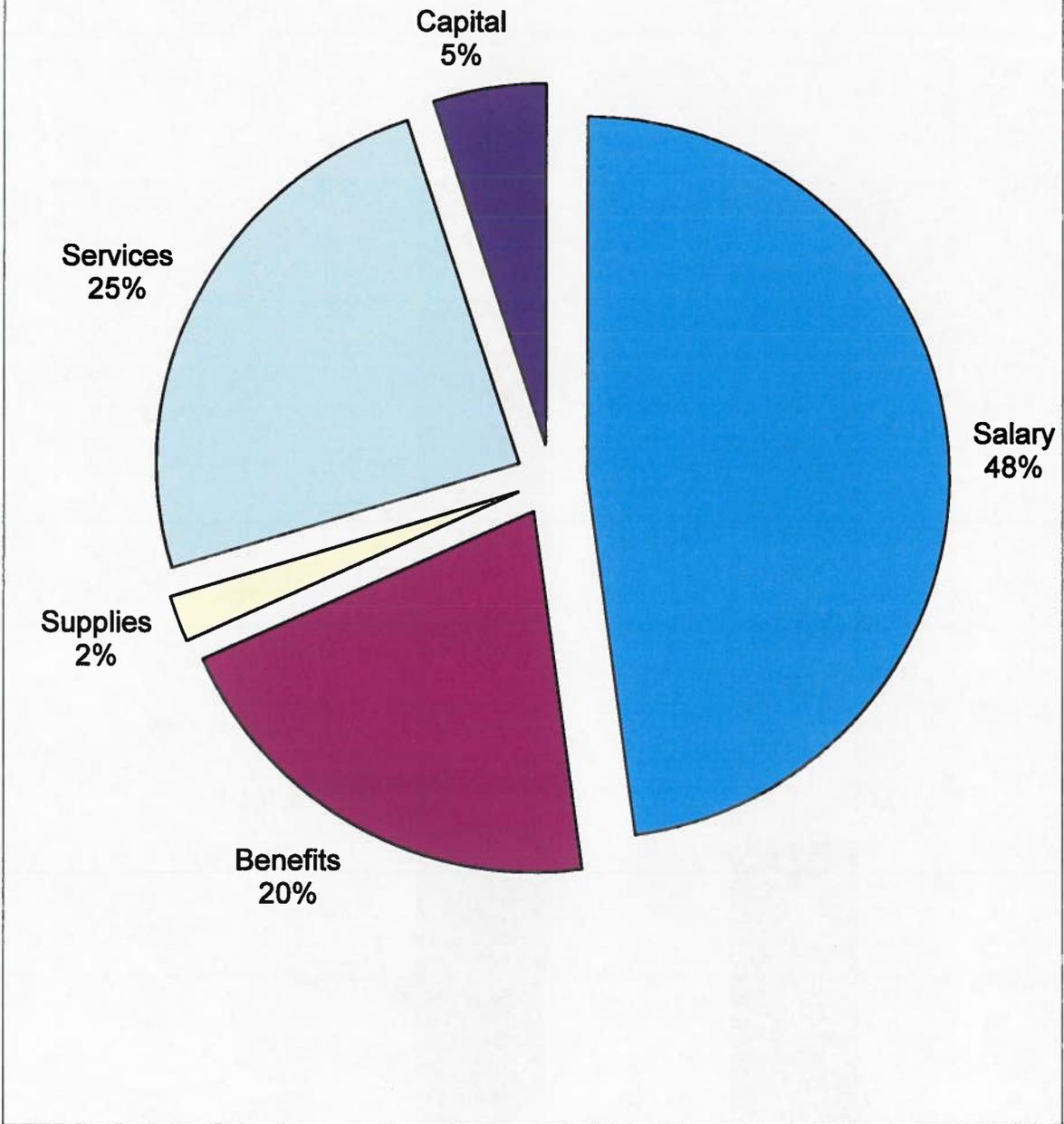


**2016 Total Operating Requests:
\$20,024,009**

General Fund Operating Budgets

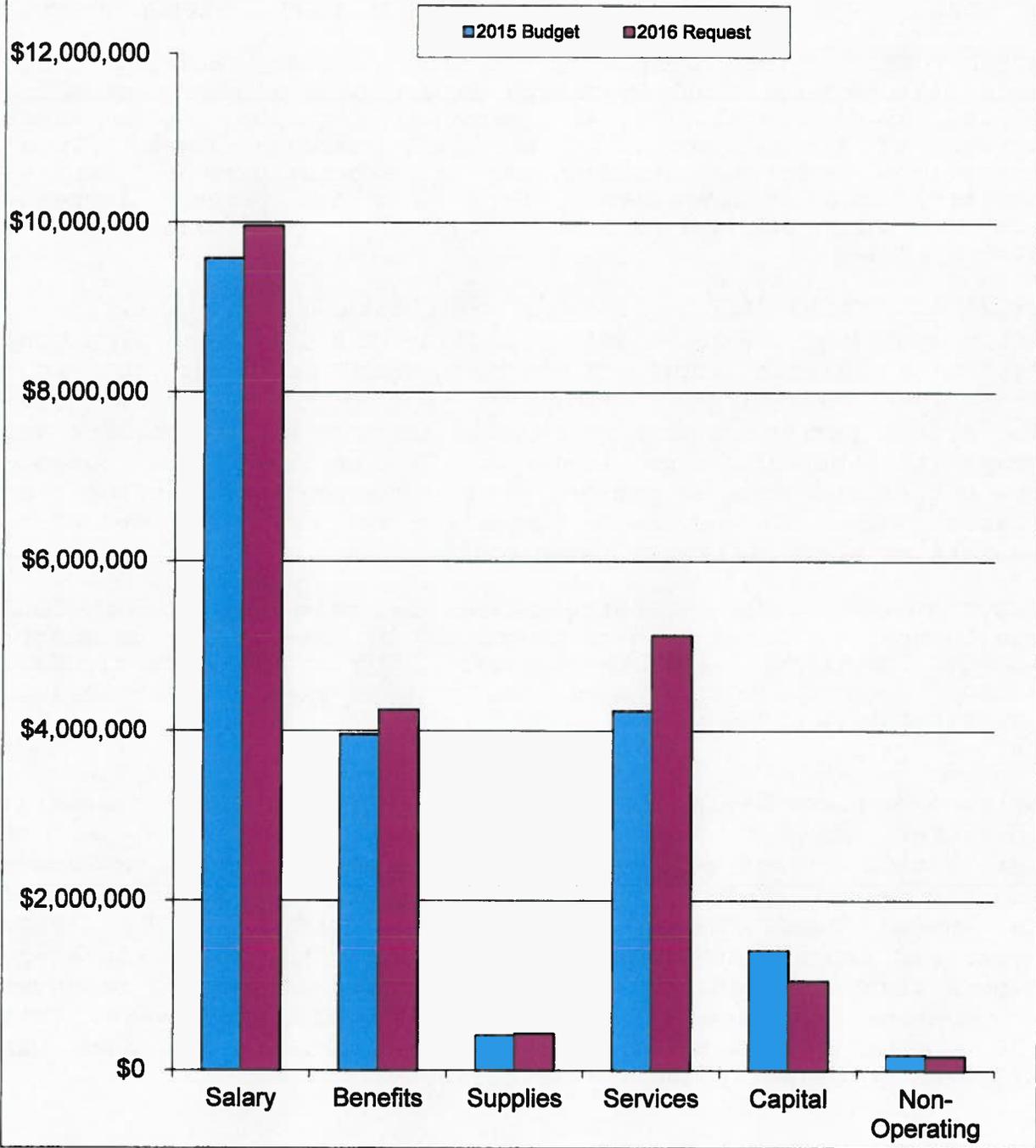


**2016 General Fund Budget Requests
By Category**



**2016 Total Requests:
\$20,024,009**

2016 Budgets by Category



FUND NUMBER

TITLE

001

GENERAL FUND - EXPENDITURES

EXPENDITURES: The Departmental Budget Request summary table lists 2016 General Fund Operating Expenditure requests totaling \$20,024,009. Overall, total operating requests represent an increase of 8.9 percent above the 2015 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$20,966,283. This is a 5.6 percent increase from the 2015 amended budget. Capital expenditure requests total \$780,267.

ESTIMATED ENDING CASH: This proposal establishes an estimated ending cash balance of \$1,629,070. It is the City Council's goal that this balance represent working capital equal to eight percent of operating expenditures (one month's expenditures) plus a five percent emergency reserve to provide funding for any unexpected expenditure requirements. The estimated cash balance does not exceed this 13 percent goal. The projected ending cash balance, after CIP set aside, equals 8.14 percent of operating requests or about \$974,051 under goal.

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

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

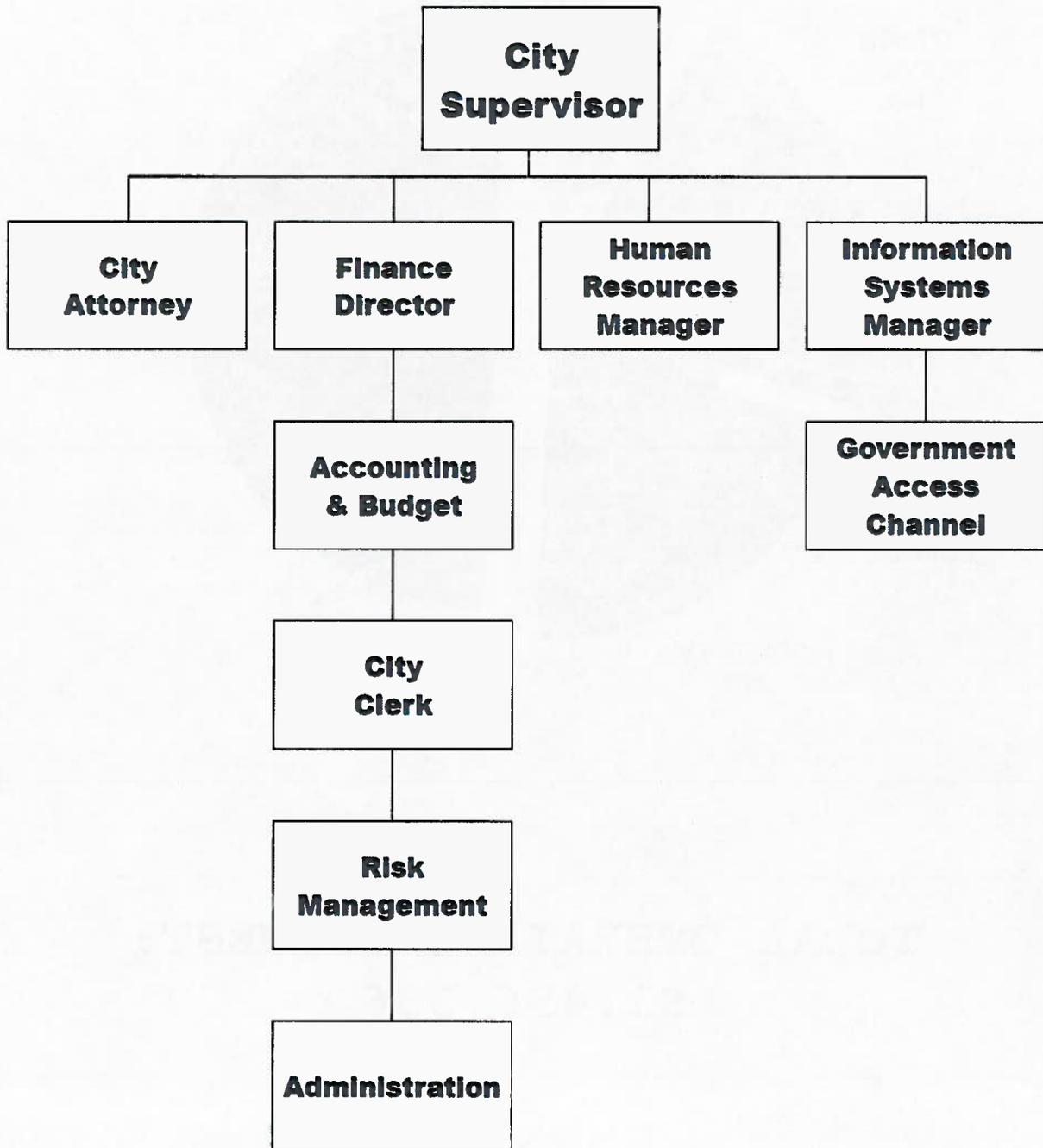
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2014 <u>ACTUAL</u>	2015 AMENDED <u>BUDGET</u>	YTD <u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>	<u>% CHANGE</u>	SHARE <u>OF TOTAL</u>
DEPARTMENT TOTALS:							
ADMIN/FINANCE	1,246,961	1,413,050	672,443	1,456,336	43,286	3.1%	7.3%
POLICE	5,539,336	6,154,184	2,797,012	6,397,078	242,894	3.9%	31.9%
FIRE	4,569,119	5,360,329	2,611,232	5,632,989	272,660	5.1%	28.1%
PUBLIC WORKS	451,434	548,186	211,991	651,217	103,031	18.8%	3.3%
PLANNING	273,037	330,549	143,315	335,926	5,377	1.6%	1.7%
PUBLIC SERVICE	2,719,375	2,818,037	1,386,496	3,061,776	243,739	8.6%	15.3%
G.GOV'T/EXT SUPPORT	246,775	266,750	219,490	244,285	(22,465)	-8.4%	1.2%
LIBRARY	1,087,902	1,455,782	587,466	1,548,814	93,032	6.4%	7.7%
OPERATING TRANSFERS							
EQUIPMENT RENTAL DIVISION	19,696	0	0	0	0		
INFO SYS-GOV'T ACCESS CHANNEL	3,926	5,083	5,083	6,505	1,422		0.0%
GOVT BUILDINGS	0	7,070	0	7,070	0		
AIRPORT	32,013	32,013	32,013	682,013	650,000	2030.4%	3.4%
TOTAL OPERATING:	\$16,189,574	\$18,391,033	\$8,666,541	\$20,024,009	\$1,632,976	8.9%	100.0%
PERCENTAGE CHANGE:						8.9%	
NON-OPERATING EXPENDITURES	188,008	180,832	66,872	162,007	(18,825)		-10.0%
CAPITAL OUTLAYS:							
C.I.P. PROJECTS	284,657	1,183,379	406,019	780,267	(501,641)		-176.2%
CAPITAL TRANSFERS:							
OTHER FUNDS	0	0	0	0	0		
TOTAL CAPITAL:	\$284,657	\$1,183,379	\$406,019	\$780,267	(\$501,641)		-42.4%
TOTAL GENERAL FUND:	\$16,682,239	\$19,755,244	\$9,139,432	\$20,966,283	\$1,112,510		5.63%
PERCENTAGE CHANGE:						5.6%	
+ ENDING CASH	5,880,708	4,513,523	6,030,889	1,629,070	(2,884,453)		
TOTAL USES:	\$22,342,947	\$24,268,767	\$15,170,321	\$22,595,353	(\$1,771,943)		

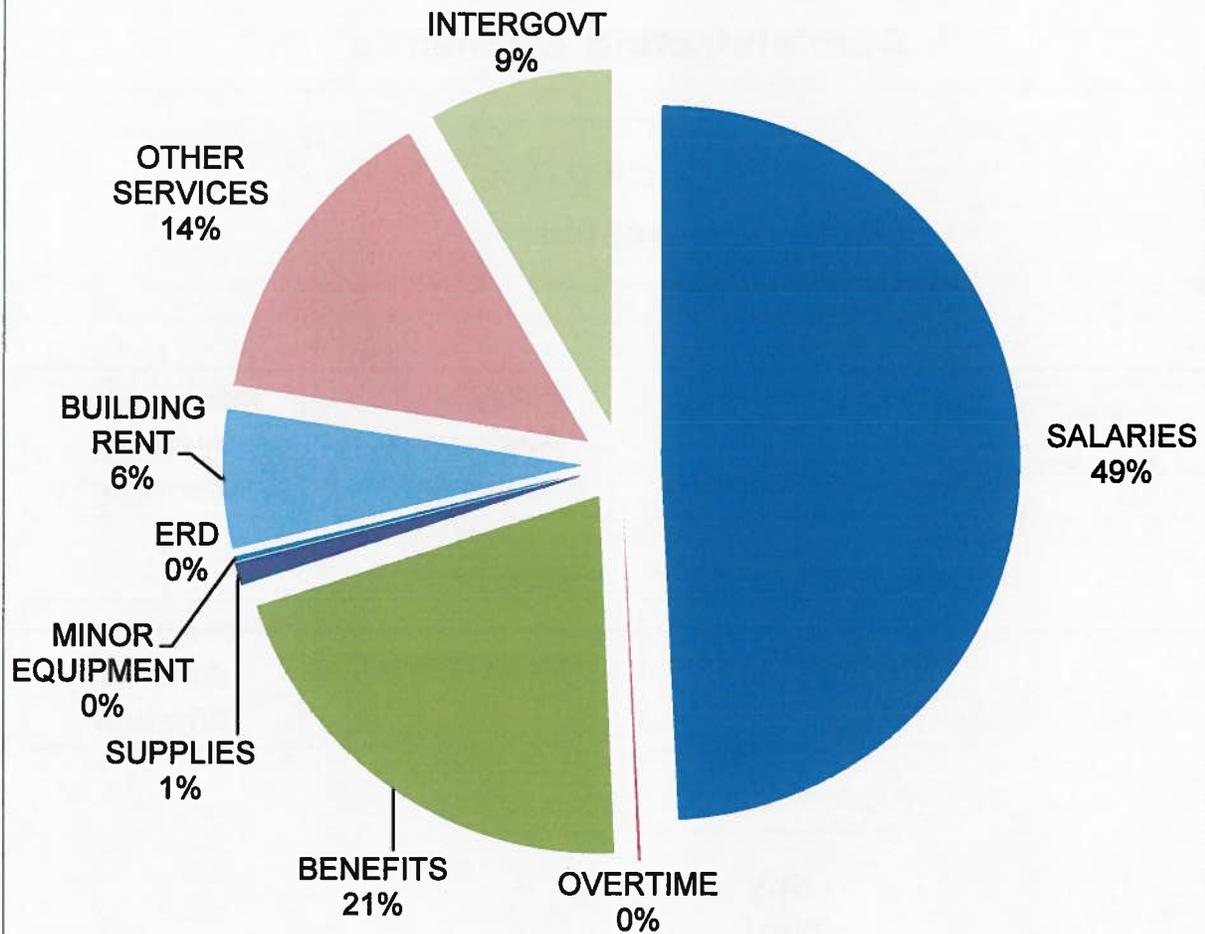
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2014 <u>ACTUAL</u>	2015 AMENDED <u>BUDGET</u>	YTD <u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>	<u>% CHANGE</u>	SHARE OF TOTAL
ALL DEPARTMENTS							
SALARIES	7,971,882	8,945,964	4,263,685	9,346,124	400,160	4.5%	49.5%
OVERTIME	547,801	623,197	293,350	610,128	(13,069)	-2.1%	3.4%
BENEFITS	3,119,555	3,953,264	1,717,314	4,246,386	293,122	7.4%	21.9%
SUPPLIES	372,913	406,923	181,359	426,596	19,673	4.8%	2.3%
MINOR CAPITAL, BOOKS	208,471	226,827	84,051	270,160	43,333	19.1%	1.3%
ERD RENTAL	803,057	940,763	468,133	919,245	(21,518)	-2.3%	5.2%
BUILDING RENT	872,777	806,387	405,654	754,748	(51,639)	-6.4%	4.5%
OTHER SERVICES	237,581	1,020,344	506,422	1,378,705	358,361	35.1%	5.6%
INFO SYS/INTERGOVT	1,753,126	1,156,448	489,987	1,132,044	(24,404)	-2.1%	4.1%
TOTAL DEPT OPERATING:	\$15,887,164	\$18,080,117	\$8,409,955	\$19,084,136	\$1,004,019	5.6%	97.8%
GENERAL GOV'T	238,397	257,250	221,482	236,725	(20,525)	-8.0%	
EXTERNAL SUPPORT	8,378	9,500	(1,992)	7,560	(1,940)	-20.4%	
OPER. TRANSFERS:	213,194	44,166	37,096	695,588	651,422	1474.9%	
NON-OPERATING EXPENDITURES	188,008	180,832	66,872	162,007	(18,825)	0	
TOTAL OPERATING:	\$16,535,141	\$18,391,033	\$8,666,541	\$20,186,016	\$1,614,151	8.8%	
CAPITAL OUTLAYS	284,657	1,183,379	406,019	780,267	(403,112)	-34.1%	
GRAND TOTAL:	\$16,819,798	\$19,755,244	\$9,139,432	\$20,966,283	\$1,211,039	6.1%	

City of Pullman
Administration & Finance



ADMINISTRATION AND FINANCE



TOTAL OPERATING REQUEST:

\$1,456,336

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2014</u>	<u>2015</u>	<u>YTD</u>	<u>2016</u>	<u>\$ CHANGE</u>
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	
		<u>BUDGET</u>			
ADMINISTRATION AND FINANCE					
SALARIES	646,687	694,467	343,025	716,533	22,066
OVERTIME	438	1,500	212	1,500	0
BENEFITS	247,798	273,735	125,265	301,458	27,723
SUPPLIES	12,717	14,250	3,904	14,600	350
MINOR EQUIPMENT	75	1,000	2,728	3,000	2,000
ERD	0	0	0	0	0
BUILDING RENT	86,293	90,699	45,350	92,012	1,313
OTHER SERVICES	98,092	199,200	77,705	205,400	6,200
INFO SYS/INTERGOVT	154,861	138,199	74,255	121,833	(16,366)
TOTAL OPERATING:	\$1,246,961	\$1,413,050	\$672,443	\$1,456,336	\$43,286
	\$309,737	\$338,661	\$209,175	\$361,086	

ACTIVITY:

Legislative

ACTIVITY DESCRIPTION:

Policy direction and guidance of future municipal activities.

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$180,687

MAJOR BUDGET CHANGES:

Municipal elections and related costs occur in odd numbered years; this results in a \$30,000 decrease for the 2016 budget. Four Council positions will receive \$250 per month salary increases in 2016 for a total increase of \$12,000. Support of the Palouse Knowledge Corridor is budgeted at \$1,000.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

	2014 ACTUAL	2015 AMENDED BUDGET	06/30/15	2016 REQUEST	\$ CHANGE
LEGISLATIVE					
SALARIES	25,200	25,200	12,600	37,200	12,000
OVERTIME	0	0	0		
BENEFITS	2,026	2,021	1,004	2,937	916
SUPPLIES	2,792	3,000	823	3,000	0
MINOR EQUIPMENT	0	0	1,396		
ERD RENTAL	0	0	0		
BUILDING RENT	38,226	40,177	20,089	40,750	573
OTHER SERVICES	19,345	25,800	11,700	25,800	0
AWC;INTGOVT	67,140	100,500	55,405	71,000	(29,500)
TOTAL:	\$154,729	\$196,698	\$103,016	\$180,687	(\$16,011)

AUTHORIZED STAFFING	
Position	Number Elected
Councilmembers	7.00
Total	7.00

ACTIVITY:

Mayor

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$27,806

MAJOR BUDGET CHANGES:

Because the mayor has been so active in City-related organizations throughout his three terms, most of his travel expenses have been paid by those organizations. As his leadership positions end their terms, those expenses are no longer paid by those organizations and he has been paying some of those personally. \$2,750 has been added to the mayor's budget to allow his continued participation in appropriate organizations.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

	<u>2014 ACTUAL</u>	<u>2015 AMENDED BUDGET</u>	<u>06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
MAYOR					
SALARIES	17,000	17,000	8,500	17,000	0
OVERTIME	0	0	0		
BENEFITS	1,437	1,545	703	1,506	(39)
SUPPLIES	0	50	0	50	0
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	1,888	6,500	4,644	9,250	2,750
INTERGOVERNMENT		0	0		
TOTAL:	\$20,326	\$25,095	\$13,847	\$27,806	\$2,711

AUTHORIZED STAFFING	
Position	Number Elected
Mayor	1.00
Total	1.00

ACTIVITY:

City Supervisor

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

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

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

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

BUDGET:

\$179,277

MAJOR BUDGET CHANGES:

2016 budget includes the full year of a programmed salary step increase implemented in 2015.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

	2014 ACTUAL	2015 AMENDED BUDGET	06/30/15	2016 REQUEST	\$ CHANGE
CITY SUPERVISOR					
SALARIES	120,751	129,175	63,270	132,864	3,689
OVERTIME	0	0	0		
BENEFITS	35,687	38,485	18,341	41,313	2,828
SUPPLIES	0	50	47	100	50
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	1,342	5,000	726	5,000	0
INTERGOVERNMENT		0	0		0
TOTAL:	\$157,779	\$172,710	\$82,385	\$179,277	\$6,567

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

ACTIVITY:

Finance

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

BUDGET:

\$865,636

MAJOR BUDGET CHANGES:

2016 budget includes programmed salary step increases and increases in building rental and information technology systems fees.

Minor equipment includes a replacement printer (\$3,000) for printing checks.

MEASUREMENT TECHNIQUE:

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

as well as Public Records requests. Minimize liability exposures and insurance costs.

GENERAL FUND 2016 BUDGET REQUESTS

	<u>2014 ACTUAL</u>	<u>2015 AMENDED BUDGET</u>	<u>06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
FINANCE					
SALARIES	407,497	441,125	218,509	445,157	4,032
OVERTIME	438	1,500	212	1,500	0
BENEFITS	185,858	206,297	93,340	228,384	22,087
SUPPLIES	7,454	7,900	2,885	8,350	450
MINOR EQUIPMENT	75	1,000	1,332	3,000	2,000
ERD RENTAL	0	0	0	0	0
BUILDING RENT	48,067	50,522	25,261	51,262	740
OTHER SERVICES	45,349	73,900	16,121	77,150	3,250
INFOSYS/INTGOVT	30,952	37,699	18,850	50,833	13,134
TOTAL:	\$725,690	\$819,943	\$376,508	\$865,636	\$45,693
	309,737	338,661	209,175	361,086	

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

ACTIVITY:

City Attorney

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$84,100

MAJOR BUDGET CHANGES:

No major budget changes for 2016.

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2016 BUDGET REQUESTS

	2014 ACTUAL	2015 AMENDED BUDGET	06/30/15	2016 REQUEST	\$ CHANGE
CITY ATTORNEY					
SALARIES	0	0	0		
OVERTIME	0	0	0		
BENEFITS	0	0	0		
SUPPLIES	9	500	0	100	(400)
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
INFO SYSTEMS	0	0	0		
OTHER SERVICES	84,000	84,000	42,000	84,000	0
INTERGOVERNMENT	0	0	0		
TOTAL:	\$84,009	\$84,500	\$42,000	\$84,100	(\$400)

AUTHORIZED STAFFING	
Position	Number
City Attorney	1.00
Total	1.00

ACTIVITY:

Human Resources

ACTIVITY DESCRIPTION:

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

GOAL:

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

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

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

Effectiveness in filling employment positions within the City.

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

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

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

BUDGET:

\$118,830

MAJOR BUDGET CHANGES:

2016 budget includes the full year of a programmed salary step increase implemented in August 2015.

MEASUREMENT TECHNIQUE:

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

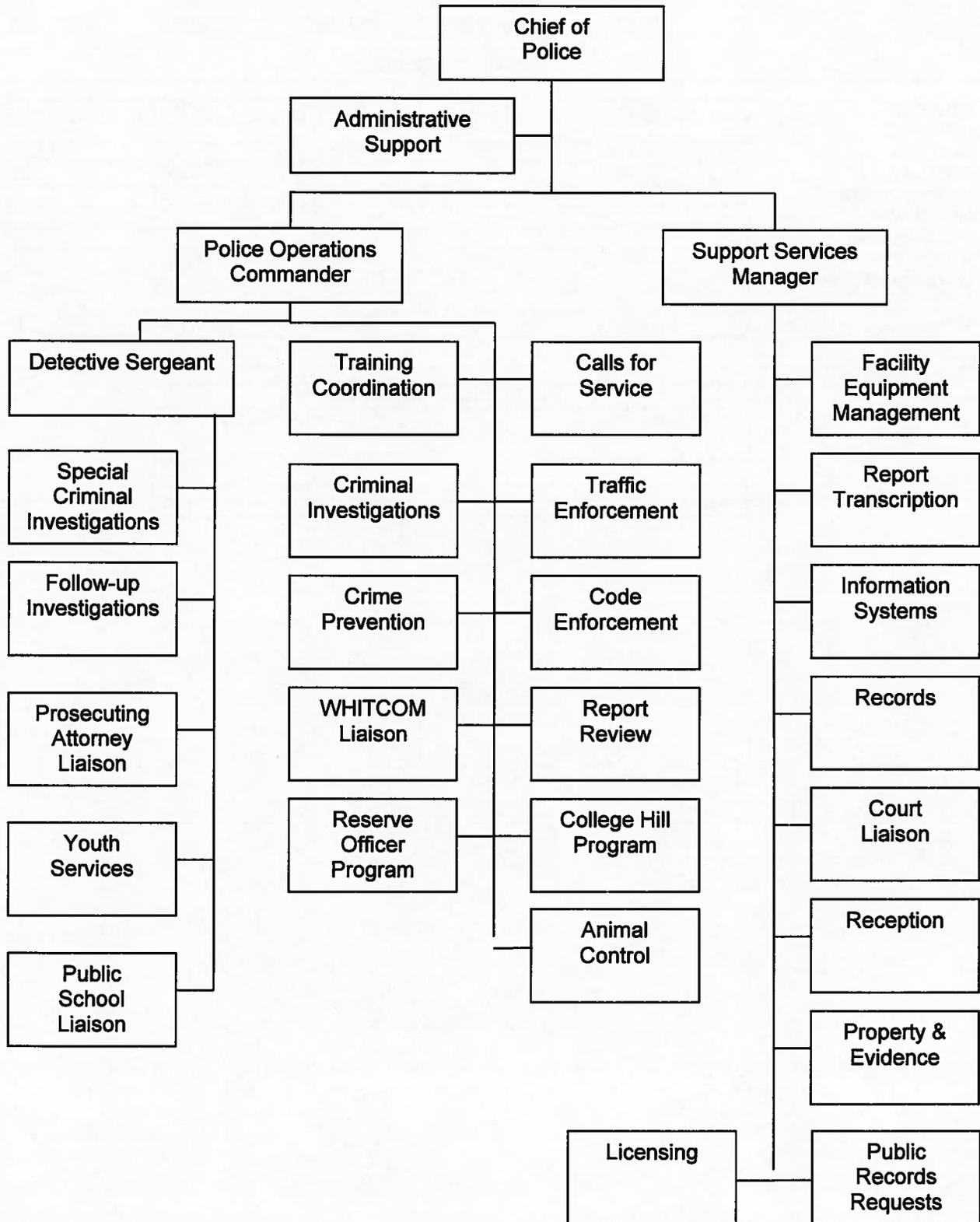
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GENERAL FUND 2016 BUDGET REQUESTS

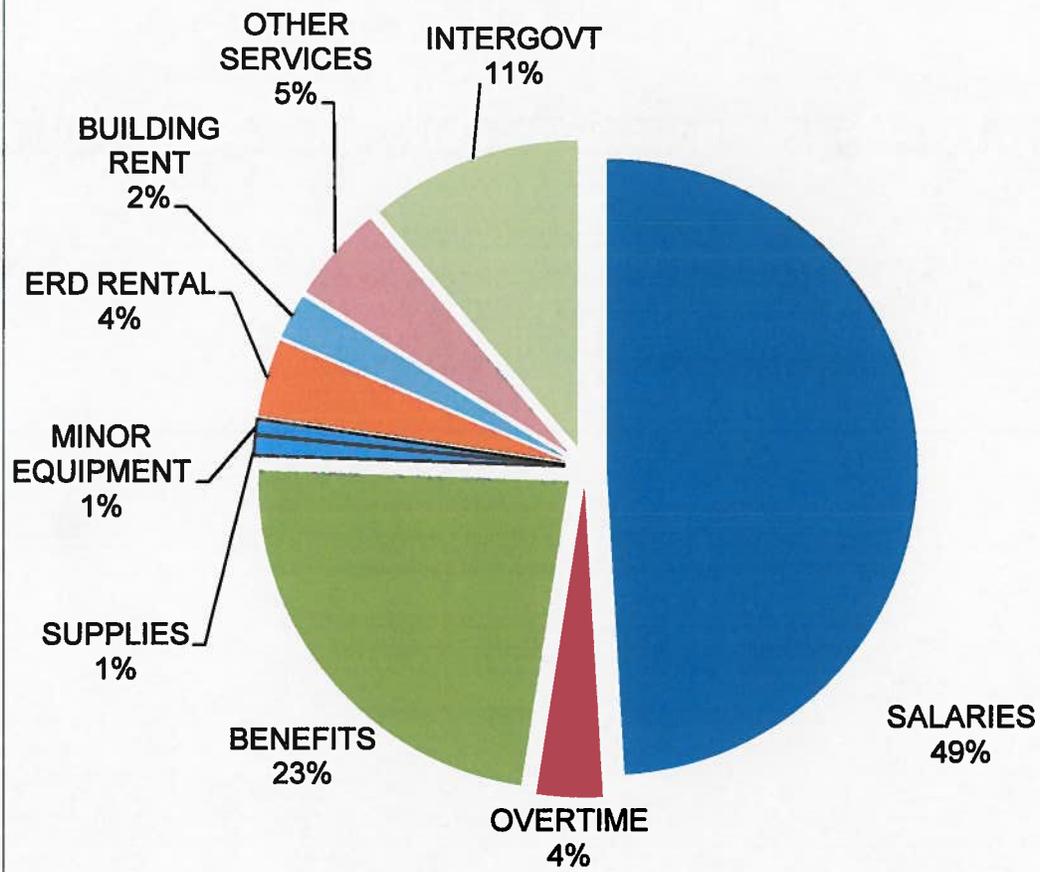
	2014	2015		2016	
	ACTUAL	AMENDED BUDGET	06/30/15	REQUEST	\$ CHANGE
HUMAN RESOURCES					
SALARIES	76,239	81,967	40,146	84,312	2,345
OVERTIME	0	0	0		
BENEFITS	22,790	25,387	11,877	27,318	1,931
SUPPLIES	2,462	2,750	149	3,000	250
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING RENT	0	0	0		
OTHER SERVICES	2,937	4,000	2,515	4,200	200
INTERGOVERNMENT		0	0	0	
TOTAL:	\$104,428	\$114,104	\$54,687	\$118,830	\$4,726

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

**CITY OF PULLMAN
POLICE DEPARTMENT**



POLICE



**TOTAL OPERATING REQUEST:
\$6,397,078**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2014	2015	YTD	2016	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
POLICE					
SALARIES	2,843,747	3,021,056	1,447,806	3,139,176	118,120
OVERTIME	162,592	223,361	88,196	214,894	(8,467)
BENEFITS	1,101,657	1,442,224	573,557	1,480,426	38,202
SUPPLIES	55,913	76,801	41,014	65,666	(11,135)
MINOR EQUIPMENT	76,392	48,590	15,689	50,180	1,590
ERD RENTAL	270,435	311,807	155,904	261,651	(50,156)
BUILDING RENT	142,030	132,178	66,689	150,153	17,975
OTHER SERVICES	619,378	165,784	127,797	323,143	157,359
INFO SYS/INTERGOVT	267,193	732,383	280,359	711,789	(20,594)
TOTAL:	\$5,539,336	\$6,154,184	\$2,797,012	\$6,397,078	\$242,894
	\$744,867	\$595,120	\$350,742	\$649,888	

ACTIVITY:

Law Enforcement and Detention

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$6,243,000 (including \$97,007 LEOFF and \$27,187 capital)

MAJOR BUDGET CHANGES:

The budget reflects salary increases, and increases in salary based benefits, for support services personnel per the negotiated 2015-2017 collective bargaining agreement. There was a notable increase to the Information Services charges. The increase in Other Services was primarily to fund a five-year agreement with TASER International for body-worn cameras, conducted electrical weapons (Tasers), and video management and storage.

Major Capital includes police facility stairs resurfacing (\$10,586) and a "Total Station" collision and crime scene mapping device (\$16,601).

Minor Capital includes printer replacement (\$450), Adams Mall security camera connectivity upgrades (\$4,000), FBI certified jail printer (\$2,300), height adjustable desktop computer stations (4/\$1,600), desk replacements (7/\$7,000), patrol rifles and accessories (3/\$7,110), suppressor for SWAT rifle (\$1,300), night vision for SWAT (\$3,500), trail cameras (2/\$500), desktop computer (\$1,500), rescue phone for crisis negotiations (\$6,496), traffic radar units (3/\$5,400), portable printers for parking enforcement (2/\$1,024), and \$8,000 for unanticipated needs.

MEASUREMENT TECHNIQUE:

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

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GENERAL FUND 2016 BUDGET REQUESTS

	2014	2015		2016	
	ACTUAL	AMENDED BUDGET	06/30/15	REQUEST	\$ CHANGE
LAW ENFORCEMENT AND DETENTION					
SALARIES	2,843,747	3,021,056	1,447,806	3,139,177	118,121
OVERTIME	162,592	223,361	88,196	214,894	(8,467)
BENEFITS	1,101,487	1,442,224	573,277	1,480,425	38,201
SUPPLIES	55,744	76,801	41,010	65,666	(11,135)
MINOR EQUIPMENT	76,392	48,590	15,689	50,180	1,590
ERD RENTAL	270,435	311,807	155,904	261,651	(50,156)
BUILDING RENT	142,030	132,178	66,689	150,153	17,975
INFO SYSTEMS	42,372	112,247	56,124	143,413	31,166
OTHER SERVICES	216,985	165,784	127,781	266,247	100,463
INTERGOVERNMENT	347,000	347,000	86,750	347,000	0
TOTAL:	\$5,258,783	\$5,881,048	\$2,659,225	\$6,118,806	\$237,758
	738,304	591,620	347,685	644,888	

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

ACTIVITY:

Communications

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$221,376

MAJOR BUDGET CHANGES:

WHITCOM contributions increased by \$2,136 annually to pay for ACCESS (A Central Computerized Enforcement Services System) usage fees.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

	2014 ACTUAL	2015 AMENDED BUDGET	06/30/15	2016 REQUEST	\$ CHANGE
COMMUNICATIONS					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	168	0	4		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	3	0			0
INTERGOVERNMENT	230,006	219,240	110,538	221,376	2,136
TOTAL:	\$230,177	\$219,240	\$110,545	\$221,376	\$2,136
	0	0	0	0	

ACTIVITY:

Animal Control

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$56,896

MAJOR BUDGET CHANGES:

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

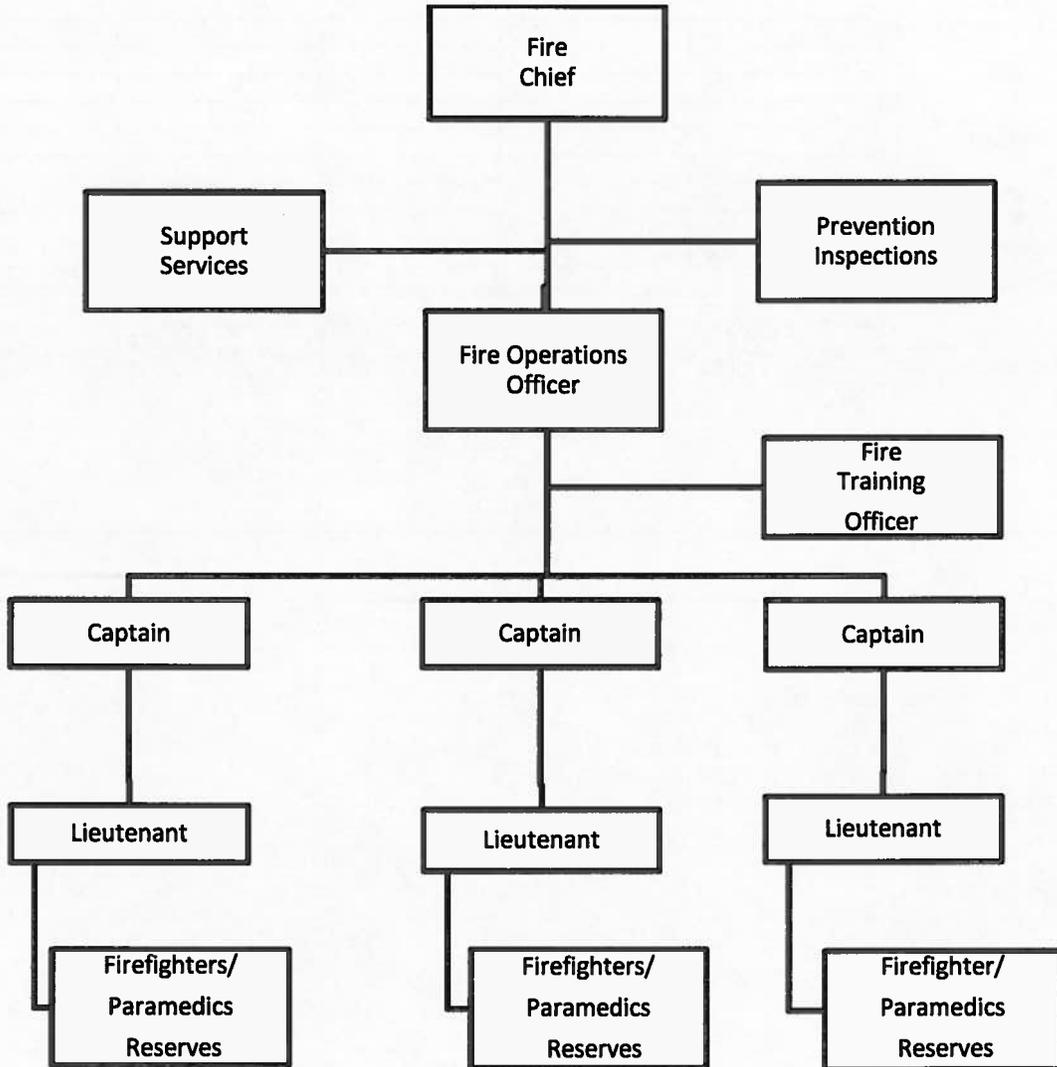
MEASUREMENT TECHNIQUE:

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

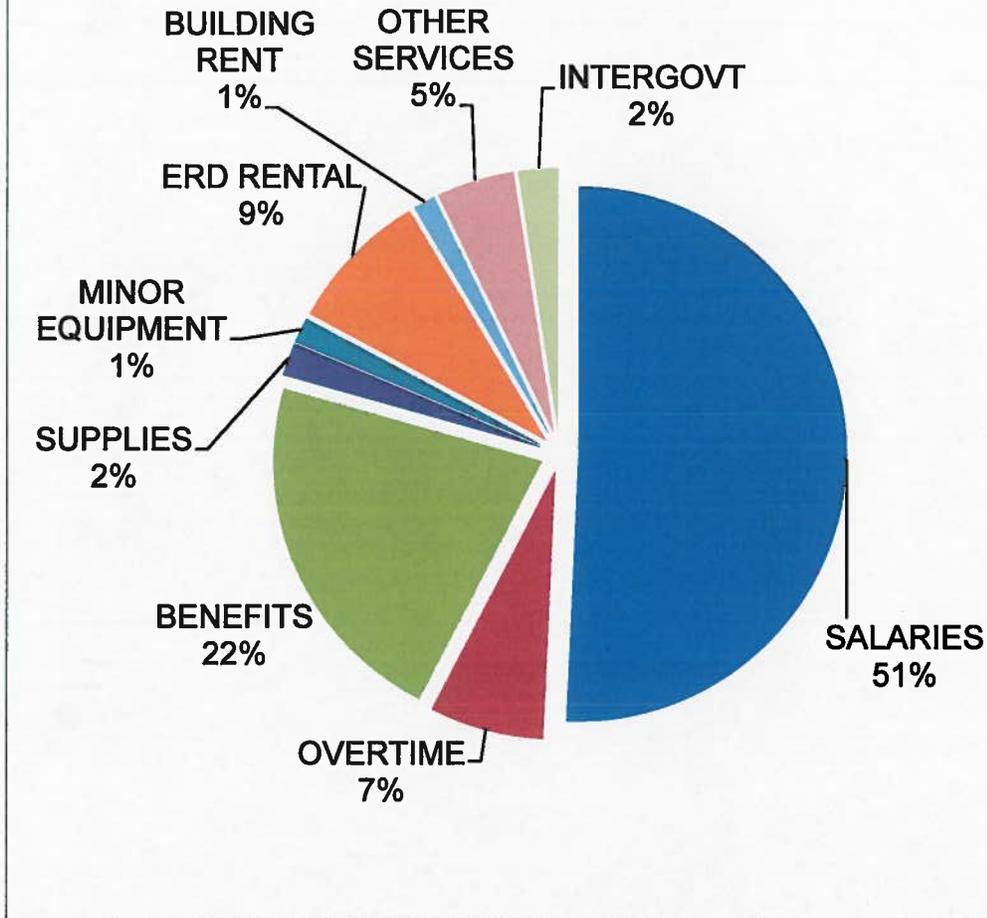
GENERAL FUND 2016 BUDGET REQUESTS

	<u>2014 ACTUAL</u>	<u>2015 AMENDED BUDGET</u>	<u>06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
ANIMAL CONTROL					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	170	0	280		0
SUPPLIES	1	0	0		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	50,205	53,896	26,948	56,896	3,000
INTERGOVERNMENT					
TOTAL:	\$50,376	\$53,896	\$27,241	\$56,896	\$3,000
	6,563	3,500	3,057	5,000	

City of Pullman Fire Department



FIRE SERVICES



**TOTAL OPERATING REQUEST:
\$5,632,989**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2014	2015	YTD	2016	\$ CHANGE
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	
FIRE SERVICES					
SALARIES	2,382,046	2,744,954	1,336,508	2,856,386	111,432
OVERTIME	381,146	392,251	203,944	386,548	(5,703)
BENEFITS	905,252	1,097,176	548,365	1,229,834	132,658
SUPPLIES	89,355	113,290	34,614	111,090	(2,200)
MINOR EQUIPMENT	47,712	88,237	31,438	84,400	(3,837)
ERD RENTAL	344,811	429,896	214,948	484,582	54,686
BUILDING RENT	181,871	105,585	53,753	76,126	(29,459)
OTHER SERVICES	156,124	231,337	113,860	266,330	34,993
INFO SYS/INTERGOVT	80,802	157,603	73,802	137,693	(19,910)
TOTAL OPERATING:	\$4,569,119	\$5,360,329	\$2,611,232	\$5,632,989	\$272,660
	\$2,386,471	\$2,660,644	\$1,376,038	\$2,887,200	

ACTIVITY:

Fire Operations and Prevention Activities

ELEMENTS:

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

ACTIVITY DESCRIPTION:

Administration operations.

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

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

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

GOAL:

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

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

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

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

Provide a five minute or less response for initial arriving personnel and response apparatus to incidents.

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

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

BUDGET:

\$3,803,176 (including \$65,000 LEOFF and \$360,142 capital)

MAJOR BUDGET CHANGES:

The Fire budget was decreased by a total of \$400,486, which is an increase in operating budget of \$242,772, a decrease in LEOFF of \$20,000 and a decrease in capital of \$623,258.

The main reasons for the overall reduction in the 2016 fire budget were the project completions of the 80% payment of a new fire engine purchase and the remodel of fire station 2.

One increase in the 2016 fire budget was the creation of a fire prevention specialist position for approximately \$95,000 in salary and benefits. This position was created to assist with increasing workload of projects in the City of Pullman as well as acquiring the fire inspections of all new building construction on the Washington State University campus. A new fee structure for inspections and plan reviews was also created to help off-set the increased costs.

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

The other increases were in minor equipment purchases of equipment that were legally required or were critical to the mission of the department. Examples of these are fire hose replacement, turnout gear testing, storage, ice machine replacement, portable radio upgrades for wildland firefighting, filing cabinets for fire and medical record storage and an SCBA mask fit testing machine in a cost sharing with area fire departments.

Fire budget supplies were decreased by a total of \$2,260.

Minor Fire Capital was increased by a total of \$6,425. Items include 2 filing cabinets for medical record storage

(\$2,000), fire hose replacement (\$7,500), structural fire nozzle/coupling replacement (\$2,000), SCBA Fit Testing Machine (\$4,500), turnout hydrostatic tester (\$3,000), miscellaneous tool/small equipment replacement (\$2,500), portable scene flood light replacement (\$900), wildland nozzles/appliances (\$2,000), wildland portable radios (\$7,000), shelter for fire investigations (\$2,000), 2 filing cabinets for prevention officer (\$2,000), iPad mini with mic/tri-pod (\$1,000), training room AV equipment (\$1,500), turnout gear rack (\$2,000), station 2 mailboxes (\$600), weight equipment for station 2 (\$500), ice machine replacement station 2 (\$3,700), storage shed (\$5,000).

Major Fire Capital includes a second new fire engine replacement (\$170,992), fire station 1 generator replacement (\$95,150) and Self Contained Breathing Apparatus replacement (year 1 of 5 payment) (\$94,000).

MEASUREMENT TECHNIQUE:

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

	2014	2015		2016	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
		<u>BUDGET</u>			

FIRE CONTROL

SALARIES	1,330,846	1,494,975	736,473	1,592,350	97,375
OVERTIME	194,604	193,606	112,749	190,048	(3,558)
BENEFITS	540,407	656,418	334,245	768,037	111,619
SUPPLIES	40,458	48,210	18,451	45,950	(2,260)
MINOR EQUIPMENT	38,422	43,275	11,753	49,700	6,425
ERD RENTAL	256,772	286,348	143,174	338,725	52,377
BUILDING RENT	101,871	105,585	53,753	76,126	(29,459)
INFO SYSTEMS	80,802	147,603	73,802	137,543	(10,060)
OTHER SERVICES	115,093	159,242	86,297	179,555	20,313
INTERGOVERNMENT	0	0	0		0

TOTAL:	\$2,699,274	\$3,135,262	\$1,570,696	\$3,378,034	\$242,772
	1,153,166	1,126,300	563,108	1,370,500	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Fire Chief	1.00
Operations Officer	1.00
Captain	3.00
Lieutenant	3.00
Fire Prevention Officer	1.00
Fire Prevention Specialist	1.00
Fire Training Officer	1.00
Firefighter	24.00
Administrative Assistant	1.00
Administrative Specialist	1.00
Total	37.00
Reserve Firefighter	25.00

ACTIVITY:

Ambulance, Rescue and Reserve Operations

ELEMENTS:

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

ACTIVITY DESCRIPTION:

Advanced Life Support and Basic Life Support medical operations and training for five transport ambulances.

Full ambulance billing services for all ambulance transports.

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

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

GOAL:

To provide rescue and Advanced Life Support medical services to the citizens of Pullman, Washington State University, Pullman Regional Hospital and the outlying rural areas.

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

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

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

Provide a five minute or less response for initial arriving personnel and response apparatus to incidents.

To provide Advanced Life Support transport capability ninety (90%) of the time.

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

BUDGET:

\$2,304,029 (including \$49,074 capital)

MAJOR BUDGET CHANGES:

The Ambulance budget was increased by a total of \$29,888.

The major increases in the 2016 budget were the adjustment of salaries, benefits, medical physicals and fitness evaluations for firefighters and the replacement of defibrillators utilizing a five year payment plan.

Ambulance supplies were increased by a total of \$60.

Minor ambulance capital was decreased by a total of \$10,262. Items include rope rescue equipment replacements (\$8,500), rescue air bag replacement (\$5,000), forcible entry tool (\$3,500), stabilization struts (\$3,000), surgical airway mannequin (\$3,000), cardiac anatomy model (\$1,200), I.V. pump replacement (\$3,500), cot batteries (\$2,000), triage equipment (\$2,500), tactical ems equipment (\$2,500).

Major ambulance capital includes the replacement of departmental defibrillators through a five year payment plan of \$49,074 annually.

MEASUREMENT TECHNIQUE:

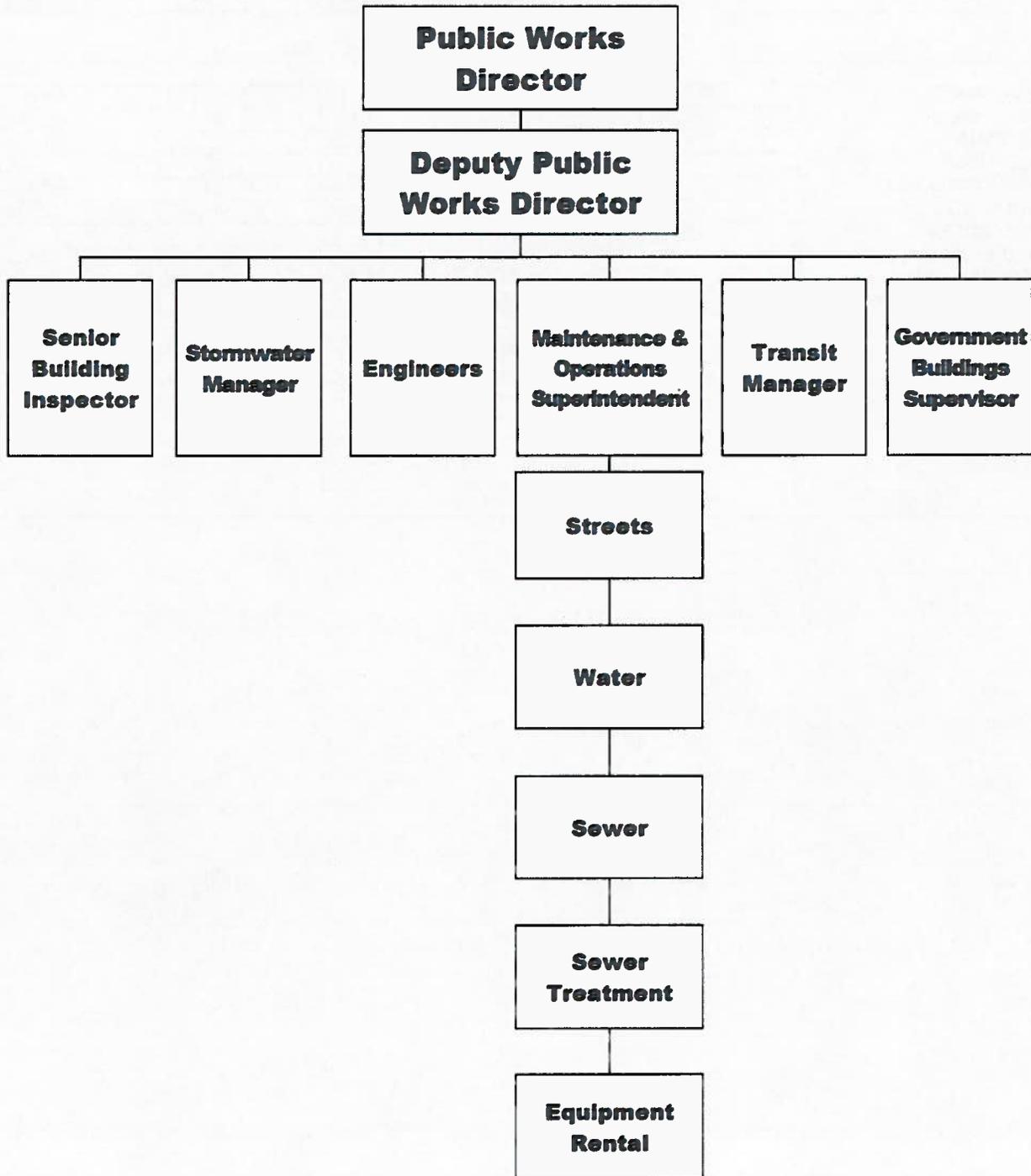
Review of response times to calls, quality assurance program of medical calls, customer questionnaires, department, hospital and public feedback and the monitoring of all ambulance budget items.

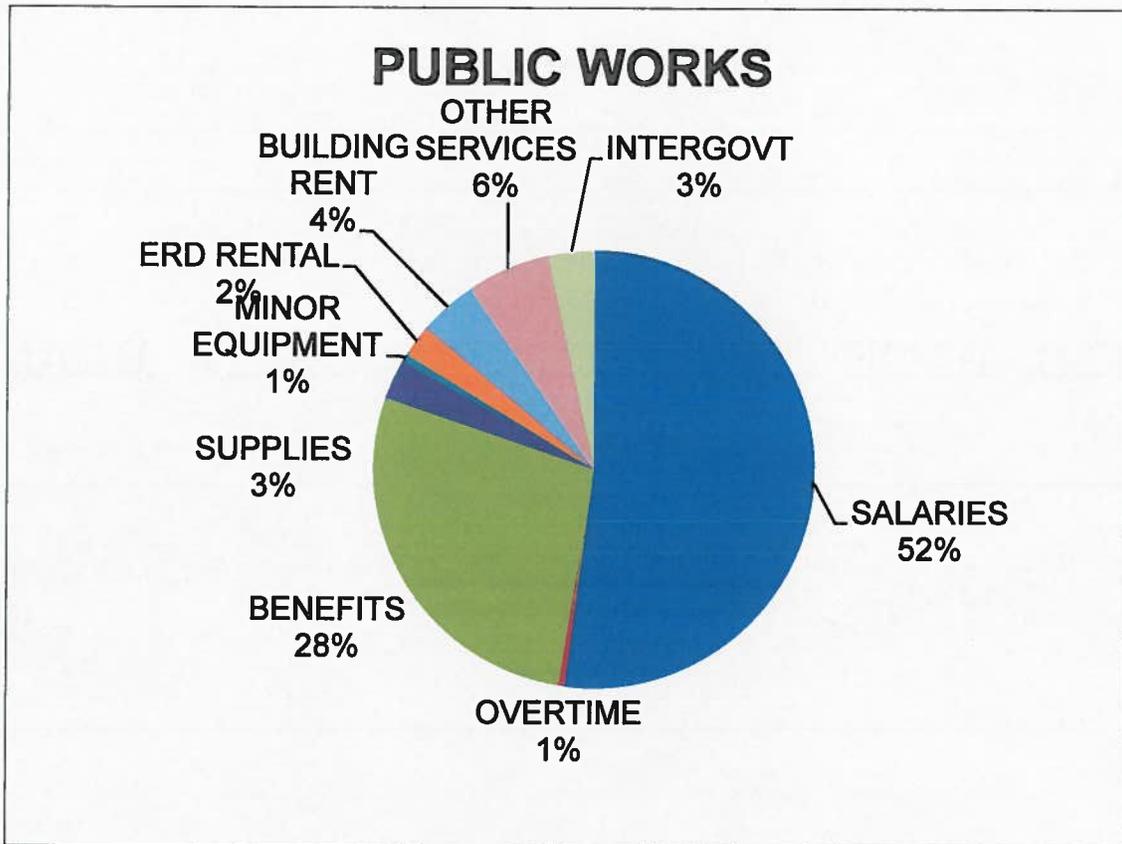
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GENERAL FUND 2016 BUDGET REQUESTS

	2014	2015		2016	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
AMBULANCE & EMERGENCY AID					
SALARIES	1,051,201	1,249,979	600,035	1,264,036	14,057
OVERTIME	186,542	198,645	91,194	196,500	(2,145)
BENEFITS	364,845	440,758	214,120	461,797	21,039
SUPPLIES	48,897	65,080	16,164	65,140	60
MINOR EQUIPMENT	9,290	44,962	19,685	34,700	(10,262)
ERD RENTAL	88,039	143,548	71,774	145,857	2,309
BUILDING RENT	80,000	0	0	0	0
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	41,031	72,095	27,563	86,775	14,680
INTERGOVERNMENT	0	10,000	0	150	(9,850)
TOTAL:	\$1,869,845	\$2,225,067	\$1,040,536	\$2,254,955	\$29,888
	1,233,305	1,534,344	812,930	1,516,700	

City of Pullman Public Works Department





**TOTAL OPERATING REQUEST:
\$651,217**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2014	2015	YTD	2016	\$ CHANGE
	ACTUAL	AMENDED BUDGET	06/30/15	REQUEST	
PUBLIC WORKS					
SALARIES	235,011	310,923	120,901	338,783	27,860
OVERTIME	2,179	3,085	409	3,186	101
BENEFITS	93,662	142,473	56,203	180,923	38,450
SUPPLIES	5,862	7,610	2,273	18,790	11,180
MINOR EQUIPMENT	1,215	3,000	0	3,960	960
ERD RENTAL	19,131	18,973	8,429	15,563	(3,410)
BUILDING RENT	19,914	20,931	10,466	27,745	6,814
OTHER SERVICES	9,701	13,861	5,901	39,720	25,859
INFO SYS/INTERGOVT	64,758	27,330	7,411	22,547	(4,783)
TOTAL OPERATING:	\$451,434	\$548,186	\$211,991	\$651,217	\$103,031
	\$642,717	\$306,000	\$122,678	\$431,000	

ACTIVITY:

Protective Inspections

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 600+ building permits, including plan reviews. Provide 2,500 regular inspections and review 500 special inspections.

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

BUDGET:

\$686,217 (including \$35,000 capital)

MAJOR BUDGET CHANGES:

The 2016 budget includes programmed salary step increases. Included are a total of five building inspectors, two of which were authorized in 2015 with the inclusion of building permitting on WSU's campus.

Minor Capital includes fall protection harness (\$400); 10 smoke detector testers (\$200); gas detector (\$250); 2 six-foot ladders (\$160); book case (\$100); small file cabinet (\$150); 3 chairs @ \$400 each (\$1,200); 6-foot plan check table (\$700) and a desk (\$800).

Capital includes a new vehicle (\$35,000) for one of the new building inspectors.

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

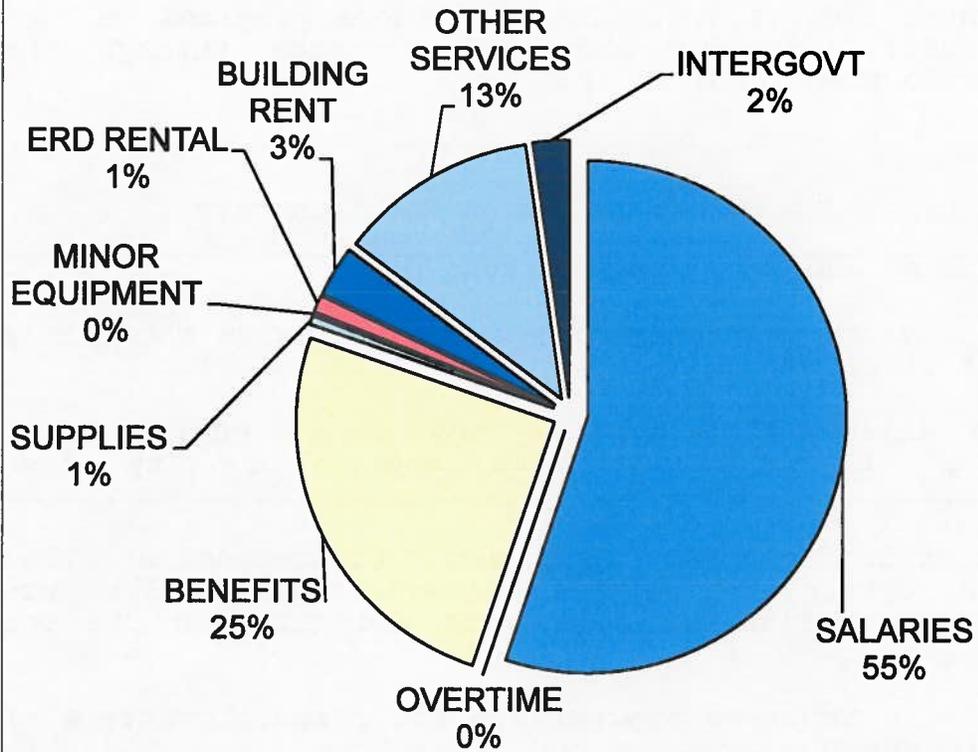
	2014 <u>ACTUAL</u>	2015 AMENDED <u>BUDGET</u>	<u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>
INSPECTIONS					
SALARIES	235,011	310,923	120,901	338,783	27,860
OVERTIME	2,179	3,085	409	3,186	101
BENEFITS	93,662	142,473	56,203	180,923	38,450
SUPPLIES	5,862	7,610	2,273	18,790	11,180
MINOR EQUIPMENT	1,215	3,000	0	3,960	960
ERD RENTAL	19,131	18,973	8,429	15,563	(3,410)
BUILDING RENT	19,914	20,931	10,466	27,745	6,814
INFO SYSTEMS	9,701	13,861	5,901	20,547	6,686
OTHER SERVICES	64,758	25,330	7,411	39,720	14,390
INTERGOVERNMENT	0	2,000	0	2,000	0
TOTAL:	\$451,434	\$548,186	\$211,991	\$651,217	\$103,031
	642,717	306,000	122,678	431,000	

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

City of Pullman Planning



PLANNING



**TOTAL OPERATING REQUEST:
\$335,926**

ACTIVITY:

Planning

ACTIVITY DESCRIPTION:

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

GOAL:

Effect continuous positive change in the community.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

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

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

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

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

BUDGET:

\$335,926

MAJOR BUDGET CHANGES:

2016 budget includes programmed salary step increases. Minor Equipment includes \$770 for purchase of 12 public

notice signs to replace signs that have been damaged over time.

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

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