

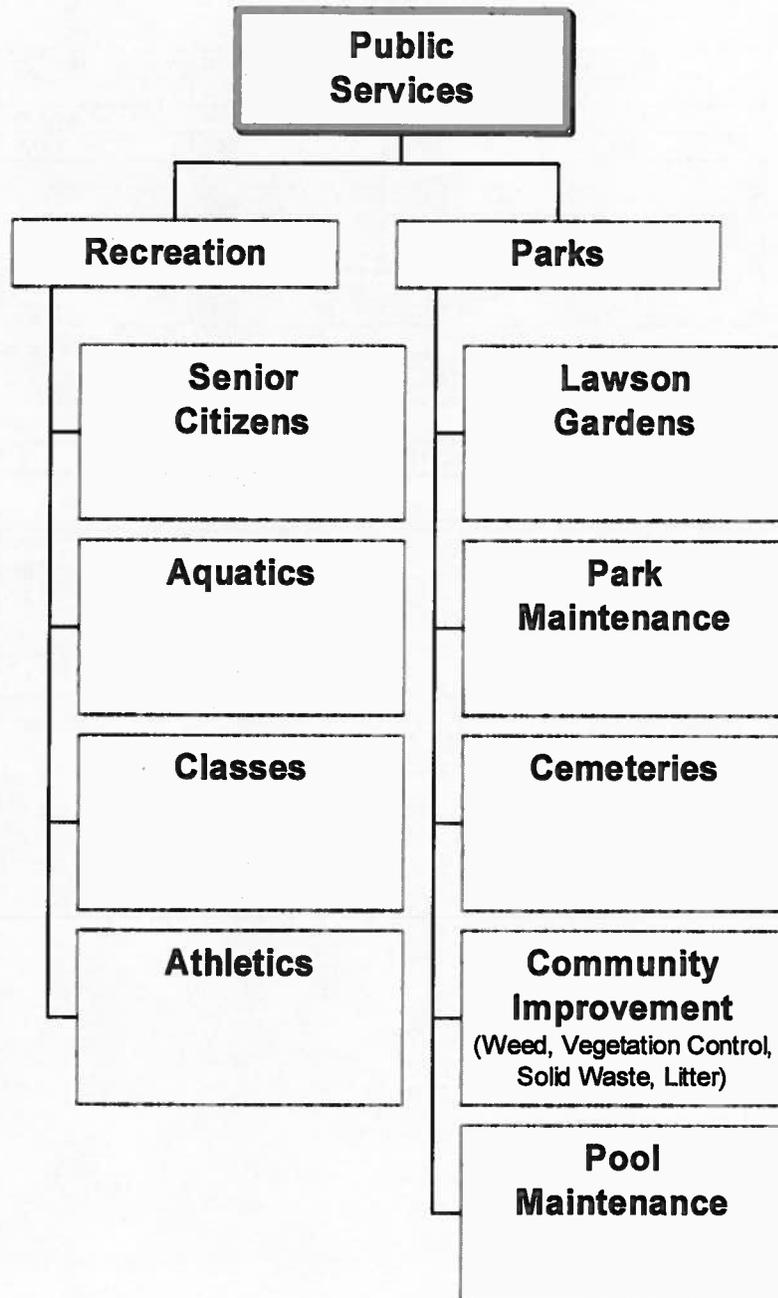
GENERAL FUND 2016 BUDGET REQUESTS

	2014 ACTUAL	2015 AMENDED BUDGET	06/30/15	2016 REQUEST	\$ CHANGE
PLANNING					
SALARIES	162,711	176,003	85,693	185,175	9,172
OVERTIME	0	0	0	0	0
BENEFITS	71,118	76,659	37,654	84,691	8,032
SUPPLIES	1,271	1,800	467	1,800	0
MINOR EQUIPMENT	0	0	0	770	770
ERD RENTAL	9,241	3,500	562	3,500	0
BUILDING RENT	11,216	11,789	5,895	10,732	(1,057)
INFO SYSTEMS	2,947	3,303	1,652	5,723	2,420
OTHER SERVICES	14,033	47,802	10,892	41,702	(6,100)
INTERGOVERNMENT	500	9,693	500	1,833	(7,860)
TOTAL:	\$273,037	\$330,549	\$143,315	\$335,926	\$6,377
	114,597	62,150	23,792	77,170	

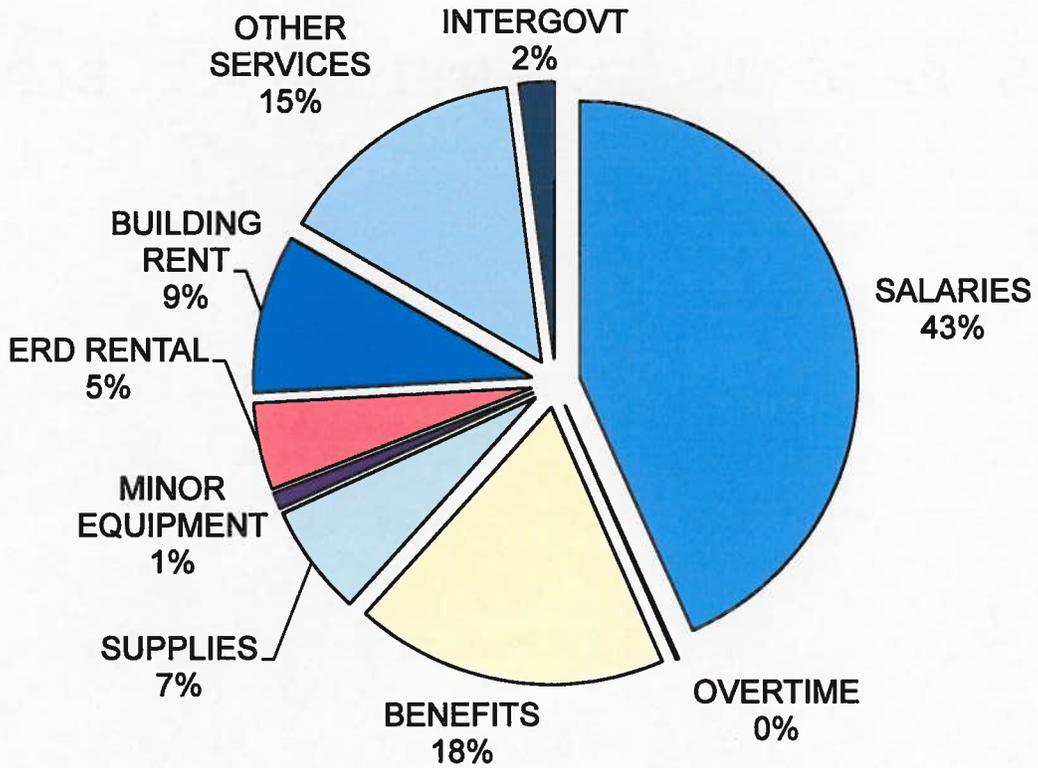
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.40
Total	2.40

City of Pullman

Public Services Department



PUBLIC SERVICES



**TOTAL OPERATING REQUEST:
\$3,061,776**

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	<u>2014</u> <u>ACTUAL</u>	<u>2015</u> <u>AMENDED</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/15</u>	<u>2016</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC SERVICES					
SALARIES	1,134,720	1,244,621	613,067	1,326,000	81,379
OVERTIME	1,446	3,000	589	4,000	1,000
BENEFITS	467,364	508,752	245,532	558,362	49,610
SUPPLIES	194,366	180,450	89,968	198,650	18,200
MINOR EQUIPMENT	9,847	7,500	3,867	28,950	21,450
ERD RENTAL	159,438	176,587	88,291	153,949	(22,638)
BUILDING RENT	338,670	351,767	175,884	283,036	(68,731)
OTHER SERVICES	28,631	297,594	141,599	446,363	148,769
INFO SYS/INTERGOVT	384,893	47,766	27,700	62,466	14,700
TOTAL OPERATING:	\$2,719,375	\$2,818,037	\$1,386,496	\$3,061,776	\$243,739
	\$1,703,802	\$1,617,850	\$699,299	\$1,432,500	

ACTIVITY:

Recreation Services

ACTIVITY DESCRIPTION:

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

GOAL:

To enhance the quality of life for residents of Pullman through access to recreation opportunities and facilities for all ages and abilities in the most cost effective manner possible. Be creative and responsive to current trends, public requests and ideas. Collaborate with other organizations and businesses not only in Pullman but in the surrounding communities to utilize facilities and programs to their fullest extent for the enjoyment of recreation.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide recreation programs and special events that appeal to a variety of age groups and interests and that are creative, inclusive, resourceful and effective.

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

Constant evaluation of recreation programs both by participants and staff.

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

BUDGET:

\$1,043,428

MAJOR BUDGET CHANGES:

2016 budget includes programmed salary step increases (\$15,524), benefit increases (\$18,368) and building rent decrease (\$19,534).

Minor Capital includes the replacement of tables and chairs at the Pioneer Center (\$1,000) and youth sports equipment (\$800).

MEASUREMENT TECHNIQUE:

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

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GENERAL FUND 2016 BUDGET REQUESTS

	2014	2015		2016	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
RECREATION SERVICES					
SALARIES	408,610	446,825	226,972	462,349	15,524
OVERTIME	0	0	0	0	0
BENEFITS	169,608	180,785	92,461	199,153	18,368
SUPPLIES	98,473	66,000	38,328	71,000	5,000
MINOR EQUIPMENT	1,865	1,500	0	1,800	300
ERD RENTAL	39,503	28,291	14,145	33,013	4,722
BUILDING RENT	126,315	131,689	65,845	112,155	(19,534)
INFO SYSTEMS	12,639	15,709	7,855	20,958	5,249
OTHER SERVICES	124,959	143,000	69,740	143,000	0
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$981,972	\$1,013,799	\$515,344	\$1,043,428	\$29,629
	552,493	527,450	274,395	472,950	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Recreation Manager	1.00
Recreation Supervisor	1.00
Senior Citizen Program Coordinator	1.00
Preschool Program Coordinator	1.00
Administrative Specialist	1.75
Total	5.75

ACTIVITY:

Parks General

ACTIVITY DESCRIPTION:

Maintenance and operation of city-owned parks, public properties, water tower sites (reimbursed from the Water Utility Fund), street trees (reimbursed from the Street Fund), garbage collection and litter pickup in parks and city properties (reimbursed up to \$20,000 from Storm Water), maintenance of city paths and trail system and Reaney Pool facility.

GOAL:

Maintain parks, playgrounds, ball fields, and RV Park at a level to provide a safe and pleasant setting for the public. Maintain highly visible areas to a level that presents a good image of the city. Perform appropriate maintenance on outdoor swimming pools when in operation. Provide snow removal and spring gravel cleanup from City parking lots, sidewalks and city properties. Maintain parks at a standard that reflects pride in the park system and the city. Provide for the beautification and maintenance of downtown Pullman planter beds, seasonal hanging baskets and seasonal lighting displays.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Budgeted service levels provides for:

Mowing parks and city-owned property as follows:

- (1) Playfields and highly visible areas once per week.
- (2) Low use and outlying areas every other week or as appropriate for property.

Check daily and clean park shelters and restrooms 3 times per week, respond to vandalism or public complaints within three working days of notification and resolve in a timely fashion.

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

Design and installation/removal of seasonal lighting display.

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

BUDGET:

Parks General \$ 1,237,182 (including \$128,335 capital)

MAJOR BUDGET CHANGES:

The 2016 budget includes salary and benefit increases reflecting programmed step increases and the reopening of the Reaney Pool Complex after being closed for construction in 2015. ERD costs are substantially decreased in 2016. The \$112,781 increase in Other Services reflects an increase in the amount budgeted for water to more accurately reflect the usage/cost history, the reopening of the Reaney Pool Complex, and \$60,000 for the north side Stadium Way Juniper Project.

Minor Capital includes a replacement weed eater (\$400), a chainsaw (\$700), miscellaneous tools (\$3,000); and at Reaney Pools a lightning detector (\$800), an AED machine (\$1,500), and an ADA lift (\$8,000).

Major Capital expenditures include \$53,085 to renovate the City Playfield path and \$75,250 carryover from the 2015 budget for Mary's Park improvements.

MEASUREMENT TECHNIQUE:

Appearance, cleanliness, and usability of parks. Appearance of high visibility areas. Maintenance of path system and sidewalks around city property. Resource management and responsiveness to emergencies and complaints of street trees.

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GENERAL FUND 2016 BUDGET REQUESTS

	2014	2015		2016	
	ACTUAL	AMENDED	06/30/15	REQUEST	\$ CHANGE
PARKS					
SALARIES	377,934	397,099	191,757	467,109	70,010
OVERTIME	1,139	2,000	512	3,000	1,000
BENEFITS	172,537	178,271	84,676	203,009	24,738
SUPPLIES	70,769	80,250	35,802	89,950	9,700
MINOR EQUIPMENT	3,903	0	0	14,400	14,400
ERD RENTAL	85,255	106,500	53,248	89,206	(17,294)
BUILDING RENT	0	0	0		0
INFO SYSTEMS	5,336	8,258	4,196	10,198	1,940
OTHER SERVICES	166,216	111,694	55,567	224,475	112,781
INTERGOVERNMENT	7,500	7,500	7,500	7,500	0
TOTAL:	\$890,589	\$891,572	\$433,258	\$1,108,847	\$217,275
	560,914	527,800	194,659	414,000	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Parks Manager	1.00
Lead Park Maintenance Worker	1.00
Park Maintenance Worker*	5.00
Horticulturist	1.00
Community Improvement Specialist	1.00
Total	9.00
*Cemetery, Weed/Litter Control, Street Tree, Water Tower, Lawson Gardens functions are performed by Parks personnel.	

ACTIVITY:

Community Improvement

ACTIVITY DESCRIPTION:

Abatement of weeds on city property and rights-of-way (up to \$20,000 reimbursed from Street Fund). The enforcement of city noxious weed ordinance. Enforcement of city solid waste/litter control, nuisance and overhanging vegetation ordinances.

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Abatement of noxious weeds on city-owned property within the time frame cited by city ordinance.

Reduction of chemical output by targeting weed populations, by scheduling more spot spraying and less boom applications and through the use of biological control on rights-of-way and selected sites within the city.

Respond within three working days of notification to public complaints regarding ordinance violations.

BUDGET:

\$130,683

MAJOR BUDGET CHANGES:

The 2016 budget includes programmed salary step increases. The ERD charge is reduced substantially in 2016 due to the removal of equipment from the fee schedule and the elimination of previously elevated costs for a new vehicle set up.

MEASUREMENT TECHNIQUE:

Interaction with public on ordinance violations and concerns.

Cooperation with Whitman County on weed abatement in a timely manner and management of weeds on city property.

Planning and coordination of volunteer efforts.

Coordination and operation of the yearly Spring Cleanup.

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GENERAL FUND 2016 BUDGET REQUESTS

	<u>2014 ACTUAL</u>	<u>2015 AMENDED BUDGET</u>	<u>06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
COMMUNITY IMPROVEMENT					
SALARIES	53,091	63,726	27,748	68,040	4,314
OVERTIME	0	0	0		0
BENEFITS	29,394	36,884	15,501	39,691	2,807
SUPPLIES	2,166	6,000	4,594	7,500	1,500
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	11,883	23,755	11,878	9,185	(14,570)
BUILDING RENT	0	0	0		0
INFO SYSTEMS	2,663	3,327	1,664	4,117	790
OTHER SERVICES	873	2,150	614	2,150	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$100,070	\$135,842	\$61,997	\$130,683	(\$5,159)
	133,217	135,000	46,251	135,000	

ACTIVITY:

Cemetery

ACTIVITY DESCRIPTION:

Operation and maintenance of IOOF and City Cemetery.

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Spring cleanup culminating in presentation of cemeteries for Memorial Day.

Mowing, trimming, and necessary care of the cemeteries on a weekly basis.

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

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

BUDGET:

\$118,651

MAJOR BUDGET CHANGES:

The 2016 budget includes programmed salary step increases and ERD rate adjustments. The amount budgeted for water has been increased to more accurately reflect the usage/cost history.

Minor Capital includes a weed eater replacement.

MEASUREMENT TECHNIQUE:

Cemetery appearance, resource management, and public feedback.

GENERAL FUND 2016 BUDGET REQUESTS

	2014 ACTUAL	2015 AMENDED BUDGET	06/30/15	2016 REQUEST	\$ CHANGE
CEMETERY					
SALARIES	49,809	47,508	24,346	49,407	1,899
OVERTIME	0	0	0	0	0
BENEFITS	18,064	17,604	9,705	18,884	1,280
SUPPLIES	1,175	5,200	2,819	5,200	0
MINOR EQUIPMENT	0	0	0	250	250
ERD RENTAL	19,565	16,126	8,063	20,922	4,796
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	23,171	18,500	7,051	23,988	5,488
INTERGOVERNMENT	0	0	0	0	0
SUBTOTAL:	\$111,783	\$104,938	\$51,984	\$118,651	\$13,713
	20,602	18,000	18,573	18,000	

ACTIVITY:

Aquatic Center

ACTIVITY DESCRIPTION:

Provide management and operations of the Pullman Aquatic Center in cooperation with the Pullman School District.

GOAL:

To provide a safe, family friendly aquatic and fitness center that includes water safety education and quality swim instruction.

Help individuals develop the skills to be safe in and around the water and for swimming to become a lifetime recreational activity.

Attract regular users and members that will generate revenues sufficient to offset the operational costs by 50-55%.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

Provide effective communication with the citizens of Pullman to receive input, ideas and feedback on swim and fitness programs.

Continually review Aquatic Center revenues and expenses.

Meet ADA, safety and health regulations for operations.

BUDGET:

\$660,167

MAJOR BUDGET CHANGES:

With the Reaney pool renovation completed, salaries are decreased by \$10,368 as the Aquatic Center will be closed in the afternoons during the summer months, Building Rent

decrease of \$49,197, Other Services (Repairs & Maintenance) includes the purchase of 2 water heaters for an increase of \$30,500, and Information Services increase of \$6,721.

Minor Capital includes replacement of 2 pieces of equipment for the fitness room (\$10,000), replacement of a colored printer (\$500), and the purchase of an AED machine & trainer (\$2,000).

MEASUREMENT TECHNIQUE:

Monitor memberships, daily use, program attendance and revenues.

Collect user information through class evaluations and customer feedback forms to improve programming and operations.

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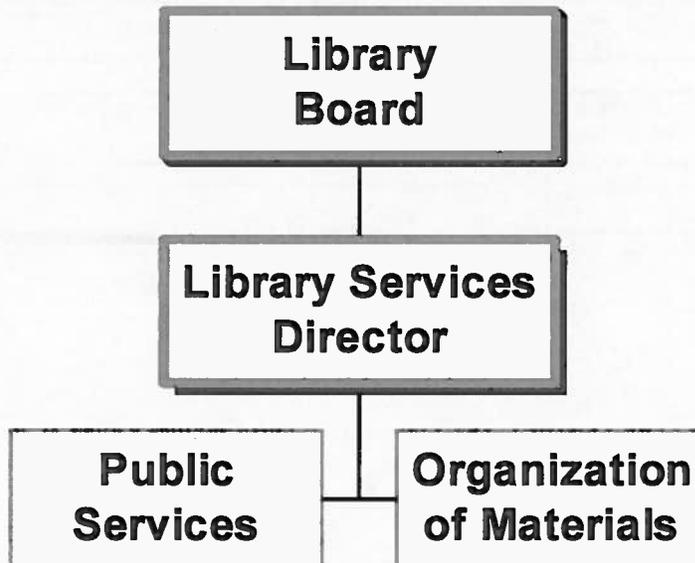
GENERAL FUND 2016 BUDGET REQUESTS

	2014	2015		2016	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
AQUATICS CENTER					
SALARIES	245,275	289,463	142,245	279,095	(10,368)
OVERTIME	306	1,000	77	1,000	0
BENEFITS	77,761	95,208	43,189	97,625	2,417
SUPPLIES	21,784	23,000	8,425	25,000	2,000
MINOR CAPITAL	4,079	6,000	3,867	12,500	6,500
ERD RENTAL	3,233	1,915	958	1,623	(292)
BUILDING RENT	212,355	220,078	110,039	170,881	(49,197)
INFO SYSTEMS	7,993	12,972	6,486	19,693	6,721
OTHER SERVICES	62,174	22,250	8,628	52,750	30,500
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$634,960	\$671,886	\$323,913	\$660,167	(\$11,719)
	436,575	409,600	165,421	392,550	

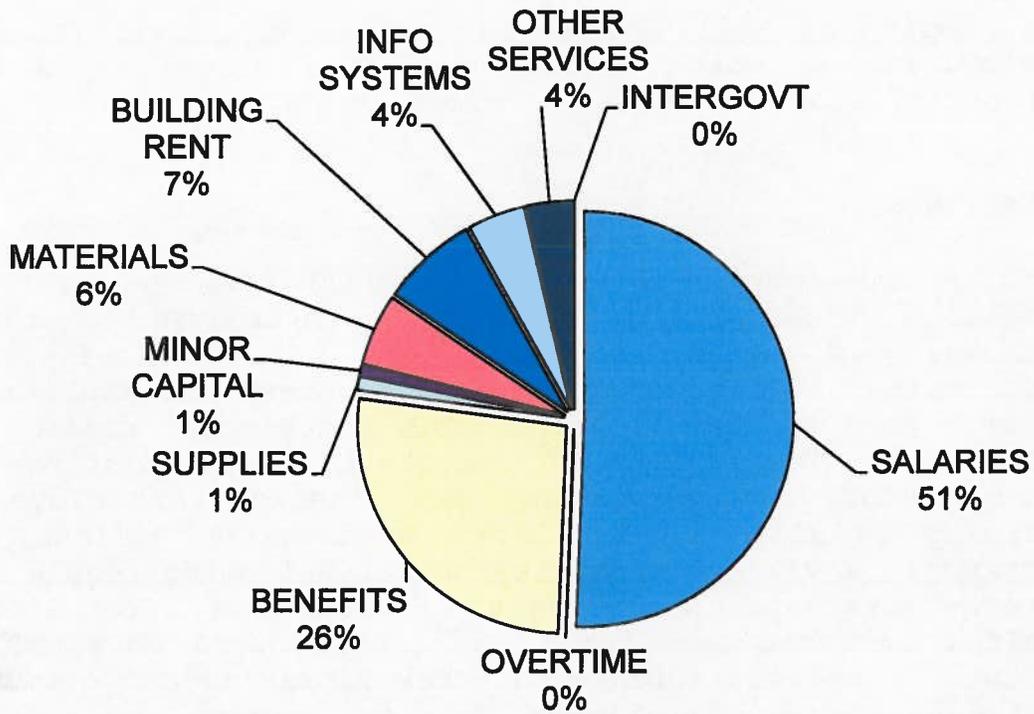
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Aquatic Program Coordinator	1.00
Casual Workers	9.50
Total	10.50

City of Pullman

Neill Public Library



NEILL PUBLIC LIBRARY



**TOTAL OPERATING REQUEST:
\$1,548,814**

ACTIVITY:

Neill Public Library

MISSION STATEMENT:

The mission of Neill Public Library is to provide an open environment in which people have free access to a wide variety of stories, ideas, information and opinions.

VISION STATEMENT:

Neill Public Library is a gateway to the world of knowledge providing free access to ideas, information and the richness of human culture. The library offers a stimulating, safe environment for discovery and exploration as well as a beautiful, comfortable setting for reading and relaxation. The library affirms its historic commitment to young people while encouraging literacy and love of learning in all. In the heart of downtown Pullman, the library is a vibrant community center welcoming people with diverse interests, abilities and backgrounds. The library staff commits to excellence in service based on community needs. In collaboration with other libraries and community organizations we creatively develop service options and integrate emerging technologies. As a key asset to the community, the library appreciates sustained support from its many patrons, the City of Pullman and the Friends of the Library.

The library's current service roles are:

1. Popular Materials Library
2. Early Literacy Cornerstone
3. General Information Center
4. Community Activities Center

Materials are selected and retained on the basis of their content. Neill Public Library collections represent diverse points of view. The library collections, as much as possible, reflect the community and its diversity of

interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "Library Bill of Rights" and interpretations, "Freedom to Read Act." "Freedom to View Act," and "Intellectual Freedom Statement" and "ALA guidelines for Access to Electronic Information" (Excerpt From Neill Public Library's Collection Development Policy 2002).

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Citizen feedback, utilization of statistics including circulation of materials, number of cardholders, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

BUDGET:

\$1,630,814 (including \$82,000 capital)

MAJOR BUDGET CHANGES:

Materials: \$86,000

- \$5,000 for purchases using revenue from restricted donations.
- \$6,500 to replace lost and damaged materials using revenue from payments for the same.

Minor Capital: \$12,900

- \$10,000: Restricted donations from Robert & Anna Neill Endowment Fund for digital literacy and expanded technology programs and outreach. Includes the purchase of two laptops and mobile devices (tablets, ereaders) for digital literacy programs (\$5,000), instruction and technology expenses for digital literacy outreach, new programs and services (\$5,000).
- \$2,900: Replacement of 2 laser jet printers (\$400), ergonomic desktop staff workstations (\$1,000), replacement of barcode scanners for circulation (\$500), and miscellaneous unanticipated office and operational expenditures as needed throughout year (\$1,000).

Major Capital: \$82,000

- Re-carpet project: Remove and replace carpet tile in entire library; moving all bookshelves and repositioning after carpet is replaced.

-

\$64,500: CIP General Fund

\$17,500: Restricted donation from Shirrod Family Endowment Fund for re-carpeting of Heritage Addition portion of facility.

Building Rate for Heritage Addition: \$27,127

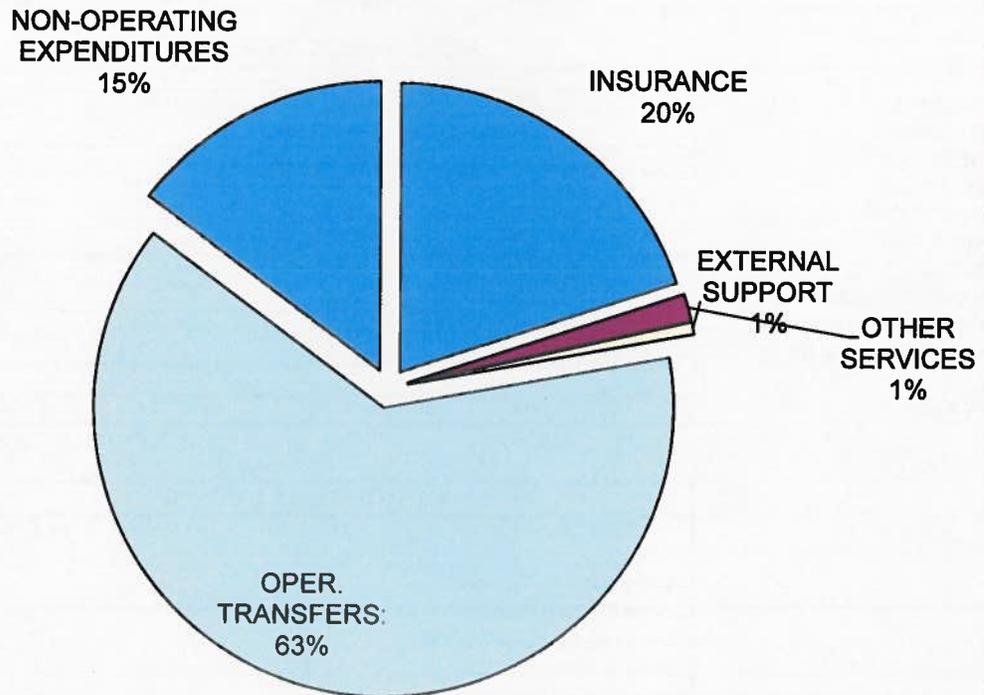
The Library will submit its annual funding request to Inland NW Community Foundation for a distribution from the Shirrod Family Memorial Fund. The revenue and matching expenditure will be handled within the Public Work's budget.

GENERAL FUND 2016 BUDGET REQUESTS

	2014	2015		2016	
	ACTUAL	AMENDED BUDGET	06/30/15	REQUEST	\$ CHANGE
NEILL PUBLIC LIBRARY					
SALARIES	566,960	753,940	316,685	784,071	30,131
OVERTIME	0	0	0	0	0
BENEFITS	232,706	412,245	130,737	410,692	(1,553)
SUPPLIES	13,429	12,722	9,118	16,000	3,278
MINOR CAPITAL	14,075	12,000	5,871	12,900	900
MATERIALS	59,156	66,500	24,458	86,000	19,500
BUILDING RENT	92,783	93,438	47,619	114,944	21,506
INFO SYSTEMS	42,176	51,640	25,820	68,160	16,520
OTHER SERVICES	66,617	53,297	27,158	56,047	2,750
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$1,087,902	\$1,455,782	\$587,466	\$1,548,814	\$93,032
	86,536	80,834	31,889	88,751	

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Library Services Director	1.00
Library Division Manager	2.00
*Library System Administrator	1.00
Library Supervisor	1.75
Administrative Assistant	1.00
Library Technician	2.00
Library Assistant	3.25
* 50% reimbursed by Whitman County Library District	
Total	12.00

GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL GENERAL GOVERNMENT,
NON-OPERATING AND
TRANSFER REQUEST:
\$1,101,880**

ACTIVITY:

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

The General Government non-departmental expenditure requests include a decrease of \$31,000 in professional services to reflect the conclusion of litigation expenses related to the Reid public records lawsuit and the New Cingular Wireless lawsuit, an increase of \$10,450 in insurance expenses and an increase of \$91,459 for an IT Virtual Infrastructure Upgrade/Replacement project.

The City must by statute remit two percent of the monies it receives from state shared liquor taxes and profits to the Whitman County Alcohol Treatment Center, estimated to total \$7,560 in 2016.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$6,505 as support for the Government Access Channel of the Information Systems Fund, and \$7,070 to the Government Buildings fund for City Hall HVAC improvements as a carryover project.

The Capital Improvement Fund provides for the direct expenditure for capital projects from the General Fund. The projects are summarized by department here and are described more fully on succeeding pages. For 2016, the Capital Improvement Committee approved General Fund capital projects totaling \$787,337, which included a transfer of \$7,070 to Gov't Buildings. The approved projects are Police Station stairs resurfacing, total station surveying equipment for Police, Fire Station 1 generator replacement, Fire defibrillators and self contained breathing apparatus replacement under a five-year financing program, City Playfield path improvements, Library carpet replacement with financial assistance from the Shirrod Trust Fund, an additional vehicle for Protective Inspections, and Military Hill Park Tennis Court repairs jointly funded by the Metropolitan Park District and the Pullman School District.

Non Operating Expenditures consists of LEOFF 1 payments for both Police and Fire, over which the chiefs have no control.

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GENERAL FUND 2016 BUDGET REQUESTS

	2014 <u>ACTUAL</u>	2015 <u>AMENDED BUDGET</u>	<u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>
GENERAL GOVERNMENT					
INSURANCE	167,152	209,550	203,666	220,000	10,450
OTHER SERVICES	71,245	47,700	17,794	16,725	(30,975)
CENTRAL STORES	0	0	22	0	0
TOTAL:	\$238,397	\$257,250	\$221,482	\$236,725	(\$20,525)
	19,063		18,196		
EXTERNAL SUPPORT					
ALCOHOLISM	8,378	9,500	(1,992)	7,560	(1,940)
TOTAL:	\$8,378	\$9,500	(\$1,992)	\$7,560	(\$1,940)
OPERATING TRANSFERS					
STREETS/OTHER FUNDS	70,000	0	0	0	0
INFO SYS -GOV'T ACCESS&	3,926	5,083	5,083	6,505	1,422
GOVT BUILDINGS	0	7,070	0	7,070	0
ERD	19,696	0	0	0	0
AIRPORT	32,013	32,013	32,013	682,013	650,000
TOTAL:	\$213,194	\$44,166	\$37,096	\$695,588	\$651,422
OPER. SUBTOTAL:	\$459,969	\$310,916	\$256,586	\$939,873	\$628,957
NON-OPERATING EXPENDITURES					
LEOFF 1 - POLICE	89,556	95,832	46,304	97,007	1,175
LEOFF 1 - FIRE	45,544	85,000	20,568	65,000	(20,000)
POLICE GRANT	52,908	0	0	0	0
FIRE GRANT	0	0	0	0	0
TOTAL:	\$188,008	\$180,832	\$66,872	\$162,007	(\$18,825)
CAPITAL EXPENDITURES					
C.I.P. PROJECTS					
ADMIN/FINANCE	0	0	0	0	0
POLICE	80,582	32,516	17,516	27,187	(5,329)
FIRE	52,487	983,400	362,330	360,142	(623,258)
AMBULANCE	91,428	27,213		49,074	21,861
INSPECTIONS	1,561	0	0	35,000	35,000
AQUATICS	20,930	0	0		
PARKS	37,669	140,250	26,174	128,335	(11,915)
GENERAL				98,529	
LIBRARY	0	0	0	82,000	82,000
TOTAL:	\$284,657	\$1,183,379	\$406,019	\$780,267	(\$501,641)
		0			
CAPITAL FUND TRANSFERS:					
OTHER FUNDS	0	0	0	0	0
TOTAL CAPITAL:	\$284,657	\$1,183,379	\$406,019	\$780,267	(\$501,641)
PAGE TOTAL:	\$932,634	\$1,675,127	\$729,477	\$1,882,147	\$108,491

ACTIVITY:

2016 General Fund Capital Improvement Projects

ACTIVITY DESCRIPTION:

This activity segregates the capital improvement projects from the rest of the General Fund. On June 30, 2015 the City Council adopted the CIP for 2016 - 2021.

BUDGET:

\$534,025	Direct Expenditures
<u>246,242</u>	Carryover to 2016
<u>\$780,267</u>	Total

2016 GENERAL FUND C.I.P PROJECTS

<u>Department</u>	<u>Project</u>	<u>Amended 2015 Budget</u>	<u>Estimate Yr End 2015</u>	<u>Carryover to 2016</u>	<u>Carryover to 2017</u>	<u>New 2016 Request</u>	<u>Dept Total</u>
Police	Narrow Banding Radio Project	17,516	17,516			0	
	Advanced Authenticon Infrastructu	15,000	15,000			0	
	Facility Stairs Resurfacing					10,586	
	Total Station					16,601	
	Subtotal:	32,516	32,516	0	0	27,187	\$27,187
Fire	Narrow Banding Radio Project	16,213	16,213			0	
	Fire Engine	564,000	515,000	170,992		0	
	Residing Station 2	42,000	42,000			0	
	Remodel Station 2 Plans	365,900	414,900			0	
	Engine Extraction Equipment Replac	11,000	10,961			0	
	Live Fire Extingulsher Training Sys.	11,500	11,500			0	
	Fire Station 1 Generator Replacemen	0	0			95,150	
	Defibrillator Replacements	0	0			49,074	
SCBA and Bottle Replacements	0	0			94,000		
	Subtotal:	1,010,613	1,010,574	170,992	0	238,224	\$409,216
Protective Inspections	Vehicle for New Inspectors	0	0			35,000	
	Subtotal:	0	0	0	0	35,000	\$35,000
Parks	Mary's Park, ADA Playground P-1	140,250	65,000	75,250		0	
	City Playfield Path Reconstruction	0	0			53,085	
	Subtotal:	140,250	65,000	75,250	0	53,085	\$128,335
Library	Carpet Replacement	0	0			64,500	
	Carpet Replacement	0	0			17,500	
	Subtotal:	0	0	0	0	82,000	\$82,000
General	City Hall HVAC Improvements	7,070	7,070			7,070	
	IS Virtual Infrastructure	0	0			91,459	
	Subtotal:	7,070	7,070	0	0	98,529	\$98,529
TOTAL GENERAL FUND DIRECT:		1,190,449	1,115,160	246,242	0	534,025	780,267
Transfers to Other Funds							
Total Transfers to Other Funds:		0	0	0		0	\$0
TOTAL GENERAL FUND CAPITAL:		\$1,190,449	\$1,115,160	\$246,242	\$0	\$534,025	\$780,267
Transfers from Non Reserve Funds:				\$0			\$0
C.I.P. Reserve:		Beginning 2015	Additions/ 2015	Year End 2015	Additions in 2016	Additions (Uses) in 2016	Year End 2016
Transfer from Undesignated Reserves			375,000		340,000		
Transfers from Non Reserve Funds			821,859				
		\$387,252	(\$1,115,160)	\$468,951		(\$780,267)	\$28,684

FUND NUMBER

104

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

Implementation of City's Six-Year Transportation Improvement Program.

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$527,700

MAJOR BUDGET CHANGES:

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2016 program is an estimate of the amount of work that will be completed on individual projects during that year. In some cases, the actual work completed may vary substantially from the estimate. Revenue received from outside sources is typically directly related to the amount of work completed. Included is a carryover contribution to the City's next Comprehensive Plan Update (CO, \$3,500).

2016 Program:

Wawawai Path and Road	\$ 40,000
Bishop/Klemgard Signal	36,000
Terre View Widening & Rehabilitation	26,500
North Grand @ Ritchie Ped. Crossing	178,500
Terre View Bridge Deck Resurfacing	85,200
Arterial Streets Resurfacing - 2017	26,000
Miscellaneous	135,500
Total	\$ 527,700

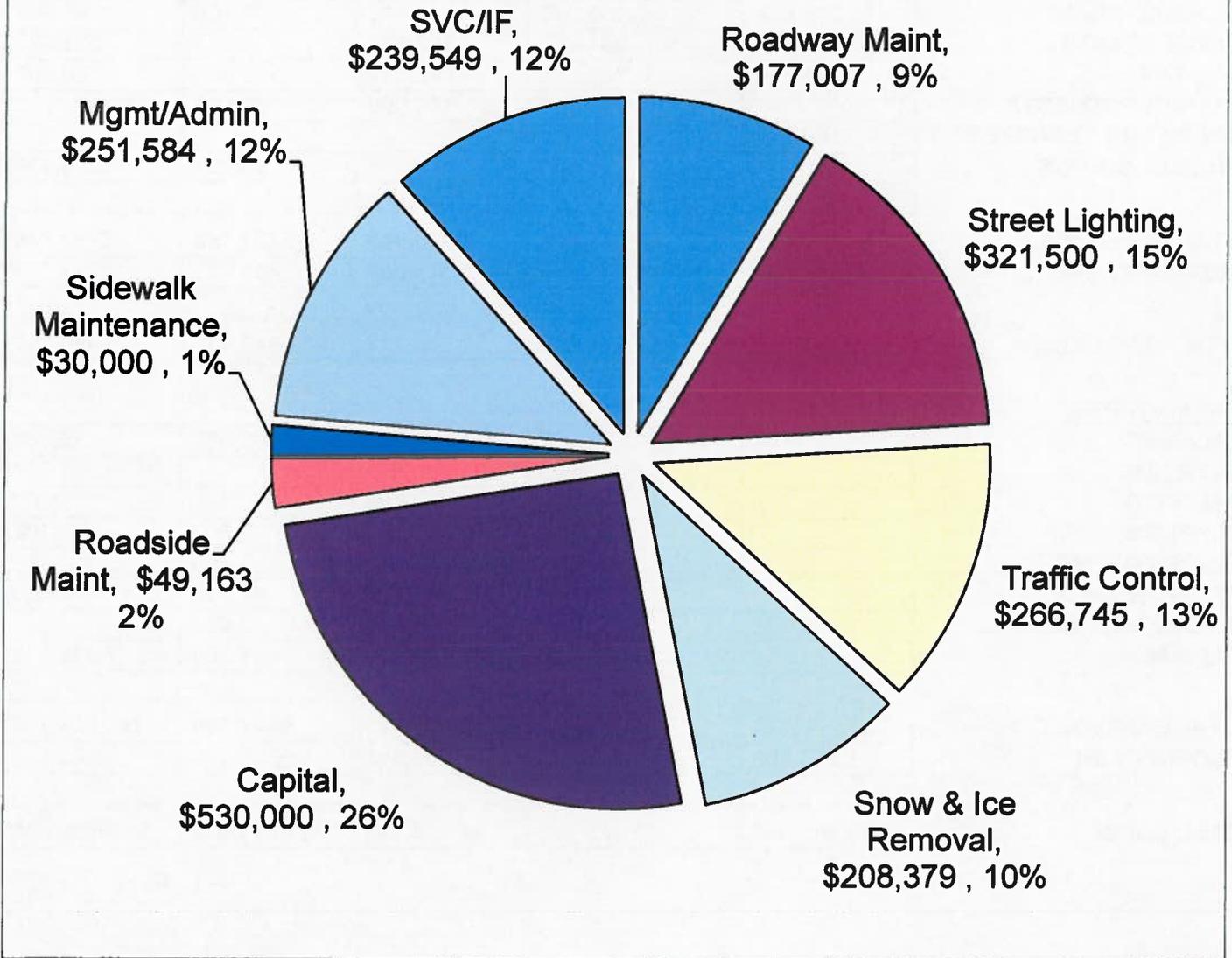
MEASUREMENT TECHNIQUE:

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

ARTERIAL STREET FUND #104

	2014 ACTUAL	2015 BUDGET	YTD 06/30/15	2016 REQUEST	\$ CHANGE
REVENUES:					
FEDERAL GRANTS	1,015,982	169,036	10,109	127,150	(41,886)
STATE GRANTS	520,165	531,427	126,975		(531,427)
GAS TAX	204,554	190,000	98,581	195,000	5,000
TRANSIT-PROJECTS		100,000	100,000	100,000	
OPERATING TRANSFERS	100,000				
MISCELLANEOUS		275,436		60,000	(215,436)
TOTAL REVENUES:	\$1,840,701	\$1,265,899	\$335,665	\$482,150	(\$783,749)
+BEGINNING CASH:	1,518,926	1,573,506	1,573,506	1,361,789	(211,717)
TOTAL RESOURCES:	3,359,628	\$2,839,405	\$1,909,171	\$1,843,939	(\$995,466)
EXPENDITURES:					
SALARIES		27,000	6,542	22,000	(5,000)
OVERTIME		2,000			(2,000)
BENEFITS		11,800	2,803	11,500	(300)
SUPPLIES		1,300		1,200	(100)
MINOR EQUIPMENT		3,000		3,000	
OTHER SERVICES		95,500	41,498	47,500	(48,000)
INTGOVT/OTHER	1,786,122	5,000		5,000	
CAPITAL		1,473,412	169,670	437,500	(1,035,912)
TOTAL EXPENDITURE	\$1,786,122	\$1,619,012	\$220,513	\$527,700	(\$1,091,312)
+ENDING CASH	1,573,506	740,393	1,688,658	1,316,239	95,846
TOTAL USES:	\$3,359,628	\$2,359,405	\$1,909,171	\$1,843,939	(\$995,466)

2016 Street Budget \$2,073,927



FUND NUMBER:

105

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

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

GOAL:

Schedule activities within the budgeted street program that will effectively and efficiently utilize available resources in continuation of roadway system operations in a safe and efficient manner for the motoring and pedestrian public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Complete approximately 1,500 square yards of asphalt distress patching; complete three-days of crack sealing via Interlocal Agreement with Whitman County; complete \$300,000 accelerated street maintenance program; install/replace 150 street signs; inspect and monitor 20 traffic signals daily; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, and crosswalks; grade aggregate streets semi annually; apply dust abatement on selected streets and alleys; utilize an effective and efficient snow/ice removal program to provide safe streets (66.28 miles plus 9.31 miles of state highway) for the motoring public.

BUDGET:

\$2,073,927

MAJOR BUDGET CHANGES:

The 2016 Budget includes programmed salary step increases. Crack sealing (\$12,000), sidewalk infilling (\$20,000), sidewalk repair (\$30,000), and Accelerated Street Maintenance (\$300,000) remain the same as 2015.

Minor Equipment includes bobcat fork attachments (\$2,200), miscellaneous hand, electric and pneumatic tool replacements (\$4,500), low cost tool or equipment procurement (\$1,500), Pedestrian Signal Replacement Project (\$6,200), preformed traffic loops for street projects (\$1,500), and Traffic Controller Replacement Project (\$4,500).

Major Capital includes the Accelerated Street Maintenance Program (\$300,000), a Welcome Park on Davis Way (\$125,000), North Grand Avenue Path Infill project (\$50,000), Traffic Control Vehicle Detection Upgrade Project (\$25,000), annual sidewalk infill project (\$20,000), and miscellaneous street lighting improvements (\$10,000).

MEASUREMENT TECHNIQUES

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

STREET FUND #105

	2014 ACTUAL	AMENDED 2015 BUDGET	YTD 06/30/15	2016 REQUEST	\$ CHANGE
REVENUES:					
UTILITY TAX	1,248,445	1,120,000	574,650	1,132,000	12,000
1/4% R.E. TAX	365,575	170,000	105,693	170,000	
GASOLINE TAX	434,678	410,000	209,484	415,000	5,000
GRANTS, OTHER DIRECT	41,404	12,125	8,516	112,805	100,680
GENERAL FUND - C.I.P.					
TRANSIT FUND					10,000
TOTAL REVENUES:	2,090,102	1,712,125	898,343	1,829,805	117,680
+BEGINNING FUND BALANCE	2,192,096	2,192,096	2,192,096	1,656,015	(536,081)

TOTAL RESOURCES:	\$4,282,198	\$3,904,221	\$3,090,439	\$3,485,820	(\$418,401)
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EXPENDITURES:					
SALARIES	219,742	265,677	123,059	299,738	34,061
OVERTIME	2,597	14,911	368	17,825	2,914
BENEFITS	101,042	133,902	58,185	152,572	18,670
SUPPLIES	166,921	238,400	52,083	238,400	
MINOR EQUIPMT	2,463	26,750	20,049	20,400	(6,350)
ERD / BLDG.RENTAL/ INFO	294,577	66,441	81,565	155,135	88,694
OTHER SERVICES	384,458	890,083	322,053	659,857	(230,226)
INTERGOVERNMENTAL	180,593	36,470	36,470		(36,470)
CAPITAL & ACCEL MAINT.	66,078	650,000	7,859	530,000	(120,000)

TOTAL EXPENDITURE	1,418,471	2,322,634	701,691	2,073,927	(248,707)
+ENDING FUND BALANCE	2,192,096	1,581,587	2,388,748	1,411,893	(169,694)

TOTAL USES:	\$3,610,567	\$3,904,221	\$3,090,439	\$3,485,820	(\$418,401)
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STAFFING	
<u>Position</u>	<u>Full-Time Equivalent</u>
Maintenance & Operations Superintendent	0.15
Maintenance Supervisor	0.15
Operations Supervisor	0.05
Control Specialist	0.03
Maintenance Workers	2.40
Engineering Technician	0.60
Civil Engineer	0.40
Seasonal/Casual	0.67
Administration	0.20
Clerical	0.25
Total	4.90

FUND NUMBER**TITLE**

120

CIVIC IMPROVEMENT**PROPOSED 2016 TOURISM BUDGET****PURPOSE**

This fund was authorized by the City Council in 1982 to receive the local 2 percent share of the Hotel-Motel Special Lodging Tax, which is levied by the State. An additional 2 percent is matched by the State, from General Revenues, to aid cities in tourism promotion.

REVENUES

Estimated receipts **\$350,000**

EXPENDITURES

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City. The 2016 request is summarized below:

Salaries:	Tourism Director	\$ 38,193
	Event Coordinator	\$ 35,955
	Office Manager	\$ 3,500
	Part-time Seasonal Intern	\$ 3,000
Payroll Taxes:	Tourism Director	\$ 3,968
	Event Coordinator	\$ 3,296
	Office Manager	\$ 350
	Intern	\$ 300
Simple IRA Benefit:	Tourism Director	\$ 1,200
	Event Coordinator	\$ 1,200
	Office Manager	\$ 80
Medical Benefits		\$ 7,416
1-800 Phone Number		\$ 500
Postage		\$ 7,300
Travel/Tourism Meetings		\$ 4,250
The Palouse Scenic Byway Program for Whitman Co.		\$ 18,000
Brochures		\$ 12,150
	Pullman-Moscow Activities Guide	\$ 300
	Downtown Retail Map	\$2,250
	Winery/Brewery Rack Cards	\$ 500
	Photography Map	\$3,000
	Walk of Fame Brochure	\$1,800
	Family Friendly Palouse	\$ 800
	Pedaling/Paths Combination	\$2,000
	A Walking Tour	\$1,500
	Brochure Total	\$12,150

Holiday Festival & Tree Lighting	\$ 4,000
Pullman Promotion	\$ 8,000
Fourth of July	\$ 6,500
National Lentil Festival	\$ 40,000
General Advertising	\$ 85,000 (targeted ads)
Tourism Promotion Grants	\$ 49,842
Office supplies and equipment rental	\$ 5,000
Insurance	\$ 4,000
Technology and Software	\$ 2,000
Website and DSL Fees	\$ 5,000
Total Budget Requested	\$350,000

This request asks to continue to support both a full time Tourism Director and an Events Coordinator: \$38,193 to fund a Tourism Director to work forty hours per week throughout the year. This position administers the tourism budget, develops ads and brochures, manages websites and social media applications, attends meetings and develops tourism education for local businesses, Scenic Byway, Palouse Marketing Committee, processes relocation and visitor request fulfillment and other tourism related projects. This request includes \$35,955 funding for an Event Coordinator to work forty hours per week throughout the year. This position covers events including Fourth of July, National Lentil Festival, and Holiday Fest and assists with greeting visitors. These figures include a 3% salary increase for each position, per board approval, at some point in 2016. This request also includes \$3,000 funding for a Special Events Intern to continue helping with the 4th of July and National Lentil Festival. In 2011, funds were requested to pay the Office Manager for tourism-related work including paying bills and assistance with events. These funds are again included in the budget.

This request includes \$18,000 to continue work on the Palouse Scenic Byway Program, which was authorized by the City Council on October 2, 2001. This money will continue the website and continue advertising.

Funding for brochure publication includes \$300 for a Photography Contest cover winner for the 2016 Pullman Activities Guide which will be sold in-house as it was last year, at a net profit to the chamber of just under \$5,100. We will also continue production of the various popular brochures and rack cards, this includes the yearly design and printing of an updated Hot Spot Photography Map (which has been revised to include icons for birding spots), frequent reprints of the Downtown Retail Map,

and the new Family Friendly Palouse rack card. 'Pullman Paths and Trails' and 'Pedaling the Palouse' will be combined into one brochure in 2016. I've also allocated for another printing of 'Pullman, A Walking Tour.'

Funding for the annual Holiday Festival is increased back up to \$6,000, following a decrease in 2015, as new lights had been purchased in 2014. We are investigating the option of purchasing a commercial tree, with a 'light show' program for increased attention downtown.

The Pullman Promotion item (which replaces First Down Friday Night) would include the successful 'meet Pullman' event. In 2015, we cultivated a nice relationship with the WSU Biking Club, and plan to support a racing event in 2016.

As requested, the Fourth of July budget of \$6,500 for fireworks remains as a line item.

Funding for general advertising is requested at the \$85,000.

Funding for \$40,000 for National Lentil Festival.

Funding at \$49,842 for Tourism Promotion Grants.

Tourism Director manages/co-manages 3 separate websites, Pullman Chamber, Palouse Scenic Byway and National Lentil Festival. This allows tracking of average time spent on each website, page views per visit, and top referring sites. Other social media includes: Twitter (Chamber, Lentil Festival, Visit the Palouse) and Facebook (Chamber, Lentil Festival, and Picture Perfect Palouse).

2015			2014	2013
Month	Visits	Page Views		
Chamber Website				
1st Quarter average	10,645	27,241	12,475 visits 30,840 page views	4,050 visits 10,789 page views
2nd Quarter average	n/a	67,058	16,528 visits 37,311 page views	5,139 visits 12,718 page views
July	11,007	43,918	7,305 visits 14,981 page views	7,008 visits 14,981 page views
August	6,149	26,059	4,947 visits 11,444 page views	13,273 page views
			Facebook, 1,357 fans	Twitter 1,913 followers

Lentil Festival Website				
1 st Quarter average	3,296	8,174	4,520 visits 11,316 page views	1,021 visits
2 nd Quarter average	9,936	25,708	8,277 visits 22,838 page views	2,414 visits
July	4,286	9,908	3,440 visits 9,069 page views	4,728 visits
August	14,318	35,949	15,827 visits 39,473 page views	13,273 visits
			Facebook: 1,964 fans	Twitter: 682 followers
Palouse Scenic Byway				
1 st Quarter average		17,449	4,294 visits 15,620 page views	3,445 visits
2 nd Quarter average		28,343	2,868 visits 15,711 page views	1,986 visits
July		7,308		1,676 visits
August		6,839		
			Facebook/ PicturePerfectPalouse 2,147 fans	Twitter: 219 followers

CIVIC IMPROVEMENT FUND #120

	<u>2014 ACTUAL</u>	<u>AMENDED 2015 BUDGET</u>	<u>YTD 06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
LODGING EXCISE TAX	411,936	345,000	193,176	350,000	5,000
INTEREST	637	1,000	466	1,000	
TOTAL REVENUES:	\$412,573	\$346,000	\$193,642	\$351,000	\$5,000
+BEGINNING FUND BALANCE:	1,035,291	1,122,238	1,122,238	1,198,124	75,886
TOTAL RESOURCES:	\$1,447,865	\$1,468,238	\$1,315,880	\$1,549,124	\$80,886
EXPENDITURES:					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	325,626	345,000	129,400	350,000	5,000
TOTAL EXPENDITURE	\$325,626	\$345,000	\$129,400	\$350,000	\$5,000
+ENDING FUND BALANCE	1,122,238	1,123,238	1,186,480	1,199,124	75,886
TOTAL USES:	\$1,447,865	\$1,468,238	\$1,315,880	\$1,549,124	\$80,886

FUND NUMBER:

310

TITLE

CEMETERY EXPANSION

PURPOSE:

To provide funds for cemetery expansion and/or development.

GOAL:

Continue to provide the opportunity for capital cemetery improvements.

BUDGET:

\$6,500

MAJOR BUDGET CHANGES:

Revenues consist of interest earnings that are transferred from the Cemetery Endowment Care Fund. The planned project for 2016 is the renovation of the fountain niche.

CEMETERY EXPANSION FUND #310

	<u>2014</u> <u>ACTUAL</u>	<u>2015</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/15</u>	<u>2016</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEEs		275	640	500	225
CONTRIBUTIONS					
OTHER	243	500		500	
TOTAL REVENUES:	243	775	640	1,000	225
+BEGINNING CASH:	19,658	20,901	20,901	16,201	(4,700)
TOTAL RESOURCES:	\$19,901	\$21,676	\$21,541	\$17,201	(\$4,475)
<u>EXPENDITURES:</u>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES				6,500	6,500
LAND PURCHASE					
IMPROVEMENTS		6,000			(6,000)
TOTAL EXPENDS:		6,000	2,500	6,500	500
+ENDING CASH	20,901	15,676	19,041	10,701	(4,975)
TOTAL USES:	\$20,901	\$21,676	\$21,541	\$17,201	(\$4,475)

FUND NUMBER:

316

TITLE

2007 BOND FUND

PURPOSE:

This fund was established to account for the revenue and expenditures related to the Parks and Paths Bond Fund.

REVENUES:

Funding for this project is from property taxes.

EXPENDITURES:

2016 expenditures include \$284,300 for principal, interest, and registration to service the bonds. \$40,000 has also been budgeted for retainage work on the Reaney Park Pool Complex Improvements project.

2007 BOND FUND #316

	<u>2014 ACTUAL</u>	<u>2015 BUDGET</u>	<u>YTD 06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
PROPERTY TAX	282,468	284,300	153,301	284,300	
TRANSFER IN		250,000		40,000	
BOND PROCEEDS					
INVESTMENTS					
TOTAL REVENUES:	282,468	534,300	153,301	324,300	(210,000)
+BEGINNING CASH:	669,871	520,614	520,614	8,314	(512,300)
TOTAL RESOURCES:	\$952,339	\$1,054,914	\$673,915	\$332,614	(\$722,300)
EXPENDITURES:					
PRINCIPAL:					
2007 GO	240,000	250,000		260,000	10,000
INTEREST:					
2007 GO	43,500	33,900	16,950	23,900	(10,000)
OTHER IMPROVEMENTS	147,870	800,000	421,324	40,000	(760,000)
DEBT ISSUE COSTS					
REGISTRATION		400		400	
TOTAL EXPENDITURE	431,725	1,084,300	438,274	324,300	(760,000)
+ENDING CASH	520,614	(29,386)	235,642	8,314	37,700
TOTAL USES:	\$952,339	\$1,054,914	\$673,915	\$332,614	(\$722,300)

2007 GO BOND BALANCE OUTSTANDING AS OF DECEMBER 31, 2015:

2007 GO Bond	<u>Amount</u> \$ 270,000	<u>Maturity</u> December 1, 2017
TOTAL:	\$ 270,000	

FUND NUMBER:

TITLE

317

2009 WATER-SEWER REVENUE BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts from the Water and Sewer system to repay the bond for Airport water construction and Well 8 construction.

REVENUES:

Estimated receipts: \$392,400

EXPENDITURES:

Estimated expenditures: \$392,400

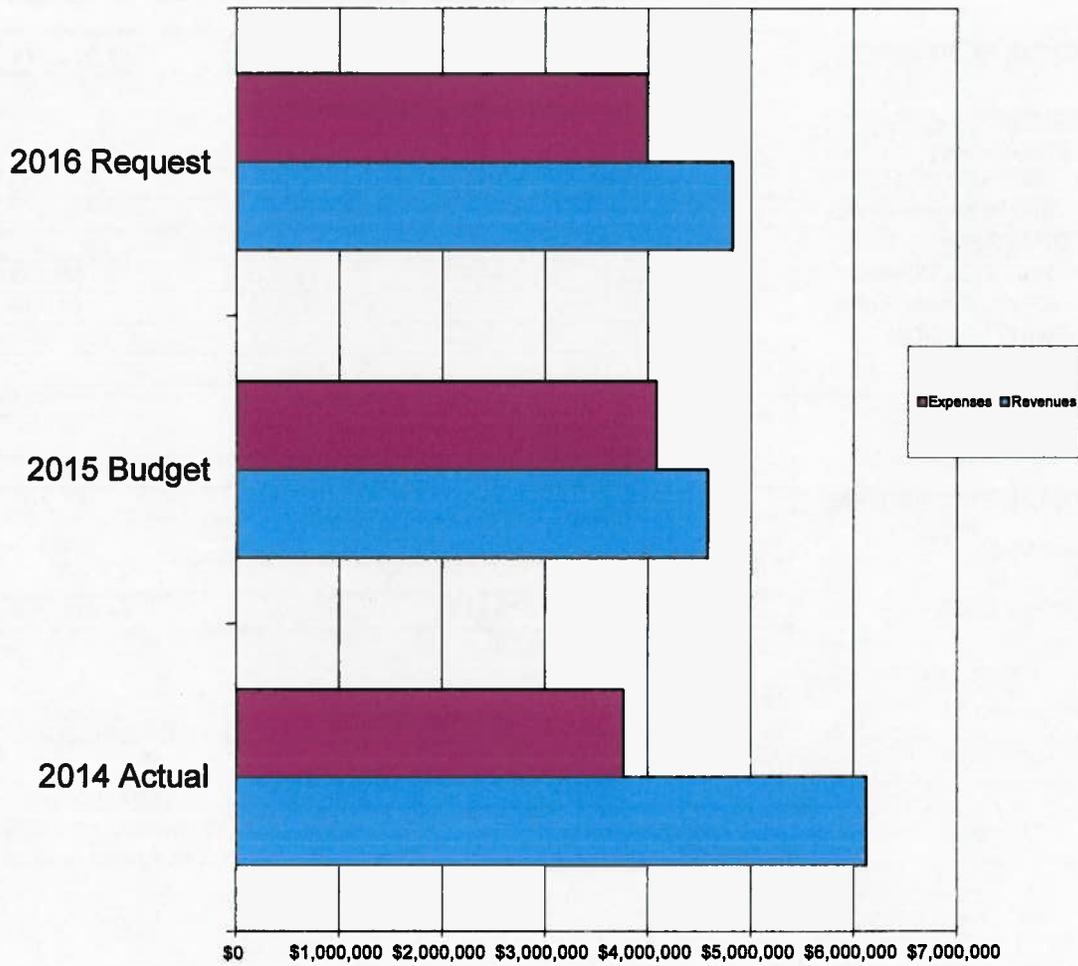
2009 WATER-SEWER REVENUE BOND FUND #317

	<u>2014 ACTUAL</u>	<u>2015 BUDGET</u>	<u>YTD 06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
INTER-GOVERNMENTAL					
BOND PROCEEDS	1,500,000		518		
INVESTMENTS					
TRANSFERS IN	505,208	205,408	298,649	392,400	186,992
TOTAL REVENUES:	2,005,208	205,408	299,167	392,400	186,992
+BEGINNING CASH:	378,364	679,874	679,874	679,874	0
TOTAL RESOURCES:	\$2,383,572	\$885,282	\$979,041	\$1,072,274	\$186,992
EXPENDITURES:					
PRINCIPAL:					
2009 REV BONDS	110,000	110,000		110,000	
SR270 Sewer Bond		146,057	72,441	150,857	4,800
INTEREST:					
2009 REV BONDS	93,808	94,908	15,268	88,308	(6,601)
SR270 Sewer Bond	10,395	47,427	20,115	42,235	(5,192)
REGISTRATION	300	1,000		1,000	
DEBT ISSUE	5,174				
TRANSFERS	1,484,431				
TOTAL EXPENDITURE	1,704,108	399,392	107,824	392,400	(6,992)
+ENDING CASH	679,464	485,890	871,217	679,874	193,984
TOTAL USES:	\$2,383,572	\$885,282	\$979,041	\$1,072,274	\$186,992

REVENUE BONDS BALANCE OUTSTANDING AS OF DECEMBER 31, 2015:

	<u>Amount</u>	<u>Maturity</u>
2009 Revenue Bond	\$ 2,070,000	September 1, 2029
SR270 Sewer Revenue Bond	\$ 1,353,944	December 1, 2023
TOTAL:	\$ 3,423,944	

Utility Fund: Water Division



Revenues vs. Expenses

FUND NUMBER:

401

TITLE

UTILITIES/WATER

ACTIVITY DESCRIPTION:

Maintenance and operation of City water facilities delivering approximately 907 million gallons of water to consumers annually.

GOAL:

Provide a constant supply of the highest quality water available at adequate pressure to approximately 5,253 City service connections. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, and distribution systems, and perform repairs as needed to ensure continuous quality service.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Replace approximately 250 water meters 15 years old or older to ensure accuracy in water consumption measurements; repair existing water meters, services, and hydrants; install 100 service connections for new construction; replace approximately 25 galvanized service lines with plastic or copper lines; survey approximately 52 miles of water mains and service lines for detection and repair of leaks; inspect, test, and repair all pressure-reducing valves, altitude valves and control valves; inspect and test 25% of all large water meters on a rotating basis; monitor and test all cross connection control devices installed in City facilities; perform preventive maintenance on pumps, motors, chlorine, fluoride, and telemetry equipment; daily monitoring for all wells, booster stations and reservoirs; daily monitoring for fluoride and chlorine residual levels; weekly sampling for coliform testing; annual testing for organics, nitrates, and trihalomethane; other testing as required for volatile organic contaminants, herbicides, pesticides, insecticides, bacteria, EDB, dioxin, endothall, diquat, glyphosphate, and radionuclides (approximately 3,200 tests conducted yearly).

BUDGET:

\$3,986,737

MAJOR BUDGET CHANGES:

The 2016 budget includes programmed salary step increases and a Comprehensive Plan contribution (\$2,000 carryover from 2015).

Minor Capital includes electric band saw (\$400), Fluoride dosing equipment (\$4,000), low cost tool or equipment procurement (\$1,500), miscellaneous hand, electric, and pneumatic tool replacements (\$2,200); and a spare Chlorine Analyzer (\$3,500).

Major Capital includes Airport Domestic Water System Upgrades (\$50,000 carryover), radio read meters for new accounts (\$25,000), Palouse Highway Utility Maintenance Access Paving Project (\$25,000) and miscellaneous water line replacements (\$100,000).

MEASUREMENT TECHNIQUE:

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

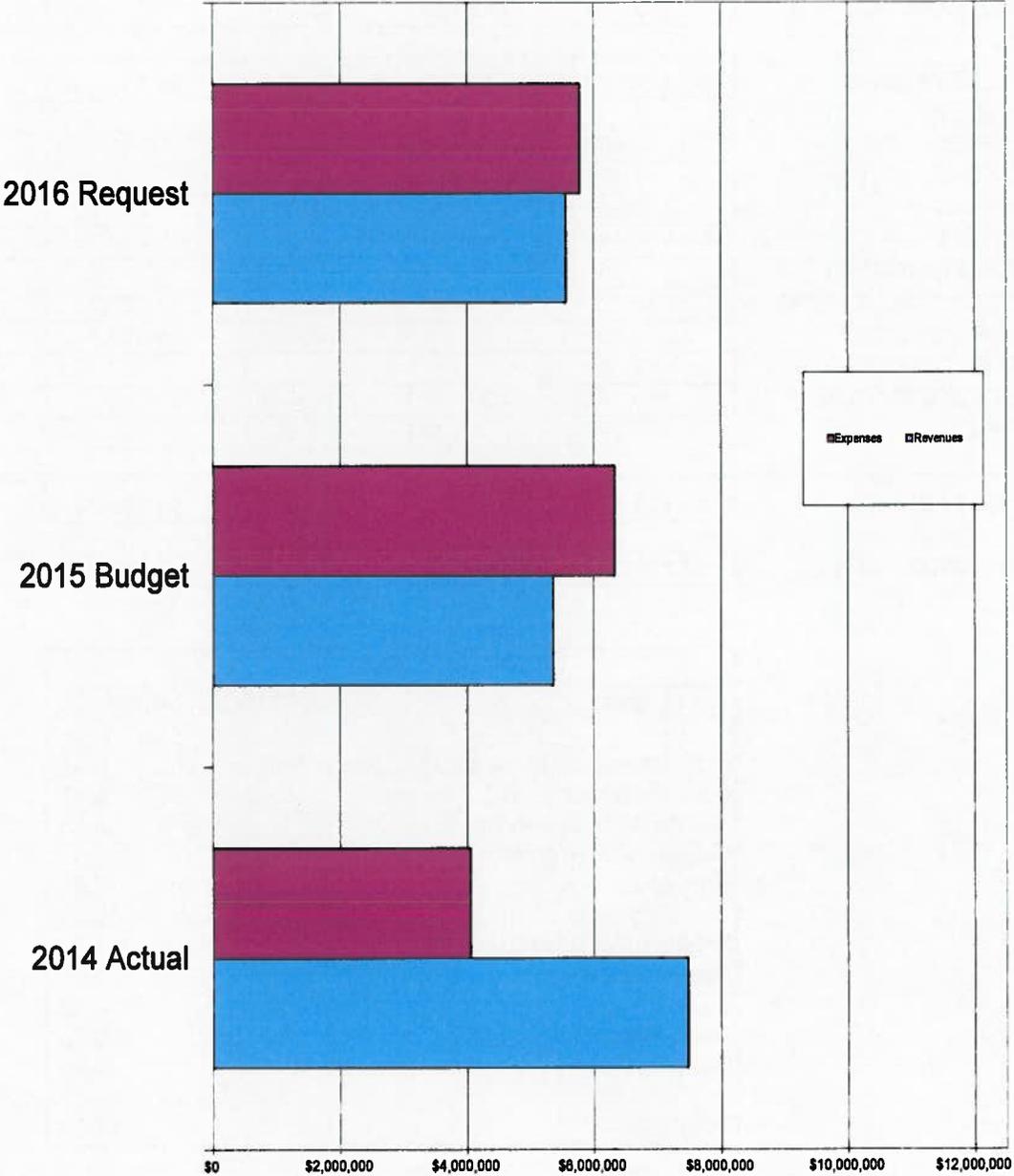
UTILITY FUND #401

WATER-SEWER REVENUES AND EXPENSES

	2014 ACTUAL	2015 BUDGET	YTD 06/30/15	2016 REQUEST	\$ CHANGE
REVENUES:					
WATER DIVISION:					
WATER SALES	4,945,740	4,304,000	2,031,781	4,505,000	201,000
MISCELLANEOUS	1,173,013	272,540	146,114	311,640	39,100
TOTAL REVENUES:	\$6,118,753	\$4,576,540	\$2,177,895	\$4,816,640	\$240,100
EXPENSES:					
SALARIES	642,408	718,186	339,658	840,170	121,984
OVERTIME	3,582	23,082	2,070	30,130	7,048
BENEFITS	309,650	346,889	158,734	412,801	65,912
SUPPLIES	392,448	467,450	195,815	424,750	(42,700)
MINOR EQUIPMENT	3,507	18,800	8,978	11,600	(7,200)
ERD/BUILDING RENTAL	235,271	223,941	81,384	166,788	(57,153)
OTHER SERVICES	1,349,699	1,598,779	657,415	1,593,337	(5,442)
INFO SYS/INTERGOVT	562,548			307,161	307,161
DEBT REDEMPTION	136,782	136,443	136,443		(136,443)
**CAPITAL	119,820	275,000	20,599	200,000	(75,000)
TOTAL EXPENSES:	\$3,755,715	\$4,078,507	\$1,845,608	\$3,986,737	(\$91,770)
SURPLUS/(DEFICIT)	\$2,363,038	\$498,033	\$332,287	\$829,903	\$331,870

STAFFING: WATER	
Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.45
Operations Supervisor	0.90
Maintenance Supervisor	0.35
Maintenance Workers	7.08
Control Specialist	0.60
Civil Engineer	0.20
Engineering Technician	1.50
Seasonal/Casual	1.06
Clerical	0.65
Administration	0.20
Mapping Aide	1.00
Total	13.99

**Utility Fund:
Sewer/Sewage Treatment**



Revenues vs. Expenses

ACTIVITY:**TITLE**

401

**UTILITIES/SEWER MAINTENANCE
AND SEWER TREATMENT****ACTIVITY DESCRIPTION:**

Maintenance of sewer collection facilities and maintenance and operation of the Wastewater Treatment Plant.

GOAL:

Provide a safe and effective wastewater collection system that will accept water and water-carried waste from their point of origin and carry them at an acceptable rate to the Wastewater Treatment Plant so as to provide uninterrupted service to City utility customers.

Provide wastewater treatment that meets or exceeds all Department of Ecology and Environmental Protection Agency regulations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform planned and preventive maintenance on 94.40 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 175,000 lineal feet of sewer mains; televising 6,000 lineal feet of sewer lines to support the sewer replacement program, for identifying problem lines with additional maintenance needs, and for verifying the location of customer lateral taps to the main.

Perform planned and preventive maintenance on two major and three minor sewer lift stations, which includes daily monitoring, monthly cleaning, and biannual motor and pump inspections, testing and repairs.

Annual treatment of approximately 1.041 billion gallons of wastewater meeting State Department of Ecology requirements. The budgeted service level will provide for the following: perform 75+ work orders monthly for routine and preventive maintenance functions on plant equipment; effectively manage the annual disposal and farmland application of approximately 444 dry tons of biosolids; conduct 4,000 ± laboratory tests annually for operational needs and monitoring requirements.

BUDGET:

\$5,775,803

(Sewer Maintenance is \$1,148,376 and Sewage Treatment is \$4,627,427)

MAJOR BUDGET CHANGES:

The 2016 Budget includes programmed salary step increases. The Sewer Treatment budget includes SRF loan repayment (\$877,000) on the Secondary Process Improvements project, consultant services for Biosolids Storage Area Relocation report (\$10,000), and WWTP Facility plan (\$200,000).

Minor Capital includes annual replacement of building heaters (1 @ \$2,500); annual replacement of sump pumps (\$2,400); air impact wrench (\$500); low cost tool or equipment procurement (\$2,500); miscellaneous hand, electric, and pneumatic tool replacements (\$3,400); crossbar induction bearing heater (\$3,000); a cordless tool (\$300); a roto hammer (\$500); a voltage and current tester (\$200); replace portable air compressor (\$700); replace push mower (\$600); and tool storage (\$1,500).

Major Capital includes the Palouse Highway Utility Maintenance Access Paving project (\$25,000), inflow/infiltration reduction program (\$50,000), miscellaneous pipe rehabilitation projects (\$100,000), miscellaneous sewer line replacement (\$75,000), the WWTP Remote Biosolids Storage Area (\$135,000), air gap on the WWTP process waterline (\$125,000), belt press and DAFT polymer makeup units (\$115,000), and replace Primary Clarifier No. 1 Stairway (\$30,000).

MEASUREMENT TECHNIQUE:

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

UTILITY FUND #401

WATER-SEWER REVENUES AND EXPENSES

2014 **2015** **YTD** **2016**
ACTUAL **BUDGET** **06/30/15** **REQUEST** **\$ CHANGE**

SEWER/SEWAGE TREATMENT DIVISION:

REVENUES:

SEWER SALES	4,370,947	4,100,000	2,143,575	4,250,000	150,000
WSU REIMBURSMT	1,053,620	900,000		900,000	
MISCELLANEOUS	2,051,314	356,440	177,421	405,896	49,456

TOTAL REVENUES:

\$7,475,881	\$5,356,440	\$2,320,996	\$5,555,896	\$199,456
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EXPENSES:

SALARIES	808,789	897,953	416,403	945,361	47,408
OVERTIME	5,617	16,187	2,887	11,956	(4,231)
BENEFITS	391,094	435,901	197,113	462,975	27,074
SUPPLIES	299,805	276,858	74,647	231,600	(45,258)
MINOR EQUIPMENT	9,591	34,600	22,230	18,100	(16,500)
ERD/ BUILDING RENTAL	199,094	179,341	67,061	134,272	(45,069)
OTHER SERVICES	1,261,615	1,993,203	1,573,378	1,942,113	(51,090)
INFO SYS/INTERGOVT	102,819	118,333	182,250	287,226	168,893
DEBT REDEMPTION	860,454	1,348,306	549,580	1,087,200	(261,106)
**CAPITAL	106,066	1,024,000		655,000	(369,000)

TOTAL EXPENSES:

\$4,044,943	\$6,324,682	\$3,085,549	\$5,775,803	(\$548,879)
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SURPLUS/(DEFICIT)

\$3,430,938	(\$968,242)	(\$764,553)	(\$219,907)	\$748,335
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STAFFING:SEWER/SEWAGE TREATMENT	
Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.20
Maintenance Supervisor	0.40
Operations Supervisor	0.05
WWTP Supervisor	1.00
WWTP Operator	5.00
Laboratory Manager	1.00
WWTP Mechanic	1.00
Control Specialist	0.37
Maintenance Workers	1.89
Civil Engineer	0.30
Engineering Technician	0.90
Seasonal/Casual	0.87
Clerical	0.45
Administration	1.26
Mapping Aide	1.00
Total	15.69

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

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

TOTAL UTILITY FUND:

REVENUES:	13,594,634	9,932,980	4,498,891	10,372,536	439,556
EXPENSES:	7,800,658	10,403,189	4,931,157	9,762,540	(640,649)
DEPRECIATION:	1,888,124	2,250,000		2,190,000	(60,000)
CAPITAL TRANSFERS 403:	1,002,946	1,032,380		1,894,000	861,620
SURPLUS/(DEFICIT):	2,902,906	(3,752,589)	(432,266)	(3,474,004)	278,585
ENDING CASH:	12,681,142	11,178,553	12,248,876	10,323,231	(855,322)

ACTIVITY:**TITLE**

403

UTILITY CAPITAL PROJECTS FUND**PURPOSE:**

This fund is used to account for major water, sewer and sewage treatment capital projects. Some of the projects are multi-year projects that will not be completed within 2016. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2016 request includes only the estimated project dollars that we intend to expend in 2016.

REVENUES:

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

EXPENSES: \$1,894,000

Utility Capital Projects include:

<u>Water</u>	
State Street Waterline	\$ 16,000
Orion Drive Waterline	161,000
Water Tank 11 (NW High)	350,000
Wheatland Drive Waterline Replacement	59,500
Water Tank 12 (NE High)	\$ <u>150,000</u>
Total	\$ <u>736,500</u>
<u>Sewer</u>	
Dry Fork Creek Sewer (design)	\$ 29,500
Reaney Park Sewer	4,000
SR 270/Airport Road Sewer	105,000
Sanitary Sewer Rehab 2016	\$ <u>389,000</u>
Total	\$ <u>527,500</u>
<u>WWTP</u>	
IPS Pump and Meter Replacement	\$ <u>630,000</u>
Total	\$ <u>630,000</u>
Grand Total	\$<u>1,894,000</u>

UTILITY CAPITAL PROJECTS FUND 403

	<u>2012 REQUEST</u>	<u>2013 REQUEST</u>	<u>2014 REQUEST</u>	<u>2015 REQUEST</u>	<u>2016 REQUEST</u>
REVENUES:					
WSU CONTRIBUTIONS					
OTHER					
TOTAL REVENUES:					
+UTILITY FUND CASH + LOANS:	10,677,280	8,181,327	2,952,770	838,380	1,894,000
TOTAL RESOURCES:	\$10,677,280	\$8,181,327	\$2,952,770	\$838,380	\$1,894,000

CAPITAL EXPENSES:

SEWER:

CLIFFORD STREET SEWER	650,000	42,800			
DRY FORK CREEK SEWER	420,000	32,000	32,000	32,000	29,500
REANEY PARK SEWER		100,000	100,250	81,500	4,000
SR70/AIRPORT ROAD SEWER		2,174,000	2,026,250	106,000	105,000
SANITARY SEWER REHAB					389,000

WATER SYSTEMS:

SW HIGH STANDPIPE					
TELEMETRY					
BOOSTER STATION #10	8,520				
JOHNSON ROAD WATERLINE					
WELL #8	49,760	48,260			
WELL #5 CHLORINE UPGRADE	238,000	244,600	54,420		
AIRPORT WATER SYSTEM					
CITY HALL 2ND FLOOR REMODEL		10,547			
M&O RADIO COMMUNICATIONS	15,000				
REANEY PARK WATERLINE					
HIGH STREET WATERLINE					
BLEASNER DRIVE WATERLINE	5,000				
GUY STREET WATERLINE					
STATE STREET WATER	220,000	119,100	220,000	219,880	16,000
STADIUM WAY WATER LINE	560,000	373,500	52,650		
BOOSTER 10		8,520			
MEYER DRIVE WATER LINE REPLACEMENT			52,000		
HAROLD DRIVE WATER LINE REPLACEMENT			86,000		
JEFFERSON ELEMENTARY WATER LINE REPLACEMENT				164,000	
ORION DRIVE WATERLINE					161,000
WATER TANK 11				90,000	350,000
WHEATLAND DRIVE WATER LINE REPLACEMENT				61,000	59,500
WATER TANK 12				50,000	150,000

WASTEWATER TREATMENT PLANT:

NEW DIGESTER					
AERATION BASIN CONSTR./UPGRADES	6,885,000	3,273,000	67,200		
STP ELECTRICAL & CONTROL UPGRADE	120,000	500,000	30,000	10,000	
STP SECONDARY CLARIFIER UPGRADES	860,000	695,000	45,000		
RAS PUMPING UPGRADE	420,000	365,000	25,000		
WAWAWAI LIFT STATION REPLACEMENT	16,000				
INFLUENT PUMP REPLACEMENT	210,000	195,000	162,000	24,000	
COLFAX LIFT STATION					
IPS PUMP AND METER REPLACEMENT					630,000

TOTAL EXPENSES:	\$10,677,280	\$8,181,327	\$2,952,770	\$838,380	\$1,894,000
+ENDING CASH					

TOTAL USES:	\$10,677,280	\$8,181,327	\$2,952,770	\$838,380	\$1,894,000
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FUND NUMBER:

404

TITLE**STORMWATER****ACTIVITY DESCRIPTION:**

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

GOAL:

Schedule activities within the budgeted stormwater program that will improve water quality in receiving streams by reducing pollution, maintain and improve infrastructure, reduce volume-induced negative water quality impacts to natural drainage systems, increase public awareness of stormwater issues and meet regulatory permit requirements. Administer stormwater regulations, policies, and practices in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Achieve compliance with the NPDES Municipal Stormwater Permit. Implement the stormwater maintenance program including: 1) Sweeping all streets in the spring and in the fall, weekly sweeping of the Central Business District, and sweeping other City streets one day per week on a rotating basis; 2) Leaf cleanup program in November; 3) Televisive approximately 500 feet of storm drain lines. 4) Clean 38 miles of storm drain lines on a rotating basis; 5) Inspect and clean 1,819 catch basins, 1,205 manholes, 202 catch basin/manholes, 22 curb inlets, 45 flow control facilities (detention ponds), 381 outfalls, 17 treatment facilities (biofiltration swales, oil/water separators, etc.) on a rotating basis.

BUDGET:

\$1,712,711

MAJOR BUDGET CHANGES:

The 2016 budget includes programmed salary step increases. Included is a contribution to the City's next Comprehensive Plan Update (\$3,500), which is a partial carryover from 2015.

Minor Equipment includes water quality monitoring equipment (\$1,500), asset inventory/inspection equipment (\$2,500), MS4 maintenance tools/equipment (\$5,000), and miscellaneous equipment as needed (\$1,000).

Capital includes the Reaney Park Utility project (\$10,000), Library and South Street Parking Lot LID project (\$469,000), miscellaneous line replacements (\$50,000), and Palouse Highway Utility Maintenance Access Paving (\$25,000).

MEASUREMENT TECHNIQUE:

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

STORMWATER FUND #404

	2014 ACTUAL	2015 BUDGET	YTD 06/30/15	2016 REQUEST	\$ CHANGE
REVENUES:					
CHARGES GOODS&SERVICE	1,099,550	1,100,000	636,587	1,108,000	8,000
GRANTS	149,373	15,000		296,628	281,628
INVESTMENT INTEREST					
OPERATING TRANSFERS					
MISCELLANEOUS	176	1,000		1,000	
TOTAL REVENUES:	\$1,249,099	\$1,116,000	\$636,587	\$1,405,628	\$289,628

EXPENSES:					
SALARIES	227,357	267,161	124,763	278,901	11,740
OVERTIME	751	4,120	216	1,673	(2,447)
BENEFITS	104,888	124,688	56,249	134,527	9,839
SUPPLIES	12,826	22,000	5,365	22,000	
MINOR EQUIPMENT		16,400		10,000	(6,400)
ERD RENTAL	134,029	153,399	76,891	121,052	(32,347)
BLDG RENTAL	83,196	17,322	8,961	33,048	15,726
INFO SYSTEMS	16,317	22,663	11,332	35,468	12,805
OTHER SERVICES	405,759	341,466	116,163	351,060	9,594
INTGOVT/OTHER		167,604	39,589	170,982	3,378
CAPITAL	18,789	175,000		554,000	379,000

TOTAL EXPENSES	\$1,003,911	\$1,311,823	\$439,529	\$1,712,711	\$400,888
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NET REVENUES/EXPENSES	\$203,893	(\$195,823)	\$197,058	(\$307,083)	\$111,260
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DEPRECIATION	41,295	48,000		54,000	6,000
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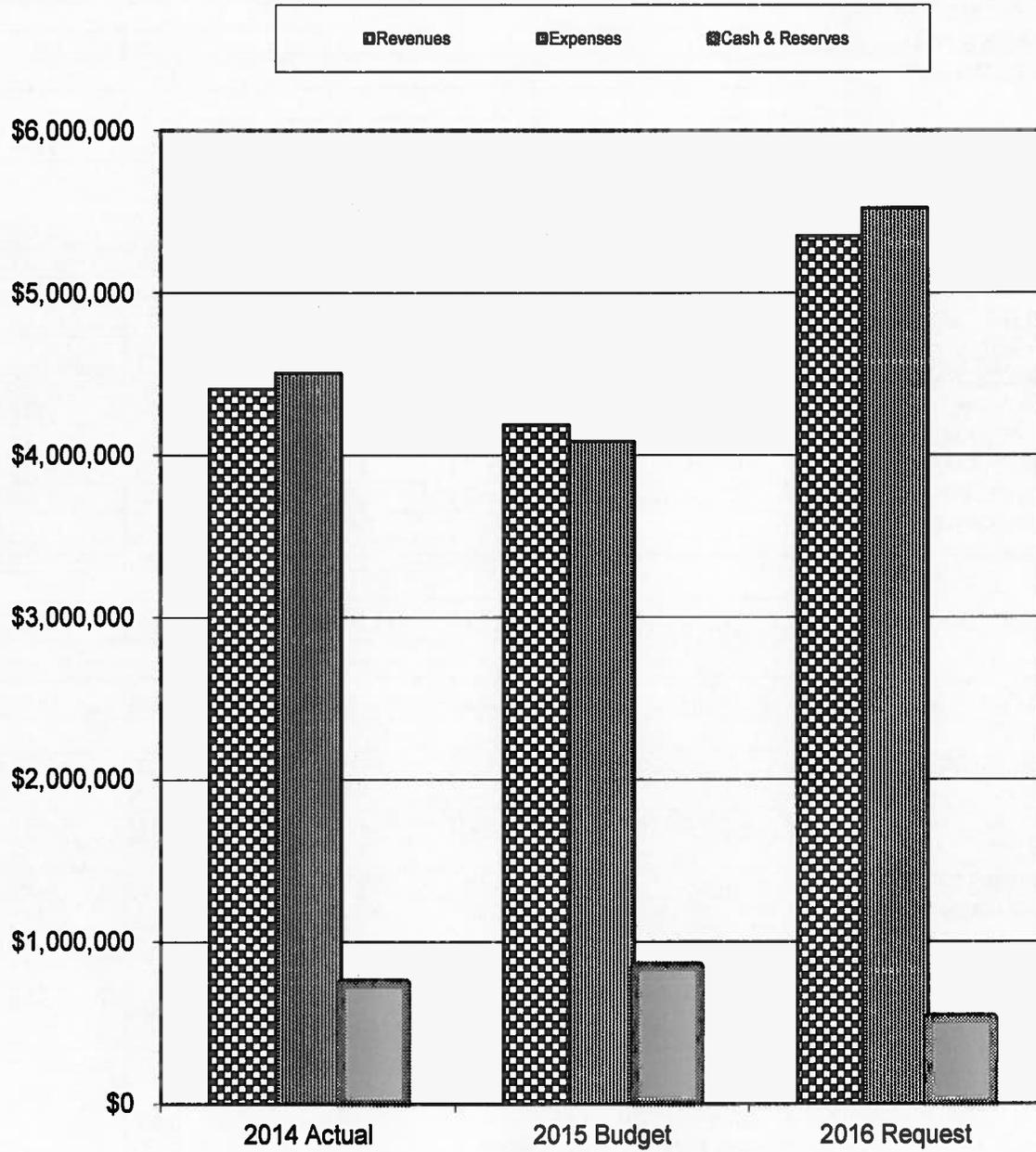
NET	\$162,598	(\$243,823)	\$197,058	(\$361,083)	(117,260)
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+BEGINNING CASH:	1,559,118	1,559,118	1,559,118	1,492,757	(66,361)
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+ENDING CASH	1,763,011	1,363,295	1,756,176	1,185,674	(177,621)
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STAFFING: STORMWATER	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Stormwater Service Program Manager	1.00
Field Technician	1.00
Stormwater Aide	0.50
Civil Engineer	0.10
Maintenance Workers	1.18
Clerical	0.34
Seasonal/Clerical	0.67
Total	4.99

TRANSIT FUND



FUND NUMBER:

405

TITLE

TRANSIT

ACTIVITY DESCRIPTION:

Operation of the City's Transit system, service includes the fixed route and Dial-A-Ride services.

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Transport 1,400,000 fixed route passengers and provide 17,000 Dial-A-Ride trips.

Keep the fixed route fare box return ratio over 50 percent.

Keep fixed route ridership per hour near or above 50 riders.

Keep overall operating cost per passenger on the fixed route below \$2.00.

Keep Dial-A-Ride on-time pickup percentage above 95 percent.

BUDGET:

\$5,523,293

MAJOR BUDGET CHANGES:

The 2016 budget includes programmed salary step increases. The Information Services charge is increased significantly.

Minor Capital includes the replacement of miscellaneous office equipment for Administration and Operations (\$4,500), Training Systems updates (\$2,500), miscellaneous tools (\$2,500), and a replacement camera and MDT for one Dial-A-Ride vehicle (\$3,500).

Major Capital includes the replacement of one Dial-A-Ride vehicle with a new MV-1 (\$66,000), two bus shelters (\$26,000) 10 additional bus stop simme seats (\$13,800), and two hybrid 40-foot buses to replace two of the oldest buses in the fleet (\$1,290,000).

MEASUREMENT TECHNIQUE:

The operational performance of Pullman Transit is measured against all other Washington transit systems using criteria established by the State and described in our 2015-2020 Transit Development Plan.

TRANSIT FUND #405

	2014 <u>ACTUAL</u>	AMENDED 2015 <u>BUDGET</u>	YTD 06/30/15	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FARES	1,933,084	2,092,887	1,010,738	2,146,978	54,091
OTHER LOCAL	(38,298)	10,550	847	8,650	(1,900)
STATE MVET	129,863				
EQUALIZATION					
UTILITY TAX	1,248,445	1,167,000	559,447	1,198,000	31,000
TOT OPER REVENUE	\$3,273,094	\$3,270,437	\$1,571,032	\$3,353,628	\$83,191
VEHICLE GRANT	529,373	62,000	31,273		(62,000)
OPERATING GRANT	604,524	854,511	159,295	2,000,092	1,145,581
TOTAL REVENUES:	\$4,406,991	\$4,186,948	\$1,761,600	\$5,353,720	\$1,166,772
EXPENSES:					
SALARIES	1,588,247	1,688,601	793,941	1,716,350	27,749
OVERTIME	37,309	37,385	11,598	43,961	6,576
BENEFITS	816,285	849,607	415,129	866,423	16,816
SUPPLIES	25,161	35,700	6,583	34,700	(1,000)
MINOR EQUIPMENT	5,965	13,000	5,833	13,000	
EQUIPMENT MAINTENANCE	1,093,671	918,365	461,184	945,398	27,033
OTHER SERVICES	285,921	353,118	217,782	345,932	(7,186)
INTERFUND PAYMENTS		148,500	123,522	161,729	13,229
CAPITAL	653,557	39,800	9,829	1,395,800	1,356,000
TOTAL OPER. EXPENSES	\$4,506,117	\$4,084,076	\$2,045,401	\$5,523,293	\$1,439,217
NET REVENUES/ EXPENSES	(99,126)	102,872	(283,801)	(169,573)	(272,445)
DEPRECIATION	495,878	600,000		553,000	(47,000)
NET	(\$595,004)	(\$497,128)	(\$283,801)	(\$722,573)	(\$225,445)
+BEGINNING CASH:	789,313	745,339	745,339	696,766	(48,573)
+ENDING CASH	745,339	848,211	461,537	527,193	(274,018)

STAFFING	
Position	Full-Time Equivalent
Administration	0.20
Transit Manager	1.00
Operations Supervisor	1.00
Customer Service Supervisor	1.00
Training Officer	1.00
Dispatcher	2.73
Customer Service Representative	1.50
Driver, Full Time	19.00
Driver, 3/4 Time	1.50
Driver, 1/2 Time	5.00
Driver, Extra Board Time	1.00
Bus Washer	2.50
Total	37.43

FUND NUMBER:

501

TITLE**EQUIPMENT RENTAL****ACTIVITY DESCRIPTION:**

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

GOAL:

Perform preventive maintenance and routine repairs on all City vehicles to minimize equipment maintenance and operation costs and to maximize equipment availability and useful life, so that City staff can provide the highest possible level of service to the public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform preventive maintenance and minor repairs on fleet equipment: 5 fire trucks, 7 ambulance/rescue vehicles, 1 hazmat semi-truck and trailer, 18 police vehicles, 22 transit buses, 3 mini-buses, 48 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 23 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 27 pieces of various heavy equipment, and 29 attachments and accessory equipment; and prepare new equipment for service. Over 2,900 service calls for routine maintenance, repairs, and overhauls are completed.

BUDGET:

\$3,004,313

MAJOR BUDGET CHANGES:

The 2016 budget includes a decrease in the supply line item for fuel, oils, lubricants, tires, chains, etc. (-\$28,600); an increase in repair and maintenance supplies (\$+50,000); an increase to the amount budgeted for contracted repairs and maintenance (+\$46,500); and \$35,000 for the fuel island relocation design.

Minor Capital includes employee tool replacement (\$1,500), miscellaneous hand, electric and pneumatic tool replacements (\$4,000), tool carts (\$1,100), and utility cart (\$1,500).

Capital Expenses are approved CIP vehicles (\$548,000) and Fuel Island Relocation Project (\$300,000).

FY2016 VEHICLE REPLACEMENTS:

New Protective Inspections Division Vehicle	\$	35,000
03-175 2003 Prostrip 3 Paint Striper - M&O		92,000
04-401 2004 Chevrolet Impala Pool Vehicle - ERD		20,000
05-065 2005 Dodge Half-Ton Crew Cab Pickup - M&O		32,000
05-454 2005 Dodge Status - Fire		30,000
09-218 2009 Excell Mower - Parks		50,000
13-015 2013 Ford Police Interceptor - Police		47,000
13-017 2013 Ford Utility Police Interceptor - Police		47,000
92-452 1992 KME Fire Pumper - Fire		160,000
94-207 1994 Kubota L2350 Tractor - Parks	\$	<u>35,000</u>
TOTAL	\$	<u>548,000</u>
GRAND TOTAL	\$	<u>848,000</u>

MEASUREMENT TECHNIQUE:

Satisfaction of vehicle performance from user departments.

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EQUIPMENT RENTAL FUND #501

	2014 ACTUAL	2015 BUDGET	YTD 06/30/15	2016 REQUEST	\$ CHANGE
REVENUES:					
EQUIPMENT RENT & REPAIR	2,338,703	2,281,492	1,140,746	2,383,897	102,405
MISCELLANEOUS	413,196	49,250	11,057	49,750	500
TRANSFERS IN/OUT	58,919	713,000		55,000	(658,000)
TOTAL REVENUES:	\$2,810,819	\$3,043,742	\$1,151,803	\$2,488,647	\$41,284
EXPENSES:					
SALARIES	323,284	327,075	169,451	331,900	4,825
OVERTIME	1,423	7,869	200	7,869	
BENEFITS	166,940	167,447	80,246	177,935	10,488
SUPPLIES	854,416	1,129,180	319,102	1,104,080	(25,100)
MINOR EQUIPMENT	3,758	7,000		8,100	1,100
OTHER SERVICES	264,015	411,820	206,052	491,784	79,964
INFO SYS/INTERGOVT	46,411	43,206	23,923	34,645	(8,561)
DEBT SERVICE	19,696	61,923			
CAPITAL	383,621	952,000	7,233	848,000	(104,000)
TOTAL EXPENSES	\$2,063,565	\$3,045,597	\$806,207	\$3,004,313	(\$41,284)
NET REVENUES/ EXPENSES	\$747,254	(\$1,855)	\$345,596	(\$515,666)	(\$513,811)
DEPRECIATION	426,742	540,000		487,000	(53,000)
NET	\$320,511	(\$541,855)	\$345,596	(\$1,002,666)	(\$460,811)
BEGINNING CASH	1,075,650	1,867,259	1,867,259	1,935,410	68,151
ENDING CASH	1,598,996	1,399,276	2,108,048	1,029,183	(370,093)
CAP RESERVES	268,263	466,128	104,807	390,561	(75,567)

STAFFING	
Position	Full-Time Equivalent
Maintenance & Operations Superintendent	0.20
Auto Repair Supervisor	1.00
Heavy Equipment Mechanic	4.00
Clerical	0.40
Seasonal/Casual	0.55
Total	6.15

FUND NUMBER:

504

TITLE

GOVERNMENT BUILDINGS

ACTIVITY DESCRIPTION:

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

GOAL:

Maintain buildings that create a good first impression and that reflect pride in the buildings and the City. Maintain an appropriate level of service for each government facility.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

Resolution of building operation emergencies within 24 hours 90 percent of the time. On-going preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

BUDGET:

\$1,082,703

MAJOR BUDGET CHANGES:

2016 budget includes programmed salary step increases. A part-time weekend custodian has been added to provide better overall coverage and augment existing staff resources.

Special maintenance projects include carpet replacement in Library (\$10,000 - GB portion), power vac cleaning the HVAC ducts at Fire Stations 1 and 2 (\$4,000), Pioneer Center reroof (\$15,000), and Pioneer Center men's restroom panels (\$1,500).

Major Capital includes the non-General Fund portion of HVAC improvements design for City Hall (\$2,930).

Minor Equipment includes miscellaneous items as needed (\$1,000) and Library shade sail footings/supports (\$9,000).

MEASUREMENT TECHNIQUE:

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

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GOVERNMENT BUILDINGS FUND #504

	<u>2014 ACTUAL</u>	<u>2015 BUDGET</u>	<u>YTD 06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
BUILDING RENTS GENERAL FUND	962,670	987,369	432,685	934,423	(52,946)
MISCELLANEOUS	37,342	23,301	2,475	28,377	5,076
TOTAL REVENUES:	\$1,000,012	\$1,010,670	\$515,807	\$962,800	(\$47,870)
+BEGINNING CASH:	783,887	840,890	840,890	849,009	8,119
TOTAL RESOURCES:	\$1,783,899	\$1,851,560	\$1,356,697	\$1,811,809	(\$39,751)
EXPENDITURES:					
SALARIES	244,632	264,282	128,654	292,141	27,859
OVERTIME	25,102	15,243	26,841	20,028	4,785
BENEFITS	143,645	150,772	74,923	163,837	13,065
SUPPLIES	83,108	87,370	50,206	92,705	5,335
MINOR EQUIPMENT	2,953	4,825	2,478	10,000	5,175
ERD RENTAL	31,649	15,860	7,661	17,836	1,976
OTHER SERVICES	422,550	430,905	190,753	455,405	24,500
INFO SERVICES/GOVT	1,607	24,174		30,751	6,577
CAPITAL		14,000			(14,000)
TOTAL EXPENDITURES:	\$955,246	\$1,007,431	\$492,964	\$1,082,703	\$75,272
+ENDING CASH	840,890	844,129	863,733	729,106	(115,023)
TOTAL USES:	\$1,796,133	\$1,851,560	\$1,356,697	\$1,811,809	(\$39,751)

STAFFING	
Position	Full-Time Equivalent
Maintenance Supervisor	1.00
Maintenance Worker	1.00
Custodian	3.00
Temporary Custodian	0.50
Weekend Custodian	0.45
Administration	0.20
Clerical	0.15
Total	6.30

FUND NUMBER**TITLE**

507

INFORMATION SYSTEMS**Activity Description:**

Provide a stable and productive computing environment throughout the citywide network by maintaining and securing the network infrastructure, protecting City data, supplying functional workstations and software, and providing user and software vendor support as requested.

Goal:

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

Performance Measure/Budgeted Service Level

Maintain, monitor, and secure the local and wide area network to ensure reliable connectivity for the 54 separate City sites for both internal and external network services. Maintain and provide hardware and software upgrades for the City's 65 servers. Maintain and provide hardware and software upgrades for the 308 user network devices (PC's, laptops, and smart phones). Manage network and email access for the 265 City employees with computer access. Provide computer and application support for all City employees and software vendor personnel. Manage and maintain the City phone system.

REVENUES: \$1,071,087

User departments and funds are charged for network services and equipment maintenance and replacement are \$1,064,382.

EXPENDITURES: \$1,037,690 Total

Equipment:	\$236,841
Operating requirements:	\$800,849

MAJOR BUDGET CHANGES:

The primary budget changes for 2016 are a Public Safety computer support position for Police and Fire (Half-year cost ~\$48,087) and the replacement of the City's Virtual Infrastructure (\$157,030).

MEASUREMENT TECHNIQUE:

Satisfaction of network, workstation, and application performance from user departments.

FUND NUMBER

507

TITLE

IS GOVERNMENT ACCESS

ACTIVITY DESCRIPTION:

Broadcast City Council, Hospital Board, and League of Women Voters meetings both live and on a replay schedule. Use the reader board to disseminate public service announcements and notice of local City sponsored events. Broadcast the Washington State Government channel (TVW), and other State productions when they are available.

GOAL:

Provide the citizens of Pullman with increased access to governmental information, activities, and meetings.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Broadcast public service information to residents of Pullman on digital government access channel. Provide community access to local and state government proceedings.

BUDGET:

\$11,805

MAJOR BUDGET CHANGES:

The budget increase for 2016 is entirely due to the IS rates for equipment and labor.

We are hoping to receive franchise agreement monies to do some upgrades in 2016.

MEASUREMENT TECHNIQUE:

Input received from community.

INFORMATION SYSTEMS FUND (507)

	2014 <u>ACTUAL</u>	2015 <u>BUDGET</u>	YTD <u>6/30/2015</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
GENERAL FUND TRANSFER	3,926	5,083	5,083	6,505	1,422
MISCELLANEOUS	6,560	200	64	200	
NETWORK & SERVICE FEES	548,032	766,678	380,973	1,064,382	297,704
TOTAL REVENUES:	558,519	\$771,961	\$386,120	\$1,071,087	\$299,126
<u>EXPENDITURES:</u>					
SALARIES	247,677	303,688	127,209	368,537	64,849
OVERTIME	5,106			1,000	1,000
BENEFITS	93,462	142,710	47,214	175,235	32,525
SUPPLIES	290	2,100	1,318	2,200	100
MINOR CAPITAL	39,126	32,000	513	81,810	49,810
OTH SERVICES	190,601	212,183	78,223	241,083	28,900
EQUIP RENTAL	3,772	3,952	1,500	5,509	1,557
BLDG RENTAL	10,143	10,345	5,473	10,585	240
INTGOVT/OTHER	3,926	5,083	2,542	6,505	1,422
EQUIPMENT		65,000	10,510	157,031	92,031
TOTAL EXPENDITURES:	\$594,103	\$777,061	\$274,502	\$1,049,495	\$272,434
NET REVENUES/EXPENDITURES	(\$35,584)	(\$5,100)	\$111,618	\$21,592	\$26,692
DEPRECIATION	9,424	20,000		41,000	21,000
NET	(\$45,008)	(\$25,100)	\$111,618	(\$19,408)	\$5,692
BEGINNING CASH	306,243	270,658	270,658	424,086	153,428
ENDING CASH	270,658	265,558	382,276	445,678	180,120

STAFFING	
Position	Full-Time Equivalent
Information Services Manager	1.00
Information Services Network Specialist	1.00
Information Services Technician	2.50
Information Services Server Administrator	1.00
Total	5.50

FUND NUMBER:

607

TITLE

**LAWSON GARDENS PARK
ENDOWMENT TRUST FUND**

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

Annuals are planted as soon as weather permits.

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

BUDGET:

\$ 126,085

MAJOR BUDGET CHANGES:

The 2016 budget includes programmed salary increases.

MEASUREMENT TECHNIQUE:

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

LAWSON GARDENS PARK ENDOWMENT TRUST FUND #607
(Category 3 Only)

	<u>2014</u> <u>ACTUAL</u>	<u>2015</u> <u>BUDGET</u>	<u>YTD</u> <u>06/30/15</u>	<u>2016</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
DONATIONS	2,000				
INVESTMENT INCOME	63,420	65,260	12,100	65,000	(260)
OTHER	2,020	2,000	500	1,000	(1,000)
TOTAL REVENUES:	67,440	\$67,260	\$12,600	\$66,000	(\$1,260)
+BEGINNING CASH:	113,707	92,546	92,546	57,525	(35,021)
TOTAL RESOURCES:	\$181,147	\$159,806	\$105,146	\$123,525	(\$36,281)
EXPENDITURES:					
SALARIES	55,463	63,008	29,256	66,453	3,445
OVERTIME	556	1,100	235	1,100	
BENEFITS	23,797	26,391	12,464	28,372	1,981
SUPPLIES	9,296	13,500	7,887	13,500	
MINOR CAPITAL					
OTHER SVCS	5,987	9,350	1,826	9,350	
INTERFUND	1,628	306	153	706	400
CAPITAL		39,430		3,604	(35,826)
TOTAL EXPENDS:	96,726	\$153,085	\$48,890	\$123,085	(\$30,000)
+ENDING CASH	92,546	6,721	56,256	440	(6,281)
TOTAL USES:	\$189,272	\$159,806	\$105,146	\$123,525	(\$36,281)

FUND NUMBER

TITLE

610

CEMETERY ENDOWMENT CARE FUND

PURPOSE:

This fund was established in 1965 to provide a corpus whose earnings are to be used for the ongoing maintenance and improvements of the City operated cemeteries.

REVENUES:

Revenues are generated from a portion of the cemetery grave sales. 30 percent of grave sales are placed in the Cemetery Care Fund. These revenues are to build principal, which cannot be spent. The income from the investments may be used for the care, upkeep, maintenance, and improvement of the cemetery.

EXPENDITURES: \$500

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

CEMETERY CARE FUND #610

	2014 ACTUAL	2015 BUDGET	YTD 06/30/15	2016 REQUEST	\$ CHANGE
REVENUES:					
FEEs	4,453	3,500	4,397	4,000	500
OTHER	243	400	178	400	
TOTAL REVENUES:	4,696	3,900	4,575	4,400	500
+BEGINNING CASH:	257,617	262,070	262,070	268,426	6,356
TOTAL RESOURCES:	\$262,313	\$265,970	\$266,645	\$272,826	\$6,856
EXPENDITURES:					
SALARIES					
BENEFITS					
SUPPLIES					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT	243	500		500	
IMPROVEMENTS					
TOTAL EXPENDS:	243	500		500	
+ENDING CASH	262,070	265,470	266,645	272,326	6,856
TOTAL USES:	\$262,313	\$265,970	\$266,645	\$272,826	\$6,856

FUND NUMBER

615

TITLE**FIREMEN'S PENSION FUND****PURPOSE:**

This fund is a trust fund created to supplement pension and benefit payments to two firefighters who were employed before the present LEOFF Retirement Plan was instituted statewide, to maintain a reserve to insure against potential future firemen pension exposures.

REVENUES: \$34,200

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

EXPENDITURES: \$60,000

The medical expenses, excluding insurance premiums, of all retired LEOFF I firefighters not covered by insurance and expenses not covered by insurance for Active LEOFF I is budgeted in this Fund. Reserves should equal \$253,926 by year-end 2016.

FIREMEN'S PENSION FUND #615

	2014 ACTUAL	2015 BUDGET	YTD 06/30/15	2016 REQUEST	\$ CHANGE
REVENUES:					
FIRE INSURANCE PREMIUM TAX INVESTMENTS	32,057	33,660	31,290	34,000	340
	135	180	99	200	20
TOTAL REVENUES:	32,193	\$33,840	\$31,389	\$34,200	\$360
+BEGINNING CASH:	273,816	298,237	298,237	279,726	(18,511)
TOTAL RESOURCES:	\$306,008	\$332,077	\$329,627	\$313,926	(\$18,151)
EXPENDITURES:					
BENEFITS	7,771	60,000	5,394	60,000	
PROF. SERVICES					
TOTAL EXPENDITURE	\$7,771	\$60,000	\$5,394	\$60,000	
+ENDING CASH	298,237	272,077	324,232	253,926	(18,151)
TOTAL USES:	\$306,008	\$332,077	\$329,627	\$313,926	(\$18,151)

FUND NUMBER**TITLE**

651

AIRPORT AGENCY**PURPOSE:**

The city of Pullman is responsible for the maintenance of budgetary, revenue and expenditure accounts for the Pullman-Moscow Airport. The city must now also prepare and submit an Annual Financial Report on the airport's financial condition to the State Auditor. The Airport Board adopted this proposed budget on October 7, 2015. The Pullman City Council and the Moscow City Council must also approve this budget.

REVENUES:

The Airport expects to receive \$628,110 in operating revenues and \$18,451,940 in FAA Airport Improvement Program Grants, State of Washington grants, and Passenger Facility Charge collections. They also expect to receive \$1,212,500 from donations/contributions for the runway alignment grant project.

EXPENDITURES:

The Airport Board approved a total 2016 expenditure budget of \$20,292,550 which consists of \$628,110 in operational expenditures, \$19,664,440 in capital expenditures for land acquisition and design of Runway Realignment project. The budget also includes \$1,230,000 in depreciation.

AIRPORT AGENCY FUND #651

	2014 <u>ACTUAL</u>	2015 <u>AMENDED BUDGET</u>	YTD <u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
<u>GRANTS:</u>					
FAA, OTHER	2,868,897	16,259,850	9,512	18,000,000	1,740,150
STATE OF WASHINGTON	108,243	320,000		250,000	(70,000)
STATE OF IDAHO					
PULLMAN	32,013	32,013	32,013	32,013	
MOSCOW	32,013	32,013	32,013	32,013	
PORT OF WHITMAN	20,750	20,750	20,750	20,750	
LATAH COUNTY	17,000	17,000	17,000	17,000	
WSU	18,935	18,935	18,935	18,935	
U OF IDAHO	10,000	12,500	10,000	12,500	
SERVICE FEES	83,154	90,000	35,272	90,000	
PFC	166,348	171,210	85,394	201,940	30,730
RENTS	120,279	153,341	61,674	137,179	(16,162)
DONATIONS/CONTRIBS				1,212,500	1,212,500
PARKING, CONCESSIONS, MISC	243,513	180,320	125,955	267,720	87,400
TOTAL REVENUES:	\$3,721,145	\$17,307,932	\$448,518	\$20,292,550	\$2,984,618
LINE OF CREDIT					
INTGOV'T TRANSFERS		1,600,000			
PFC RESERVE					
TOTAL REVENUES	\$3,721,145	\$18,907,932	\$448,518	\$20,292,550	\$1,384,618
<u>EXPENDITURES:</u>					
SALARIES	206,711	195,757	102,127	241,512	45,755
OVERTIME					
BENEFITS	93,657	94,610	41,347	96,360	1,750
SUPPLIES	35,183	41,138	16,593	42,350	1,212
MINOR EQUIPMT	9,877	4,500		6,500	2,000
OTHER SERVICES	251,804	174,774	107,699	188,388	13,614
INTGOV'T	36,866	38,000	20,357	53,000	15,000
CAPITAL	3,174,101	18,074,594	221,666	19,664,440	1,589,846
TOTAL EXPENDITURES:	\$3,808,200	\$18,623,373	\$509,789	\$20,292,550	\$1,669,177
NET REVENUES/ EXPENDITURES	(\$87,055)	\$284,559	(\$61,271)		(\$284,559)
DEPRECIATION	1,178,791	1,250,000		1,230,000	(20,000)
NET	(\$1,265,846)	(\$965,441)	(\$61,271)	(\$1,230,000)	(264,559)
+BEGINNING CASH:	165,404	86,710	86,710	1,120,232	1,033,522
ENDING CASH	86,710	371,269	(61,271)	1,120,232	748,963
LINE OF CREDIT	400,000		370,000		
PFC RESERVE					

2016 MONTHLY SALARY SCHEDULE

As of 9/30/2015

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>ADMINISTRATION, FINANCE & CLERICAL</u>					
26 CITY SUPERVISOR	9,109	9,564	10,043	10,545	11,072
24 CITY ATTORNEY	7,956	8,354	8,772	9,210	9,671
23 FINANCE DIRECTOR	7,436	7,807	8,198	8,608	9,038
19 HUMAN RESOURCES MANAGER	5,780	6,069	6,373	6,691	7,026
21 INFORMATION SYSTEMS MANAGER	6,494	6,819	7,160	7,518	7,894
17 ACCOUNTING MANAGER	5,243	5,505	5,780	6,070	6,373
12 ACCOUNTANT	4,352	4,570	4,798	5,038	5,290
17 IS SERVER ADMINISTRATOR	5,243	5,505	5,780	6,070	6,373
13 INFORMATION SYSTEMS NETWORK SPECIALIST	4,483	4,707	4,942	5,190	5,449
10 INFORMATION SYSTEMS TECHNICIAN	4,102	4,307	4,522	4,749	4,986
8 DEPUTY CITY CLERK	3,867	4,060	4,263	4,476	4,700
8 EXECUTIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ACCOUNTING SPECIALIST	3,645	3,827	4,018	4,219	4,430
4 ADMINISTRATIVE CLERK	3,436	3,607	3,788	3,977	4,176
<u>POLICE & SUPPORT SERVICE</u>					
24 CHIEF OF POLICE	7,956	8,354	8,772	9,210	9,671
21 POLICE OPERATIONS COMMANDER	6,494	6,819	7,160	7,518	7,894
18 POLICE SERGEANT	6,948	7,122	7,299		
15 POLICE OFFICER	4,825	5,162	5,626	6,161	6,530
POLICE OFFICER TRAINEE	4,483	4,593			
14 SUPPORT SERVICES MANAGER	4,617	4,848	5,090	5,345	5,612
10 INFORMATION SYSTEMS TECHNICIAN	4,102	4,307	4,522	4,749	4,986
8 POLICE ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 RECORDS SPECIALIST II	3,645	3,827	4,018	4,219	4,430
7 PROPERTY AND EVIDENCE SPECIALIST	3,754	3,942	4,139	4,346	4,563
8 CODE ENFORCEMENT OFFICER II	3,867	4,060	4,263	4,476	4,700
4 CODE ENFORCEMENT OFFICER I	3,436	3,607	3,788	3,977	4,176
5 RECORDS SPECIALIST I	3,538	3,715	3,901	4,096	4,301
<u>FIRE SERVICE</u>					
23 FIRE CHIEF	7,436	7,807	8,198	8,608	9,038
19 FIRE OPERATIONS OFFICER	5,780	6,069	6,373	6,691	7,026
18 FIRE TRAINING OFFICER	5,514	5,798	6,088	6,404	6,722
17 FIRE CAPTAIN	5,256	5,528	5,818	6,109	6,411
17 FIRE PREVENTION OFFICER					6,381
15 LIEUTENANT	4,998	5,248	5,514	5,798	6,088
13 FIREFIGHTER	4,658	4,888	5,129	5,392	5,667
8 ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ADMINISTRATIVE SPECIALIST	3,645	3,827	4,018	4,219	4,430
<u>LIBRARY</u>					
21 LIBRARY SERVICES DIRECTOR	6,494	6,819	7,160	7,518	7,894
12 LIBRARY DIVISION MANAGER	4,352	4,570	4,798	5,038	5,290
8 LIBRARY ADMIN ASSISTANT	3,867	4,060	4,263	4,476	4,700
10 LIBRARY SUPERVISOR	4,102	4,307	4,522	4,749	4,986
6 LIBRARY TECHNICIAN	3,645	3,827	4,018	4,219	4,430
4 LIBRARY ASSISTANT	3,436	3,607	3,788	3,977	4,176

2016 MONTHLY SALARY SCHEDULE

As of 9/30/2015

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>PUBLIC WORKS</u>					
25 PUBLIC WORKS DIRECTOR	8,513	8,938	9,385	9,854	10,347
21 DEPUTY PUBLIC WORKS DIRECTOR	6,494	6,819	7,160	7,518	7,894
19 MAINT & OP SUPERINTENDENT	5,780	6,069	6,373	6,691	7,026
18 TRANSIT MANAGER	5,506	5,781	6,070	6,373	6,692
18 WASTE WATER PLANT SUPERVISOR	5,506	5,781	6,070	6,373	6,692
17 CIVIL ENGINEER	5,243	5,505	5,780	6,070	6,373
15 STORMWATER SERVICES PROGRAM MANAGER	4,756	4,994	5,244	5,506	5,781
14 AUTOMOTIVE REPAIR SUPERVISOR	4,243	4,451	4,670	4,900	5,140
15 SENIOR BUILDING INSPECTOR	4,756	4,994	5,244	5,506	5,781
15 SENIOR ENGINEERING TECHNICIAN	4,756	4,994	5,244	5,506	5,781
13 WASTE WATER LAB MANAGER	4,483	4,707	4,942	5,190	5,449
12 ENGINEERING TECHNICIAN	4,352	4,570	4,798	5,038	5,290
12 BUILDING INSPECTOR	4,352	4,570	4,798	5,038	5,290
14 MAINTENANCE SUPERVISOR	4,617	4,848	5,090	5,345	5,612
12 ACCOUNTANT-M&O	4,352	4,570	4,798	5,038	5,290
14 OPERATIONS SUPERVISOR	4,617	4,848	5,090	5,345	5,612
14 BLDG. MAINT. SUPERVISOR	4,617	4,848	5,090	5,345	5,612
10 STORMWATER FIELD TECHNICIAN	4,102	4,307	4,522	4,749	4,986
14 TRANSIT OPERATIONS SUPERVISOR	4,617	4,848	5,090	5,345	5,612
12 HEAVY EQUIP MECHANIC	3,696	3,879	4,068	4,269	4,482
8 TRANSIT TRAINER/SAFETY OFFICER	3,696	3,879	4,068	4,269	4,482
12 INDUSTRIAL MECHANIC	4,352	4,570	4,798	5,038	5,290
12 WASTE WATER PLANT OPERATOR	4,352	4,570	4,798	5,038	5,290
12 INFORMATION SYSTEMS SPECIALIST	4,352	4,570	4,798	5,038	5,290
12 INSTRUMENTATION AND CONTROL TECHNICIAN	4,352	4,570	4,798	5,038	5,290
12 TRANSIT ADMINISTRATIVE SUPERVISOR	4,352	4,570	4,798	5,038	5,290
8 PUBLIC WORKS ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
10 MAINTENANCE WORKER	4,102	4,307	4,522	4,749	4,986
7 TRANSIT DISPATCHER	3,356	3,520	3,697	3,879	4,071
6 TRANSIT DRIVER	3,197	3,353	3,522	3,696	3,879
6 ADMINISTRATIVE SPECIALIST- ENGINEERING	3,645	3,827	4,018	4,219	4,430
6 ADMINISTRATIVE SPECIALIST- M&O	3,645	3,827	4,018	4,219	4,430
7 BLDG. MAINTENANCE WORKER	3,754	3,942	4,139	4,346	4,563
4 APPRENTICE MAINT. WORKER-P.W.	3,436	3,607	3,788	3,977	4,176
6 WASTE WATER PLANT OPERATOR IN TRAINING	3,645	3,827	4,018	4,219	4,430
5 TRANSIT CUSTOMER SERVICE REPRESENTATIVE	2,834	2,973	3,122	3,275	3,437
2 SENIOR BUS WASHER	2,685	2,817	2,953	3,098	3,249
1 BUS WASHER	2,560	2,686	2,817	2,953	3,098
2 CUSTODIAN	2,839	2,981	3,130	3,287	3,451
<u>PLANNING</u>					
23 PLANNING DIRECTOR	7,436	7,807	8,198	8,608	9,038
13 ASSISTANT CITY PLANNER	4,483	4,707	4,942	5,190	5,449
<u>PUBLIC SERVICES</u>					
19 PARKS MANAGER	5,780	6,069	6,373	6,691	7,026
19 RECREATION MANAGER	5,780	6,069	6,373	6,691	7,026
10 HORTICULTURIST	4,102	4,307	4,522	4,749	4,986
8 LEAD PARKS MAINTENANCE WORKER	3,867	4,060	4,263	4,476	4,700
10 RECREATION SUPERVISOR	4,102	4,307	4,522	4,749	4,986
8 COMMUNITY IMPROVEMENT REP.	3,867	4,060	4,263	4,476	4,700
8 AQUATICS PROGRAM COORDINATOR	3,867	4,060	4,263	4,476	4,700
6 PARKS MAINT. WORKER 2	3,645	3,827	4,018	4,219	4,430
7 PRESCHOOL PROGRAM COORDINATOR	3,754	3,942	4,139	4,346	4,563
7 SENIOR CITIZEN PROGRAM COORDINATOR	3,754	3,942	4,139	4,346	4,563
8 ADMINISTRATIVE ASSISTANT	3,867	4,060	4,263	4,476	4,700
6 ADMINISTRATIVE SPECIALIST	3,645	3,827	4,018	4,219	4,430
5 PARKS MAINT. WORKER 1	3,538	3,715	3,901	4,096	4,301

**2016 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES**

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

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
Legislative	City Councilmember		7
	Total		7
Executive	Mayor		1
	City Supervisor	1	
	Total	1	1
Finance and Records Services	Finance Director	1	
	Accounting Manager	1	
	Accountant	1	
	Accounting Specialist	2	
	Deputy City Clerk	1	
	Executive Assistant	1	
	Administrative Clerk		1
Total	7	1	
Information Technology	Information Systems Manager/NetWork Ad.	1	
	Information Systems Server Administrator	1	
	Information Systems Network Specialist	1	
	Information Systems Specialist	1	
	Information Systems Technician	2	
Total	6		
Legal	City Attorney	1	
	Total	1	
Human Resources	Human Resources Manager	1	
	Total	1	
Police and Support Services	Chief of Police	1	
	Police Operations Commander	1	
	Sergeants	4	
	Detectives	3	
	Support Services Manager	1	
	Information Systems Technician	1	
	Youth Services Officer	1	
	Patrol Officer	19	
	Police Administrative Assistant	1	
	Records Specialist	6	1
	Property & Evidence Specialist	1	
	Code Enforcement Officer	3	
	Total	42	1

**2016 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES**

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>TIME</u>	<u>TIME</u>
Fire	Fire Chief	1	
	Operations Officer	1	
	Fire Training Officer	1	
	Fire Prevention Officer	1	
	Fire Prevention Specialist	1	
	Fire Captain	3	
	Lieutenant	3	
	Firefighter	24	
	Administrative Specialist	2	
	Total		37
Public Works	Public Works Director	1	
	Deputy Public Works Director	1	
	Civil Engineer	1	
	Stormwater Services Program Manager	1	
	Senior Engineering Technician	1	
	Engineering Technician	2	
	Senior Building Inspector	1	
	Building Inspector	4	
	Maintenance & Operations Superintendent	1	
	Maintenance Supervisor	1	
	Operations Supervisor	1	
	Stormwater Services Field Technician	1	
	Maintenance Worker	12	
	WWTP Supervisor	1	
	WWTP Plant Operator	5	
	WWTP Pretreatment/Laboratory Manager	1	
	WWTP Industrial Mechanic	1	
	Instrumentation and Control Specialist	1	
	Automotive Repair Supervisor	1	
	Heavy Equipment Mechanic	4	
	Transit Manager	1	
	Transit Operations Supervisor	1	
	Transit Administrative Supervisor	1	
	Transit Training/Safety Officer	1	
	Transit Dispatcher	2	1
	Transit Driver	19	14
	Transit Customer Service Representative	1	1
	Senior Bus Washer	1	
	Bus Washer	1	1
	Public Works Admin Asst.	1	
	Accountant	1	
	Administrative Specialist	2	
	Building Maint. Supervisor	1	
	Building Maintenance Worker	1	
Custodian	3		
Total		79	17

**2016 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES**

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>TIME</u>	<u>TIME</u>
Public Services	Park Manager	1	
	Lead Parks Maintenance Worker	1	
	Park Maintenance Worker	5	
	Horticulturist	1	
	Community Improvement Representative	1	
	Aquatic Coordinator	1	
	Recreation Manager	1	
	Recreation Supervisor	1	
	Senior Citizen Coordinator	1	
	Preschool Instructor	1	
	Administrative Specialist	1	1
Total		15	1
Planning	Planning Director	1	
	Assistant City Planner	1	
	Total	2	
Library	Library Services Director	1	
	Library Division Manager	3 *	
	Library Supervisor	1	1
	Library Administrative Assistant	1	
	Library Technician		3
	Library Assistant	2	2
Total		8	6
GRAND TOTAL		199	34

*One Position Reimbursed 50% by Whitman County Library District.

PRELIMINARY BUDGET ERD RATE REPORT

REVISION: PRELIMINARY BUDGET

WORK ORDERS COMPLETED BETWEEN 7/1/2014 AND 6/30/2015

BUDGET YEAR: 2016

Ambulance		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$60,856.84	\$85,000.00	\$145,856.84
Fire		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$175,724.63	\$163,000.00	\$338,724.63
Government Buildings		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$9,719.32	\$5,000.00	\$14,719.32
Information Systems		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$2,509.00	\$3,000.00	\$5,509.00
Lawson Gardens		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$705.52	\$0.00	\$705.52
Maintenance & Operations		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$139,233.48	\$100,000.00	\$239,233.48
Police		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$156,651.04	\$105,000.00	\$261,651.04
Protective Inspections		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$7,406.01	\$7,500.00	\$14,906.01
Public Services/Parks		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$60,930.64	\$60,000.00	\$120,930.64
Public Services/Recreation		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$20,013.02	\$13,000.00	\$33,013.02
Transit		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$833,925.10	\$0.00	\$833,925.10
Utility/Sewer		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$8,590.61	\$0.00	\$8,590.61
Utility/Stormwater		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$60,450.84	\$60,000.00	\$120,450.84
Utility/Wastewater Treatment		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$25,146.62	\$0.00	\$25,146.62
Utility/Water & Sewer		M&O Charge	Amortization	ERD Rate
	DEPT TOTALS:	\$80,534.21	\$0.00	\$80,534.21

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

Equipment Rental		PROPOSED FUNDING SOURCE
01-048	2001 FORD F250 4X4	ERD CIP
02-400	2002 WELDER TRAILER FOR ERD SHOP	ERD CIP
04-401	2004 CHEVROLET IMPALA	ERD CIP
90-048	1990 FORD F-150 1/2 TON PICKUP	ERD CIP
95-200	1995 HYSTER FORKLIFT	ERD CIP
Lawson Gardens		PROPOSED FUNDING SOURCE
01-222	2001 1/2 TON 4X4 PICK-UP	Lawson Garden Reserves
Transit		PROPOSED FUNDING SOURCE
02-091	2002 FORD DIAL-A-RIDE	Grants/Local Match
04-286	2004 DODGE INTREPID	Grants/Local Match
05-300	2005 GILLIG BUS	Grants/Local Match
05-301	2005 GILLIG BUS	Grants/Local Match
05-302	2005 GILLIG BUS	Grants/Local Match
05-303	2005 GILLIG BUS	Grants/Local Match
05-304	2005 GILLIG BUS	Grants/Local Match
05-399	2005 FORD DIAL-A-RIDE VAN	Grants/Local Match
06-397	2006 FORD MINI-BUS	Grants/Local Match
08-088	2008 FORD TAURUS X	Grants/Local Match
08-101	2008 FORD TAURUS X	Grants/Local Match
10-305	2010 GILLIG BUS	Grants/Local Match
10-310	2010 GILLIG 40FT BUS	Grants/Local Match
10-311	2010 GILLIG 40FT BUS	Grants/Local Match
10-312	2010 GILLIG 40FT BUS	Grants/Local Match
10-313	2010 GILLIG 40FT BUS	Grants/Local Match
10-396	2010 FORD E-350 VAN	Grants/Local Match
12-394	2012 FORD E-350 VAN	Grants/Local Match
12-395	2012 FORD ESCAPE	Grants/Local Match
13-306	2013 GILLIG BUS	Grants/Local Match
13-307	2013 GILLIG BUS	Grants/Local Match
13-308	2013 GILLIG BUS	Grants/Local Match
13-393	2013 FORD E-350 VAN	Grants/Local Match
14-314	2014 GILLIG BUS	Grants/Local Match
32-76	1996 GILLIG 40FT BUS	Grants/Local Match
33-61	1996 GILLIG 40FT BUS	Grants/Local Match
90-092	1990 PHANTOM BUS	Grants/Local Match
92-104	1992 GILLIG BUS	Grants/Local Match
93-105	1993 GILLIG BUS	Grants/Local Match

94-100	1994 GILLIG BUS	Grants/Local Match
94-107	1994 GILLIG BUS	Grants/Local Match
97-103	1997 GILLIG BUS	Grants/Local Match
97-106	1997 GILLIG BUS	Grants/Local Match
99-087	1999 FORD F-150	Grants/Local Match
Utility/Sewer		PROPOSED FUNDING SOURCE
96-135	1996 SECA RODDER	Utility Reserves
Utility/Wastewater Treatment		PROPOSED FUNDING SOURCE
00-250	2000 CAT FRONT-END LOADER	Utility Reserves
04-081	2004 CHEV 1/2 TON PICK-UP	Utility Reserves
07-080	2007 FREIGHTLINER DUMP TRUCK	Utility Reserves
07-221	2007 F3680 KUBOTA MOWER	Utility Reserves
99-083	1999 DIRKS SPREADER	Utility Reserves
Utility/Water & Sewer		PROPOSED FUNDING SOURCE
01-186	2001 CAT 100KVA TRAILER MOUNTED GENERATOR SET	Utility Reserves
03-066	2003 1/2 TON PICK-UP	Utility Reserves
05-065	2005 DODGE 1/2 TON CREW CAB PICK-UP	Utility Reserves
05-133	2005 JET AWAY EASEMENT MACHINE	Utility Reserves
06-134	2006 INTERNATIONAL 7500 SEWER TRUCK	Utility Reserves
06-187	2006 DODGE SPRINTER SEWER VAN	Utility Reserves
08-050	2008 FORD F-550	Utility Reserves
09-076	2009 FREIGHTLINER PLOW TRUCK	Utility Reserves
09-160	2009 CHEV 1/2 TON PICK-UP	Utility Reserves
11-054	2011 PICKUP, 1/2 TON W/LIFTGATE	Utility Reserves
11-114	2011 410 J JOHN DEERE BACKHOE	Utility Reserves
11-185	2011 AIR COMPRESSOR	Utility Reserves
12-069	2012 FORD 1-TON FLATBED W/PLOW	Utility Reserves
86-137	1986 SEWER FOAMER	Utility Reserves

Note: CIP = Capital Improvement Program

