

2016 PRELIMINARY BUDGET

Vision Statement:

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

Mission Statement:

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

Motto:

HIGH Tech
HIGHER Education
HIGHEST Quality of Life

PRESENTED:

October 20, 2015

2016 Preliminary Budget

City of Pullman

Directory of City of Pullman Officials.....	3
Mayor's 2016 Budget Message.....	5
Statistical Data.....	9
General Guidelines for Considering Service Requests.....	29
Budget Summary by Fund.....	30
001 General Fund.....	31
Revenues	31
Expenditures	42
Administration and Finance	49
Police	66
Fire	78
Public Works	90
Planning	96
Public Services	102
Library	124
Support and General Government	133
General Fund Capital Improvement Projects	135
104 Arterial Street.....	136
105 Streets.....	138
120 Civic Improvement.....	142
310 Cemetery Expansion.....	146
316 2007 Bond Fund	148
317 2009 Airport Water Bond Fund	150
401 Utilities - Water/Sewer.....	152
403 Utilities - Capital Projects.....	161
404 Stormwater.....	163
405 Transit.....	166
501 Equipment Rental.....	170
504 Government Buildings.....	174
507 Information Systems.....	178
607 Lawson Gardens Park Endowment Fund.....	182
610 Cemetery Care Fund.....	184
615 Firemen's Pension Fund.....	186
651 Airport Agency.....	188
2016 Salary Schedule.....	190
2016 Staffing Allocation.....	192
2016 Equipment Rental Rates.....	195

DIRECTORY OF OFFICIALS

Mayor Glenn A. Johnson

CITY COUNCIL

Francis Benjamin
Jeff Hawbaker
Fritz Hughes
Eileen Macoll

Al Sorensen
Nathan Weller
Pat Wright

ADMINISTRATION

Mark Workman
City Supervisor

Joanna Bailey
Library Services Director

Wayne Brannock
Information Systems Manager

Kurt Dahmen
Recreation Manager

Alan Davis
Parks Manager

Pete Dickinson
Planning Director

Kevin Gardes
Director of Public Works

Mike Heston
Fire Chief

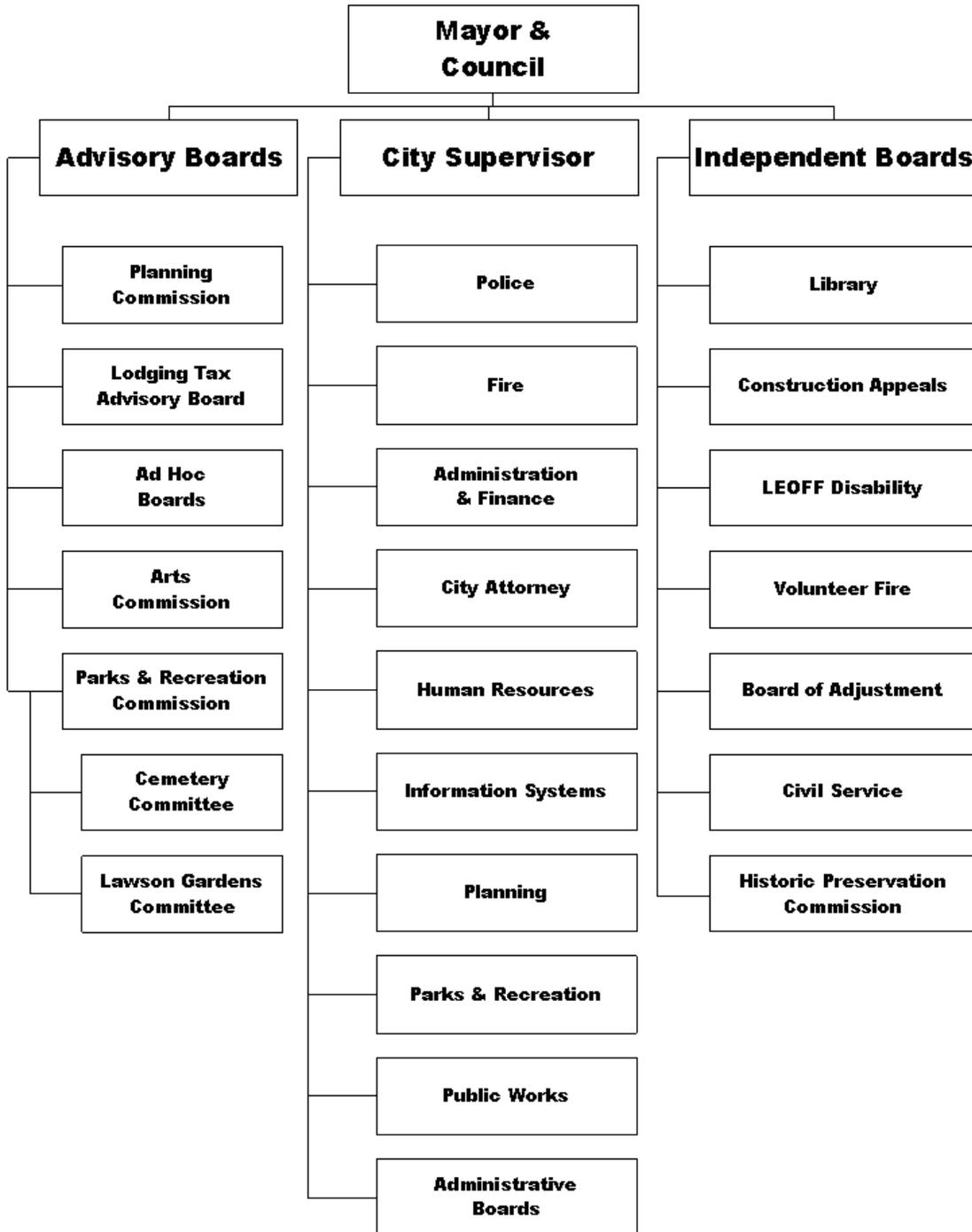
Leann Hubbard
Finance Director

Gary Jenkins
Chief of Police

Laura McAloon
City Attorney

Karen Sires
Human Resources Manager

City of Pullman



M E M O R A N D U M

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

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

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

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

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

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

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

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

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

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

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

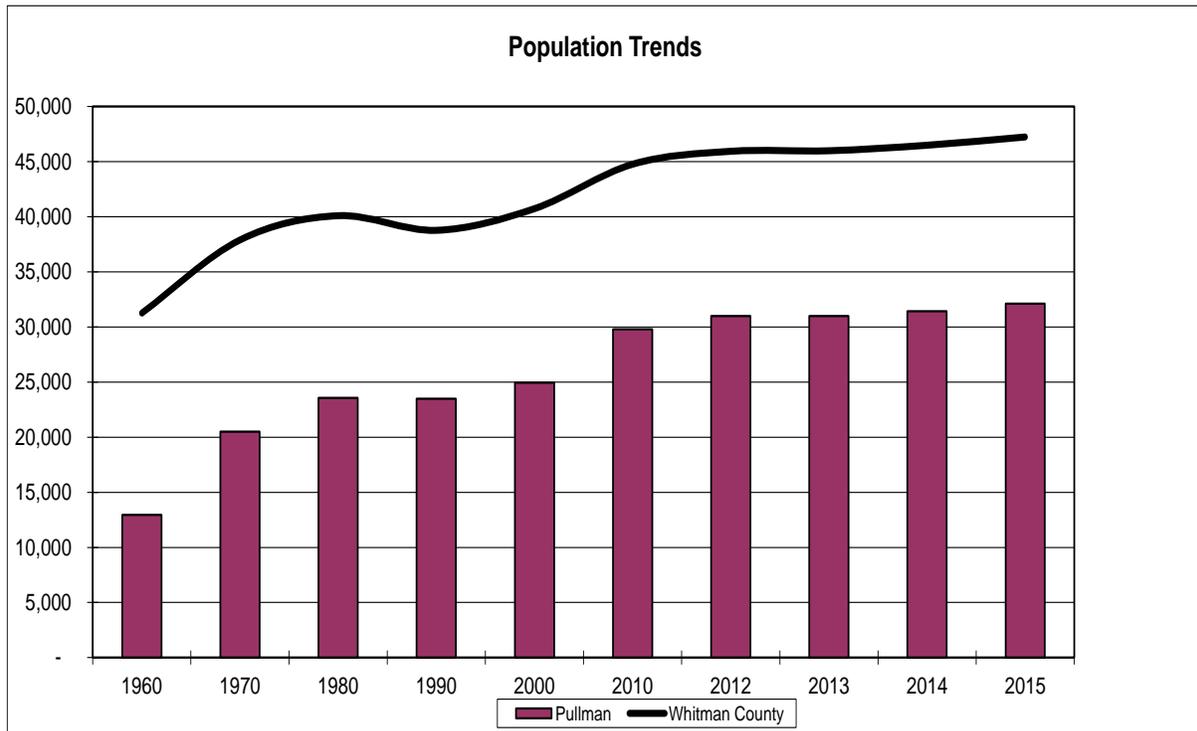
THIS PAGE IS INTENTIONALLY BLANK

City of Pullman

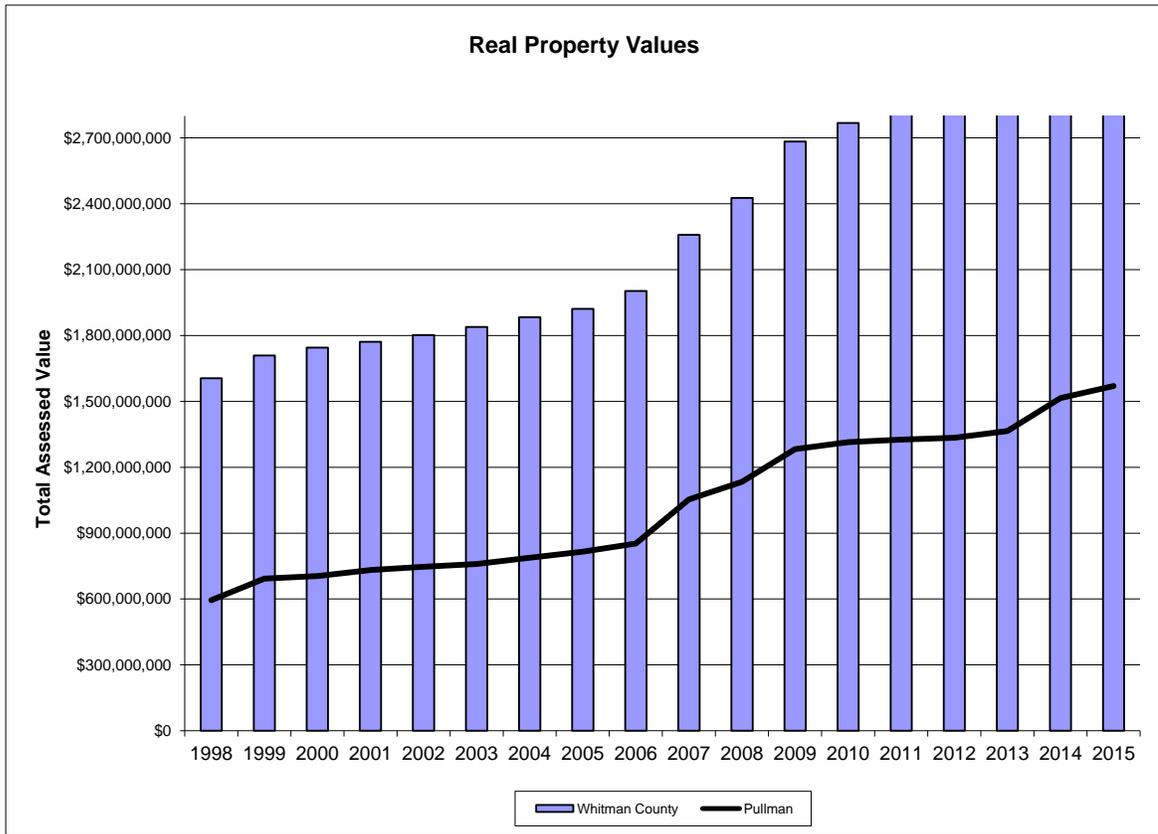
Statistical Data

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

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



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

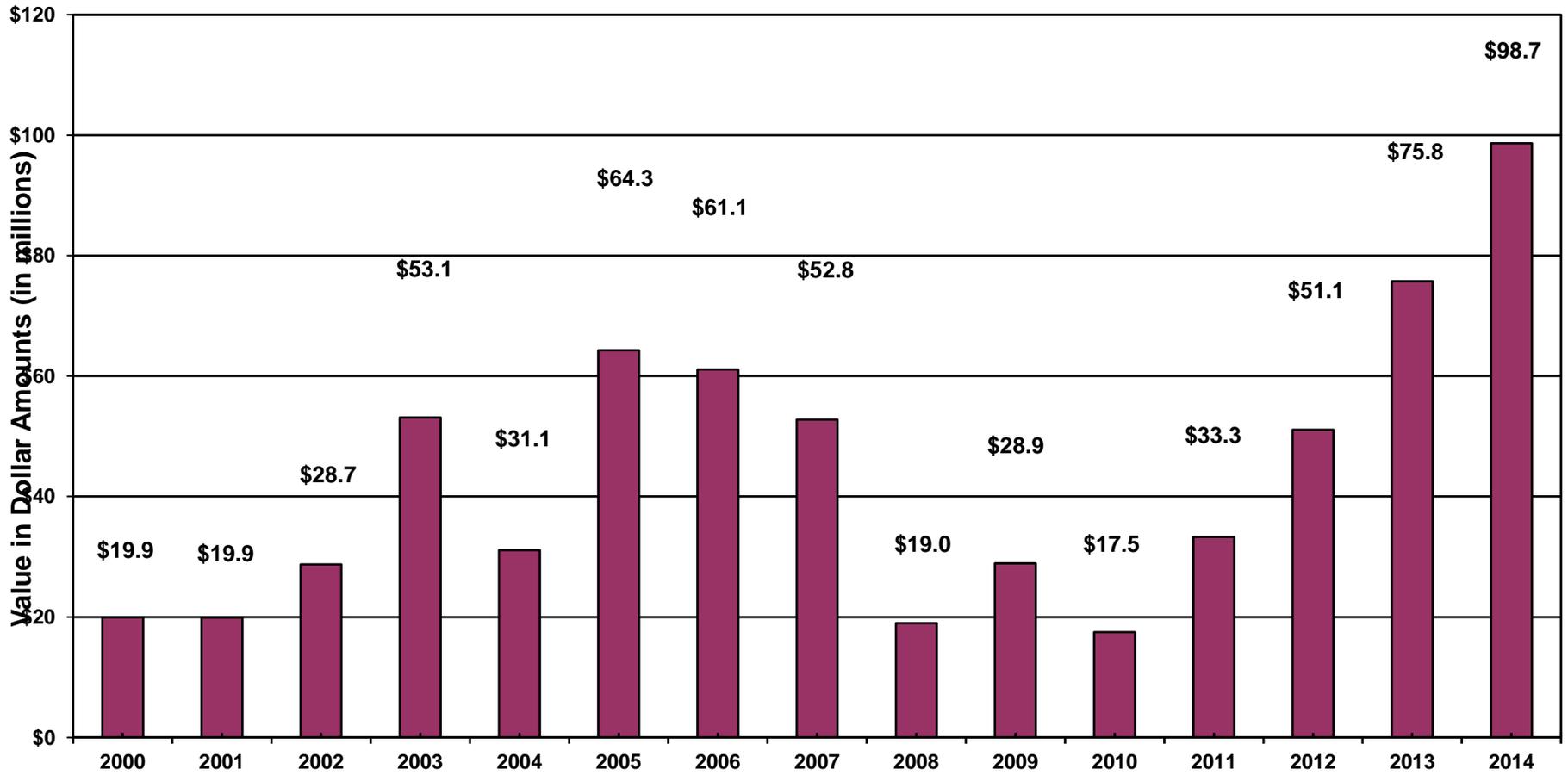


City of Pullman Building and Housing PERMIT Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Number of Living Units															
Single Family	3,220	3,270	3,323	3,386	3514	3587	3687	3781	3880	3926	3963	3987	4036	4104	4157
Duplex	793	797	811	821	833	839	869	887	889	893	901	903	905	909	913
Multiple Dwellings	4,855	5,053	5,076	5,243	5,395	5665	5993	6151	6211	6360	6360	6416	6627	6929	7068
Mobile Homes	518	522	527	531	543	541	530	581	577	528	522	522	524	526	529
Annual Housing Unit Increase															
Single Family		50	53	63	128	73	100	94	99	46	37	24	49	68	53
Duplex		4	14	10	12	6	30	18	2	4	8	2	2	4	4
Multiple Dwellings		198	23	167	152	270	328	158	60	149	0	56	211	302	139
Mobile Homes		4	5	4	12	(2)	(11)	51	(4)	(49)	(6)	0	2	2	3
Note:															
1) Data for permits issued compiled in January.															

Trends in Building Permit Value

Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2014

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

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

City of Pullman

Public Works Statistics

Service Area	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
City Area (Sq Miles)	8.93	8.88	9.19	9.44	9.44	9.60	9.67	9.67	9.68	10.48	10.51	10.51	10.51	10.51
Population	25,300	25,905	25,905	26,590	27,030	26,860	27,150	27,600	27,920	29,820	31,000	30,990	31,420	32,110
Street Miles(1)	59.0	59.0	59.0	61.2	61.2	62.9	63.3	63.3	63.4	63.4	64.1	64.5	65.6	66.9
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9	8.99	8.99	8.99	9.00	9.31	9.31	9.31	9.31
Traffic Signals (No.)	17	17	17	17	17	17	17	17	19	19	19	19	19	20
Street Lights (No.)	1,273	1,273	1,273	1,273	1,273	1,292	1,314	1,314	1,321	1,351	1,337	1,337	1,337	1,349
Number of Water Wells	4	5	5	5	5	5	5	5	6	6	6	6	6	6
Well Capacity (Gal/Minute)	5,166	6,960	5,899	6,960	6,960	6,960	6,960	6,960	7,500	7,500	7,323	7,650	7,650	7,650
Storage reservoirs	9	9	9	9	9	9	9	9	11	11	11	11	11	11
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	7.7	7.7	7.7	7.7	7.7	7.7
Water Mains (Miles)	87.0	87.0	89.5	92.6	92.6	96.9	97.6	97.6	100.0	101.3	101.4	102.2	104.70	106.63
Est. Population served	19,718	19,870	20,508	20,970	20,970	21,352	21,293	21,293	21,439	22,439	22,749	25,275	25,278	25,179
Active Services	4,309	4,374	4,459	4,565	4,557	4,557	4,943	4,943	4,978	5,002	5,002	5,072	5,137	5,253
Fire Class	4	4	4	4	4	4	4	4	4	4	4	4	5	5
Year's Pumpage (Mill Gals)	860	897	842	871	923	910	895	895	894	835	878	896	892	907
Peak Day (Mill Gals)	5.10	5.70	4.80	5.30	5.50	5.30	5.10	5.10	4.77	5.21	5.80	5.44	4.60	5.30
Water Hardness (mg/liter)	124	124	124	124	124	115	117	117	108	108	109	109	115	115
Sanitary Sewer Mains(Miles)	80.40	80.40	84.70	87.50	87.50	89.90	90.30	90.30	90.60	91.16	91.16	91.48	93.16	94.40
Flow Treated (Mill Gals)	1,086	1,106	1,108	996	1,071	1,004	985	985	998	860	920	1,087	1,006	1,041
Peak Day Flow Treated (Mill Gals)	6.72	6.72	8.60	4.41	5.73	5.69	5.93	5.93	7.40	4.20	5.77	7.80	4.60	5.30
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6

(1) Excluding Washington State University

CITY OF PULLMAN STATISTICS

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

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

BUILDING/HOUSING PERMIT DATA

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

PARKS

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

FIRE DEPARTMENT

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

POLICE DEPARTMENT

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

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

LIBRARY

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

TRANSIT 2014 RIDERSHIP FIGURES

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

PULLMAN-MOSCOW REGIONAL AIRPORT

Enplanements in 2014	41,525
----------------------	--------

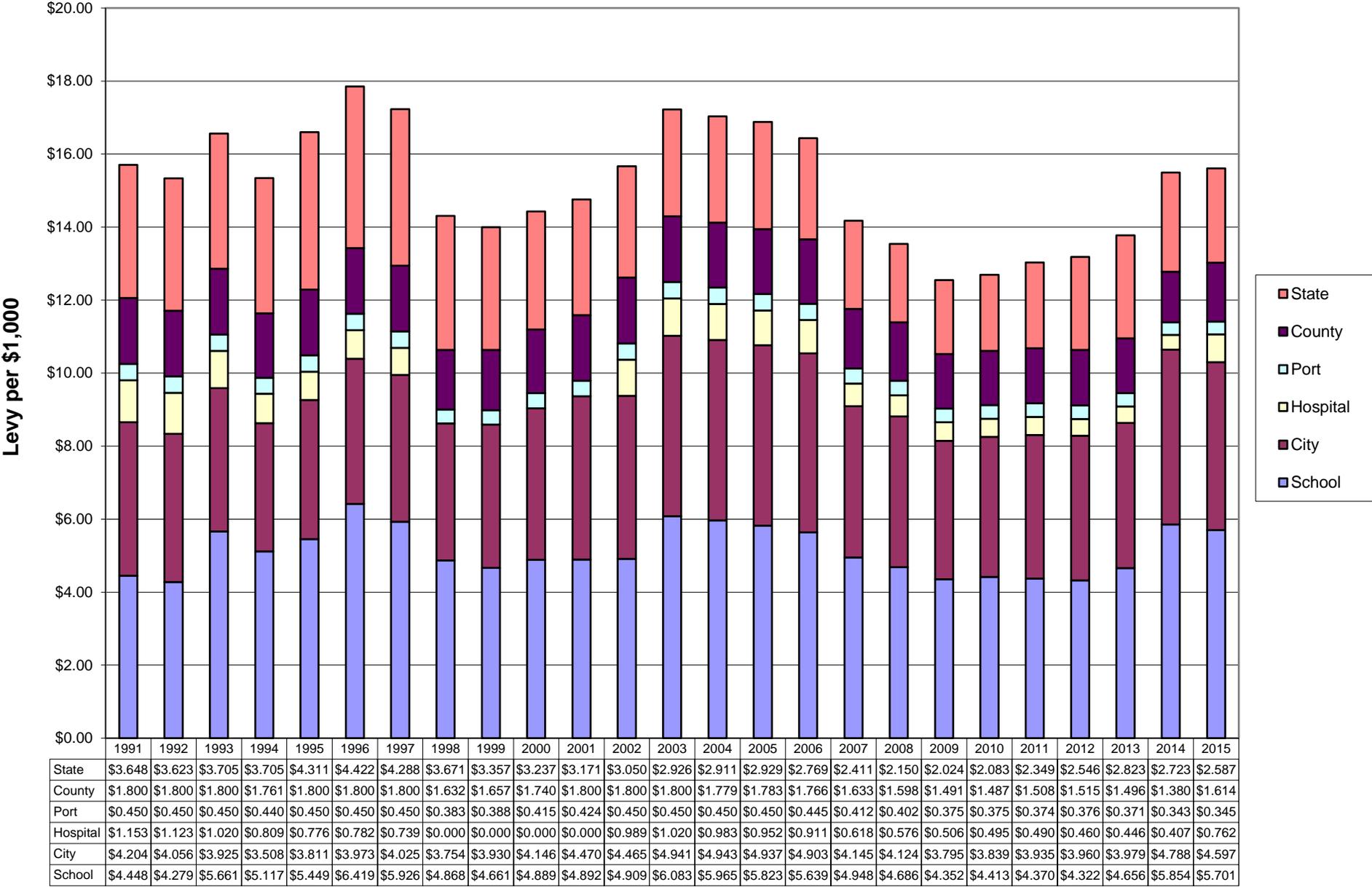
City of Pullman
Property Tax Levies 2006-2010

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

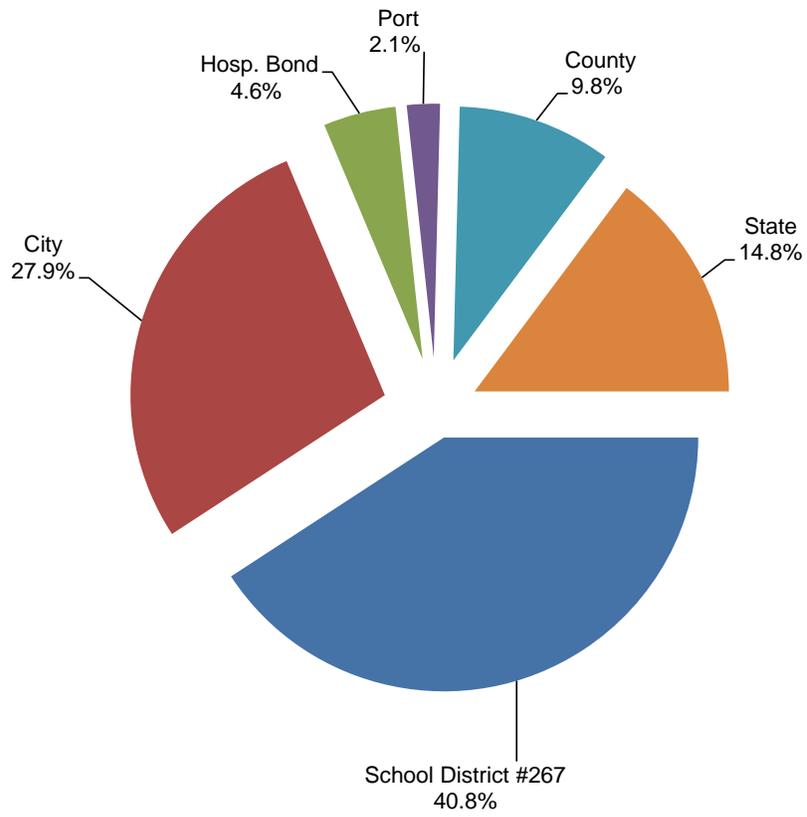
City of Pullman
Property Tax Levies 2011-2015

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

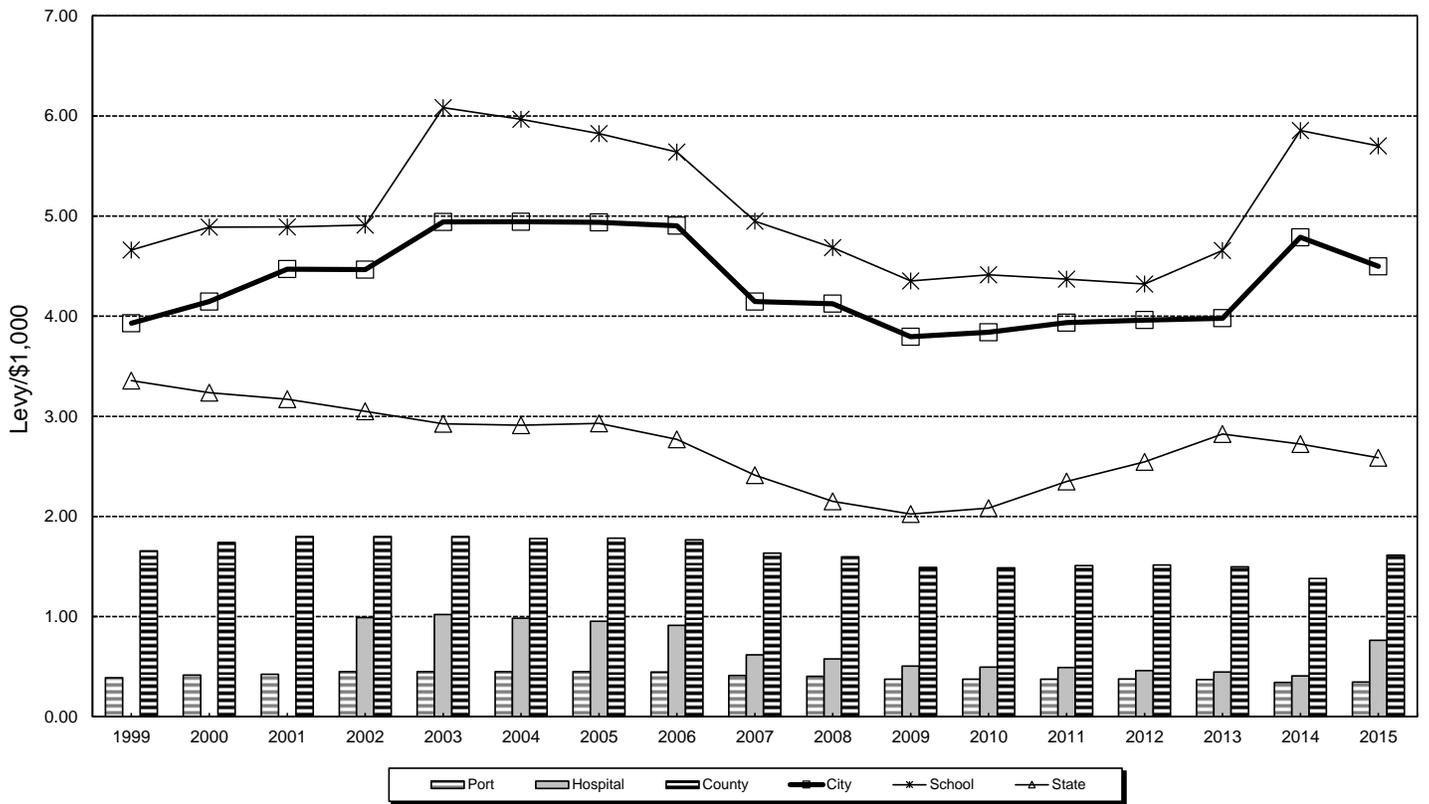
Pullman Property Tax Levy History



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



Property Tax Levies Within City of Pullman

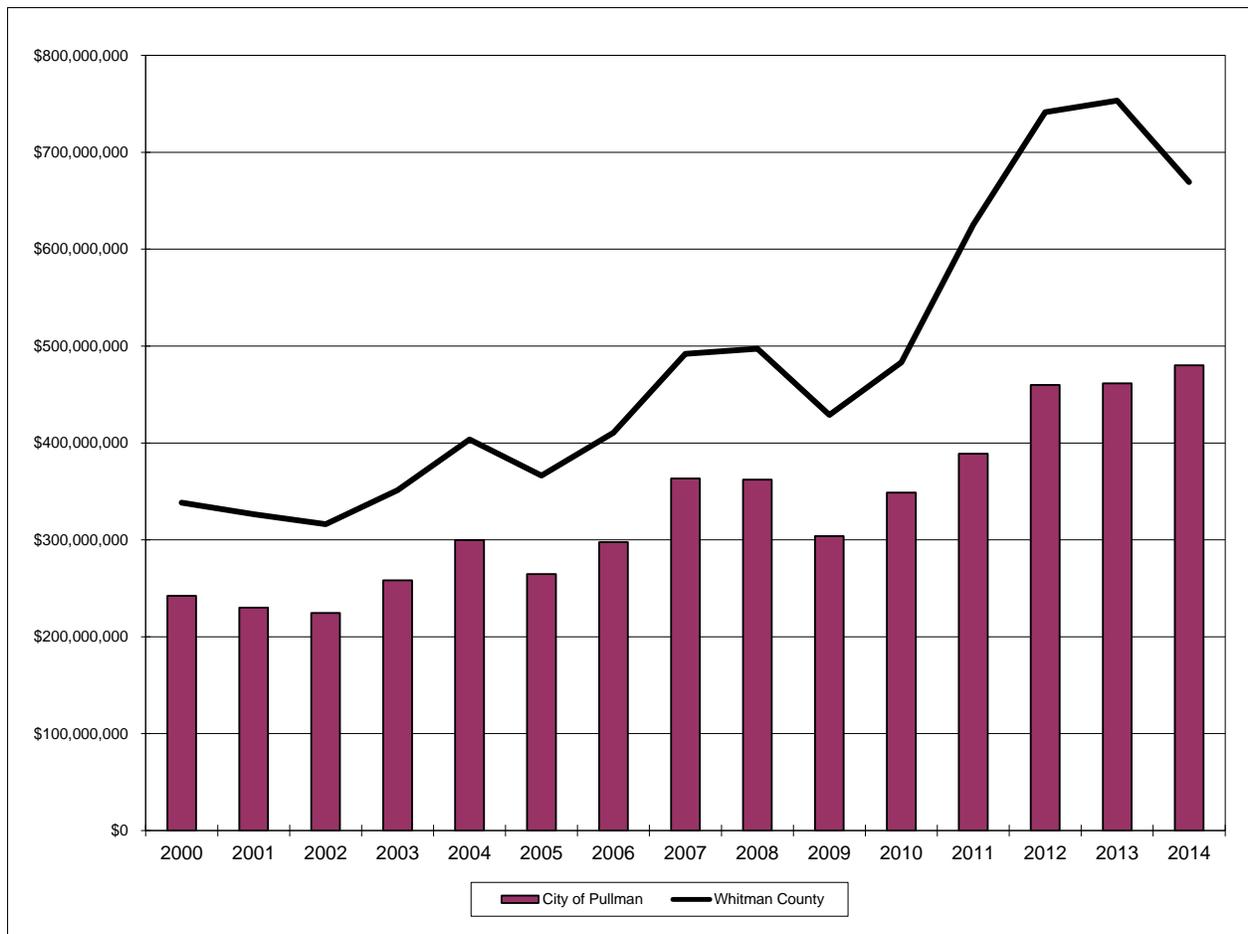


City of Pullman Major Employers

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

**City of Pullman
Taxable Retail Sales**

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

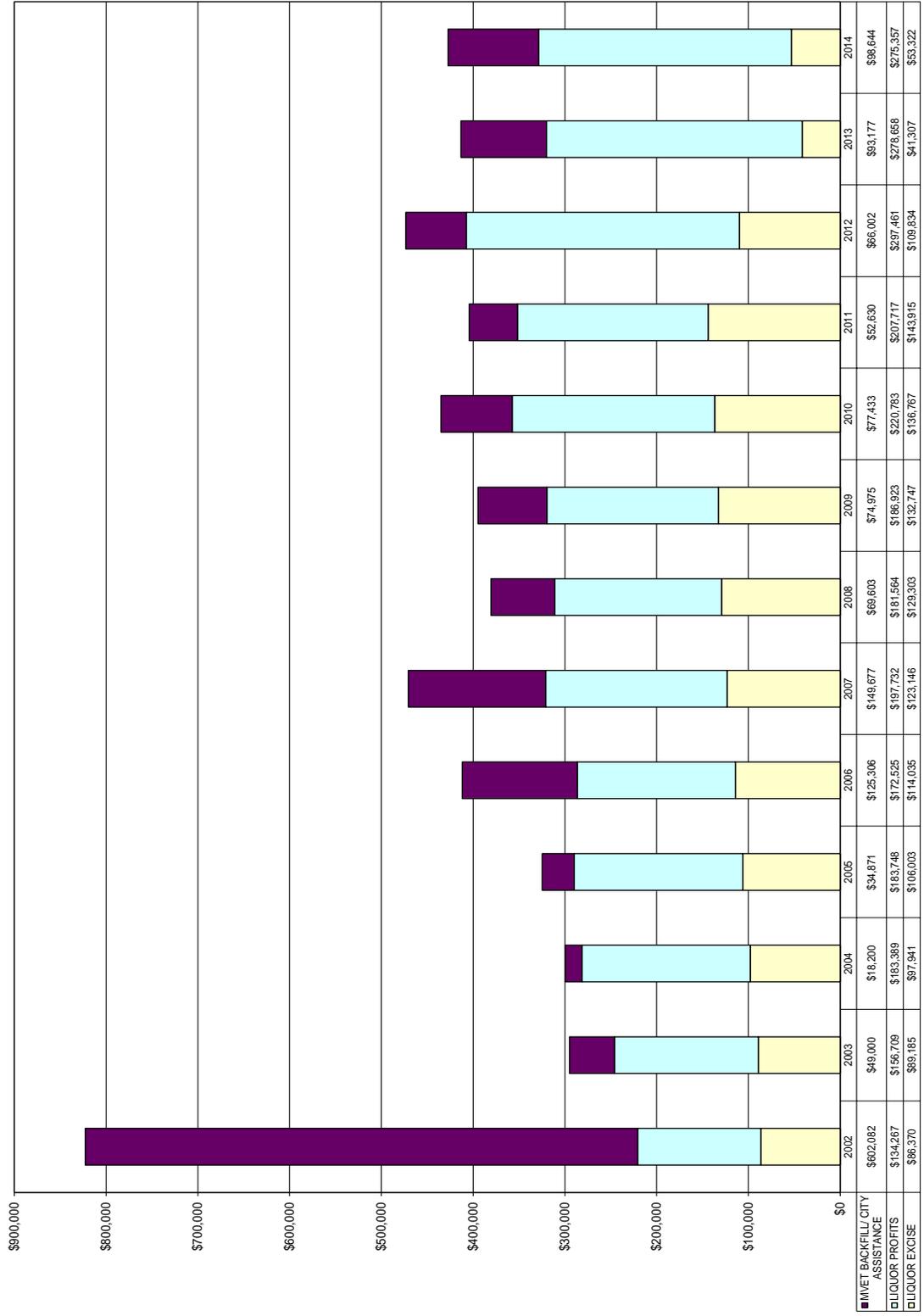


City of Pullman
Schedule of General Obligation Debt Service
2016 - 2029

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

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

STATE-SHARED REVENUES



THIS PAGE IS INTENTIONALLY BLANK

GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

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

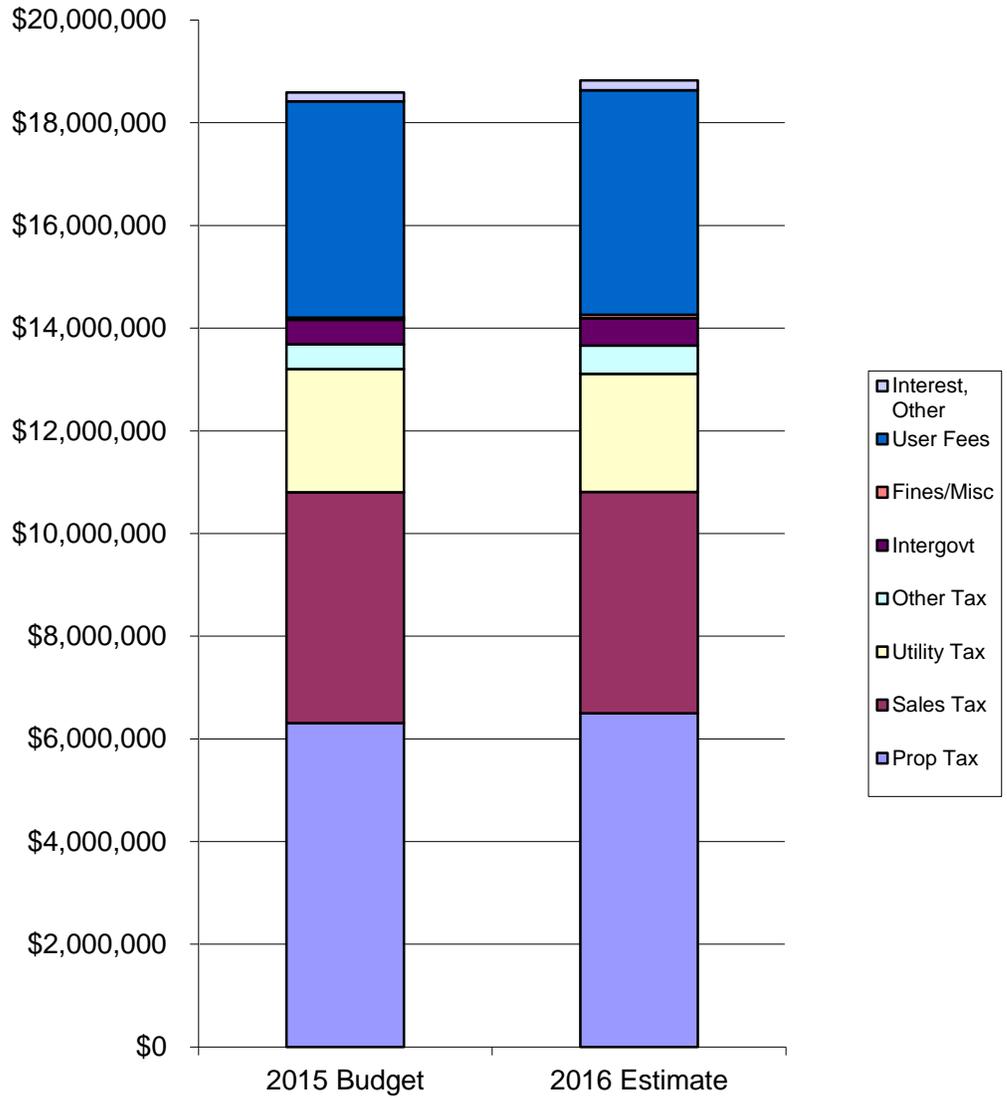
2015 - 2016 BUDGET SUMMARY BY FUND

FUND	TITLE	2015 AMENDED BUDGET*		2016 BUDGET REQUEST		
		REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE
001	GENERAL FUND:					
	ADMINISTRATION/FINANCE		1,413,050		1,456,336	43,286
	POLICE/SUPPORT SERVICE		6,154,184		6,397,078	242,894
	FIRE/RESCUE		5,360,329		5,632,989	272,660
	PUBLIC WORKS		548,186		651,217	103,031
	PLANNING		330,549		335,926	5,377
	PUBLIC SERVICES		2,818,037		3,061,776	243,739
	LIBRARY		1,455,782		1,548,814	93,032
	GENERAL GOVERNMENT		266,750		244,285	(22,465)
	OPERATING TRANSFERS:					
	AIRPORT		32,013		682,013	650,000
	OTHER		12,153		13,575	1,422
	TOTAL OPERATING EXPENDITURES:		\$18,391,033		\$20,024,009	\$1,632,976
						OPERATING PERCENTAGE CHANGE: 8.9%
	CAPITAL EXPENDITURES & TRANSFERS:					
	CAPITAL EXPENDITURES		1,183,379		780,267	(403,112)
	NON-OPERATING EXPENDITURES TO OTHER FUNDS		180,832		162,007	(18,825)
	TOTAL CAPITAL:		\$1,364,211		\$942,274	(\$421,937)
	TOTAL GENERAL FUND:	\$18,588,059	\$19,755,244	\$18,826,095	\$20,966,283	\$1,211,039
						TOTAL FUND PERCENTAGE CHANGE: 6.1%
104	ARTERIAL STREETS	1,265,899	1,619,012	482,150	527,700	(1,091,312)
105	STREETS	1,712,125	2,322,634	1,829,805	2,073,927	(248,707)
120	CIVIC IMPROVEMENT	346,000	345,000	351,000	350,000	5,000
310	CEMETERY EXPANSION	775	6,000	1,000	6,500	500
315	2005 LTGO BOND FUND	34,797	36,772			(36,772)
316	2007 BOND FUND	534,300	1,084,300	324,300	324,300	(760,000)
317	2009 AIRPORT WATER BOND FUND	205,408	399,392	392,400	392,400	(6,992)
322	DOWNTOWN RIVERWALK					
401	UTILITIES **	9,932,980	10,403,189	10,372,536	9,762,540	(640,649)
403	UTILITY CAPITAL PROJECTS	838,380	838,380	1,894,000	1,894,000	1,055,620
404	STORMWATER **	1,116,000	1,311,823	1,405,628	1,712,711	400,888
405	TRANSIT **	4,186,948	4,084,076	5,353,720	5,523,293	1,439,217
501	EQUIPMENT RENTAL **	3,043,742	3,045,597	2,488,647	3,004,313	(41,284)
504	GOV'T BUILDINGS	1,010,670	1,007,431	962,800	1,082,703	75,272
507	INFORMATION SYSTEMS **	771,961	777,061	1,071,087	1,049,495	272,434
607	LAWSON GARDENS ENDOW	67,260	153,085	66,000	123,085	(30,000)
610	CEMETERY CARE FUND	3,900	500	4,400	500	
615	FIREMEN'S PENSION	33,840	60,000	34,200	60,000	
651	AIRPORT AGENCY **	18,907,932	18,623,373	20,292,550	20,292,550	1,669,177
	TOTAL ALL FUNDS:	\$62,600,976	\$65,872,869	\$66,152,318	\$69,146,300	\$3,273,431
						PERCENTAGE CHANGE: 5.0%

* Includes Budget Amendments Approved on April 14, 2015.

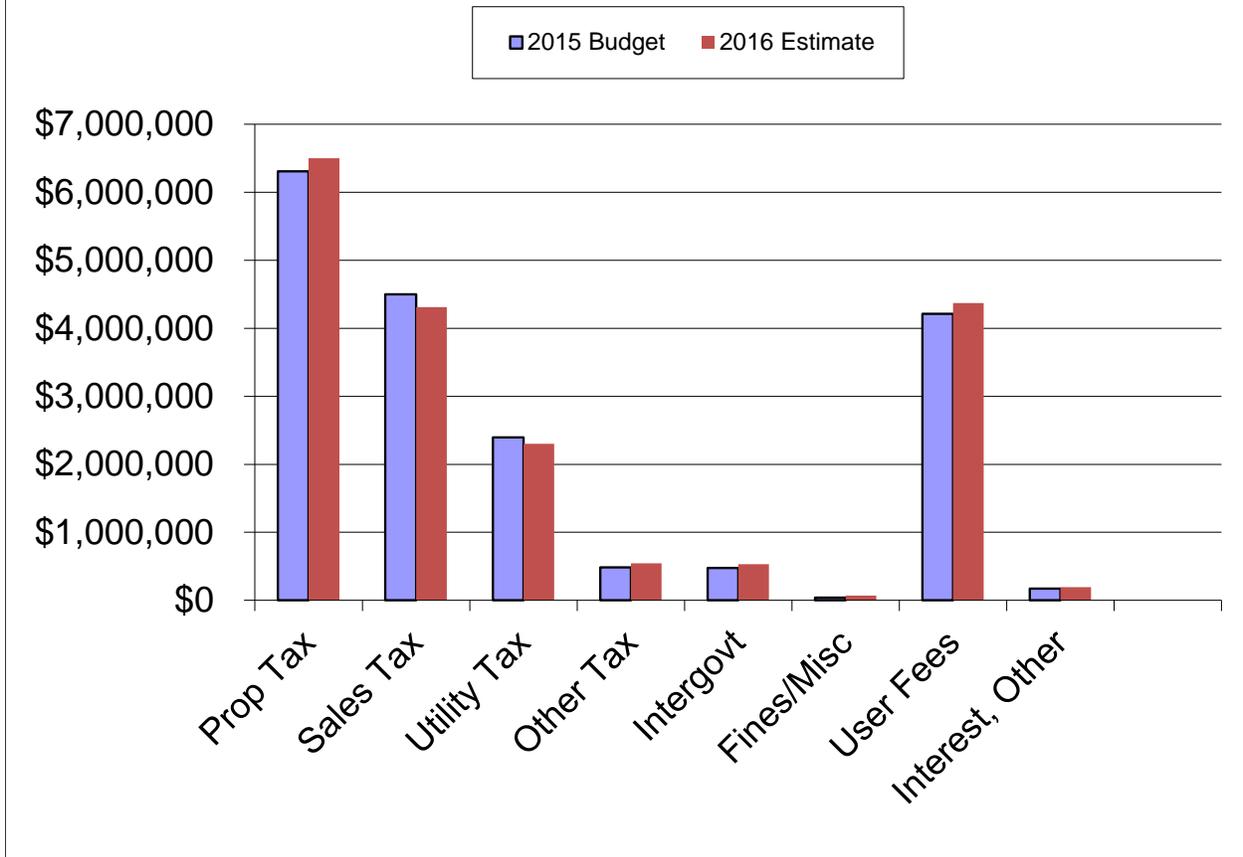
** Expenditures exclude non-cash depreciation of \$4,708,000 in 2015 and \$4,555,000 in 2016.

General Fund Revenues



2016 Total: \$18,826,095

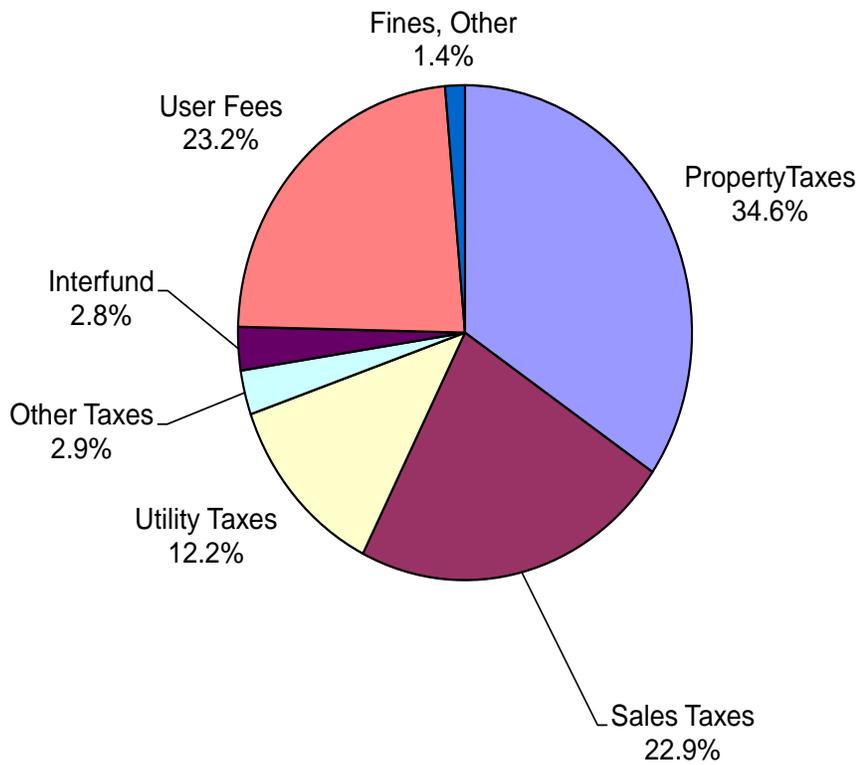
General Fund Revenues



2016 Total: \$18,826,095

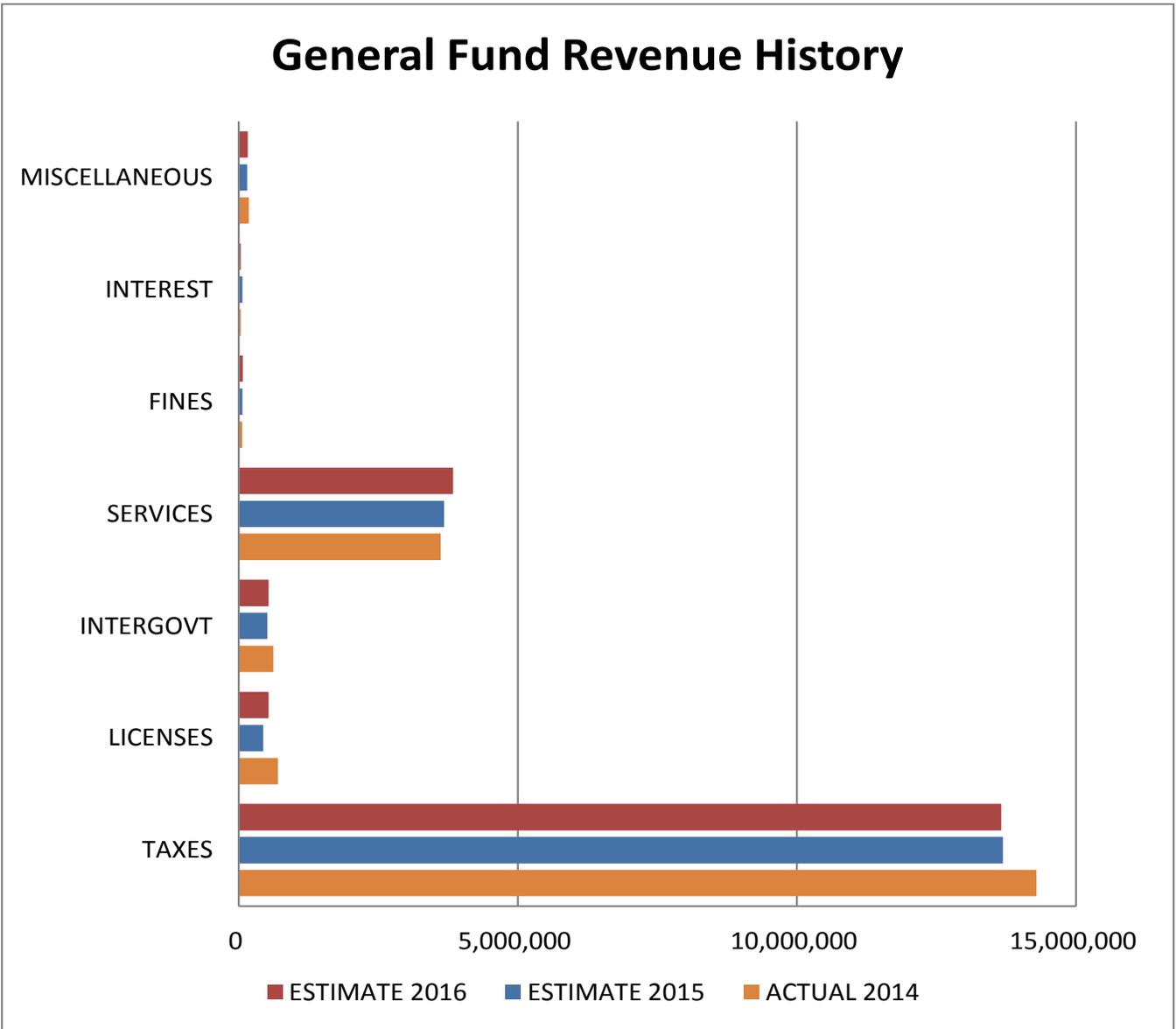
Pullman's General Fund 2016 Budget

Estimated Revenues: \$18,826,095



2016 Total: \$18,826,095

General Fund Revenue History



2016 Total: \$18,826,095

FUND NUMBER**TITLE**

001

GENERAL FUND - REVENUES

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

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

2016 ESTIMATES:

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

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

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

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

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

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

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

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

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

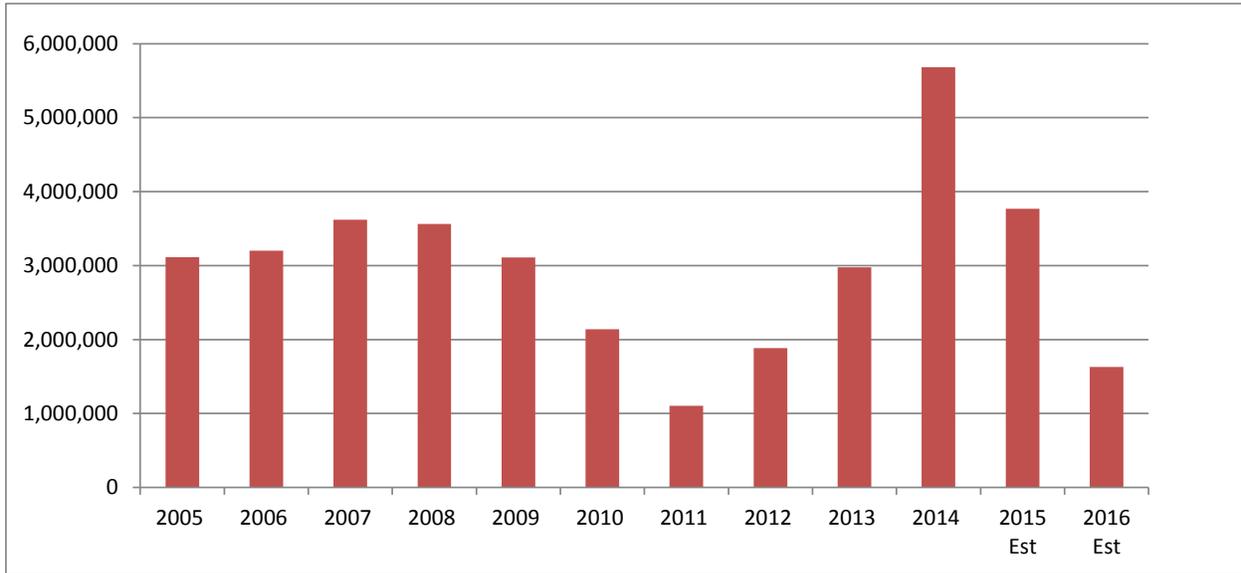
Per the Interlocal Agreement with Washington State University to provide fire protection services to the university campus the fee charged is re-calculated annually based on the fire department budget and call volume. In 2015, the university will provide the City \$1,125,000 to offset the costs to provide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

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

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

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

General Fund Cash Balance



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

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

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

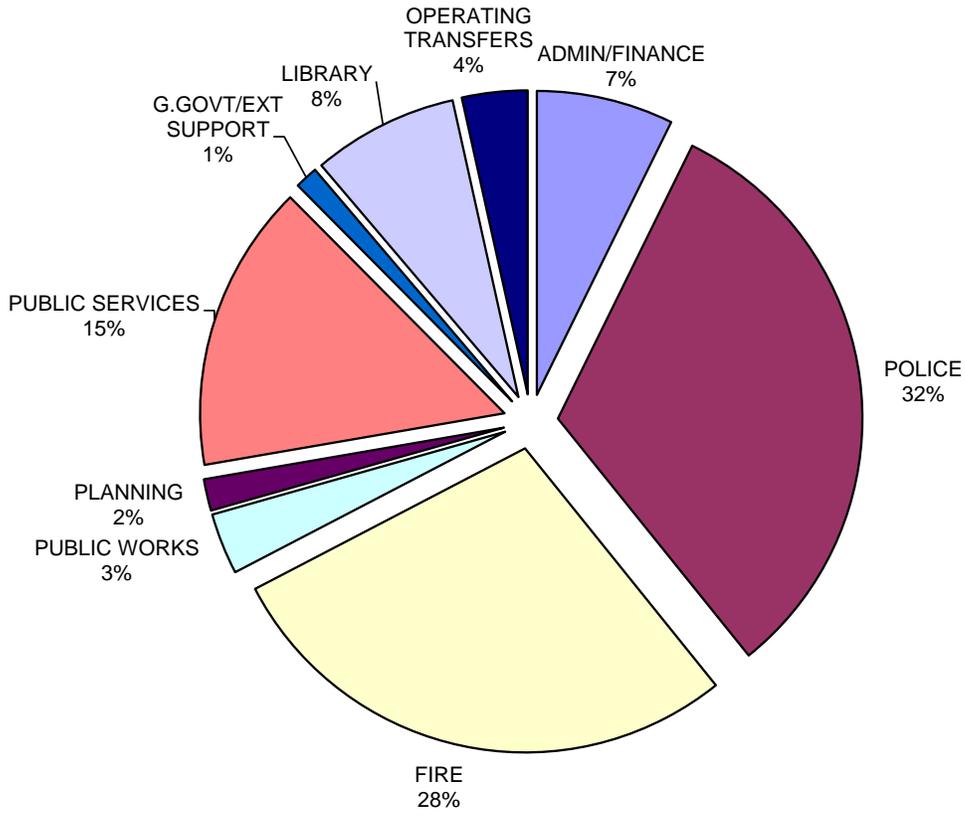
Fund revenues together with year-end 2015 reserves and savings are sufficient to sustain the 2016 budget.

THIS PAGE IS INTENTIONALLY BLANK

2016 GENERAL FUND REVENUE ESTIMATE SUMMARY

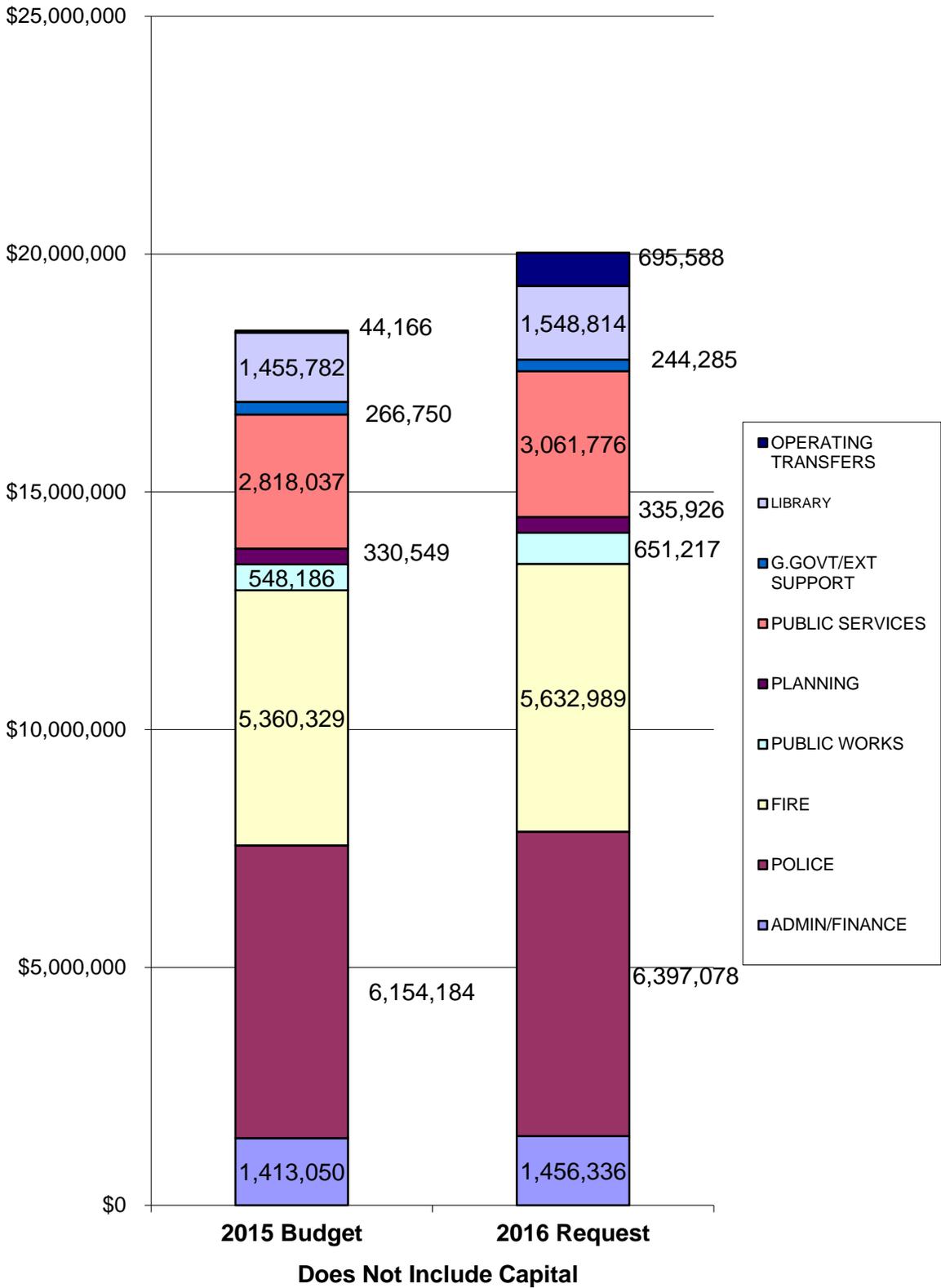
	ACTUAL 2014	AMENDED BUDGET 2015	YTD 06/30/15	YEAR END ESTIMATE 2015	PRELIMINARY ESTIMATE 2016	\$ CHANGE ESTIMATES 2015-2016	% CHANGE ESTIMATES 2015-2016	% OF BUDGET
TAXES:								
PROPERTY	5,396,347	5,540,000	3,043,646	5,510,000	5,700,000	160,000	2.9%	30.3%
EMS TAX LEVY	749,499	765,000	422,730	760,000	800,000	35,000	4.6%	4.2%
RETAIL SALES	4,503,261	4,100,000	2,083,880	4,168,000	3,900,000	(200,000)	-4.9%	20.7%
NATURAL GAS USE	210,972	150,000	81,209	110,000	110,000	(40,000)	-26.7%	0.6%
LOCAL CRIM JUST SALES TAX	450,173	400,000	205,974	411,000	411,000	11,000	2.8%	2.2%
IF TAXES - UTILITIES - WATER	218,241	180,000	88,325	190,000	195,000	15,000	8.3%	1.0%
IF TAXES - UTILITIES - SEWER	206,533	190,000	89,290	190,000	195,000	5,000	2.6%	1.0%
IF TAXES - UTILITIES - STORMWATER	43,182	45,000	22,156	45,000	45,000	0	0.0%	0.2%
ADMISSIONS	419,228	300,000	117,595	375,000	400,000	100,000	33.3%	2.1%
UTIL TAX-ENERGY	1,340,217	1,235,000	666,195	1,235,000	1,235,000	0	0.0%	6.6%
UTIL TAX-SOLID WASTE	158,528	132,000	63,382	132,000	132,000	0	0.0%	0.7%
UTIL TAX-SOLID WASTE 3%	115,683	115,000	46,251	115,000	115,000	0	0.0%	0.6%
UTIL TAX-TELEPHONE	323,502	350,000	140,454	300,000	275,000	(75,000)	-21.4%	1.5%
LEASEHOLD EXCISE	72,567	70,000	35,925	74,000	75,000	5,000	7.1%	0.4%
GAMBLING	80,603	115,000	21,059	70,000	70,000	(45,000)	-39.1%	0.4%
TOTAL TAXES:	\$14,288,536	\$13,687,000	\$7,128,070	\$13,685,000	\$13,658,000	(\$29,000)	-0.2%	72.5%
CABLE FRANCHISE	143,070	140,000	35,950	137,000	135,000	(5,000)	-3.6%	0.7%
OTHER LICENSES:	556,425	299,250	128,705	302,390	400,450	101,200	33.8%	2.1%
INTERGOVERNMENT:								
FEDERAL GRANT TOTALS	145,270	25,000	11,466	14,305	10,400	(14,600)	-58.4%	0.1%
STATE GRANT TOTALS	2,807	900	1,702	2,241	900	0	0.0%	0.0%
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0		0.0%
MOTOR VEH EXCISE	0	0	0	0	0	0		0.0%
EQUALIZATION	0	0	0	0	0	0		0.0%
CITY ASSISTANCE	98,635	82,000	51,629	105,000	100,000	18,000	22.0%	0.5%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0		0.0%
MVET - CRIMINAL JUSTICE	37,512	30,000	19,171	38,000	38,000	8,000	26.7%	0.2%
CTED CRIMINAL JUSTICE	5,580	3,000	2,762	5,500	5,000	2,000	66.7%	0.0%
LIQUOR EXCISE	53,322	61,000	19,552	71,000	103,000	42,000	68.9%	0.5%
LIQUOR PROFITS	275,357	276,000	137,678	275,000	275,000	(1,000)	-0.4%	1.5%
TOTAL INTERGOVT:	\$618,484	\$477,900	\$243,960	\$511,046	\$532,300	\$54,400	11.4%	2.8%
SERVICE CHARGES:	3,232,087	3,358,431	1,614,659	3,262,658	3,398,051	39,620	1.2%	18.0%
INTERFUND CHGS:	382,442	413,781	150,390	413,781	438,294	24,513	5.9%	2.3%
FINES:	56,493	39,500	37,997	64,962	71,000	31,500	79.7%	0.4%
INVESTMENT INCOME	36,795	37,000	58,328	62,000	35,000	(2,000)	-5.4%	0.2%
OTHER MISC.	176,565	135,197	91,554	146,124	158,000	22,803	16.9%	0.8%
TOTAL MISC:	\$213,360	\$172,197	\$149,883	208,124	\$193,000	\$20,803	12.1%	1.0%
TOTAL REVENUES:	\$19,490,897	\$18,588,059	\$9,489,613	\$18,584,961	\$18,826,095	\$238,036	1.3%	100.0%
BEGINNING CASH:	2,975,269	5,680,708	5,680,708	5,680,708	3,769,258	(1,911,450)	-33.6%	

**2016
General Fund Budget: Operating Requests**

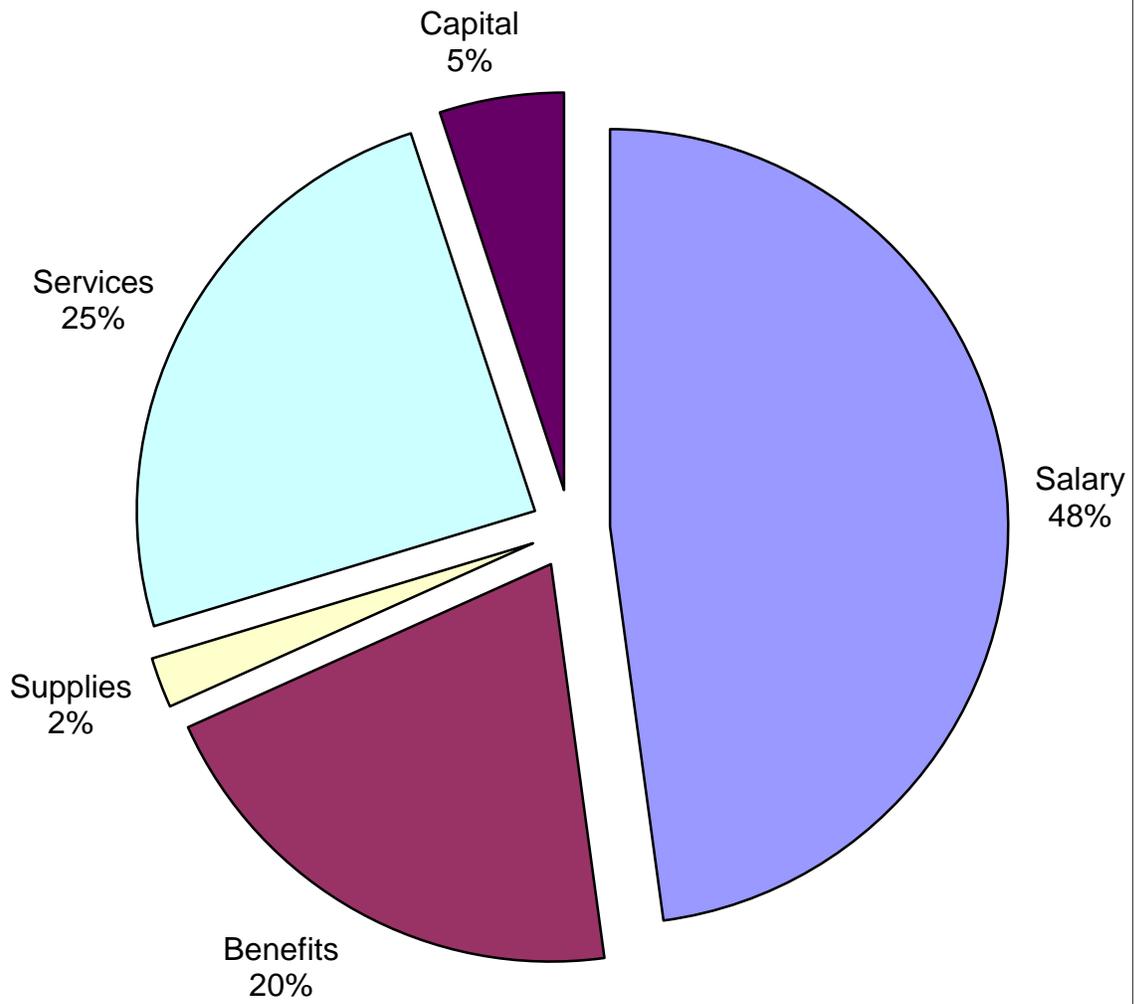


**2016 Total Operating Requests:
\$20,024,009**

General Fund Operating Budgets

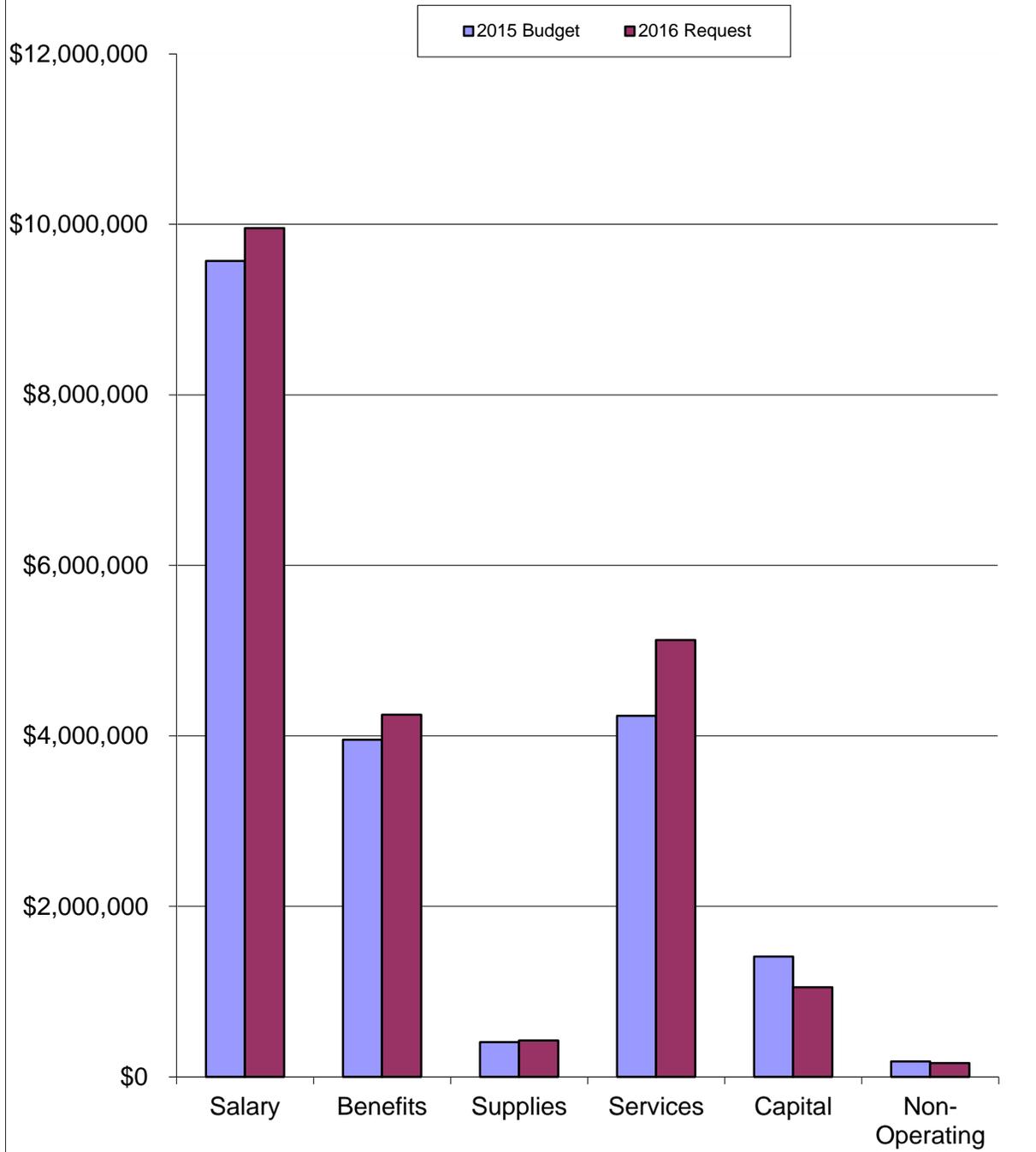


**2016 General Fund Budget Requests
By Category**



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

2016 Budgets by Category



FUND NUMBER

TITLE

001

GENERAL FUND - EXPENDITURES

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

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

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

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

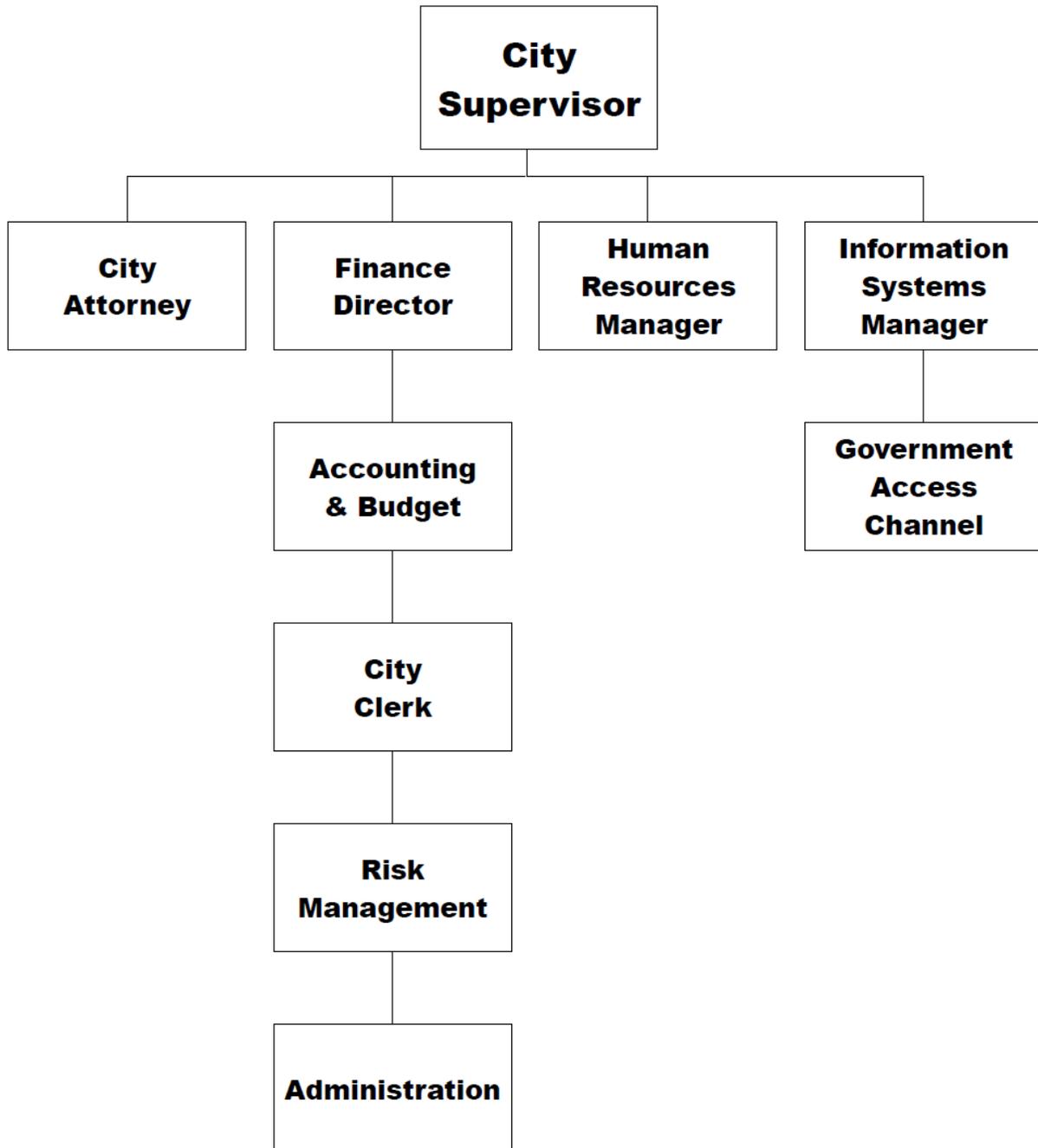
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2014 <u>ACTUAL</u>	2015 AMENDED <u>BUDGET</u>	YTD <u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>	% CHANGE	SHARE OF TOTAL
DEPARTMENT TOTALS:							
ADMIN/FINANCE	1,246,961	1,413,050	672,443	1,456,336	43,286	3.1%	7.3%
POLICE	5,539,336	6,154,184	2,797,012	6,397,078	242,894	3.9%	31.9%
FIRE	4,569,119	5,360,329	2,611,232	5,632,989	272,660	5.1%	28.1%
PUBLIC WORKS	451,434	548,186	211,991	651,217	103,031	18.8%	3.3%
PLANNING	273,037	330,549	143,315	335,926	5,377	1.6%	1.7%
PUBLIC SERVICE	2,719,375	2,818,037	1,386,496	3,061,776	243,739	8.6%	15.3%
G.GOV'T/EXT SUPPORT	246,775	266,750	219,490	244,285	(22,465)	-8.4%	1.2%
LIBRARY	1,087,902	1,455,782	587,466	1,548,814	93,032	6.4%	7.7%
OPERATING TRANSFERS							
EQUIPMENT RENTAL DIVISION	19,696	0	0	0	0		
INFO SYS-GOV'T ACCESS CHANNEL	3,926	5,083	5,083	6,505	1,422		0.0%
GOVT BUILDINGS	0	7,070	0	7,070	0		
AIRPORT	32,013	32,013	32,013	682,013	650,000	2030.4%	3.4%
TOTAL OPERATING:	\$16,189,574	\$18,391,033	\$8,666,541	\$20,024,009	\$1,632,976	8.9%	100.0%
PERCENTAGE CHANGE:						8.9%	
NON-OPERATING EXPENDITURES	188,008	180,832	66,872	162,007	(18,825)		-10.0%
CAPITAL OUTLAYS:							
C.I.P. PROJECTS	284,657	1,183,379	406,019	780,267	(501,641)		-176.2%
CAPITAL TRANSFERS:							
OTHER FUNDS	0	0	0	0	0		
TOTAL CAPITAL:	\$284,657	\$1,183,379	\$406,019	\$780,267	(\$501,641)		-42.4%
TOTAL GENERAL FUND:	\$16,662,239	\$19,755,244	\$9,139,432	\$20,966,283	\$1,112,510		5.63%
PERCENTAGE CHANGE:						5.6%	
+ ENDING CASH	5,680,708	4,513,523	6,030,889	1,629,070	(2,884,453)		
TOTAL USES:	\$22,342,947	\$24,268,767	\$15,170,321	\$22,595,353	(\$1,771,943)		

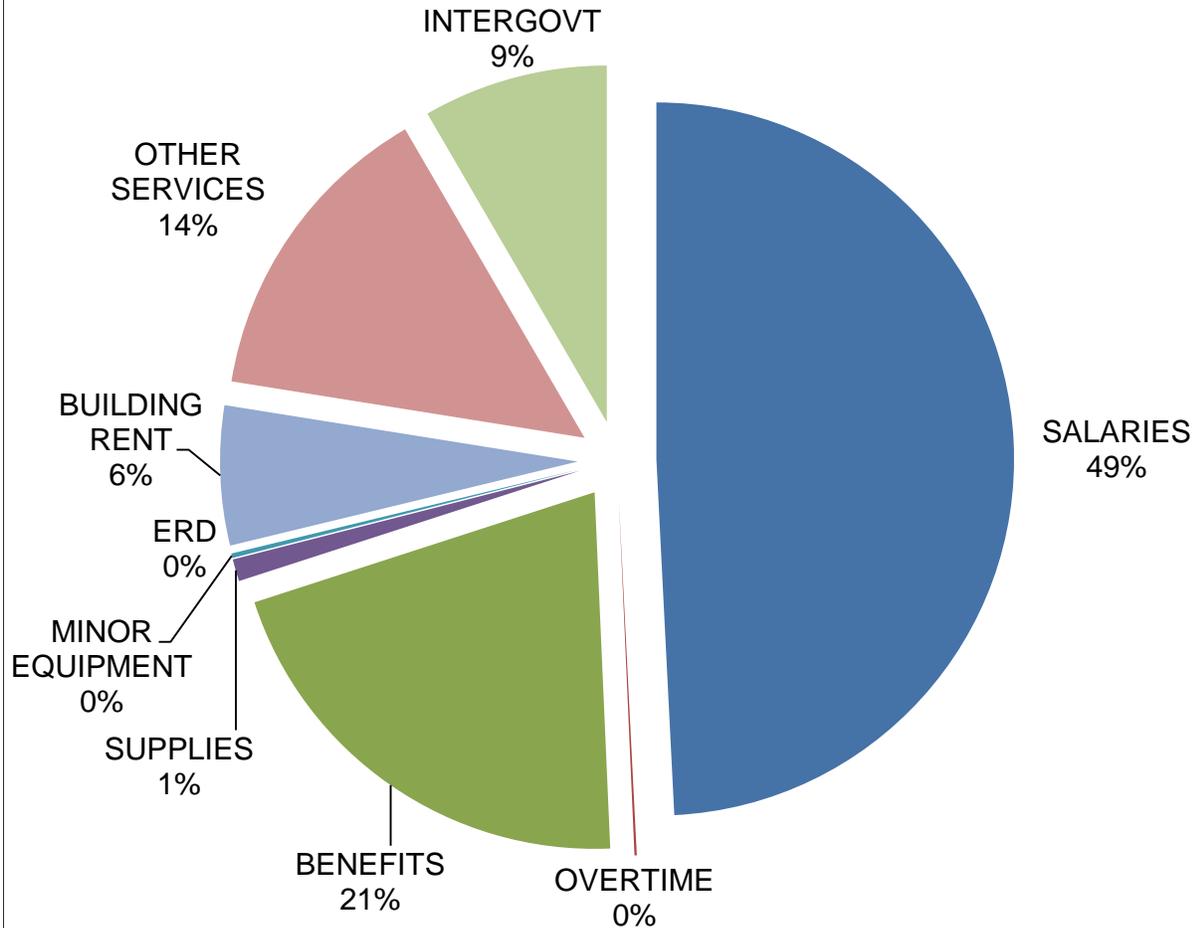
GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

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

City of Pullman
Administration & Finance



ADMINISTRATION AND FINANCE



**TOTAL OPERATING REQUEST:
\$1,456,336**

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

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

ACTIVITY:

Legislative

ACTIVITY DESCRIPTION:

Policy direction and guidance of future municipal activities.

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$180,687

MAJOR BUDGET CHANGES:

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

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

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

AUTHORIZED STAFFING	
Position	Number Elected
Councilmembers	7.00
Total	7.00

ACTIVITY:

Mayor

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$27,806

MAJOR BUDGET CHANGES:

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

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

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

AUTHORIZED STAFFING	
Position	Number Elected
Mayor	1.00
Total	1.00

ACTIVITY:

City Supervisor

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

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

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

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

BUDGET:

\$179,277

MAJOR BUDGET CHANGES:

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

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

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

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

ACTIVITY:

Finance

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

BUDGET:

\$865,636

MAJOR BUDGET CHANGES:

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

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

MEASUREMENT TECHNIQUE:

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

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

GENERAL FUND 2016 BUDGET REQUESTS

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

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

ACTIVITY:

City Attorney

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$84,100

MAJOR BUDGET CHANGES:

No major budget changes for 2016.

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2016 BUDGET REQUESTS

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

AUTHORIZED STAFFING	
Position	Number
City Attorney	1.00
Total	1.00

ACTIVITY:

Human Resources

ACTIVITY DESCRIPTION:

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

GOAL:

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

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

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

Effectiveness in filling employment positions within the City.

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

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

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

BUDGET:

\$118,830

MAJOR BUDGET CHANGES:

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

MEASUREMENT TECHNIQUE:

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

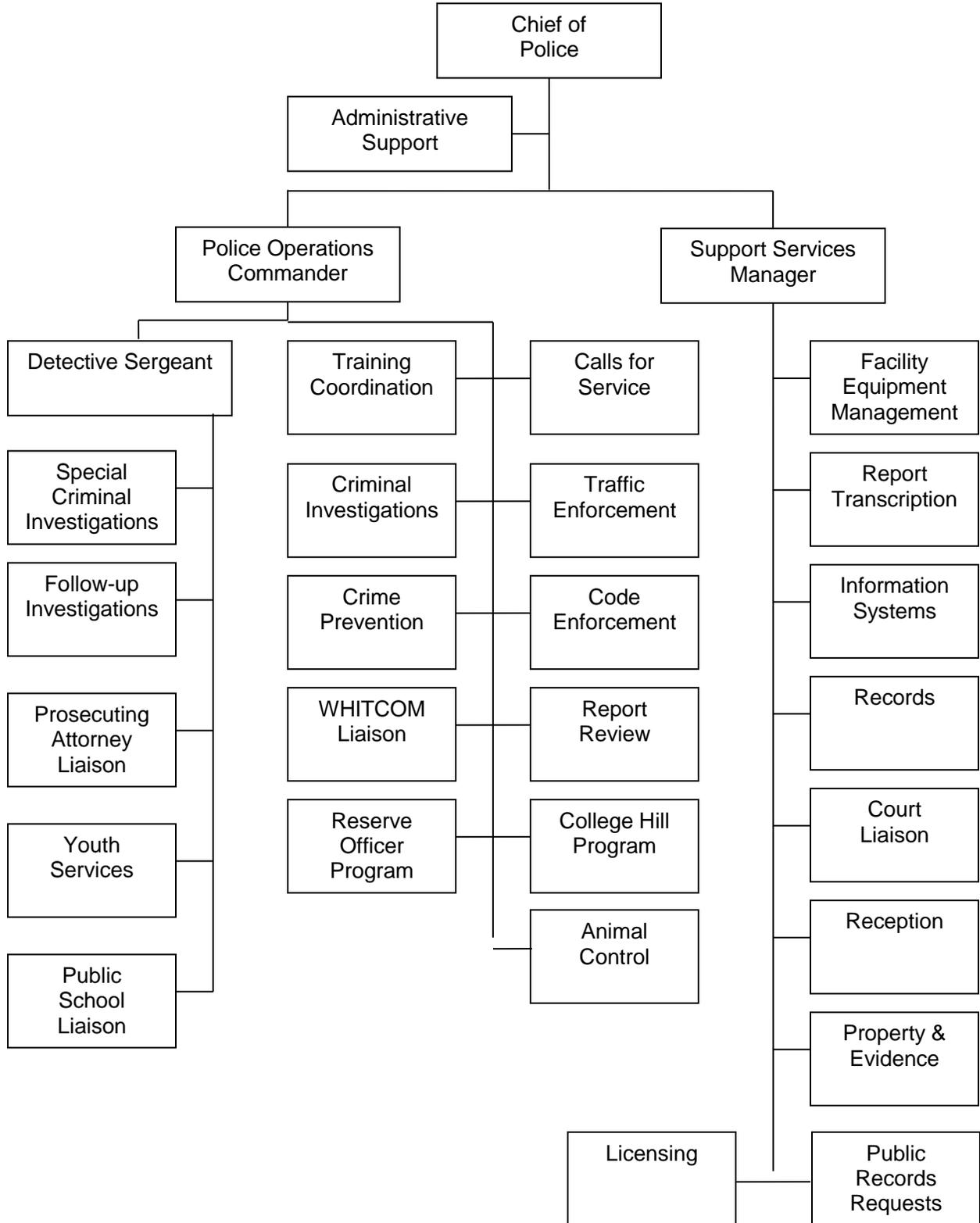
THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2016 BUDGET REQUESTS

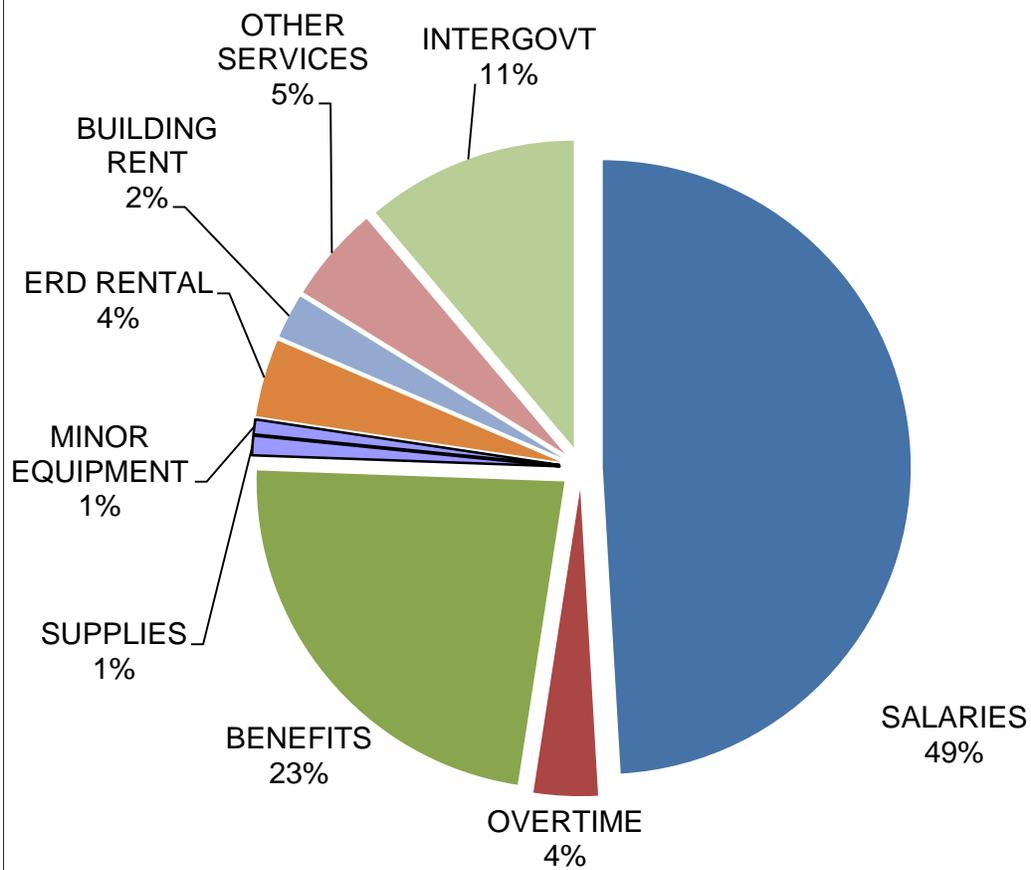
	2014	2015		2016	
	<u>ACTUAL</u>	<u>AMENDED</u>	<u>06/30/15</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
HUMAN RESOURCES					
SALARIES	76,239	81,967	40,146	84,312	2,345
OVERTIME	0	0	0		
BENEFITS	22,790	25,387	11,877	27,318	1,931
SUPPLIES	2,462	2,750	149	3,000	250
MINOR EQUIPMENT	0	0	0		
ERD RENTAL	0	0	0		
BUILDING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

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

CITY OF PULLMAN POLICE DEPARTMENT



POLICE



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

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

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

ACTIVITY:

Law Enforcement and Detention

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

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

MAJOR BUDGET CHANGES:

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

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

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

MEASUREMENT TECHNIQUE:

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

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2016 BUDGET REQUESTS

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

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

ACTIVITY:

Communications

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$221,376

MAJOR BUDGET CHANGES:

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

MEASUREMENT TECHNIQUE:

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

GENERAL FUND 2016 BUDGET REQUESTS

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

ACTIVITY:

Animal Control

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

BUDGET:

\$56,896

MAJOR BUDGET CHANGES:

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

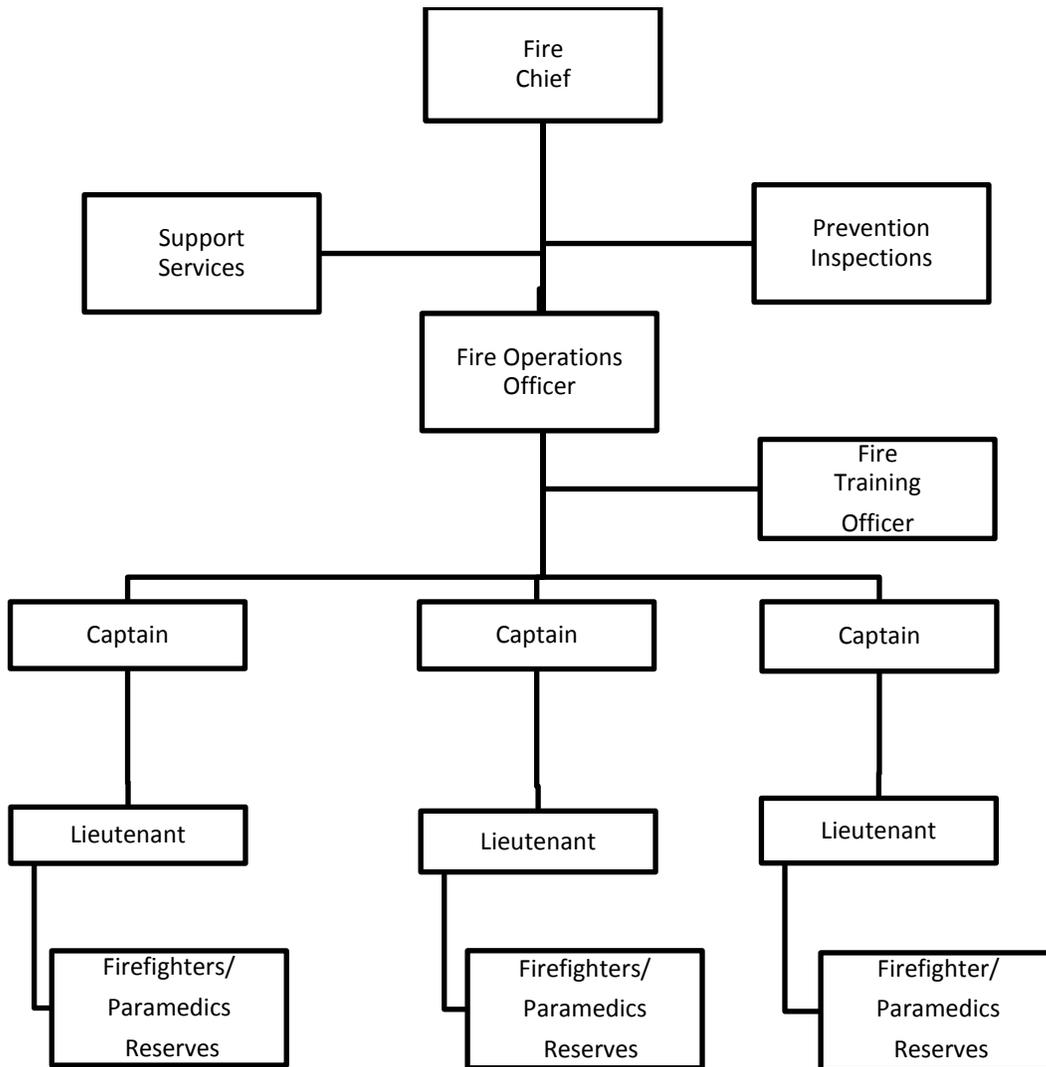
MEASUREMENT TECHNIQUE:

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

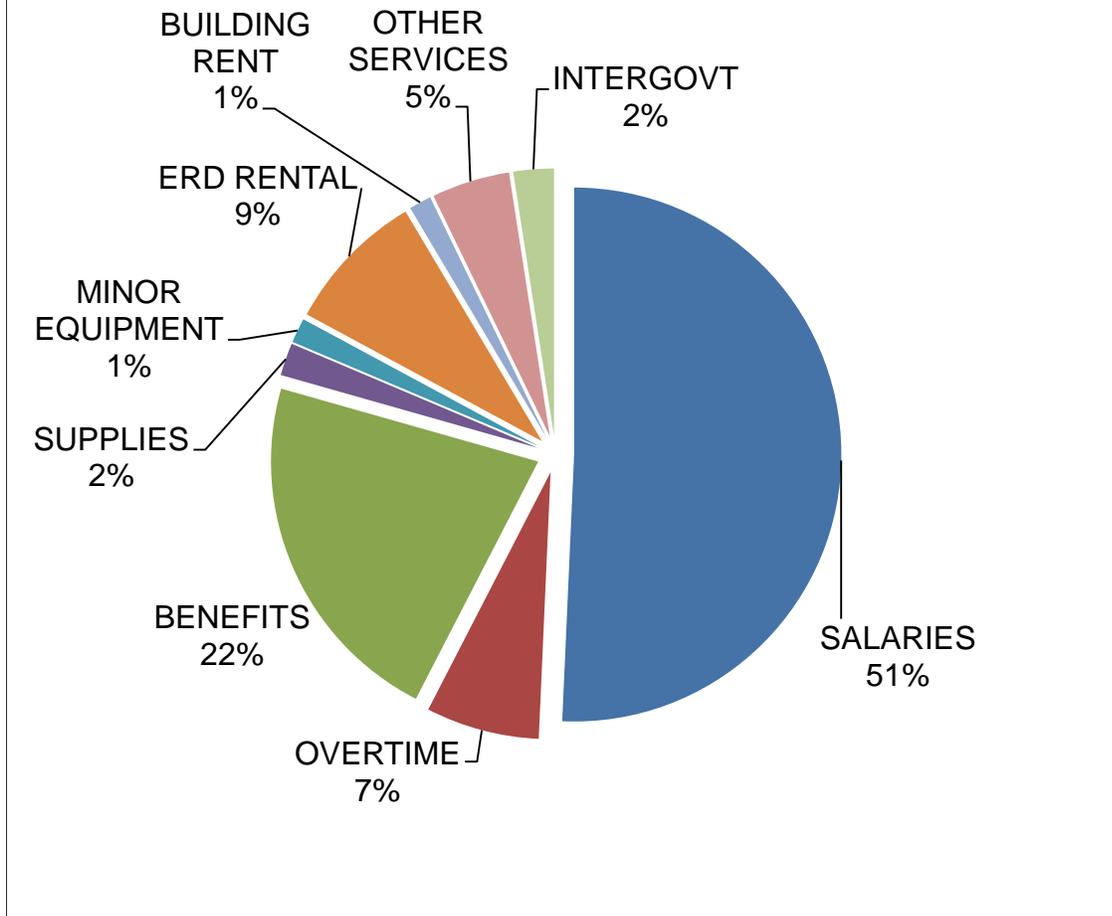
GENERAL FUND 2016 BUDGET REQUESTS

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

City of Pullman Fire Department



FIRE SERVICES



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

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

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

ACTIVITY:

Fire Operations and Prevention Activities

ELEMENTS:

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

ACTIVITY DESCRIPTION:

Administration operations.

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

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

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

GOAL:

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

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

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

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

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

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

BUDGET:

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

MAJOR BUDGET CHANGES:

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

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

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

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

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

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

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

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

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

MEASUREMENT TECHNIQUE:

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

ACTIVITY:

Ambulance, Rescue and Reserve Operations

ELEMENTS:

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

ACTIVITY DESCRIPTION:

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

Full ambulance billing services for all ambulance transports.

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

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

GOAL:

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

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

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

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

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

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

BUDGET:

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

MAJOR BUDGET CHANGES:

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

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

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

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

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

MEASUREMENT TECHNIQUE:

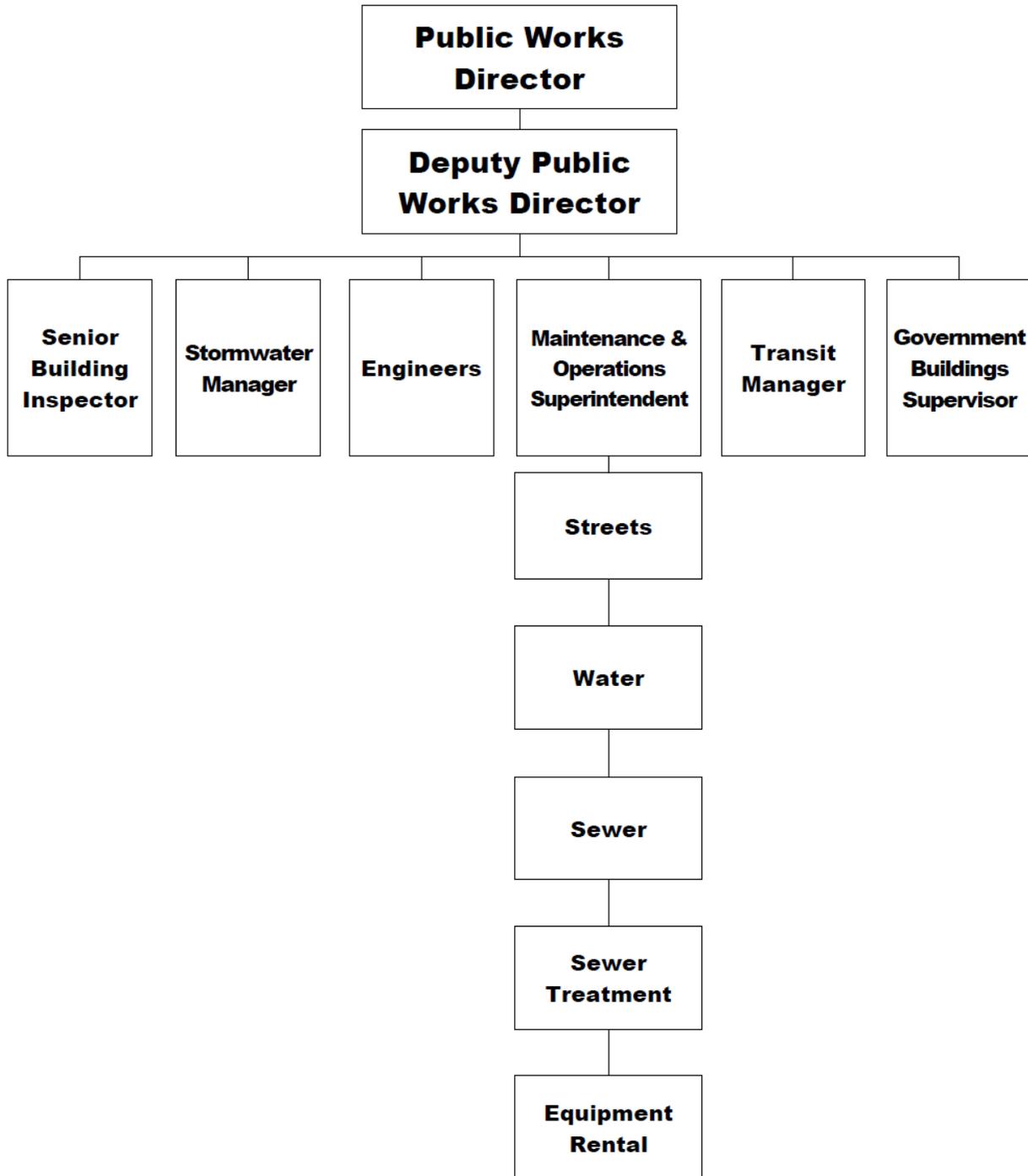
Review of response times to calls, quality assurance program of medical calls, customer questionnaires, department, hospital and public feedback and the monitoring of all ambulance budget items.

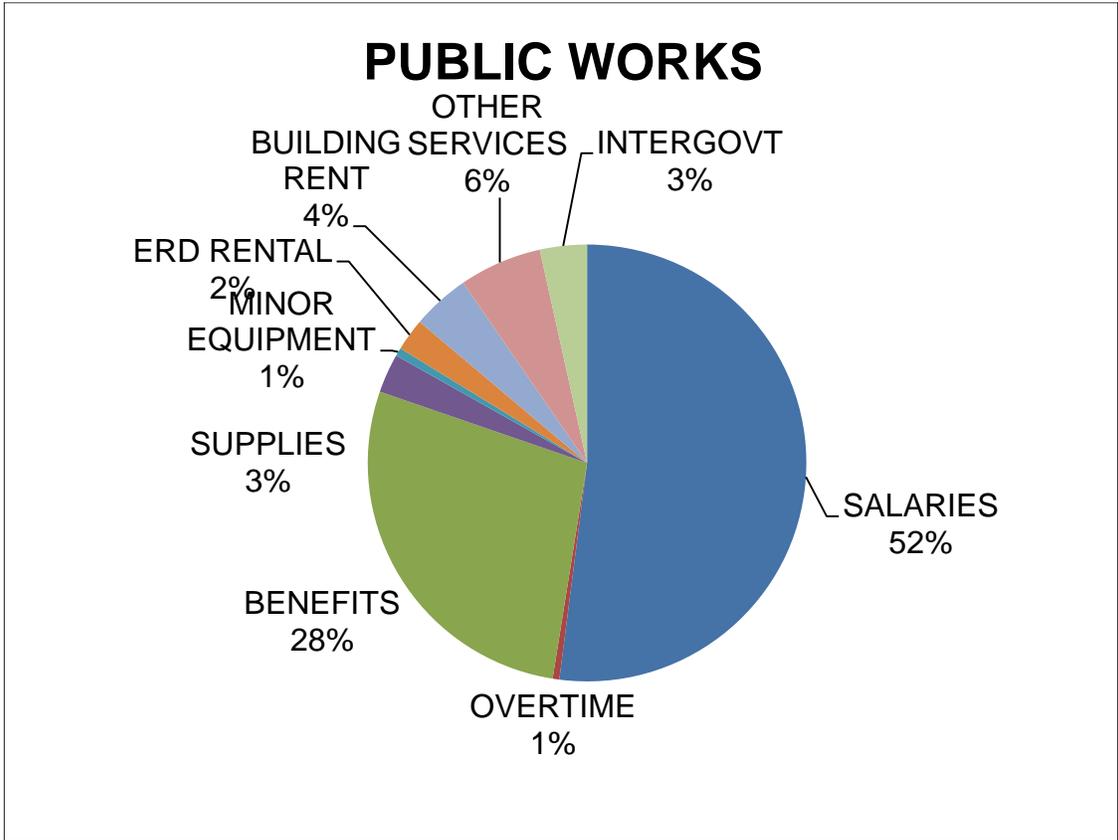
THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2016 BUDGET REQUESTS

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

City of Pullman Public Works Department





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

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

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

ACTIVITY:

Protective Inspections

ACTIVITY DESCRIPTION:

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

GOAL:

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

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

BUDGET:

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

MAJOR BUDGET CHANGES:

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

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

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

MEASUREMENT TECHNIQUE:

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

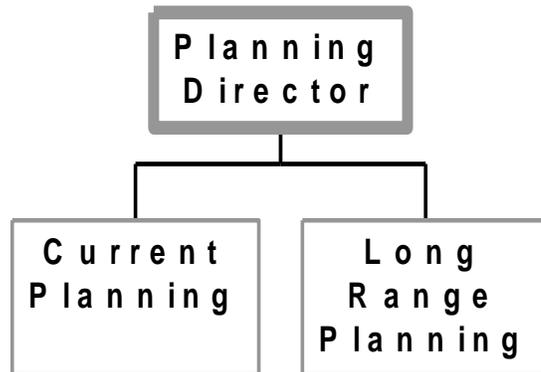
GENERAL FUND 2016 BUDGET REQUESTS

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

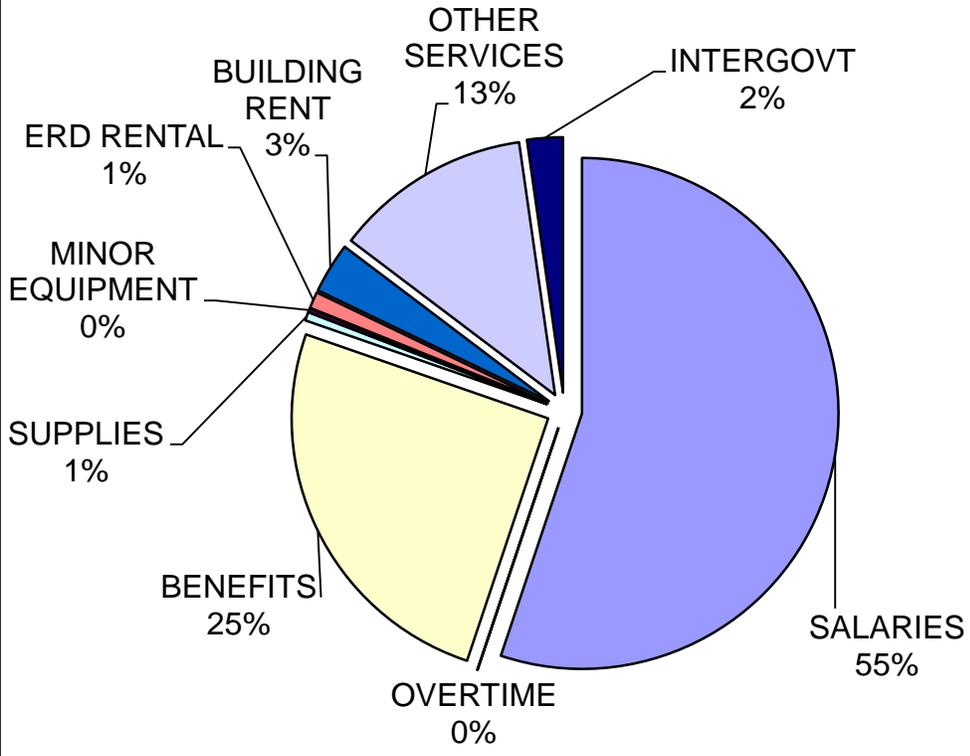
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	4.00
Clerical	0.60
Total	5.80

C i t y o f P u l l m a n

P l a n n i n g



PLANNING



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

ACTIVITY:

Planning

ACTIVITY DESCRIPTION:

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

GOAL:

Effect continuous positive change in the community.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

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

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

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

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

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

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

BUDGET:

\$335,926

MAJOR BUDGET CHANGES:

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

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

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

THIS PAGE IS INTENTIONALLY BLANK

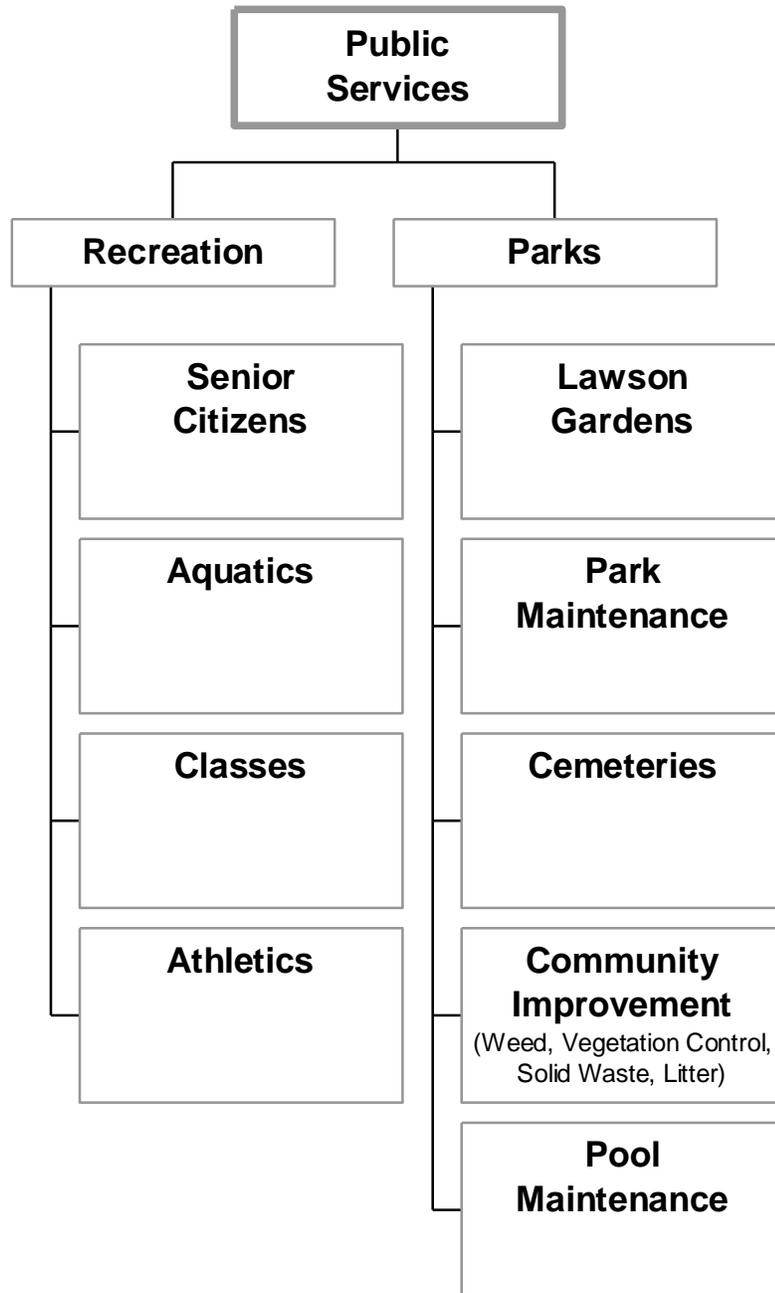
GENERAL FUND 2016 BUDGET REQUESTS

	<u>2014 ACTUAL</u>	<u>2015 AMENDED BUDGET</u>	<u>06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
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	\$5,377
	114,597	62,150	23,792	77,170	

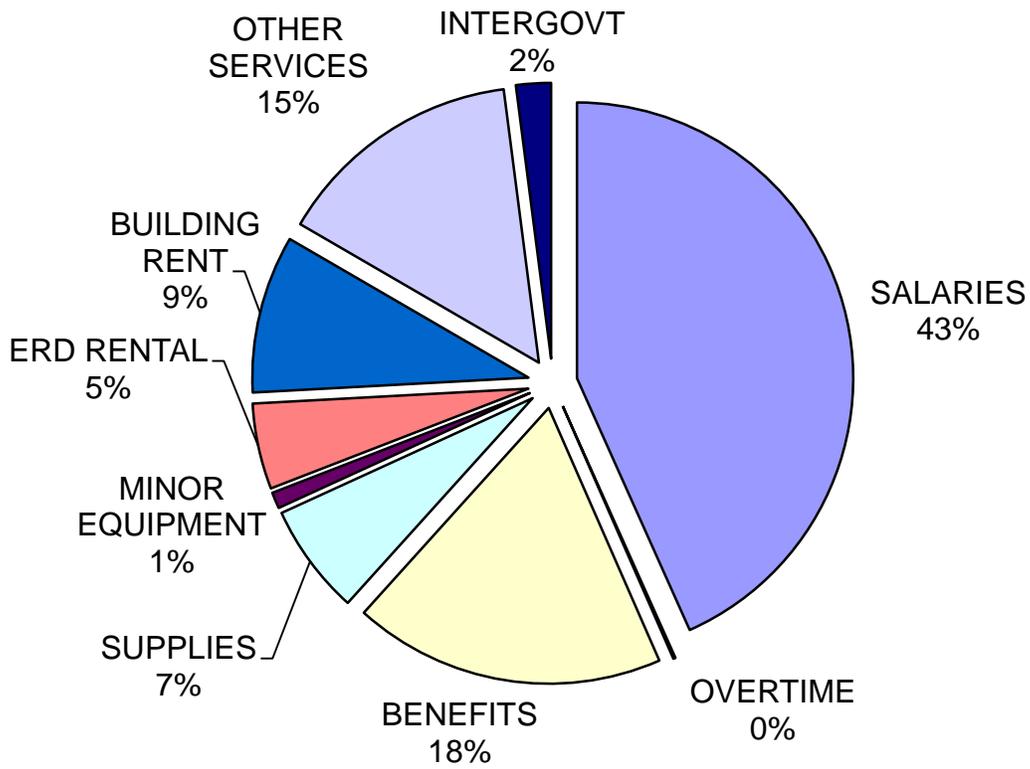
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.40
Total	2.40

City of Pullman

Public Services Department



PUBLIC SERVICES



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

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

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

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2016 BUDGET REQUESTS

	<u>2014</u> <u>ACTUAL</u>	<u>2015</u> <u>AMENDED</u> <u>BUDGET</u>	<u>06/30/15</u>	<u>2016</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.

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2016 BUDGET REQUESTS

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

THIS PAGE IS INTENTIONALLY BLANK

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 <u>ACTUAL</u>	2015 AMENDED <u>BUDGET</u>	<u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>
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	
OTHER SERVICES	23,171	18,500	7,051	23,988	5,488
INTERGOVERNMENT	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.

THIS PAGE IS INTENTIONALLY BLANK

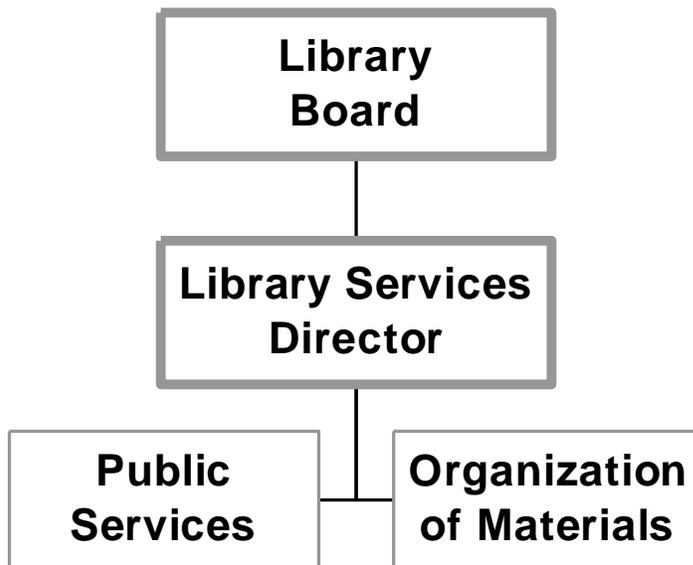
GENERAL FUND 2016 BUDGET REQUESTS

	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	

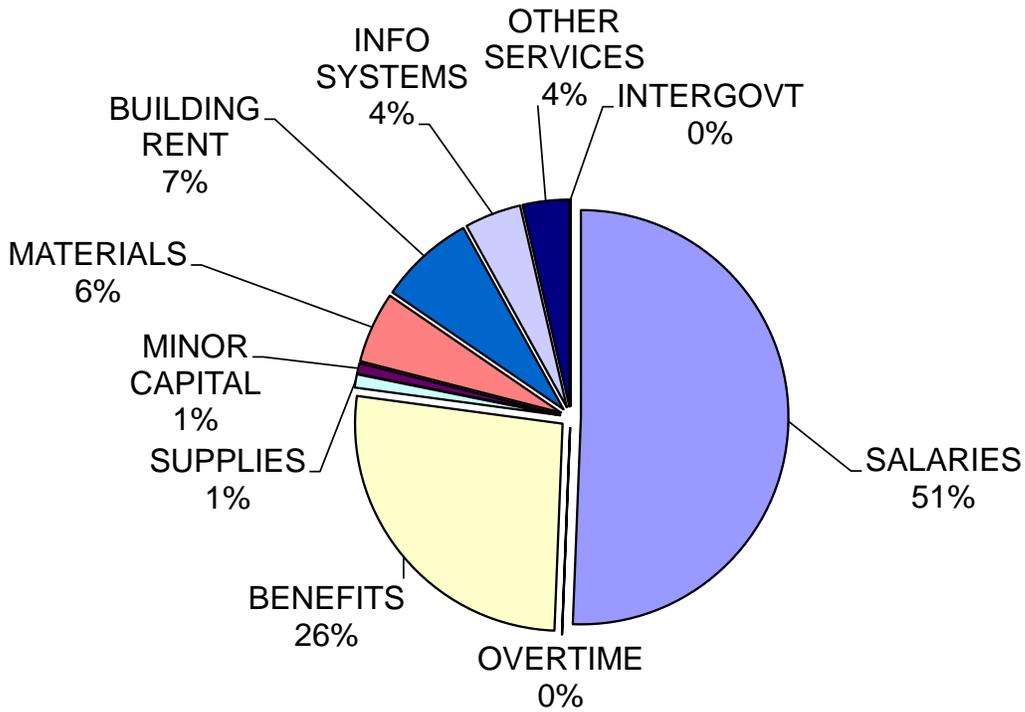
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Aquatic Program Coordinator	1.00
Casual Workers	9.50
Total	10.50

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

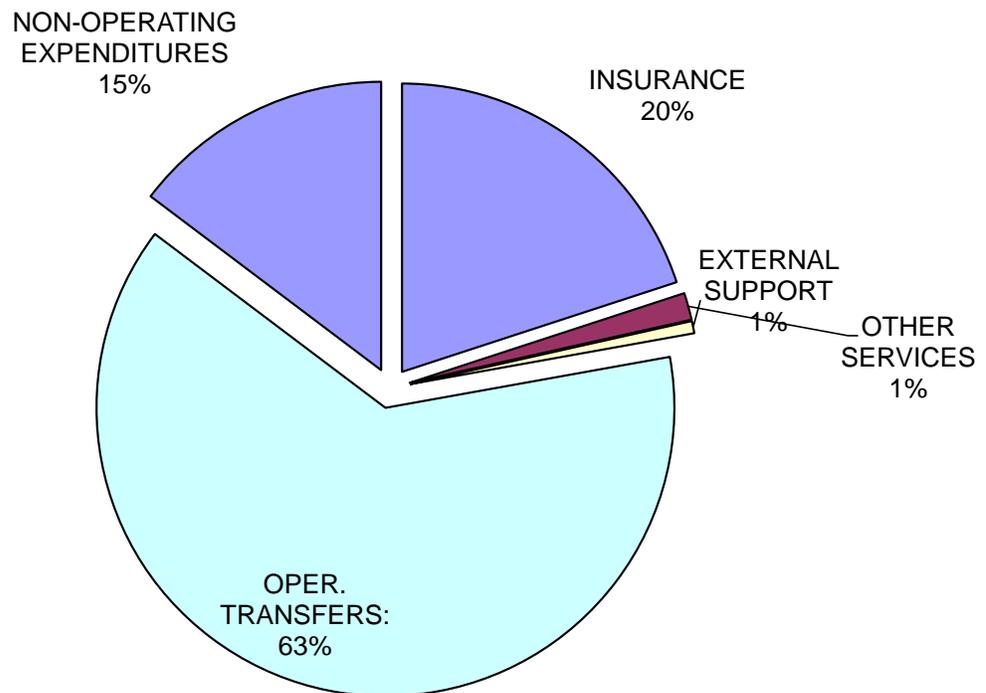
The Library will submit its annual funding request to Inland NW Community Foundation for a distribution from the Shirrod Family Memorial Fund. The revenue and matching expenditure will be handled within the Public Work's budget.

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.

THIS PAGE IS INTENTIONALLY BLANK

GENERAL FUND 2016 BUDGET REQUESTS

	2014 <u>ACTUAL</u>	2015 AMENDED <u>BUDGET</u>	<u>06/30/15</u>	2016 <u>REQUEST</u>	<u>\$ CHANGE</u>
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					
<u>C.I.P. PROJECTS</u>					
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			
<u>CAPITAL FUND TRANSFERS:</u>					
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><u>\$780,267</u></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 Authenticaon 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 Extinguisher 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
<u>C.I.P. Reserve:</u>		<u>Beginning 2015</u>	<u>Additions/ 2015</u>	<u>Year End 2015</u>	<u>Additions in 2016</u>	<u>Additions (Uses) in 2016</u>	<u>Year End 2016</u>
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

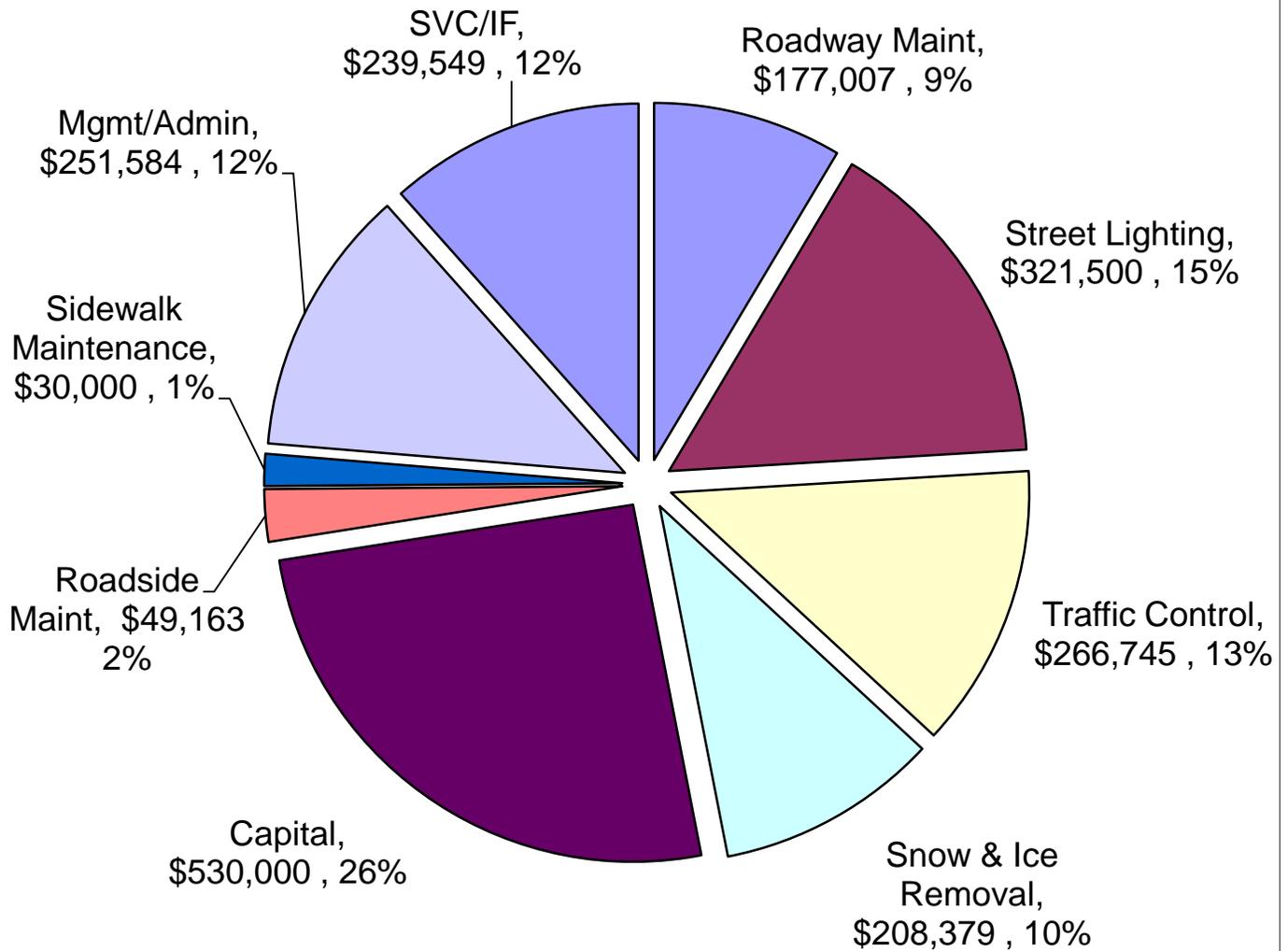
MEASUREMENT TECHNIQUE:

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

ARTERIAL STREET FUND #104

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

	<u>2014 ACTUAL</u>	<u>AMENDED 2015 BUDGET</u>	<u>YTD 06/30/15</u>	<u>2016 REQUEST</u>	<u>\$ CHANGE</u>
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 GENERAL FUND - C.I.P.	41,404	12,125	8,516	112,805	100,680
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)
-------------------------	--------------------	--------------------	--------------------	--------------------	--------------------

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)
--------------------	--------------------	--------------------	--------------------	--------------------	--------------------

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>
REVENUES:					
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)
EXPENDITURES:					
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:					
<u>PRINCIPAL:</u>					
2007 GO	240,000	250,000		260,000	10,000
<u>INTEREST:</u>					
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>	<u>Maturity</u>
	\$ 270,000	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

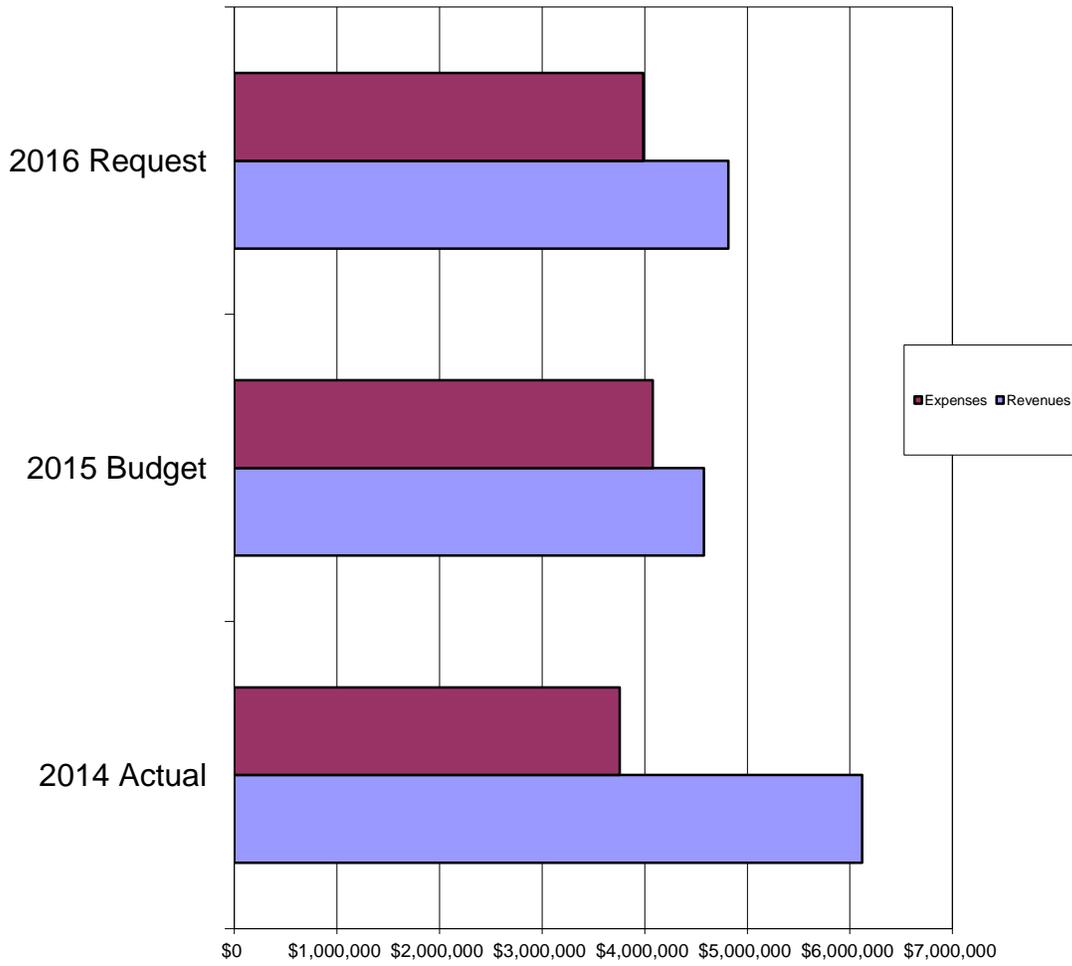
2009 WATER-SEWER REVENUE BOND FUND #317

	<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, endoathall, 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.

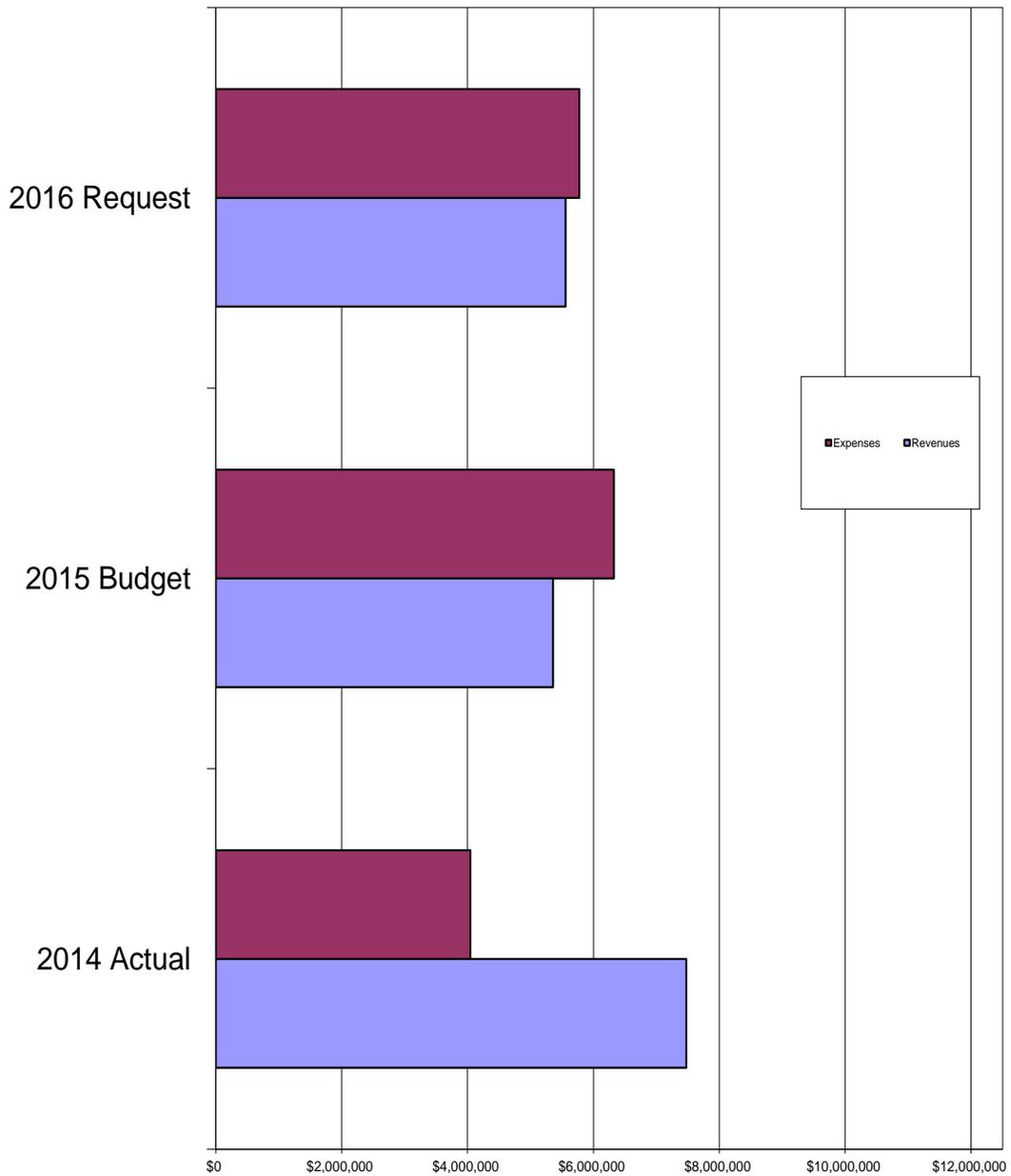
UTILITY FUND #401

WATER-SEWER REVENUES AND EXPENSES

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

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)
------------------------	--------------------	--------------------	--------------------	--------------------	--------------------

SURPLUS/(DEFICIT)	\$3,430,938	(\$968,242)	(\$764,553)	(\$219,907)	\$748,335
--------------------------	--------------------	--------------------	--------------------	--------------------	------------------

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**

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

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><u>\$1,894,000</u></u>

UTILITY CAPITAL PROJECTS FUND 403

	2012 REQUEST	2013 REQUEST	2014 REQUEST	2015 REQUEST	2016 REQUEST
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

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

NET REVENUES/EXPENSES	\$203,893	(\$195,823)	\$197,058	(\$307,083)	\$111,260
------------------------------	------------------	--------------------	------------------	--------------------	------------------

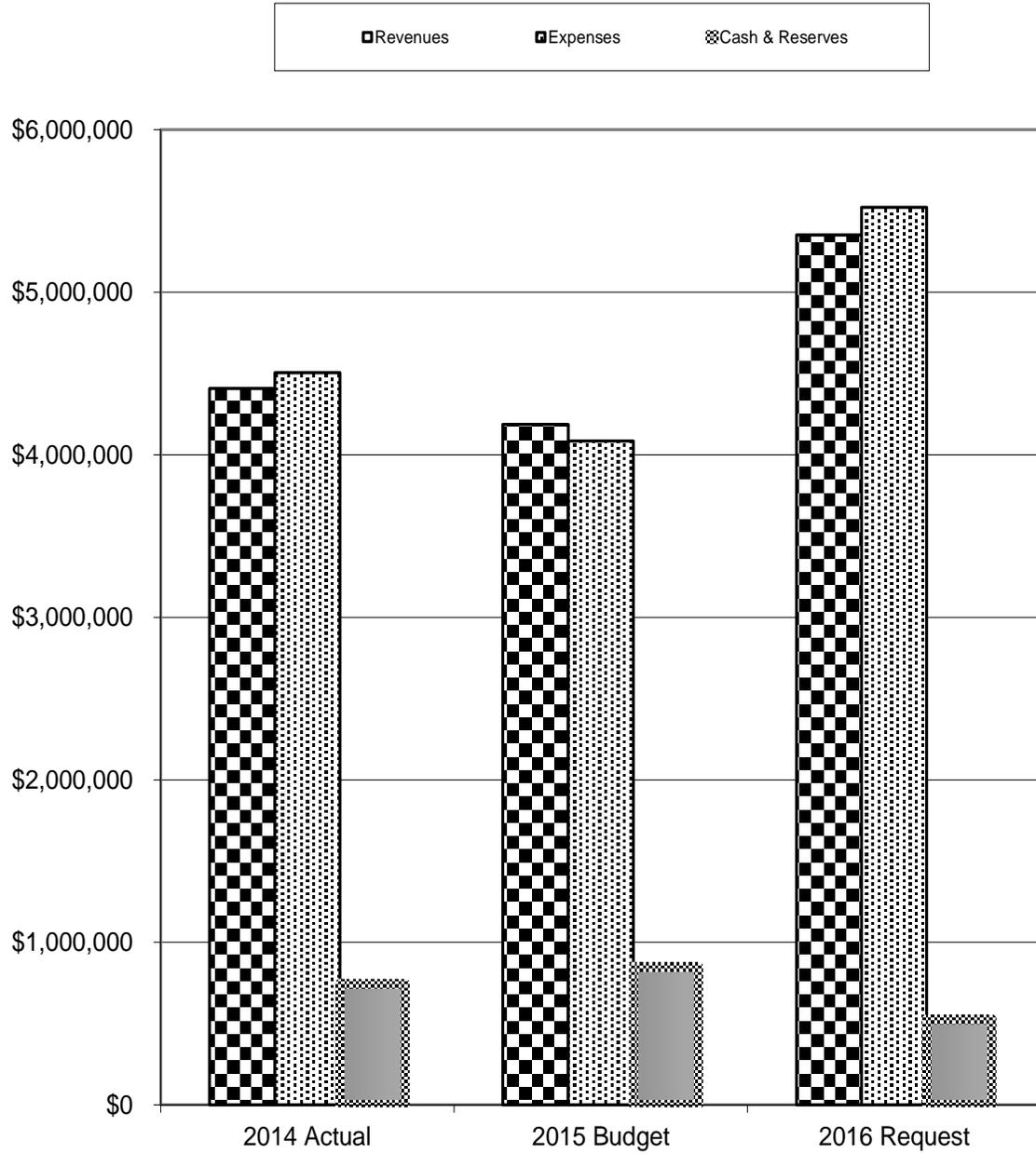
DEPRECIATION	41,295	48,000		54,000	6,000
---------------------	--------	--------	--	--------	-------

NET	\$162,598	(\$243,823)	\$197,058	(\$361,083)	(117,260)
------------	------------------	--------------------	------------------	--------------------	------------------

+BEGINNING CASH:	1,559,118	1,559,118	1,559,118	1,492,757	(66,361)
+ENDING CASH	1,763,011	1,363,295	1,756,176	1,185,674	(177,621)

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.

THIS PAGE IS INTENTIONALLY BLANK

EQUIPMENT RENTAL FUND #501

	<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:					
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.

THIS PAGE IS INTENTIONALLY BLANK

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	962,670	987,369	432,685	934,423	(52,946)
GENERAL FUND					
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 B	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)

	<u>2014</u> <u>ACTUAL</u>	<u>2015</u> <u>BUDGET</u>	<u>YTD</u> <u>6/30/2015</u>	<u>2016</u> <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>
<u>REVENUES:</u>					
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)
<u>EXPENDITURES:</u>					
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

	<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:					
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**TITLE**

615

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

	<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>					
FIRE INSURANCE					
PREMIUM TAX	32,057	33,660	31,290	34,000	340
INVESTMENTS	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)
<u>EXPENDITURES:</u>					
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 AMENDED <u>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
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.

Insert ERD Rate Tables Here