

# **CITY OF WENATCHEE**



## **2016 BUDGET 2015 BUDGET AMENDMENT**

**November 19, 2015**

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## Financial Policy

The City established Financial Management Policies that provide a framework for long term financial stability. Specific goals include:

- providing adequate levels of municipal services by relying on ongoing resources,
- maintaining an adequate financial base to withstand changes in volatile revenue sources,
- maintaining a good credit rating in the financial community,
- ensuring the City is in a position to respond to changes in the economy or new service requirements without undue financial stress,
- maintaining City facilities, infrastructure, equipment and fleets in a well-planned and efficient manner.

To accomplish these goals the City established budget guidelines that require ongoing or recurring revenues be equal to or exceed ongoing expenditures and any new operating expenditures be supported by ongoing operating revenues. To withstand changes in the economic environment Fund Balance Reserve goals were developed. The reserve policies are:

### Reserve Fund Policies (reserve balances evaluated at 12/31)

1. Operating Reserves:
  - a. The operating funds excluding the General Fund, the utility funds, Self-Insurance Fund, Equipment Rental Fund and the Information Services Fund will maintain an unrestricted fund balance of two months or 17% of recurring expenditures to ensure adequate cash flow.
  - b. The General Fund will maintain an unrestricted fund balance of 15% of recurring expenditures to ensure adequate cash flow.
  - c. The utility funds will meet reserve requirements indicated in the appropriate rate studies and bond covenants and will meet the financial policies presented to the City Council in March of 2011.
  - d. The Self Insurance Fund will maintain an unrestricted fund balance \$500,000 greater than the annual insurance premium.
  - e. The Equipment Rental and Replacement Fund will maintain a reserve balance adequate to replace equipment on an established schedule.
  - f. The Information Services Fund will maintain a reserve fund balance sufficient to annually replace equipment and software and cover operations.
2. Contingency Reserves:
  - a. The General Fund will also maintain a \$1,000,000 Rainy Day restricted fund balance to be used only with Council approval. The reserve will be established and replenished from one-time revenues not committed for other purposes, excess operating reserves or by budgetary action.
  - b. The Street Fund will maintain a \$250,000 contingency reserve in addition to the operating reserve to cover the costs of unexpected street repairs and the additional costs to snow plow in unusually harsh winters. The reserves will be established over a four year period and if subsequently drawn down will be replenished in no more than two years.
3. A Capital Reserve will be established for the governmental funds facilities in the Facility Maintenance Fund based on a maintenance plan approved by the Finance Committee.

## General Fund

### Summary

The General Fund is the principal governmental fund of the City and is used to account for all revenues and expenditures which are not accounted for in any other fund. The 2016 preliminary budget is presented with approximately 78% of General Fund's recurring revenues coming from property taxes, sales taxes and utility taxes. Recurring revenues of the General Fund pay for the ongoing services provided to the citizens of Wenatchee. Salary and benefits are 55% of the General Funds recurring expenditures.

The 2016 budget reflects the annexation of the City into Chelan County Fire District #1. The effect of the annexation on the 2016 budget is a reduction in the City's property tax revenue request and the City no longer has a Fire Department. The City continues to have some obligations for fire related activities which are reflected in the Other Public Safety Expenditure category.

The ongoing services the General Fund provides are:

- *Public safety* which is 57% of the General Fund's recurring expenditures and include police, detention of prisoners, prosecution and defense of individuals in Wenatchee's legal system, animal control and police and fire retiree medical.
- *Community services* include code enforcement, planning, and engineering and are 13% of the General Fund's recurring expenditures.
- *Recreation services* include recreation programs, swimming pool, park ground maintenance, museum and library support and are 11% of the General Fund's recurring expenditures.
- *Administration* provides general services to city departments and citizens and is 17% of the General Fund's recurring expenditures. Administrative services include city council, mayor, city clerk, human resources, finance, city attorney, building maintenance, property liability insurance for all general fund services and departments, debt service, cemetery operations support, and Community Center support.

The 2016 preliminary budget was developed with the following assumptions:

- The City budgeted a 2.25% COLA for most employees.
- Medical premium costs increase 0% to 9.06% depending on the plan.
- Retirement contributions stay at 11.18% for PERS and 5.23 for LEOFF
- Labor and Industries rates will increase 3% to 11% depending on the work group
- Funding for additional staffing: planning/economic development specialist, ½ FTE code enforcement officer, and utility engineer.
- Property tax revenues are decreased due to the Fire annexation.
- Sales taxes are estimated at \$6.8 million and approximately \$100,000 in one time construction revenues.
- The General Fund reserve is estimated to be 24.28% or \$4,821,061 which is 9.12% or \$1,730,465 greater than the 15% reserve goal in the Financial Policies. The increase is due, in part, to the reduction of recurring fire department expenses (\$525,000) and 2014 unexpected growth in sales taxes.

The 2015 budget is being amended, in part, by the following items:

- Revised recurring revenue estimates are: sales tax growth \$300,000; water utility tax estimate revised to \$175,000; increase in permit activity \$150,000; and reimbursement for a new School Resource Officer \$80,000.
- Revised recurring expenditures are: miscellaneous computers, software and new activities \$20,710; revised estimate for water consumption in city parks \$40,000; additional police officer and settlement of union contract \$75,000; new permit coordinator \$40,000; ½ time recreation coordinator to full time \$28,805; and reduction in debt service \$33,805 due to the Dec 2014, \$1.2 million prepayment.
- Adjustments to one time activities are: transfers in and offsetting expenditures of \$580,395 to close the fire department; property transactions generating revenues of \$959,000 less expenditures of \$234,950; miscellaneous grant reimbursements \$175,000 off set by expenditures; one-time building permit revenues \$240,555; transfers out to the Facility Maintenance Fund to repair city roofs \$225,000; Rainy Day reserve \$500,000; transfers out for park development grant matches \$130,000; \$85,000 to seed city property burned in the Sleepy Hollow fire; \$80,000 Chelan Ave sidewalks; \$55,000 Downtown street lights; and a Downtown parking study \$50,000.

**2015 Budget Amendment & 2016 General Fund Budget Summary**

	2013 Actual	2014 Actual	2015			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Property tax	4,716,316	4,792,556	4,833,410	0	4,833,410	1,366,000	(3,467,410)	-71.7%
Sales & use tax	6,220,653	6,634,705	6,313,000	300,000	6,613,000	6,800,000	187,000	2.8%
Criminal justice sales tax	601,611	673,329	550,000	0	550,000	650,000	100,000	18.2%
Utility Taxes	5,016,695	5,498,394	5,665,500	175,000	5,840,500	5,889,235	48,735	0.8%
Other Taxes	259,930	267,381	265,600	0	265,600	255,100	(10,500)	-4.0%
Licensing/Permits	796,332	617,966	818,400	150,000	968,400	705,500	(262,900)	-27.1%
Intergovernmental	526,289	694,398	546,375	0	546,375	664,730	118,355	21.7%
Olds Station Revenue Sharing	14,400	64,403	4,800	0	4,800	0	(4,800)	-100.0%
Charge for Services	1,370,936	1,422,672	1,346,905	80,000	1,426,905	1,401,015	(25,890)	-1.8%
Fines Forfeits	1,025,164	1,026,344	991,000	0	991,000	901,000	(90,000)	-9.1%
Misc Revenues	110,420	89,819	57,750	0	57,750	58,455	705	1.2%
Nonrecurring Revenues	591,921	2,498,306	71,450	1,374,555	1,446,005	100,000	(1,346,005)	-93.1%
Transfers In	0	0	12,800	580,395	593,195	0	(593,195)	-100%
<b>Total Revenues</b>	<b>21,250,667</b>	<b>24,280,273</b>	<b>21,476,990</b>	<b>2,659,950</b>	<b>24,136,940</b>	<b>18,791,035</b>	<b>(5,345,905)</b>	<b>-22%</b>
<b>Expenditures</b>								
City Council/Admin	(658,970)	(713,404)	(805,875)	(14,490)	(820,365)	(852,455)	(32,090)	4%
Finance	(653,384)	(662,153)	(705,710)	0	(705,710)	(708,265)	(2,555)	0%
Code Enforcement	(606,605)	(623,524)	(567,335)	(43,110)	(610,445)	(750,740)	(140,295)	23%
Planning	(503,539)	(558,247)	(657,570)	(3,110)	(660,680)	(799,405)	(138,725)	21%
Engineering	(759,940)	(742,157)	(869,275)	0	(869,275)	(918,610)	(49,335)	6%
Recreation	(521,514)	(540,107)	(604,540)	(28,805)	(633,345)	(672,035)	(38,690)	6%
Park Maintenance	(890,772)	(894,627)	(978,395)	(40,000)	(1,018,395)	(1,084,005)	(65,610)	6%
Fire	(3,400,017)	(3,603,365)	(3,493,865)	0	(3,493,865)	0	3,493,865	-100%
Police	(6,310,081)	(6,276,171)	(6,514,165)	(75,000)	(6,589,165)	(6,847,055)	(257,890)	4%
Other Public Safety	(3,931,747)	(3,620,108)	(3,813,380)	0	(3,813,380)	(3,836,305)	(22,925)	1%
Other Administrative	(2,161,609)	(2,002,188)	(2,366,910)	33,805	(2,333,105)	(2,185,035)	148,070	-6%
Non-Recurring Expenses	(454,757)	(2,391,036)	(208,665)	(2,214,335)	(2,423,000)	(429,635)	1,993,365	-82%
<b>Total Expenditures</b>	<b>(20,852,935)</b>	<b>(22,627,087)</b>	<b>(21,585,685)</b>	<b>(2,385,045)</b>	<b>(23,970,730)</b>	<b>(19,083,545)</b>	<b>4,887,185</b>	<b>-20%</b>
<b>Recurring Revenues</b>	<b>20,658,745</b>	<b>21,556,381</b>	<b>21,392,740</b>	<b>705,000</b>	<b>22,097,740</b>	<b>18,691,035</b>		
<b>Recurring Expenses</b>	<b>(20,398,178)</b>	<b>(20,236,051)</b>	<b>(21,377,020)</b>	<b>(170,710)</b>	<b>(21,547,730)</b>	<b>(18,653,910)</b>		
<b>Recurring Revenues greater (less) than Recurring Expenditures</b>	<b>260,567</b>	<b>1,320,330</b>	<b>15,720</b>	<b>534,290</b>	<b>550,010</b>	<b>37,125</b>		
Total Revenues greater than (less) than expenditures	397,732	1,653,186	(108,695)	274,905	166,210	(292,510)		
Beginning fund balance	2,603,933	3,001,665	4,654,851		4,654,851	4,821,061		
<b>Ending fund balance</b>	<b>3,001,665</b>	<b>4,654,851</b>	<b>4,546,156</b>		<b>4,821,061</b>	<b>4,528,551</b>		
<b>Fund Balance Reserve</b>								
<b>% of recurring expenses</b>	<b>14.72%</b>	<b>23.00%</b>	<b>21.27%</b>		<b>22.37%</b>	<b>24.28%</b>		
<b>2015 One Time Activities</b>								
	Revenues		Expenses		Revenues		Expenses	
Sales taxes	50,000	(21,450)	Grant exp		Sales taxes	100,000	(15,500)	Code Enforcement
Grant rev	21,450	(11,500)	Pool capital				(37,500)	Planning
		(8,500)	SmartGov trng				(41,875)	Police
		(7,250)	Planning trng				(38,200)	Recreation
		(70,000)	Election costs				(286,360)	Capital
		(53,165)	Police hiring				(10,200)	Transfer to #505
		(36,800)	Fire misc					
	<u>71,450</u>	<u>(208,665)</u>				<u>100,000</u>	<u>(429,635)</u>	
<b>2015 One-Time Adjustments</b>								
	Revenues		Expenses		Revenues		Expenses	
Trans from #503	580,395	(200,300)	Transfers out					
Sale of property	959,000	(234,950)	Property sales					
Misc grant revenues	175,000	(85,000)	Broadview seeding					
One-time permits	240,555	(225,000)	City roof repairs					
		(580,395)	Close fire dept					
		(175,000)	Misc grant exp					
		(213,690)	Misc minor expenses					
		(500,000)	Rainy Day Reserve					
	<u>1,954,950</u>	<u>(2,214,335)</u>						

## City Council / Administration

### Mayor's Office – City Council

The Mayor's Office/Department is staffed by the Mayor, Executive Services Director, City Clerk and on call Deputy City Clerk. The department is support to the Wenatchee City Council.

Under the Mayor/Council form of government, the Mayor is the official and ceremonial head of the City. He serves as the chief executive officer and is charged with the responsibility of ensuring that all policies, laws and ordinances enacted by the Council are carried out. The Mayor sets the agenda for, and presides over, all City Council meetings and reports to the Council regarding City affairs including operational, financial, and other needs. He also makes recommendations for Council consideration and action. The Mayor, in coordination with the Finance Department, is responsible for the creation and presentation of the City's annual operating and capital budgets.

The City Council is comprised of seven members who are elected at large. Through legislative action the Council sets policy and provides direction to be carried out by the Mayor and appointed staff. Among other things, the Council is responsible for establishing and prioritizing levels of service for all City operations and for the adoption of the City's annual operating plan and capital budgets. Council members and the Mayor represent the city in serving on various community boards and councils including two City Council Committees: Finance and Public Safety.

The City Council meets in public session at Wenatchee City Hall on three evenings each month at 5:15 p.m. Work sessions are held on the third Thursday of the month while regular meetings are held on the second and fourth Thursdays of each month. Each meeting is preceded by a City Council committee meeting.

The Mayor's office performs the following:

- Administers the operation of the City, carries out City Council policy direction and negotiates appropriate contracts, agreements, etc. that implement the direction
- Coordinates and carries out all City Council meetings - regular meetings, special meetings, work sessions and committee meetings (legal notices, agendas, packets, communications, minutes, and codification) and maintains official city records
- Works with Finance and City departments on overall city budget and needed implementation
- Liaison work with State and Federal Legislators, along with other State associations, and liaison with organizations seeking City assistance
- City lead for public relations efforts/sister cities
- Lead for annual Americans with Disabilities Act Review
- Staff support to Diversity Advisory Council, Wellness Committee, Lodging Tax Advisory Committee, Tourism Promotion Area and City Council committees
- Point of contact for citizen requests, complaints, damage claims, and lawsuits
- Lead in administration of public records request receipt and response
- Oversight of Human Resources and all associated needs including labor contracts and negotiations, employee benefit programs, etc.
- Provide ongoing website/facebook editing and updates and e-news

### 2015 Goals and Accomplishments

- ✓ Through a successful public vote, the City was annexed into the Chelan County Fire Protection District #1 and the District assumed control July 31, 2015.
- ✓ Continue to implement the 2014 Mayor's Sustainability Committee recommendations – including new three way partnership to assist the Wenatchee Valley Museum and Cultural Center with the City of East Wenatchee becoming a major partner.
- ✓ Initiated city wide training for city Directors, Managers, Supervisors
- ✓ Worked to replace the Human Resources Director after the retirement of Judy Smith.
- ✓ Work with Legislative delegations / committees to ensure priority projects and issues were represented – it was a successful year for Transportation and the restoration of city revenues that has been diverted to the State.
- ✓ Worked through the difficult process of suffering a major fire event and secured funds for processes to plan rebuilding.
- ✓ Continue to work on the Fireworks Ban issue.
- ✓ Continued annual Diversity training and provided a public forum for ADA issues
- ✓ Communicated successes of city departments and advisory committees in a regular format (e-news, Facebook and city website)

- ✓ Carried out work plan with Lodging Tax Advisory Committee and Tourism Promotion Area which included a major renovation of the Convention Center.
- ✓ Successfully transitioned the July 4<sup>th</sup> celebration to a community committee which carried out the event for the community's benefit.
- ✓ Carried out successful contract negotiations with Chelan County Regional Jail, Chelan County Emergency Management, Wenatchee Valley Human Society, and Chelan County Fire Protection District #1.
- ✓ Implemented new Public Records Request online system, greatly simplifying the process and providing for overall transparency.
- ✓ Received the Well City Award (8 years) and carried out process to obtain 50% participation on the health questionnaire by September 1, 2015
- ✓ Started a City-wide Customer Service Group to look at needed service improvements i.e. the functionality of the phone tree, office hours, etc.
- ✓ Initiated the first annual Employee Appreciation event bringing back service pins and recognition.
- ✓ Continued the promotion of the Maker's effort, held additional Mayor's Maker Forum and supported the first annual Wenatchee Mini Makers Faire.
- ✓ Supported the Council committee to study the electoral process (Districts versus At-Large elections)
- ✓ Developed code for special events to look at coordinated process and reimbursement for expenses.

The 2015 budget amendment reflects the costs associated with employee recognition and public records requests software implementation.

**General Fund Council / Administration Departments**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Interfund charges	73,966	72,817	83,760	0	83,760	91,075	7,315	9%
Expenses - Salary/benefits	(497,724)	(543,158)	(569,675)	0	(569,675)	(639,575)	(69,900)	12%
Expenses - Misc	(58,179)	(74,319)	(86,870)	(9,000)	(95,870)	(97,870)	(2,000)	2%
Expenses - Internal services	(52,170)	(51,530)	(54,330)	(5,490)	(59,820)	(65,010)	(5,190)	9%
Expenses - Election costs	(50,897)	(44,397)	(95,000)	0	(95,000)	(50,000)	45,000	-47%
Total expenses	(658,970)	(713,404)	(805,875)	(14,490)	(820,365)	(852,455)	(32,090)	4%
Net impact to general fund	(585,004)	(640,587)	(722,115)	(14,490)	(736,605)	(761,380)	(24,775)	3%
FTE positions	4.0		4.0			4.90		

2016 Goals

- Continue to implement recommendations of the 2014 Sustainability report/effort with a major focus on annexations.
- Continue support for the Electoral Process Committee with developing a recommendation for electing City Council members.
- Assist in major planning efforts looking at redevelopment areas in North Wenatchee, South Wenatchee and Olds Station.
- Continue to participate in the "Our Valley, What's Next" process developing a regional vision.
- Continue to monitor critical facility transitions i.e. Post Office/General Services Administration.
- Carry out 2016 contract negotiations with the Wenatchee Valley Human Society and Public Defenders.
- Communicate city needs to Legislators and Staff, work with AWC committees
- Complete and evaluate City wide training of Directors, Managers and Supervisors
- Continue Wellness effort
- Continue work with various boards and committees
- Continue to communicate successes of city departments and advisory committees in a regular format (e-news, Facebook and city website)

2016 Budget Requests

In 2016, the Diversity Advisory Committee requested funds from the City to help augment their annual training. Requests are anticipated to support the data gathering and recommendations of the Electoral Process Committee. Training budgets were set to ensure training of new Council members and maintain certification of staff.



## Human Resources Department

The Human Resources Department works in close collaboration with the Mayor's office. The Human Resources Department's mission is to provide quality, customer-focused human resources services to attract, develop, motivate and retain a diverse workforce within a supportive work environment.

The Human Resources Department works to position the City as an employer of choice. We partner with departments to hire, compensate, support and develop a diverse workforce dedicated to delivering high-quality performance to the City of Wenatchee and our constituents. The department is responsible for policies and programs covering employment, compensation, benefits, recruiting and retention, performance management, labor management, employee relations, organizational development, training and development, succession planning, workforce planning, and compliance with all applicable federal, state and local laws.

### 2015 Goals and Accomplishments

- ✓ Manage day-to-day labor relations for employees.
- ✓ Oversee administration of the employee benefits program to attract and retain qualified employees.
- ✓ Monitor the Affordable Health Care requirements.
- ✓ Manage all federal and state leave laws. Coordinate with Directors/Managers.
- ✓ Manage Labor & Industries Workers' Compensation program.
- ✓ Monitor and manage L&I Return to Work Reimbursement Program.
- ✓ Oversee LEOFF 1 Disability and Firemen's Pension Boards.
- ✓ Conduct and/or participate in salary surveys.
- ✓ Update the employment handbook and policies.
- ✓ Update job descriptions as needed.
- ✓ Leadership Training for Directors, Managers and Supervisors (January, February and November, 2015).
- ✓ Ongoing city-wide employee education/training through RMSA-U.
- ✓ Americans with Disability Act (ADA) compliance/oversight.
- ✓ Completed agreement with the Police Guild avoiding arbitration.

### 2016 Goals

- Manage day-to-day labor relations for 150 employees.
- Ongoing city-wide employee education/training through RMSA-U.
- Continue leadership training for Directors, Managers and Supervisors
- Assist Directors with succession planning and recruitment programs as we prepare for the retirement wave.
- Participate in the Wenatchee Learns Career program.
- Labor contract negotiations with AFSCME bargaining unit.
- Conduct and/or participate in salary surveys.
- Provide leadership on controlling benefits costs and explore options for further savings.
- Manage all federal and state leave laws and coordinate with Directors/Managers.
- Monitor the Affordable Care Act requirements and ensure city compliance.
- Oversee administration of the employee benefits program to attract and retain qualified employees.
- Manage Labor & Industries Workers' Compensation program.
- Monitor and manage L&I Return to Work Reimbursement Program.
- Oversee LEOFF1 Disability and Firemen's Pension Boards.
- Americans with Disability Act (ADA) compliance/oversight.
- Provide ongoing updates/oversight of employment handbook and policies (newly updated and adopted in 2015).
- Attend labor relations conference, May 2016.
- Continue to strengthen the City's safety program.
- Update Employee Evaluation process

## Finance Department

The Finance Department’s mission is to assist the Mayor, Council, City Staff and Citizens in the areas of financial planning, budgeting, reporting and overall stewardship of the City’s resources.

The Finance Department is responsible for the administration, coordination, supervision and control of the Cities financial activities. The department performs the following activities in compliance with acceptable accounting practices and state, federal, local and contractual guidelines:

- Accounts Receivable/Payable
- Payroll for 4 employee groups
- Annual Budget Coordination/Preparation
- Annual Financial Report Preparation
- Cash Management
- Internal Control
- Utility Billing & Collection
- Business License
- Local Improvement District Billing
- Transportation Benefit District Finances
- Monthly & Quarterly Financial Reporting
- Manage Financial Software
- Coordinate Annual State Audit

### 2015 Goals and Accomplishments:

- ✓ Completed 2015 City and TBD annual financial statements by April 30
- ✓ City & TBD financial and compliance audit on site work done by July 30<sup>th</sup>
- Develop a debt policy
- Finalize a new contract with Waste Management
- ✓ Compile/prepare/present 2016 budget
- ✓ Provided monthly financial reports

### General Fund Finance Department

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Interfund charges	283,464	282,283	261,360	0	261,360	276,225	14,865	6%
Total revenues	283,464	282,283	261,360	0	261,360	276,225	14,865	6%
Expenses - Salary/benefits	(552,913)	(560,917)	(594,740)	0	(594,740)	(592,050)	2,690	0%
Expenses - Misc	(59,001)	(60,586)	(72,200)	0	(72,200)	(76,600)	(4,400)	6%
Expenses - Internal services	(41,470)	(40,650)	(38,770)	0	(38,770)	(39,615)	(845)	2%
Total expenses	(653,384)	(662,153)	(705,710)	0	(705,710)	(708,265)	(2,555)	0%
Net impact to general fund	(369,920)	(379,870)	(444,350)	0	(444,350)	(432,040)	12,310	-3%
FTE positions			6.7			5.50		

### 2016 Goals:

- Complete 2015 City and TBD annual financial statements by April 30
- Monitor LEOFF 1 Firemen’s Pension requirements.
- Provide monthly financial reports
- Finalize a new contract with Waste Management
- Update the City’s garbage code
- Update City code for miscellaneous utility fees and collection procedures

## Code Enforcement Department

The Code Enforcement Division includes the following three primary functions:

1. Front counter customer service for Community and Economic Development, Public Works, and Parks and Recreation Departments
2. Building Code Compliance including plan review and inspection
3. City Code Enforcement

Code enforcement building services mission is to support and protect the community’s investments in infrastructure through plan review, inspections, and implementation of the city and building codes. In addition, code enforcement plays a vital role in supporting neighborhood and commercial development. The Department serves the citizens and visitors of Wenatchee by effectively and efficiently administering state and local building code provisions which provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the design, construction,

quality of materials, use and occupancy, location and maintenance of all buildings and structures within our jurisdiction. This is accomplished through fair and consistent enforcement of the codes and standards adopted by the State of Washington.

In addition to the above, the Code Enforcement Division is responsible for:

- Responding to inquiries from the general public
- Intake Building, Planning, Environmental, and Engineering permit applications
- Routing, creating and coordination of all applications
- Issuance of 400-600 permits and provide approximately 2400 inspections yearly
- Provide flood elevation determinations, inspections and certificates
- Code compliance and nuisance abatement with an emphasis on inoperable vehicles, poor property maintenance, garbage and debris and substandard housing conditions
- Provide new business license inspections
- Review all building plans for code compliance

**2015 Goals and Accomplishments:**

- ✓ Transitioned staff to a new position entitle Code Enforcement Coordinator
- ✓ Filled vacant Permit Coordinator position
- ✓ Issued building permits and performed inspections
- ✓ Performed business license inspections for new and relocated businesses
- ✓ Hosted citywide recycle event.
- ✓ Code Enforcement emphasis in the CDBG area
- ✓ Implemented SmartGov permitting software
- ✓ Continue working on streamline permitting
- ✓ Assisted with development applications to comply with City code such as pre-application meetings
- ✓ Respond to inquiries by the public and addressed complaints
- ✓ Continue staff training to maintain current understanding of codes and facilitate staff development
- ✓ Provide accountable review of all permit applications in a timely manner
- ✓ Addressed Sleepy Hollow Fire rebuild strategies to expedite permits
- ✓ Performed transition of Fire Code Official to the building department

**General Fund Code Enforcement Department**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Interfund charges	35,328	43,481	36,700	0	36,700	40,000	3,300	9%
Revenues - Charge for services	489,721	325,978	388,000	132,695	520,695	417,000	(103,695)	-20%
<b>Total revenues</b>	<b>525,049</b>	<b>369,459</b>	<b>424,700</b>	<b>132,695</b>	<b>557,395</b>	<b>457,000</b>	<b>(100,395)</b>	<b>-18%</b>
Expenses - Salary/benefits	(554,037)	(562,000)	(503,185)	(40,000)	(543,185)	(659,500)	(116,315)	21%
Expenses - Misc	(17,034)	(20,542)	(25,795)	0	(25,795)	(30,395)	(4,600)	18%
Expenses - Internal services	(35,534)	(40,982)	(38,355)	(3,110)	(41,465)	(60,845)	(19,380)	47%
<b>Total expenses</b>	<b>(606,605)</b>	<b>(623,524)</b>	<b>(567,335)</b>	<b>(43,110)</b>	<b>(610,445)</b>	<b>(750,740)</b>	<b>(140,295)</b>	<b>23%</b>
<b>Net impact to general fund</b>	<b>(81,556)</b>	<b>(254,065)</b>	<b>(142,635)</b>	<b>89,585</b>	<b>(53,050)</b>	<b>(293,740)</b>	<b>(240,690)</b>	<b>454%</b>
FTE positions			5.7			6.37		

**2016 Goals:**

- Update and implement new codes – Develop a policy manual for code enforcement
- Implement SmartGov Permitting system public portal and business licensing
- Host citywide recycle event in the spring if funded
- Continue nuisance code updates by implementing a new property maintenance code
- Continue staff training to maintain current understanding of codes and facilitate staff development
- Provide accountable review of all permit applications in a timely manner
- Continue to work on records management backlog.
- Work with Police Department for coordination of code enforcement
- Develop Wild Land Urban interface codes as part of comprehensive fire planning strategies

Significant 2016 Budget Issues:

- Building permit activity is expected to improve.
- Requested a ½ time Code Officer and ½ Building Inspector

**Community Development – Planning Department**

The Community and Economic Development Department-Planning Division is responsible for working with the community to provide planning services that guide development, improve the quality of life for its citizens, and enhance the economic health of the City.

The Planning Division is responsible for:

- Customer Service
- Respond to inquiries on land use and environmental issues
- Facilitation of development in compliance with the City Comprehensive Plan, including predevelopment meetings
- Comprehensive planning and Growth Management Act compliance
- Economic Development
- Capital Facilities Planning
- Neighborhood engagement
- Building permit reviews for zoning, critical areas, and SEPA compliance
- Ongoing permit center development and streamlining initiatives
- Processing land use applications, including subdivisions, boundary line adjustments, binding site plans, planned developments, conditional use permits, and variances
- Implementation and Development of Zoning and Development Regulations, including subdivisions and critical areas
- State Environmental Policy Act (SEPA) compliance
- Shoreline Management Act compliance
- Administer Wenatchee Historic Preservation program, including reviewing actions for historic preservation compliance and staff to the Historic Preservation Board
- Staff Planning Commission, and Hearing Examiner processes
- Processing city annexations
- Administration of the Chelan-Douglas Counties Homeless Programs, including staff to Homeless Housing Task Force, and management of local homeless recording fees, State Consolidated Homeless Grant, Emergency Solutions Grant, and State Housing and Essential Needs grant
- Administration and implementation of Community Development Block Grant (CDBG) entitlement program
- Addressing, assigning new addresses and processing address change requests

2015 Goals and Accomplishments:

- ✓ Completed Annual Capital Facilities Plan and Wenatchee Comprehensive Plan amendments
- ✓ Participated in “Our Valley... What’s Next” regional visioning effort
- ✓ Assisted with Mayor’s Makers Challenge and the first mini makers faire
- ✓ Supported Alcoa in legislature
- ✓ Completed the Chelan-Douglas Homeless Plan update
- ✓ Completed development of the Coordinated Entry program for homeless services
- ✓ Completed environmental cleanup of 25 North Worthen and secured hotel
- ✓ Participated in the Metropolitan Planning Organization concerning transportation planning
- ✓ Performed permitting for 6 Hearing’s Examiner development applications
- ✓ Provided development assistance to prospective project applicants
- ✓ Processed 5 annexations
- ✓ Administered LRF tax rebate program
- ✓ Developed marijuana retail codes
- ✓ Facilitated HUD Audit
- ✓ Addressed slope stability and fire recovery efforts associated with the Sleepy Hollow Fire
- ✓ Managed Community Development Block Grant program, including Parkside Sidewalks
- ✓ Facilitate discussions for Rapid Rehousing and Housing First homeless models
- ✓ Obtained CERB planning grant for North Wenatchee Master Plan
- ✓ Participated in the development of the United Neighborhood Association
- ✓ Monitored economic indicators
- ✓ Issued two Neighborhood Grants
- ✓ Performed a neighborhood cleanup event
- ✓ Continued work on the South Wenatchee Subarea Plan.
- ✓ Implemented SmartGov permit software system
- ✓ Participated in NCWEDD and economic development efforts such as co-working and maker space.
- ✓ Work on WSDOT property redevelopment strategies
- ✓ Submitted for and was ranked 3 by the NCEDD for WSDOT relocation

- ✓ Developed partnership for BNSF terminal relocation and completed \$35,000 feasibility contract with BNSF.
- ✓ Performed outreach efforts sharing results of the study
- ✓ Completed population analysis for the 2017 Comprehensive Plan Update
- ✓ Completed code updates for urban bee keeping and adult retail shops based on code update requests
- ✓ Completed Chelan Sidewalks with art and lighting consistent with AIA reports
- ✓ Supported Council districting committee with data analysis

**General Fund Planning Department**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Interfund charges	29,510	40,516	128,635	0	128,635	95,000	(33,635)	-26%
Revenues - Charge for services	9,961	28,173	24,850	7,225	32,075	33,915	1,840	6%
Revenues - Transfers in 117	68,181	78,829	0	0	0	0	0	#DIV/0!
<b>Total revenues</b>	<b>107,652</b>	<b>147,518</b>	<b>153,485</b>	<b>7,225</b>	<b>160,710</b>	<b>128,915</b>	<b>(31,795)</b>	<b>-20%</b>
Expenses - Salary/benefits	(432,546)	(473,729)	(560,470)	0	(560,470)	(684,555)	(124,085)	22%
Expenses - Misc	(40,322)	(40,055)	(50,015)	0	(50,015)	(57,355)	(7,340)	15%
Expenses - Internal services	(30,671)	(44,463)	(47,085)	(3,110)	(50,195)	(57,495)	(7,300)	15%
<b>Total expenses</b>	<b>(503,539)</b>	<b>(558,247)</b>	<b>(657,570)</b>	<b>(3,110)</b>	<b>(660,680)</b>	<b>(799,405)</b>	<b>(138,725)</b>	<b>21%</b>
<b>Net impact to general fund</b>	<b>(395,887)</b>	<b>(410,729)</b>	<b>(504,085)</b>	<b>4,115</b>	<b>(499,970)</b>	<b>(670,490)</b>	<b>(170,520)</b>	<b>34%</b>
FTE positions			4.82			7.15		

2016 Goals:

List to be verified through annual work plan development process.

- Pursue housing development and address affordable housing concerns
- Annual Capital Facilities Plan and Wenatchee Comprehensive Plan amendments
- Complete South Wenatchee Sub-Area Plan
- Olds Station annexation
- Fire Planning (Community Assistance Program)
- North Wenatchee Master Planning
- Continue 2017 Comprehensive Plan Update process
- Staff Training
- Downtown Parking Options
- Fifth Street secondary access planning
- Permit software implementation and records management
- Development assistance and permitting
- Streamline permit center procedures, educational materials, applications, checklists and web tools/information
- Manage Homeless and Housing programs on behalf of Chelan and Douglas counties
- Perform public outreach, education, and neighborhood meetings
- Represent Wenatchee in the Metropolitan Planning Organizations effort to update the Metropolitan Transportation Plan
- Complete former Public Works property redevelopment
- Expand knowledge base of Tax Credit programs for redevelopment
- Improve neighborhood collaboration in the Grandview Historic District
- Further understand and develop strategies with partners to address poverty
- Implement economic development strategies such as visioning, workforce training, business engagement, data analysis, and opportunity forecasting

Significant 2016 Budget Issues:

- Staff training
- Requested senior level planner/economic development specialist as department staff are overwhelmed with work.

**Engineering Department**

Engineering provides technical services to the public, developers, and other City Departments. Engineering is responsible for right of way management, traffic engineering, infrastructure management, infrastructure comprehensive planning, design and construction of City capital projects; development project review and permitting; provides engineering services to all City departments; responds to various questions and complaints received via Government Outreach, telephone, e-mail, and walk-ins; obtains grants and low interest loan funding from Federal and State sources;

assists in regional transportation planning and coordination; provides GIS mapping/data support for utilities, environmental, planning, cemetery, fire department, police, parks and recreation.

**2015 Goals and Accomplishments:**

- ✓ Project development including scoping, funding, design, right-of-way acquisition, construction, and consultant management of capital transportation and utility projects. (See Arterial Street, Overlay, and Utility Fund Budgets for project details)
- ✓ Development review and inspection for street and utility improvements associated with development projects.
- ✓ GIS Database Improvements: Continued to populate various databases for street and utility assets. Created and filled a full-time GIS technician position to improve utility data needs and create an enterprise GIS system for the city.
- ✓ Transportation Benefit District administrative and engineering services.
- ✓ Traffic engineering services.
- ✓ Begin development of a Pavement Management System (Asset Management Program) for long-term preservation and maintenance of the City's street pavement assets.
- ✓ Transportation planning and grant management services.
- ✓ Utility Account Customer Service Improvements
- ✓ Administration of right of way and sidewalk use permits.
- ✓ Sidewalk maintenance, improvement, and ADA project and program development.
- ✓ Street Parade/Event permit processing and traffic control coordination.

**General Fund Engineering Department**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Interfund charges	574,247	462,015	510,000	0	510,000	518,500	8,500	2%
Revenues - Charge for services	41,559	42,636	31,000	10,080	41,080	33,000	(8,080)	-20%
Total revenues	615,806	504,651	541,000	10,080	551,080	551,500	420	0%
Expenses - Salary/benefits	(684,487)	(660,976)	(772,645)	0	(772,645)	(822,995)	(50,350)	7%
Expenses - Misc	(26,350)	(21,105)	(37,135)	0	(37,135)	(37,135)	0	0%
Expenses - Internal services	(49,103)	(60,076)	(59,495)	0	(59,495)	(58,480)	1,015	-2%
Total expenses	(759,940)	(742,157)	(869,275)	0	(869,275)	(918,610)	(49,335)	6%
Net impact to general fund	(144,134)	(237,506)	(328,275)	10,080	(318,195)	(367,110)	(48,915)	15%
FTE positions			6.95		6.85	7.30		

**2016 Goals:**

- Project development including scoping, funding, design, right-of-way acquisition, construction, and consultant management of capital transportation and utility projects. (See Arterial Street, Overlay, and Utility Fund Budgets for project details)
- Development review and inspection for street and utility improvements associated with development projects.
- GIS Database Improvements: Continue to populate various databases for street and utility assets. Improve utility database needs and complete development of an enterprise GIS system with a public portal.
- Transportation planning and grant management services.
- Transportation Benefit District (TBD) administration and staff support.
- Complete development of a Pavement Management System (Asset Management Program) including a funding plan for long-term preservation and maintenance of the City's street pavement assets.
- Incorporate Environmental Program services for utilities into overall engineering division activities.
- Sidewalk maintenance, improvement, and ADA project and program development.
- Process Street Parade/Event permit applications. Improve on policy and code sections.
- Process right of way and sidewalk use permit applications.
- Process utility applications for sewer/water/storm accounts.
- Provide preliminary comments for streets and utility connections at pre-application meetings.
- Provide traffic engineering services for the city.
- Adopt Engineering Standards for Water, Sewer, Electric, Street, Storm

Significant 2016 Budget Issues:

- Development of sustainable and long-term funding for pavement preservation activities (possibility of bonding in the overlay fund).
- Potential lack of funds in Arterial Streets to match new grant award offers.
- Personnel/Budget modifications necessary for adequate management of city utilities and appropriate documentation of engineering provided services to those utilities.
- The active capital project list for the Public Works Department has had significant growth over the past 5 years and the workload associated with this growth has severely taxed the ability for staff to deliver timely, high quality projects. If the City intends to continue vigorous pursuit of grant funded projects and continued utility infrastructure upgrades, serious thought will have to be given as to how to adequately staff for that workload. The addition of the Senior Engineer – Traffic in the 2015 budget should start to address some of the backlog in traffic issues, but many more areas have resource needs.

**Recreation and Cultural Services Department**

The City of Wenatchee provides a Parks and Recreation Department to help realize important outcomes that are vital to make the community a healthy and vibrant place to live, shop, work and play. These outcomes include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ Strengthening community image and sense of place</li> <li>○ Supporting economic development</li> <li>○ Fostering human development</li> <li>○ Protecting environmental resources</li> </ul> | <ul style="list-style-type: none"> <li>○ Increasing self-esteem and self-reliance</li> <li>○ Promoting health and wellness</li> <li>○ Increasing cultural unity</li> <li>○ Providing recreational experiences</li> </ul> |
|--|--|

2015 Goals and Accomplishments:

A primary goal of the Department is to offer high quality recreation programs and activities for all ages, interests and abilities within available resources to achieve Departmental outcomes. In 2015, the Department provided programs and events that emphasized fun, safety, physical fitness, community building, skill development and life enrichment. Strategic actions completed in 2015 included:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ Over 20,000 people attended or participated in programs and events coordinated by the Department.</li> <li>✓ Partnered with, and assisted outside organizations to conduct community programs and events.</li> <li>✓ Solicited over \$20,000 in donations and financial sponsorships for the provision of programs.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Successfully applied for \$16,500 in grant funding assistance for recreation programs.</li> <li>✓ Increased awareness of the benefits of participation in recreation programs and events through a variety of promotional methods.</li> <li>✓ The Recreation Coordinator position was restored from part-time to full-time.</li> </ul> |
|---|---|

A secondary goal of the Department is to provide a high quality park system that offers a wide variety of recreational opportunities for residents and visitors to the community. To this end, the Department manages 20 park areas totaling over 825 acres. It strives to meet park and natural area needs as defined in the City Parks, Recreations and Open Space Comprehensive Plan by maximizing outside resources and through planning activities, development of partnerships and grant applications. Strategic actions completed in 2015 included:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>✓ Received the Tree City USA award and Association of Washington Cities Municipal Excellence award.</li> <li>✓ Finalized the acquisition of 383 acres in the Wenatchee Foothills through the use of grant funding.</li> <li>✓ Resolved an encroachment on Saddle Rick and completed a State conversion request.</li> <li>✓ Acquired 4.68 acres of land for the Saddle Rock Gateway and added the Orondo Street and Cashmere Street property to the city park system.</li> <li>✓ Prepared an update to the city Habitat Plan.</li> <li>✓ Processed over 300 park facility reservations and 10 special event permit applications.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Raised over \$40,000 through grant requests for the Washington Park Picnic Shelter Replacement Project.</li> <li>✓ Received a \$1.5 million in grant funding for the Saddle Rock, Sage Hills and Hale Park projects.</li> <li>✓ Completed public outreach, coordination and support by participating in over 300 meetings and workshops with over 40 State, regional and local community groups and organizations.</li> </ul> |
|---|--|

A third goal area is to promote and encourage public facilities and programs to further the development, awareness and interest in the visual and performing arts in connection with the artistic and cultural development of the City of Wenatchee. Strategic actions completed in 2015 included:

- ✓ Prepare the city’s first Comprehensive Arts Plan
- ✓ Acquired the “Spirit Flight” sculpture through donation and purchase of the “Labrador Retriever” sculpture using 1% for arts funding.
- ✓ Rescued the Washington School fish for relocation
- ✓ Prepared an inventory of public art collection.
- ✓ Approved and administered 3 Community Art Support Grants for an opera education program, Pennsylvania Park wading pool art and summer concert series.
- ✓ Accepted the Orondo Street Monument art.
- ✓ Prepared updates to the Wenatchee Municipal Code relating to art, the Arts Commission and public art policies.

**General Fund Recreation and Cultural Services Department**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Charge for services	91,737	93,637	82,100	0	82,100	87,600	5,500	7%
Total revenues	91,737	93,637	82,100	0	82,100	87,600	5,500	7%
Expenses - Salary/benefits	(390,681)	(402,879)	(433,470)	(28,805)	(462,275)	(502,420)	(40,145)	9%
Expenses - Misc	(94,475)	(114,009)	(128,545)	0	(128,545)	(125,815)	2,730	-2%
Expenses - Internal services	(36,358)	(23,219)	(42,525)	0	(42,525)	(43,800)	(1,275)	3%
Total expenses	(521,514)	(540,107)	(604,540)	(28,805)	(633,345)	(672,035)	(38,690)	6%
Net impact to general fund	(429,777)	(446,470)	(522,440)	(28,805)	(551,245)	(584,435)	(33,190)	6%
FTE positions			2.5			3.1		

2016 Goals:

The Parks and Recreation Department has three primary goals for 2016. They are:

- Provide a high quality park system that offers a wide variety of recreational opportunities within the available budget.
- Provide a comprehensive offering of outdoor and indoor recreation programs to meet the leisure needs of all age groups and interests within available resources.
- Continue to seek out and acquire alternative sources of funding to support Departmental services

**Parks Maintenance Department**

This division of the Public Works Department has the responsibility for the operation and maintenance of the City’s park system. This includes 14 City parks and the landscaping at various locations throughout the City. The Parks Maintenance Division plants and maintains over 100 floral baskets in the downtown core and prunes, maintains and decorates over 300 trees along downtown arterials. The parks crew also maintains the landscaping around city buildings, landscaping along roadways and the Convention Center. The Parks Maintenance Division also provides assistance to the Cemetery Maintenance crew when necessary.

In the winter the Parks Maintenance Division is responsible for snow and ice control for the walkways within the parks as well as all of the sidewalks that adjoin City property. The parks crew also clears the snow and ice at all of the City’s buildings including City Hall, the new and old Police Stations, the Fire Stations, Public Services Center, the Museum, the Community Center and the Convention Center.

Three emerging areas of responsibility for the Parks Maintenance Division are assessing and mitigating the risk exposure in the City’s parks, maintaining the Rotary Park Splash Pad and maintaining storm drainage facilities alongside recently constructed roadways. All of these emerging duties are time consuming and, in the case of risk management, require additional staff training.



The Parks Maintenance Department is responsible for . . .

- Maintain 14 City Parks including
  - Irrigations systems – pumps, valves, filters, controllers, pipes and sprinklers
  - Turf management – mowing, fertilizing, irrigating, weed control, trimming
  - Trees – pruning, irrigating, pest control
- Maintain foothill trailheads
  - Restrooms – Maintenance and cleaning of restrooms
- Maintain exterior of City Facilities
  - City Hall, Historic Police Station, Police Station, Museum, Fires Stations, Public Services Center, Community Center, Convention Center
- Snow removal and ice control at all City Facilities and City parking lots including Amtrak terminal
- Maintain Downtown core Streetscape landscaping.
- Providing set-up, clean-up, and on-call services to the events within the City’s parks.

- Playgrounds – Maintenance and repair of community playground equipment
- Restrooms – maintain and clean restrooms at 7 parks
- General park maintenance – flowers, shrubs, bushes, garbage cans, walkways, graffiti
- Disposal of garbage
- General maintenance

**2015 Goals and Accomplishments:**

- ✓ Update landscaping at entrances to Lincoln Park.
- ✓ Investigate options for modifying the Rotary Park splash pad to lessen the maintenance costs.
- ✓ Improve irrigation reliability in parks.
- ✓ Continue to renew Central Business District landscaping and street trees.
- ✓ Make further progress in bringing all parks back into both a nutrient and weed control program

**General Fund Parks Maintenance Department**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Interfund charges	77,049	76,611	75,000	0	75,000	76,000	1,000	1%
Revenues - Charge for services	10,399	11,064	10,000	0	10,000	9,500	(500)	-5%
Total revenues	87,448	87,675	85,000	0	85,000	85,500	500	1%
Expenses - Salary/benefits	(602,817)	(610,092)	(725,420)	0	(725,420)	(757,590)	(32,170)	4%
Expenses - Misc	(153,279)	(203,202)	(138,805)	(40,000)	(178,805)	(185,005)	(6,200)	3%
Expenses - Internal services	(134,676)	(81,333)	(114,170)	0	(114,170)	(141,410)	(27,240)	24%
Total expenses	(890,772)	(894,627)	(978,395)	(40,000)	(1,018,395)	(1,084,005)	(65,610)	6%
Net impact to general fund	(803,324)	(806,952)	(893,395)	(40,000)	(933,395)	(998,505)	(64,610)	7%
FTE positions			7.15			8.20		

**2016 Goals:**

- Plant new trees to replace hazardous trees removed in 2015.
- Repair band shelter and picnic shelter at Lincoln Park.
- Repair playgrounds citywide.
- Install restroom at Methow Park.
- Continue to improve irrigation reliability in all parks
- Continue to renew Central Business District landscaping and street trees.
- Make further progress in bringing all parks back into both a nutrient and week control program.
- Install soft fall in playgrounds.

**Significant 2016 Budget Issues:**

- The single largest budget issue for the past several years has been and continues to be the lack of available funds for replacing and repairing big ticket items like picnic shelters, playgrounds, etc. Seasonal employees are an essential part of any and all municipal parks operations and without those season workers the quality of the parks facilities suffer and the level of service provided to the citizens using those parks is dramatically lowered. Over the past 3 years the budget for seasonal workers has grown and it is obvious from the state of the parks during the heat of the summer.

## Fire Department

The City was annexed into Chelan County Fire District #1 effective July 31, 2015.

### General Fund Fire Department

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Charge for services	62,725	60,334	63,000	0	63,000	0	(63,000)	-100%
Revenues - Personnel reimb	21,525	29,193	0	0	0	0	0	#DIV/0!
<b>Total Revenues</b>	<b>84,250</b>	<b>89,527</b>	<b>63,000</b>	<b>0</b>	<b>63,000</b>	<b>0</b>	<b>(63,000)</b>	<b>-100%</b>
Expenses - Salary/benefits	(3,040,033)	(3,183,501)	(3,175,470)	0	(3,175,470)	0	3,175,470	-100%
Expenses - Misc	(107,029)	(132,478)	(140,560)	0	(140,560)	0	140,560	-100%
Expenses - Internal services	(252,955)	(287,386)	(177,835)	0	(177,835)	0	177,835	-100%
<b>Total expenses</b>	<b>(3,400,017)</b>	<b>(3,603,365)</b>	<b>(3,493,865)</b>	<b>0</b>	<b>(3,493,865)</b>	<b>0</b>	<b>3,493,865</b>	<b>-100%</b>
<b>Net impact to general fund</b>	<b>(3,315,767)</b>	<b>(3,513,838)</b>	<b>(3,430,865)</b>	<b>0</b>	<b>(3,430,865)</b>	<b>0</b>	<b>3,430,865</b>	<b>-100%</b>
FTE's Firefighters			26.0					
FTE's Admin			2.5					
<b>Total FTE's</b>			<b>28.5</b>					

## Police Department

The Police Department's mission is to promote a safe community and quality of life through protection and service. The Police Department is responsible for the administration, coordination, supervision and control of the Cities public safety. The department preforms the following activities in compliance with City, State and Federal, rules, ordinances and laws:

- o Patrol
- o SWAT
- o Off-Duty Overtime Contracts
- o Reserves
- o Armorer/Firearms
- o Emergency Management
- o Volunteers in Police Service
- o Citizens Academy
- o Investigations
- o Gang Interdiction/Enforcement
- o RiverCom Board
- o Accreditation
- o Target Zero Traffic Safety Task Force/LEL
- o Drug Investigations/CRDTF
- o Chelan County Regional Jail Liaison
- o Budget/Grant Management
- o Parking Enforcement
- o Evidence Management
- o Technical I/S Systems Management
- o Crime Statistics/Mapping
- o Automated Enforcement System Management

### 2015 Goals and Accomplishments:

- ✓ Patrol Car upgrade to six 2015 Ford Explorers
- ✓ Automated License Plate Reader implementation
- ✓ Implementation of Multi-Agency Special Investigations Unit (SIU)
- ✓ Excellence in Leadership Management Training
- ✓ Promotion of two Sergeants and two Corporals – Parking Enforcement Position Filled
- ✓ Investigation of two cold case homicides (from 1986 and 1992)
- ✓ Transition of CIT Management
- ✓ Hired 4 personnel; 3 Lateral Officers, 2 Entry Level Officers and 1 Parking Enforcement
- ✓ Blue Courage Training
- ✓ School Resource Officer (SRO) in Wenatchee Schools
- ✓ Successful Grant Applications and Awards
- ✓ Broadview Fire response – zero injury or deaths.
- ✓ Assisted CCSO with evacuations, roadblocks and Incident Management for Sleepy Hollow Fire
- ✓ Mental Health Professional (MHP) Mobile Outreach program
- ✓ Spanish radio bi-weekly interviews
- ✓ Coffee with a Cop
- ✓ Latino Citizens Academy
- ✓ Student summer internship program
- ✓ Target Zero Manager Contract with WA Traffic Safety Commission (WTSC)
- ✓ Guild Contract Agreement
- ✓ Forest Service Memorial Service – WPD lead on local coordination.
- ✓ "Battle of the Badges" Red Cross blood drive
- ✓ National Night Out
- ✓ Chief for a Day

**General Fund Police Department**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Charge for services	1,038,676	1,019,924	985,210	80,000	1,065,210	997,960	(67,250)	-6%
Revenues - Contributions K-9	250	0	0	0	0	0	0	#DIV/0!
Revenues - Grants DTF	29,751	24,367	27,375	0	27,375	27,375	0	0%
<b>Total revenues</b>	<b>1,068,677</b>	<b>1,044,291</b>	<b>1,012,585</b>	<b>80,000</b>	<b>1,092,585</b>	<b>1,025,335</b>	<b>(67,250)</b>	<b>-6%</b>
Expenses - Salary/benefits	(5,148,913)	(5,086,397)	(5,398,790)	(75,000)	(5,473,790)	(5,655,425)	(181,635)	3%
Expenses - Misc	(480,261)	(559,382)	(459,495)	0	(459,495)	(519,180)	(59,685)	13%
Expenses - Internal services	(680,907)	(630,392)	(655,880)	0	(655,880)	(672,450)	(16,570)	3%
<b>Total expenses</b>	<b>(6,310,081)</b>	<b>(6,276,171)</b>	<b>(6,514,165)</b>	<b>(75,000)</b>	<b>(6,589,165)</b>	<b>(6,847,055)</b>	<b>(257,890)</b>	<b>4%</b>
<b>Net impact to general fund</b>	<b>(5,241,404)</b>	<b>(5,231,880)</b>	<b>(5,501,580)</b>	<b>5,000</b>	<b>(5,496,580)</b>	<b>(5,821,720)</b>	<b>(325,140)</b>	<b>6%</b>
FTE's Police Officers			33.42			35.0		
FTE's Records Dept			8.00			8.0		
FTE's Admin			4.00			4.0		
<b>Total FTE's</b>			<b>45.42</b>			<b>47.0</b>		

2016 Goals:

- Records Department Open on Fridays 9:00am – 4:00pm
- Facebook and Twitter presence in community
- Continued Blue Courage Training
- Implement Lexipol policies and training system
- Hire to full staffing level (38 commissioned) – 2 additional officers
- Organize & Conduct Citizens Academy
- Community Survey update
- Crime Mapping Software to facilitate intelligence based policing
- On-line reporting system
- Maintain previous year support to community outreach and training events
- Evidence Bar Coding System
- Continued Search for Alternative Grant Funding
- Continued Partnership with Community Development Department-Code Enforcement
- Continued Gang Enforcement/Interdiction
- Improve Graffiti Abatement Process
- Chief and Captain Selection
- Fleet Replacements
- Half-time Volunteer Coordinator-CSO to maintain VIPS/Reserve Programs

**Other Public Safety Expenditures**

The City has other expenditures relating to public safety that are not under the control of the Police or Fire Departments. These expenditures include:

- The city provides court services by interlocal agreement with Chelan County District Court. The agreement provides for the filing and processing of a number of city infractions and misdemeanors including traffic and non-traffic, photo enforcement, parking, and delinquent tickets. In addition, through a contract with private attorneys, the city provides services for indigent defense. In 2011, 2012, 2013 and 2014, 4292, 4054, 3775 and 3998 hours were attributed to this contract. As of August 2015, 2790 hours were attributed to this contract.
- The city houses inmates by interlocal agreement with the Chelan County Regional Jail. The city pays a lump sum amount that is based on the city maintaining an average of 55-59 inmates on a daily basis (2016 contract numbers). In addition, the city is liable for excess medical cost beyond what can be provided by the jail. The budget amount is set annually after reviewing the average daily population for the prior year and the costs per inmate of the Regional Jail.
- Rivercom is the multijurisdictional agency that provides 911 service and dispatch for the Chelan-Douglas County area. The cost of Rivercom is set annually and based on the call volume of the prior year (July to June). Call volumes for fiscal year 2013 were 18,037 police and 2,650 fire. Call volumes in fiscal year 2014 were 18,437 for police and 2,534 for fire. Call volumes in fiscal year 2015 were 18,126 for police and 2,476 for fire. The city represented 37% of the call volume for Rivercom. The fire calls will be billed to Chelan County Fire District #1 beginning 2017.
- The State Law requires all City's with retired LEOFF 1 and pre LEOFF police and fire officers to pay the retirees full medical costs. The City attempts to reduce our exposure to rising medical costs by paying the retirees medical premiums through the City's insurance provider and paying the Part B Medicare premium for eligible retirees. The City is also required to cover any long term care cost the retirees may incur.
- The Civil Service Commission (CSC) is made up of three, volunteer city residents appointed by the Mayor. They are governed under Chapter 41.08 and 41.12 of the RCW's. They are an independent entity representing the

interest of all civil service employees (in our case within the Wenatchee Police Department). They are responsible for hiring a Secretary-Examiner to act as their records keeper, etc. Their main functions are to authorize and oversee entry level and promotion exams insuring fair practices are used.

**Other Public Safety Expenditures**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>LEOFF health transfers</b>								
Fire	(318,100)	(341,830)	(261,000)	0	(261,000)	(118,370)	142,630	-55%
Police	(233,900)	(216,330)	(240,500)	0	(240,500)	(122,265)	118,235	-49%
Net impact to general fund	(552,000)	(558,160)	(501,500)	0	(501,500)	(240,635)	260,865	-52%
<b>Public safety related</b>								
Revenues - Charge for services	109,815	115,758	111,700	0	111,700	168,000	56,300	50%
Total revenues	109,815	115,758	111,700	0	111,700	168,000	56,300	50%
Expenses - District court	(671,185)	(621,665)	(718,900)	0	(718,900)	(696,100)	22,800	-3%
Expenses - Regional jail	(1,771,563)	(1,527,407)	(1,630,000)	0	(1,630,000)	(1,730,000)	(100,000)	6%
Expenses - Fire / Emergency	0	0	0	0	0	(317,305)	(317,305)	#DIV/0!
Expenses - Rivercom								
Fire	(114,457)	(115,535)	(114,705)	0	(114,705)	0	114,705	-100%
Police	(801,371)	(786,377)	(834,555)	0	(834,555)	(838,295)	(3,740)	0%
Civil Service	(21,171)	(10,964)	(13,720)	0	(13,720)	(13,970)	(250)	2%
Total expenses	(3,379,747)	(3,061,948)	(3,311,880)	0	(3,311,880)	(3,595,670)	(283,790)	9%
Net impact to general fund	(3,269,932)	(2,946,190)	(3,200,180)	0	(3,200,180)	(3,427,670)	(227,490)	7%

**Other Administrative**

The Other Administrative group are services or fees for the general operation of the General Fund that are not allocated to a specific department or expenditures to community organizations as directed by City Council. Below is an overview of the line items and the purpose for this funding.

**Other Administrative**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Expenses-PFD contingency	(221,651)	0	0	0	0	0	0	#DIV/0!
Expenses - Debt service	(272,084)	(272,319)	(290,765)	33,805	(256,960)	(257,050)	(90)	0%
Expenses - Transfers out 430	(91,000)	(91,000)	(91,000)	0	(91,000)	(91,000)	0	0%
Expenses - Transfers out 114	0	(23,285)	(25,000)	0	(25,000)	(25,500)	(500)	2%
Expenses - Transfers out 109	0	0	(201,765)	0	(201,765)	(201,765)	0	0%
Expenses - City Attorney	(381,538)	(430,074)	(432,900)	0	(432,900)	(450,000)	(17,100)	4%
Expenses - Code clean up	(441)	0	0	0	0	0	0	#DIV/0!
Expenses - Interfund services								
Building maintenances	(246,504)	(246,504)	(331,135)	0	(331,135)	(276,255)	54,880	-17%
Prop / liab insurance	(353,700)	(348,400)	(302,680)	0	(302,680)	(285,400)	17,280	-6%
Expenses - Community services								
WV Museum & Cultural Ctr	(363,822)	(381,646)	(384,860)	0	(384,860)	(387,090)	(2,230)	1%
Senior Center	(2,500)	(2,500)	(2,500)	0	(2,500)	(2,500)	0	0%
WDA	(27,700)	(10,000)	(10,000)	0	(10,000)	(10,000)	0	0%
Row & Paddle Club	(2,240)	(2,240)	(2,240)	0	(2,240)	(2,240)	0	0%
Revenues - Rental income	2,240	2,240	2,240	0	2,240	2,240	0	0%
Expenses - Contracted service								
Animal control	(191,235)	(191,135)	(191,235)	0	(191,235)	(191,235)	0	0%
Library	(7,194)	(3,085)	(10,500)	0	(10,500)	(5,000)	5,500	-52%
Reserve	0	0	(90,330)	0	(90,330)	0	90,330	-100%
Net impact to general fund	(2,159,369)	(1,999,948)	(2,364,670)	33,805	(2,330,865)	(2,182,795)	148,070	-6%

### PFD Contingency

The City committed in Ordinance 2012-21, to assist the Greater Wenatchee Regional Events Center Public Facilities District, (the District) up to \$200,000 if the additional sales taxes imposed by the City (1/10<sup>th</sup>) and the District (2/10ths) are not sufficient to pay the District's annual debt service, at the District's request. The dedicated revenues have been sufficient to meet and exceed the District's debt service requirements; therefore, the City is not anticipating any further expenses relating to the PFD. Fiscal year 2015 revenues were greater than the District's debt service by \$700,000. The City will monitor the revenues and economic conditions and budget future expenses as needed up to the \$200,000 commitment.

### Debt Service

This line item represents General Fund commitments to debt service outside of other funding sources. Represented in this line item is the costs associated with the Council Chamber upgrade in 2008 (\$14,050), Cashmere Valley Bank bond that was issued for the construction of the Public Services Center (\$170,990) and repayment of the 2008 interfund loan from the Cemetery Endowment Fund to partially fund the City's match requirements for the construction of the Public Facility District building (\$71,510).

### Cemetery Fund (Fund 430)

This line item represents the General Fund support needed to operate the Wenatchee Cemetery. A further description is included in the Cemetery Fund 430.

### Community Center (Fund 114)

This line item represents the General Fund support needed to operate the Community Center on South Chelan Ave; further description of this fund is included in the Special Revenue section Community Center Fund 114.

### Arterial Street (Fund 109)

This line item is keeping the long term commitment to city streets. This was dedicated to the 1998 LTGO Street Overlay Bonds which were paid off in 2014 and may be redirected to overlay debt in the future.

### City Attorney

The City contracts with Johnson, Gaukroger, Smith and Marchant PPLC for City Attorney and Prosecution services. The contract is a "lump sum" contract to provide the services required by the city.

### Interfund Services

Building maintenance - The Public Works Department's Facility Maintenance Division is responsible for the building maintenance for all of the City's facilities. This includes City Hall, the Police Station, the Historic Police Station (home of Information Services/Facility Maintenance/Drug Task Force), the Public Services Center Complex, the Museum Complex, the Community Center, two Fire Stations, the City Pool and Bathhouse and some of the work at the buildings in City parks. This fund primarily derives its revenue from a general fund transfer in the "other administrative" section of the budget. Other non-general fund departments also contribute to the Facility Maintenance fund for facility maintenance and upkeep.

Property/Liability Insurance – The City is insured for property and liability insurance through Association of Washington Cities Risk Management Services Agency pool. AWC RMSA currently has 99 member municipalities/special purpose districts. Members pay an annual assessment to the AWC RMSA. The AWC RMSA is responsible for payment of all covered causes of loss against the jurisdiction above the stated retention. AWC RMSA, itself, pays out of its own funds all claims up to \$250,000 for liability and \$50,000 for property, and thereafter purchases excess liability insurance. The revenue for this fund is from a general fund transfer in the "other administrative" section of the budget and other operating funds.

### Community Services

The City makes a number of investments in community services from the General Fund. The following are reflected in this line item with a brief explanation of the investment.

- The operation of the Wenatchee Valley Museum and Cultural Center was turned over to the Wenatchee Valley Museum and Cultural Center Association in 2014. The City owns and maintains the property, and provides additional financial support to the Association.
- The City has supported the Wenatchee Valley Senior Activity Center on an ongoing basis since the new building was constructed on Maple Street.

- The Wenatchee Downtown Association (WDA) provides several services on behalf of the city encouraging reinvestment in the downtown core. Volunteer efforts are coordinated through the WDA that provide assistance for beautification and streetscape maintenance, downtown marketing, recruitment and reinvestment (growing property tax) and they host a number of events that encourage retail sales in the district.
- The City holds a lease with the Chelan County Public Utility District for land that houses the Wenatchee Row and Paddle Club (WRPC) storage facility on the city's waterfront. The WRPC hosts public paddles and educational events on behalf of the city that encourage boater safety and water safety education. This line item and the Rental Income line item reflect the leasehold excise tax for the property that is paid by the WRPC which the city provides to the Department of Revenue as required by the lease.

Contracted Services

The City has a two contracted services that are not reflected elsewhere in the budget:

- The Animal Control contract was extended through December 31, 2016. The contract with the Wenatchee Valley Humane Society ensures the enforcement of the City's animal control code (WMC 5.28). The reduction in contract amount in 2012 and 2013 was facilitated by allowing an increase in animal licensing fees that would offset the contract decrease but still allow the Humane Society to provide the same level of service to the City.
- The city's contract with the North Central Regional Library District provides for the lease and operation of the Wenatchee Public Library on Douglas Street which is co-owned by the City and the District.

**Nonrecurring Activity**

Nonrecurring activities are one time or uncertain revenues and expenditures that are inconsistent and would distort the city's ability to determine the costs to operate on a daily basis. These activities usually consist of grant activities that will stop with the funding source, donations and irregular transfers to/from other city funds. Due to the uncertainty of these items they usually require a yearend budget amendment.

2015 significant budget amendments are:

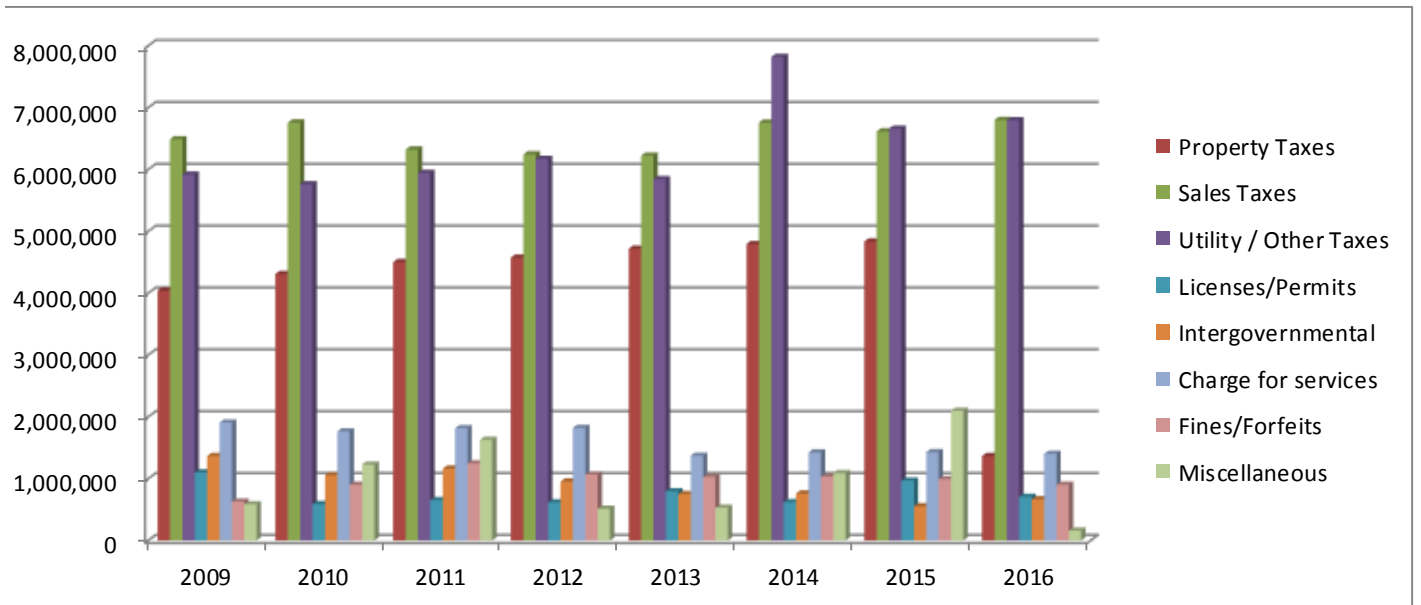
- An increase in grant activity \$175,000 increasing revenues and expenditures
- Property sales: Circle St and Wenatchi Park \$959,000 and cost of sales and purchase of Yakima/Okanogan \$234,950.
- Costs to close the Fire Department and a transfer in from Fund #505 Equipment Replacement \$580,395
- Building permit revenues for construction projects exceeding \$5 million, \$240,555.
- Transfer to Fund #504 Facility Maintenance to repair the City Hall, Old Police Station, Pool House and a portion of the Convention Center roofs \$225,000.
- Transfer to #302 Governmental Capital Projects to match grants for park development \$130,000.
- Provide slope stabilization and weed control by seeding City owned property around the Broadview foothills that burned in the Sleepy Hollow fire \$85,000.
- Additional funding to complete the Chelan Ave sidewalks \$80,000.
- Transfer to #108 Street Maintenance to assist funding the Downtown street light improvements \$55,000.
- Hire a consultant to develop and downtown parking study \$50,000.
- Transfer to #505 Information Systems to update the City's web site \$15,300.

**General Fund Nonrecurring Activity**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues - Grants/donations	180,855	196,393	21,450	175,000	196,450	0	(196,450)	-100%
Revenues - Sales of assets	0	0	0	959,000	959,000	0	(959,000)	-100%
Revenues - Transfers in								
From 501/503 -Fire	0	0	12,800	580,395	593,195	0	(593,195)	-100%
Revenues - One time sales taxes	72,227	119,150	50,000	0	50,000	100,000	50,000	100%
Revenues - One time misc	317,064	2,379,157	0	240,555	240,555	0	(240,555)	-100%
Rainy Day Reserve	0	0	0	(500,000)	(500,000)	0	500,000	-100%
Expenses - Grants	(103,728)	(183,903)	(21,450)	(175,000)	(196,450)	0	196,450	-100%
Expenses - Misc	(314,640)	(620,559)	(175,715)	(799,085)	(974,800)	(133,075)	841,725	-86%
Expenses - Transfers out	(15,047)	(1,571,945)	0	(425,300)	(425,300)	(10,200)	415,100	-98%
Expenses - Capital outlay	(21,342)	(14,629)	(11,500)	(314,950)	(326,450)	(286,360)	40,090	-12%
Net impact to general fund	115,389	303,664	(124,415)	(259,385)	(383,800)	(329,635)	54,165	-14%

### General Fund Revenue History

	Actual <u>2009</u>	Actual <u>2010</u>	Actual <u>2011</u>	Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>	Amended Budget <u>2015</u>	Budget <u>2016</u>
Property Taxes	4,038,881	4,306,911	4,500,406	4,573,206	4,716,316	4,792,556	4,833,410	1,366,000
Sales Taxes	6,487,255	6,757,391	6,320,221	6,242,687	6,220,653	6,753,855	6,613,000	6,800,000
Utility / Other Taxes	5,915,524	5,761,233	5,942,351	6,171,268	5,841,902	7,818,260	6,656,100	6,794,335
Licenses/Permits	1,098,998	586,795	651,162	613,870	796,332	617,966	968,400	705,500
Intergovernmental	1,366,519	1,053,962	1,160,410	953,443	748,527	758,801	551,175	664,730
Charge for services	1,904,221	1,764,010	1,814,681	1,819,616	1,370,936	1,422,672	1,426,905	1,401,015
Fines/Forfeits	628,316	901,092	1,245,482	1,066,089	1,025,164	1,029,181	991,000	901,000
Miscellaneous	585,420	1,226,395	1,625,199	512,764	530,837	1,086,982	2,096,950	158,455
	<u>22,025,134</u>	<u>22,357,789</u>	<u>23,259,912</u>	<u>21,952,943</u>	<u>21,250,667</u>	<u>24,280,273</u>	<u>24,136,940</u>	<u>18,791,035</u>

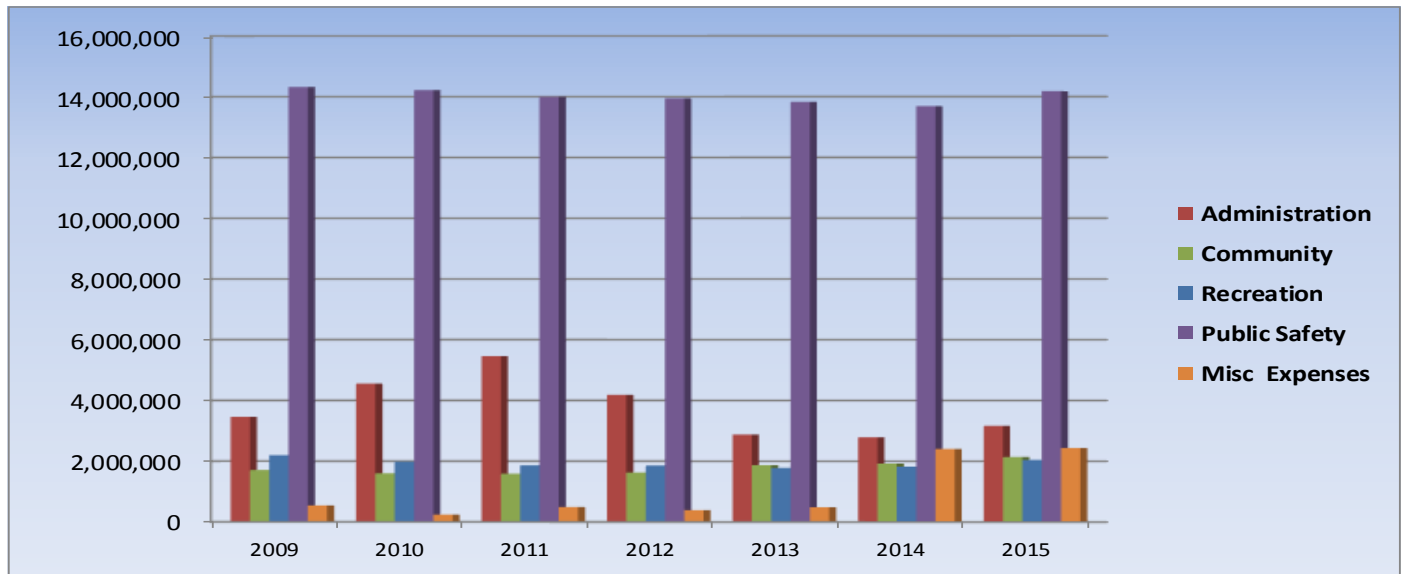


### General Fund Expenditure History

	Actual <u>2009</u>	Actual <u>2010</u>	Actual <u>2011</u>	Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>	Amended Budget <u>2015</u>	Budget <u>2016</u>
City Council / Admin	827,430	614,863	653,971	614,157	658,970	713,404	820,365	852,455
Finance	994,776	1,061,479	1,026,514	982,314	653,384	662,153	705,710	708,265
Code Enforcement	543,229	542,270	554,329	569,325	606,605	623,524	610,445	750,740
Planning	601,316	394,067	362,915	374,337	503,539	558,247	660,680	799,405
Engineering	565,606	661,424	668,530	680,884	759,940	742,157	869,275	918,610
Recreation / Pool	702,082	599,261	553,805	528,317	521,514	540,107	633,345	672,035
Parks Maintenance	807,238	805,736	772,122	803,197	890,772	894,627	1,018,395	1,084,005
Museum	625,810	518,133	516,191	511,603	363,822	381,646	384,860	387,090
Fire	3,785,867	3,748,658	3,568,434	3,509,642	3,400,017	3,603,365	3,493,865	0
Police	6,306,121	6,341,943	6,289,950	6,395,045	6,310,081	6,276,171	6,589,165	6,847,055
LEOFF Health	631,500	631,498	653,802	589,800	552,000	558,160	501,500	240,635
Other Public Safety	3,382,161	3,280,683	3,272,867	3,244,682	3,358,576	3,050,984	3,388,490	3,581,700
Civil Service	13,750	14,707	11,159	13,760	21,171	10,964	13,720	13,970
Building Maintenance	281,760	290,904	271,080	240,204	246,504	246,504	331,135	276,255
Insurance Prop / Liab	398,700	317,100	327,300	327,300	353,700	348,400	302,680	285,400
Animal Control	199,906	199,906	201,305	191,135	191,235	191,135	191,235	191,235
Library	56,777	63,044	22,374	13,055	7,194	3,085	10,500	5,000
Community Services	47,143	45,675	25,330	28,728	32,440	14,740	14,740	14,740
Debt Service	329,342	310,040	1,001,676	266,431	272,084	272,319	256,960	257,050
Support of other funds	53,500	20,000	93,400	91,000	91,000	114,285	317,765	318,265
City Attorney	339,694	351,189	319,296	370,470	381,538	430,074	432,900	450,000
PFD Support	230,000	1,591,681	1,763,306	1,290,449	221,651	0	0	0
Reserve	0	0	0	0	0	0	500,000	0
Misc Non-recurring	494,220	197,493	463,323	359,616	455,198	2,391,036	1,923,000	429,635
<b>Total</b>	<b>22,217,928</b>	<b>22,601,754</b>	<b>23,392,979</b>	<b>21,995,451</b>	<b>20,852,935</b>	<b>22,627,087</b>	<b>23,970,730</b>	<b>19,083,545</b>

#### General Fund Expenditures by Type

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Administration	3,455,202	4,557,256	5,456,543	4,182,325	2,878,831	2,787,139	3,167,515	3,147,690
Community	1,710,151	1,597,761	1,585,774	1,624,546	1,870,084	1,923,928	2,140,400	2,468,755
Recreation	2,191,907	1,986,174	1,864,492	1,856,172	1,783,302	1,819,465	2,047,100	2,148,130
Public Safety	14,319,305	14,217,395	13,997,517	13,944,064	13,833,080	13,690,779	14,177,975	10,874,595
Misc Expenses	541,363	243,168	488,653	388,344	487,638	2,405,776	2,437,740	444,375
<b>Total</b>	<b>22,217,928</b>	<b>22,601,754</b>	<b>23,392,979</b>	<b>21,995,451</b>	<b>20,852,935</b>	<b>22,627,087</b>	<b>23,970,730</b>	<b>19,083,545</b>





## #005 - Rainy Day Fund

The Rainy Day Fund was established in the Financial Policies with a goal to accumulate \$1 million to withstand minor economic downturns or, if necessary, provide time to review City operations and establish priorities and reduction in levels of service. 2015 was the first year General Fund reserves were sufficient to partially finance this Fund. Expenditures must be by Council action and revenues are interest earnings or additional transfers in from the General Fund.

### RAINY DAY FUND

	2015 Budget			2016 Budget		
	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	Change from 2015	
					\$	%
Revenues	0	500,000	500,000	500	(499,500)	(99.90%)
Expenditures	0	0	0	0	0	#DIV/0!
Revenues over (under) expenditures	0		500,000	500		
Fund Balance January 1,	0		0	500,000		
Fund Balance December 31	0		500,000	500,500		

## Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources to finance specific activities as required by law or administrative regulations. These revenues generally can't be used to fund general operations of the City.

### #101 – Public Art Fund

Ordinance 2004-15 mandate that 1% of construction costs for projects in excess of \$75,000, net of any grant or other outside funding source, be set aside for "public art projects". The City manages this program with the Arts, Recreation and Parks Commission. In 2015, art policies were adopted by City Council which established allocation guidelines for art fund expenditures. These are in five main areas including: Visual arts (60%) - The commission may allocate an amount for purchase of non-commissioned visual artwork. Additional purchases will be up to the commission's discretion or selection; Performing arts (10%) - The commission may allocate an amount for the sponsorship and underwriting of the performing arts program; Arts Education (10%) - The commission may allocate an amount for the sponsorship and underwriting of the arts in education program; Administration (5%). This funds allocation covers general expenditures associated with the administration of the Public Art Program; and Maintenance (15%) - The commission may allocate an amount for the care and maintenance of the City's art collection.

### #101 - PUBLIC ART

	2015 Budget			2016 Budget			Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues	16,422	19,736	15,000	0	15,000	15,000	0	0.00%
Expenditures								
Operating	(24,714)	(24,594)	(8,000)	(12,000)	(20,000)	(23,000)	(3,000)	15.00%
Total Expenditures	(24,714)	(24,594)	(8,000)	(12,000)	(20,000)	(23,000)	(3,000)	15.00%
Revenues over (under) expenditures	(8,292)	(4,858)	7,000		(5,000)	(8,000)		
Fund Balance January 1,	68,977	60,685	55,827		55,827	50,827		
Fund Balance December 31	60,685	55,827	62,827		50,827	42,827		

### #102 - .2% Sales Tax Fund

This fund was created in 2012 to account for the .2% sales tax that went into effect July 2012. This revenue source is to be used exclusively for Public Facility District related expenses and was put into place to help the Public Facilities District refinance their 2008 Notes that matured December 1, 2011.

**#102 - .2% Sales Tax**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues	1,444,236	1,553,613	1,520,135	100,000	1,620,135	1,620,135	0	0.00%
PFD Debt Service	(1,444,236)	(1,553,613)	(1,520,135)	(100,000)	(1,620,135)	(1,620,135)	0	0.00%
Revenues over (under) expenditures	0	0	0		0	0		
Fund Balance January 1,	0	0	0		0	0		
Fund Balance December 31	0	0	0		0	0		

**#103 – Paths and Trails**

The Paths and Trails Fund source of revenue is .42% of the total money received from the Motor Vehicle Fuel Tax (RCW 46.68.090). This money is restricted for construction and/or improvement of paths and trails within the City. Because the cost of such projects is typically much larger than the funds generated in a single year we leave the fund balance untouched until an adequate balance is available. The 2016 budget does not include appropriations from this fund.

**#103 - PATHS AND TRAILS**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues	2,829	2,825	2,735	0	2,735	2,800	65	2.38%
Capital Expenditures	(1,500)	0	0	0	0	0	0	#DIV/0!
Revenues over (under) expenditures	1,329	2,825	2,735		2,735	2,800		
Fund Balance January 1,	840	2,169	4,994		4,994	7,729		
Fund Balance December 31	2,169	4,994	7,729		7,729	10,529		

**#104 - Tourism Promotion Area**

In September 2006, the City established a Tourism Promotion Area (TPA) for the City of Wenatchee, at the request of the Wenatchee Hotel-Motel Association, as enabled by RCW 35.101. The TPA was originally set up with a three year trial period. The TPA was reauthorized in July 2010. By establishing a tourism promotion area in the city, all hotels larger than 40 rooms are assessed \$1 per room night which is collected by the Department of Revenue and returned to the City to be utilized for marketing purposes as specified in the RCW and the city formation ordinance. The City created an advisory board to oversee the budget for the TPA. In 2013, the management of the fund came back to the City after the management agreement with the Wenatchee Valley Visitor’s Bureau was terminated. The TPA board approves the expenditures and the City pays the expenses. The budget and accomplishments are reviewed annual by the City Council in December. This fund provides a real time understanding of the number of hotel rooms used on an annual basis.

**#104 - TOURISM PROMOTION AREA**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues	220,048	209,876	200,000	0	200,000	200,000	0	0.00%
Expenditures	(85,610)	(149,907)	(200,000)	(45,000)	(245,000)	(200,000)	45,000	(18.37%)
Revenues over (under) expenditures	134,438	59,969	0		(45,000)	0		
Fund Balance January 1,	43,161	177,599	237,568		237,568	192,568		
Fund Balance December 31	177,599	237,568	237,568		192,568	192,568		

**Hotel/Motel Tax Funds**

The City of Wenatchee is authorized to collect a 6% excise tax on lodging (hotel-motel tax). This authorization was done over a period of years, with the original 2% authorized by Ordinance 2160 in 1974, and additional 2% authorized by Ordinance 3137 in 1995 and the final 2% by Ordinance 97-12 in 1997. These tax funds are utilized by Fund 105 to

partially pay for Wenatchee Convention Center debt service, Fund 106 for Wenatchee Convention Center operations and debt service, and Fund 107 for City of Wenatchee tourism marketing.

### #105 – Hotel/Motel Tax – Capital

The revenues in this fund are reserved to partially pay the debt service on the #106 - Convention Center Fund.

#### #105 - HOTEL/MOTEL TAX - CAPITAL

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues	221,706	240,486	230,000	0	230,000	240,000	10,000	4.35%
Expenditures Trans out 106	(207,101)	(241,775)	(230,000)	(30,000)	(260,000)	(240,000)	20,000	(7.69%)
Revenues over (under) expenditures	14,605	(1,289)	0		(30,000)	0		
Fund Balance January 1,	25,212	39,817	38,528		38,528	8,528		
Fund Balance December 31	39,817	38,528	38,528		8,528	8,528		

### #107 – Hotel/Motel Tourism Fund

In 2011, the city reconstituted a Lodging Tax Advisory Committee (LTAC) for the oversight of the lodging tax funds and recommendations for uses to the City Council. The role of the Lodging Tax Advisory Committee (LTAC) was strengthened during the 2013 legislative session and requires uses of hotel motel tax be awarded through an application process carried out by the LTAC and funds provided to those on a list provided to the Wenatchee City Council. The City Council may choose to not fund the entire list, however, what is funded has to be on the list that has gone through the application process with the LTAC.

#### #107 - HOTEL/MOTEL TAX - TOURISM

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues	457,672	481,221	425,000	50,000	475,000	480,400	5,400	1.14%
Operations	(255,351)	(408,397)	(425,000)	(110,000)	(535,000)	(615,000)	(80,000)	14.95%
Revenues over (under) expenditures	202,321	72,824	0		(60,000)	(134,600)		
Fund Balance January 1,	84,352	286,673	359,497		359,497	299,497		
Fund Balance December 31	286,673	359,497	359,497		299,497	164,897		

### #106 – Convention Center Fund

The Wenatchee Convention Center (WCC) is a City owned facility operated under a management contract with Coast Hotels & Resorts. The contract is managed by the Public Works Department, the Mayor’s Office and the Finance Department collaboratively. The Convention Center is a 50,000+ square foot regional meeting facility which can host any event from a small business meeting to a statewide convention for over 500. The Convention Center is the home of the Washington State Horticultural Convention in odd numbered years (Yakima hosts in even numbered years) and frequently hosts side wide labor and government conventions as well as weddings and entertainment events.

The Convention Center was originally constructed in 1979-80 and was operated by the Westerberg Hotel. Through a series of sales, the Coast Hotels took over management in the 1980’s and managed the facility under the original contract until the end of 2011. Due to changes in IRS regulations, the contract was restructured in 2012 to a management contract which pays the contractor a management fee instead of the City being paid a commission based on gross sales. After working under the management agreement for three years, both parties realized that the structure of the agreement was hampering the ability for the Convention Center to grow its market share and return earnings to the facility. Throughout 2014 a new concession agreement was negotiated and was put into effect in January of 2015. This new agreement will allow the Coast Hotels to manage and market the building as they see fit and return a percentage of the revenues back to the facility for debt service and long term upkeep.

The City is responsible for maintaining the physical plant including the HVAC, electrical, plumbing, lighting, and A/V systems. The Convention Center Maintenance Fund (Fund 106) is used to fund all of the City’s activities in the building..

The Convention Center Maintenance Staff is responsible for . . .

- Maintaining and repairing all parts of the physical plant including:
  - HVAC, Electrical, Mechanical, Fire, Lighting and Audio/Video systems
  - Kitchen equipment including convection ovens, steam tables, stoves, grills, steamers, mixers, walk-in freezers and refrigerators and warming ovens
  - Convention furnishings including 2000 chairs over 400 tables, stages, carts and podiums.

The Finance Department Staff is responsible for . . .

- Reviewing and auditing the financial information provided by the Coast Hotels to determine compliance with all applicable statutes.

The Mayor’s Office and Public Works Department is responsible for . . .

- Oversight of the management contract
- Meeting quarterly with corporate management of the contractor to provide feedback on the state of operations, financial status and review prospective business bookings
- Review annual business plan and budget projections
- Coordinate building maintenance and improvement projects.

**2015 WCC Maintenance Goals:**

- Architectural upgrades in the Exhibit Hall and Ballroom as well as other areas of the convention center.
- HVAC and lighting upgrades throughout the center.
- Replace carpet in the Exhibit Hall, Ballroom, and other areas throughout the convention center.
- Replace Exhibit Hall Roof.
- Repair other areas of the roof.
- Repair the fountain and provide a facility that can be maintained safely.

**#106 - CONVENTION CENTER**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Hotel/Motel Tax	443,320	480,969	475,000	0	475,000	480,000	5,000	1.05%
Chelan County	65,000	65,000	65,000	0	65,000	0	(65,000)	#####
Conv. Sales/Commission	1,352,010	1,490,217	68,000	0	68,000	83,000	15,000	22.06%
Miscellaneous/grants	202	251	300	300,000	300,300	350,200	49,900	16.62%
Debt receipts	0	0	0	2,450,155	2,450,155	0	#####	#####
Transfers In - #105/107	207,101	241,775	230,000	110,000	340,000	450,000	110,000	32.35%
<b>Total Revenues</b>	<b>2,067,633</b>	<b>2,278,212</b>	<b>838,300</b>	<b>2,860,155</b>	<b>3,698,455</b>	<b>1,363,200</b>	<b>#####</b>	<b>(63.14%)</b>
<b>Expenditures</b>								
Management Co Operations	(1,399,788)	(1,520,234)	0	0	0	0	0	#DIV/0!
City Operations - salary/ben	(185,133)	(187,198)	(119,475)	0	(119,475)	(133,650)	(14,175)	11.86%
City Operations - misc	(94,527)	(94,856)	(142,515)	0	(142,515)	(137,265)	5,250	(3.68%)
Capital	(42,181)	(53,279)	(75,000)	(3,000,155)	(3,075,155)	(75,000)	#####	(97.56%)
Debt Service	0	0	0	0	0	(354,830)	(354,830)	#DIV/0!
Transfers out	(306,110)	(307,463)	(396,255)	(88,615)	(484,870)	(483,965)	905	(0.19%)
<b>Total Expenditures</b>	<b>(2,027,739)</b>	<b>(2,163,030)</b>	<b>(733,245)</b>	<b>(3,088,770)</b>	<b>(3,822,015)</b>	<b>(1,184,710)</b>	<b>#####</b>	<b>(69.00%)</b>
Revenues over (under) expenditures	39,894	115,182	105,055		(123,560)	178,490		
Fund Balance January 1,	356,725	396,619	511,801		511,801	388,241		
Fund Balance December 31	<u>396,619</u>	<u>511,801</u>	<u>616,856</u>		<u>388,241</u>	<u>566,731</u>		
FTE's	2.1		2.1			1.27		

**2016 Goals:**

- Replace additional sections of the roof that are failing.
- Upgrade A/V system to replace AMX panels.
- Replace doors and hardware that are broken.
- Install magnetic door stops per insurance provider’s recommendations.
- Replace kitchen equipment.

Significant 2016 Budget Issues:

- The WCC is a 35 year old facility and is in need of continual updating and major repair. Even with the completion of the 2015 upgrades at a cost in excess of \$2M, there are many areas of the facility which could not be touched by the 2015 project. Some of the pieces of kitchen equipment are from the original building construction and are becoming high maintenance items. The roofing material on much of the center is quickly deteriorating and in need of replacement in order to protect the cities investments. The A/V system is becoming outdated and in need of replacement in the next few years. Many doors and hardware throughout the facility are in need of replacement.

**#108 – Street Maintenance Fund**

The Street Maintenance Division of the Public Works Department has the responsibility for the maintenance of the City's streets and alleys and publically maintained sidewalks. The Street Division maintains over 250 lane miles of streets utilizing nearly 40 pieces of street equipment. The Street Division is responsible for snow and ice control on all City streets along with those sections of the state highways that run through the City. The street crews also sweep and clean all city streets and maintain pavement markings and signage. In addition, the Street Division maintains those portions of the sidewalks that are the responsibility of the City.

Another group within the Street Maintenance Division is the Signals and Lighting group which maintains the City's 50 traffic signal systems and the hundreds of street lights and electrical systems in the City.

The Street Maintenance Division is responsible for:

- Pavement Maintenance including:
  - Crack filling/sealing
  - Pothole patching
  - Dig-out/subgrade failure repair
  - Skin Patching of rutted or failed pavement
  - Concrete pavement repair
  - Curb and Gutter Replacement
- Traffic control maintenance including
  - Pavement markings (striping, crosswalks, stop bars, arrows)
  - Installation and maintenance of all traffic signs both regulatory and informational
- Roadside maintenance including vegetation control
- Snow and Ice Control of all City streets including
  - Pre-storm application of anti-icing materials
  - Control of compact snow and ice through the use of traction sand and chemical ice melting applications
  - Picking up accumulated snow berms and disposing of snow
  - Snow plowing during and after storm
- Street cleaning primarily accomplished with street sweepers.
- Traffic control for parades and events.
- Sidewalk repair program where the street crew removes sidewalk and repaves asphalt patches.
- Traffic accident clean-up.
- Maintain and repair signal systems including programming changes
- Maintain and repair street lighting systems including services, lights and poles

2015 Goals and Accomplishments:

- ✓ Continue pavement preservation program through crack sealing, patching, and skin patching
- ✓ Continue to keep a priority on safety through snow and ice control, pavement markings and sign/signal maintenance
- ✓ Replace defective Alley approaches and other curb, gutter, and sidewalk adjacent to City property.
- ✓ Continue the sign retro reflectivity testing program and budget for future sign replacement.
- ✓ Continue to investigate transient voltage potential at light/signal poles

**#108 - STREETS**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%	
<b>Revenues</b>									
Property Taxes	1,105,310	1,101,440	1,208,350	0	1,208,350	1,413,430	205,080	16.97%	
MVFT	380,392	379,695	375,500	0	375,500	400,900	25,400	6.76%	
Charge for services	320,170	277,856	273,500	55,000	328,500	220,000	(108,500)	(33.03%)	
Miscellaneous	58,836	29,180	6,300	0	6,300	5,500	(800)	(12.70%)	
Transfers In	0	285,700	279,740	55,000	334,740	307,070	(27,670)	(8.27%)	
<b>Total Revenues</b>	<b>1,864,708</b>	<b>2,073,871</b>	<b>2,143,390</b>	<b>110,000</b>	<b>2,253,390</b>	<b>2,346,900</b>	<b>93,510</b>	<b>4.15%</b>	
<b>Expenditures</b>									
Salary/benefits	(886,181)	(922,228)	(1,125,625)	0	(1,125,625)	(1,231,265)	(105,640)	9.39%	
Miscellaneous	(969,349)	(988,071)	(1,018,230)	0	(1,018,230)	(1,067,735)	(49,505)	4.86%	
Capital	(46,700)	(44,593)	(50,000)	(110,000)	(160,000)	(50,000)	110,000	(68.75%)	
<b>Total Expenditures</b>	<b>(1,902,230)</b>	<b>(1,954,892)</b>	<b>(2,193,855)</b>	<b>(110,000)</b>	<b>(2,303,855)</b>	<b>(2,349,000)</b>	<b>(45,145)</b>	<b>1.96%</b>	
Revenues over (under) expenditures	(37,522)	118,979	(50,465)		(50,465)	(2,100)			
Fund Balance January 1,	491,958	454,436	573,415		573,415	522,950			
Fund Balance December 31	454,436	573,415	522,950		522,950	520,850			
FTE's	11.41		11.98			12.6			

2016 Goals:

- Continue pavement preservation at various locations throughout the City.
- Continue to keep a priority on safety through snow and ice control, pavement markings and sign/signal maintenance.
- Replace damaged light poles at various locations throughout the City
- Continue pavement preservation program through crack sealing, patching, and skin patching
- Replace concrete roadway panels on King and Alaska Streets
- Replace defective Alley approaches in various locations
- Continue to investigate transient voltage potential at light/signal poles
- Improve alley maintenance program
- Continue to keep a priority on safety through snow and ice control, pavement markings and sign/signal maintenance.
- Continuing support of the sidewalk assistance program
- Update signing throughout the City

Significant 2016 Budget Issues:

- Although the street staff has increased by one employee since 2014, it has done so through additional deficit spending. Additional revenue of some kind will need to be secured in order to adequately maintain the transportation infrastructure.
- The budget for snow removal is below what is needed to provide for safe roadways during snow events. Due to recent light snow years and the City's budget issues, this budget has been shaved down and we are eventually going to experience a winter where we are going to need additional funding to meet expected levels of service.

**#109 - Arterial Streets**

The Arterial Streets Fund was developed in 1972 for the purpose of constructing key capital street projects. This special revenue fund historically received 43% of the motor vehicle fuel tax (gas tax) allocated to the City by the State of Washington. In the 2014 budget, the City elected to place all of the motor vehicle fuel tax into the street maintenance fund (108). To backfill the funding, the City transferred in revenue generated from the 2<sup>nd</sup> ¼% of Real Estate Excise Tax (REET).

Typically, the revenue from this fund is used to match State and Federal grants. As an example, between 2001 and 2010, \$3.8 Million of local revenues leveraged \$17.9 Million in state and federal grants. Examples of recent capital construction projects completed include Fifth Street from Miller to Western, South Wenatchee Avenue from Marr St. to the city limits, Orondo/Worthen Streets, Pine Street, Downtown Revitalization, and North Wenatchee Avenue from Miller to Fifth, and

others. Examples of current project under development with a match allocation from the arterial street fund include the Western Avenue Safety Improvements, McKittrick Signal on North Wenatchee Avenue, Mission/Chelan/Miller Intersection Improvements, McKittrick Street Urban upgrades from Wenatchee Avenue to Pine Street, SR285 Pedestrian crossing safety, First Street Bikeway analysis, and the Lewis and Clark Elementary Safe Routes to School (SRTS) project.

The Engineering Department carries out the project development of these projects including initial scoping and grant application, design, right-of-way activities, construction, and final documentation. The primary grant sources for City street projects are the State Transportation Improvement Board and the Federal Surface Transportation Program. Other grant programs that often do not require a match that are administered through this fund include the Safe Routes to School program, the CDBG program, and the Highway Safety Improvement Programs which have funded projects including the Okanogan/Red Apple Road sidewalk improvements, Chelan Street Sidewalks from SR285 to Peachy Street, street name signing upgrades, plastic pavement marking upgrades, and pedestrian improvements including bulbouts at downtown intersections and a pedestrian hybrid beacon on South Mission Street. It is expected match funding from arterial streets will be insufficient should the city continue to be successful with securing project funds similar to historic levels.

2015 Goals and Accomplishments:

- ✓ Complete design and construct Okanogan/Red Apple SRTS project.
- ✓ Complete design and construct 2014 CDBG sidewalks project
- ✓ Partial construction of landscaping island at Miller/Mission with WSDOT funds. To be completed with intersection improvements project next year.
- ✓ Completed phase 4 of SR285 Safety Improvements with install of durable plastic pavement markings on the WSDOT Chelan Avenue HMA inlay project.
- ✓ Secured additional grant funding for SR285 Pedestrian Crossing Safety STP, Lewis & Clark Elementary Sidewalks SRTS, North Wenatchee Avenue Vicinity Maiden to Duncan STP, and First Street Bikeway analysis.
- ✓ Valleyvue Sewer Extension (emergent project)
  - Construct Intersection Improvements at Miller/Chelan and Miller/Mission.
  - Complete design and construct Western Avenue Safety Improvements project
  - Complete design and construct remaining HSIP SR285 safety elements including downtown bulbouts, rapid flash beacons, and pedestrian signal on Mission near Bridge St.
  - Complete design, right-of-way acquisition and construct the McKittrick Signal project
- ✓ Performed traffic analysis and developed improvement options for SR285 coordinated signals and the downtown business district.

**#109 - ARTERIAL STREETS**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	Change from 2015 \$	%
<b>Revenues</b>								
MVFT	289,827	289,296	279,740	0	279,740	307,070	27,330	9.77%
Grant revenues	2,209,644	1,617,759	3,281,115	(2,514,865)	766,250	3,960,625	#####	416.88%
Interest	117	149	0	0	0	0	0	#DIV/0!
Transfers In	0	499,000	481,765	0	481,765	576,765	95,000	19.72%
<b>Total Revenue</b>	<b>2,509,601</b>	<b>2,406,204</b>	<b>4,042,620</b>	<b>(2,514,865)</b>	<b>1,527,755</b>	<b>4,844,460</b>	<b>#####</b>	<b>217.10%</b>
<b>Expenditures</b>								
Capital construction	(2,569,730)	(1,947,563)	(3,843,900)	2,855,645	(988,255)	(4,607,695)	#####	366.25%
Transfers Out	0	(285,700)	(279,740)	0	(279,740)	(307,070)	(27,330)	9.77%
<b>Total Expenditures</b>	<b>(2,569,730)</b>	<b>(2,233,263)</b>	<b>(4,123,640)</b>	<b>2,855,645</b>	<b>(1,267,995)</b>	<b>(4,914,765)</b>	<b>#####</b>	<b>287.60%</b>
Revenues over (under) expenditures	(60,129)	172,941	(81,020)		259,760	(70,305)		
Fund Balance January 1,	445,895	385,766	558,707		558,707	818,467		
Fund Balance December 31	385,766	558,707	477,687		818,467	748,162		

Significant 2016 Goals:

- Complete design and construct remaining HSIP SR285 safety elements including downtown bulbouts and pedestrian signal on Mission near Bridge St.
- Construct Intersection Improvements at Miller/Mission and Miller/Chelan with TIB funds followed with construction of pavement preservation with WSDOT and TIB funds.

- Construct Western Avenue Safety Improvements project.
- Complete Wenatchee Signage Safety (another 700+ street name signs) HSIP
- Complete design, right-of-way acquisition and construct the McKittrick Signal project
- Continue design and begin right of way acquisition for McKittrick St. Wenatchee Ave. to Pine
- Begin design and right of way acquisition for Lewis and Clark Elementary Sidewalks SRTS
- Begin predesign assuming additional TIB funding this fall for Wenatchee Avenue Maiden to Duncan.
- Initiate First Street Bikeway study/analysis.
- Begin design and public process for selection of best options for SR285 Pedestrian Crossing Safety.
- Determine and apply appropriate improvements on SR285 and downtown signal systems.
- Secure additional grant funding for projects included in the 6-year Transportation Improvement Program and appropriate emerging projects.
- Selection/Implementation of options developed with the SR285 Corridor Safety Improvements project: signal timing, downtown left turns analysis, South Wenatchee Ave. options.

#### Significant 2016 Budget Issues:

- Arterial Street Fund Balance forecast indicates insufficient funds to match grant-funded projects at historic rates. While the need for continued investment in reconstructing and improving the transportation infrastructure has continued to build. A long-term funding strategy for the Arterial Street Fund continues to be a high priority for the Engineering Division of Public Works Department over the next several years.

Please see the Construction Projects section for detailed funding sources and expense categories for the capital outlay budgeted.

### **#111 – Street Overlay Fund**

The Street Overlay Fund was developed to dedicate funding to street preservation. In the past, these funds have been used to repave or overlay streets with hot mix asphalt. More recently, staff has explored alternative pavement preservation methods to extend the life of pavement at a lower cost. Revenues for this fund are the 2<sup>nd</sup> ¼ percent of Real Estate Excise Tax (REET). As of 2012, the Wenatchee Transportation Benefit District revenues have been dedicated to funding preservation of arterial streets and have been included in this fund. Projects completed with TBD funds to date include the Miller Chip Seal and Downtown Revitalization Inlay. The City issued \$4,085,000 in LTGO bonds for paving in 1998 and payments from this fund ended in 2014. In order to determine long-term cost and appropriate levels of service for pavement condition, staff secured professional services for the development of a formal pavement management program in 2015. This effort will culminate in 2016 and will technically evaluate pavement preservation technology and define funding level/LOS options to further preserve city street infrastructure and recommend necessary funding levels.

#### 2015 Goals and Accomplishments:

- ✓ Crack Seal Arterial Streets
- Begin professional analysis and development of a formal asset management system or Pavement Management Program
- Identify appropriate preservation project with available funds for the 2015 construction season



**#111 - STREET OVERLAY**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%	
<b>Revenues</b>									
2nd 1/4% R.E.E.T.	303,374	311,079	307,500	200,000	507,500	375,000	(132,500)	(26.11%)	
Road Preservation (Car Tab)	442,560	497,927	450,500	0	450,500	500,000	49,500	10.99%	
Misc/Transfers In	436	438	1,000	425,000	426,000	490,000	64,000	15.02%	
<b>Total Revenue</b>	<b>746,370</b>	<b>809,444</b>	<b>759,000</b>	<b>625,000</b>	<b>1,384,000</b>	<b>1,365,000</b>	<b>(19,000)</b>	<b>(1.37%)</b>	
<b>Expenditures</b>									
Capital	(547,609)	(578,210)	(280,000)	0	(280,000)	(195,000)	85,000	(30.36%)	
Transfer out - #109	0	(300,000)	(285,000)	0	(285,000)	(375,000)	(90,000)	31.58%	
Transfer out - #301	(62,364)	(58,670)	0	0	0	0	0	#DIV/0!	
<b>Total Expenditures</b>	<b>(609,973)</b>	<b>(936,880)</b>	<b>(565,000)</b>	<b>0</b>	<b>(565,000)</b>	<b>(570,000)</b>	<b>(5,000)</b>	<b>0.88%</b>	
Revenues over (under) expenditures	136,397	(127,436)	194,000		819,000	795,000			
Fund Balance January 1,	359,228	495,625	368,189		368,189	1,187,189			
Fund Balance December 31	495,625	368,189	562,189		1,187,189	1,982,189			

**2016 Goals:**

- Implement formal Pavement Preservation Program. Define acceptable levels of service for pavement condition, select preservation strategies, and secure funding for 2016 and beyond.
- Secure bonds as identified in PMS to complete expected backlog of paving projects prior to stabilization of annual revenues and annual pavement preservation costs.

**Significant 2016 Budget Issues:**

- Current fund revenues have been insufficient to maintain current levels of service of city roadway surfaces since prior to the 2005 Street Preservation and Maintenance Program Evaluation. TBD funding has narrowed this gap and the PMS system development is expected to identify the remaining gap for a 20-year planning and asset management period. The TBD may consider higher license fees or other funding mechanisms could be explored to fill the funding gap. Residential, cement concrete, and brick street preservation has not been addressed or funded except for maintenance activities to date and these assets represent approximately 70% of the entire system.
- The Public Facilities District (PFD) issued the City a Subordinate Note for \$5.5 million in 2013 to repay the City for loans and financial support given to the PFD. It is anticipated that the Note will be repaid over the next 7 to 8 years and will be deposited into the Overlay Fund to assist with street and sidewalk needs.
- Both the Street Overlay Fund and the Real Estate Excise Tax Fund #301 are funded by real estate excise tax (REET). The 1<sup>st</sup> 1/4% to pay debt service on road related debt and 2<sup>nd</sup> 1/4% for road preservation. The 1<sup>st</sup> 1/4% did not generate revenues sufficient to pay debt service 2010 through 2014 and the 2<sup>nd</sup> 1/4% was used to cover the shortages totaling \$609,377. As the economy and housing market improves REET revenues are increasing and the 1<sup>st</sup> 1/4% is currently greater than debt service needs. It is the intent to transfer as much as possible back to the Overlay Fund.

Please see the Construction Projects section for detailed funding sources and expense categories for the capital outlay budgeted.

**#114 - Community Center Fund**

The Community Center operations fund is a separate revenue fund used specifically for the Wenatchee Community Center. The Wenatchee Community Center was established in 2006. Its vision is to unite the community by embracing cultures, families and individuals through assistance and support. The mission of the Center is to provide an inclusive multicultural facility for all members of the community through: Promoting and supporting a safe environment for social, recreational and educational participation; Advocating for personal economic development; Encouraging cultural identities within the community; Providing access to social service agencies, the faith community and intergenerational activities; and uniting people by encouraging a spirit of well-being and harmony. The Community Center is striving to provide opportunities to bring the community together and realize this vision.

The management of the Community Center was contracted out to Chelan Douglas Community Action in 2014. The only revenues are transfers in from the General Fund and the only expenditures are the City's responsibility to maintain the facility.

**#114 - COMMUNITY CENTER OPERATIONS**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues								
Operating	76,146	115	0	0	0	0	0	#DIV/0!
Transfer in - #001	16,145	23,286	25,000	0	25,000	25,500	500	2.00%
Total Revenue	92,291	23,401	25,000	0	25,000	25,500	500	2.00%
Expenditures								
Salary/benefits	(99,472)	(14,742)	0	0	0	0	0	#DIV/0!
Miscellaneous	(49,746)	(24,761)	(17,690)	0	(17,690)	(19,500)	(1,810)	10.23%
Total Expenditures	(149,218)	(39,503)	(17,690)	0	(17,690)	(19,500)	(1,810)	10.23%
Revenues over (under) expenditures	(56,927)	(16,102)	7,310		7,310	6,000		
Fund Balance January 1,	189,016	132,089	115,987		115,987	123,297		
Fund Balance December 31	132,089	115,987	123,297		123,297	129,297		

### Low Income and Homeless Funding

The City's Planning staff administers the City's Low Income Housing Fund (113), Community Development Block Grant program (115), and the Chelan and Douglas Counties Homeless and Low Income Housing programs (117). These funds are managed comprehensively for efficiency purposes by 1.5 staff members. These funds are administered under the following specific requirements.

- Low Income Housing Fund (113): Revenues supporting this fund are from recording fees and are distributed to the cities in Chelan County on a population pro-rata share per interlocal agreement. These funds are limited to projects within the city limits of Wenatchee. These funds are restricted to use for affordable housing projects meeting specific income requirements.
- Community Development Block Grant (115): The city became an entitlement community in 2005. These funds must be used in accordance with HUD regulations and are restricted to the following use percentages (20% Administration and Planning and 15% Public Services). The remaining funds must be used for bricks and mortar projects meeting one of three national objectives, serving Low to Moderate Income individuals.
- Chelan and Douglas County Homeless and Housing Fund (117): The City manages these funds on behalf of both Counties and East Wenatchee through interlocal agreement. Revenue from this fund originates from recording fees collected by both Counties. This fund is administered according to the regulations set forth in RCW 43.185C. This fund also received Consolidated Homeless Grants, Housing and Essential Needs, and Emergency Solutions Grants administered through the Department of Commerce. The City manages these funds under the guidance of a Steering committee made up of local governmental officials from each city and county, community members, and other social service agencies. The Steering committee sets general direction and makes funding recommendations. The City also manages the activities of a Homeless/Housing Task Force made up of the service providers who actively work on homeless programs and related problems as identified in the 10 year plan to end homelessness. Separation between the Steering committee and Homeless/Housing Task Force addresses potential conflicts of interest. The Steering committee established a reserve policy for fund on August 27, 2014. The policy includes a cashflow balance of \$150,000 to account for fluctuations in recording fees and \$100,000 for emergency one time needs.

**#113 - LOW INCOME HOUSING**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	Change from 2015 \$ %	
Revenues	40,017	32,529	25,000	43,560	68,560	30,100	(38,460)	(56.10%)
Expenditures	(30,000)	(33,792)	(45,000)	(8,080)	(53,080)	(93,720)	(40,640)	76.56%
Revenues over (under) expenditures	10,017	(1,263)	(20,000)		15,480	(63,620)		
Fund Balance January 1,	73,153	83,170	81,907		81,907	97,387		
Fund Balance December 31	83,170	81,907	61,907		97,387	33,767		

**#115 - CDBG ENTITLEMENT**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	Change from 2015 \$ %	
Revenues	199,390	154,991	196,820	85,000	281,820	206,000	(75,820)	(26.90%)
Expenditures								
Operating	(99,738)	(133,303)	(196,820)	0	(196,820)	(206,000)	(9,180)	4.66%
Capital	(111,645)	(21,974)	0	(85,000)	(85,000)	0	85,000	#####
Total Expenditures	(211,383)	(155,277)	(196,820)	(85,000)	(281,820)	(206,000)	75,820	(26.90%)
Revenues over (under) expenditures	(11,993)	(286)	0		0	0		
Fund Balance January 1,	(245)	(12,238)	(12,524)		(12,524)	(12,524)		
Fund Balance December 31	(12,238)	(12,524)	(12,524)		(12,524)	(12,524)		

**#117 - HOMELESS HOUSING**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	Change from 2015 \$ %	
Revenues								
Intergovernmental	432,804	525,675	490,000	0	490,000	550,000	60,000	12.24%
Grant revenue	645,614	413,806	484,925	69,315	554,240	350,745	(203,495)	(36.72%)
Miscellaneous	358	307	1,000	88,440	89,440	300	(89,140)	(99.66%)
Total Revenue	1,078,776	939,788	975,925	157,755	1,133,680	901,045	(232,635)	(20.52%)
Expenditures								
Operating	(566,544)	(547,006)	(685,000)	(45,000)	(730,000)	(723,670)	6,330	(0.87%)
Grant Expenditures	(394,036)	(415,621)	(484,925)	0	(484,925)	(350,745)	134,180	(27.67%)
Total Expenditures	(960,580)	(962,627)	(1,169,925)	(45,000)	(1,214,925)	(1,074,415)	140,510	(11.57%)
Revenues over (under) expenditures	118,196	(22,839)	(194,000)		(81,245)	(173,370)		
Fund Balance January 1,	408,535	526,731	503,892		503,892	422,647		
Fund Balance December 31	526,731	503,892	309,892		422,647	249,277		

**LEOFF Obligations**

RCW 41.16 and 41.18 require cities in the State of Washington to pay for most health care and long term care costs incurred by pre-LEOFF and LEOFF 1 employees and retirees for as long as they live. Pre-LEOFF are those employees hired prior to March 1, 1970 and LEOFF 1 are the employees hired between March 1, 1970 and September 30, 1977. Eligible employees / retirees as of September 30, 2015 are:

	Active	Retired	Total	Medicare Eligible
Fire	0	16	16	13
Police	0	16	16	12
	0	32	32	25

**Funding Policy**

The City reimburses 100% of the amount of validated claims for medical and hospitalization costs incurred by eligible retirees. We satisfy retiree medical claims through a three tier approach:

1. The City pays the Part B premium for those 25 individuals that are Medicare eligible, which results in Medicare being the primary payer for related medical claims.
2. The City pays for medical insurance coverage for all 32 individuals through the City's insurance providers, Association of Washington Cities Employee Benefits Trust or the LEOFF Health and Welfare Trust. If the individual is Medicare eligible, the insurance coverage is considered the secondary payer, if not Medicare eligible, the insurance carrier is considered primary.
3. Finally, the City reimburses the retiree for those medical claims that are not covered by either Medicare or AWC.

Under the Revised Code of Washington, costs related to medical, hospital and nursing care are also covered for all LEOFF retirees as long as a disability exists.

**#110 - LEOFF 1 - LONG-TERM CARE**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%	
<b>Revenues</b>									
Transfer In - #001	100,000	122,550	130,000	0	130,000	0	(130,000)	#####	
Miscellaneous	811	886	2,550	0	2,550	2,600	50	1.96%	
<b>Total Revenue</b>	<b>100,811</b>	<b>123,436</b>	<b>132,550</b>	<b>0</b>	<b>132,550</b>	<b>2,600</b>	<b>(129,950)</b>	<b>(98.04%)</b>	
<b>Expenditures</b>	<b>(98,474)</b>	<b>(99,498)</b>	<b>(130,000)</b>	<b>0</b>	<b>(130,000)</b>	<b>(4,000)</b>	<b>126,000</b>	<b>(96.92%)</b>	
Revenues over (under) expenditures	2,337	23,938	2,550		2,550	(1,400)			
Fund Balance January 1,	537,899	540,236	564,174		564,174	566,724			
Fund Balance December 31	540,236	564,174	566,724		566,724	565,324			

**#116 - LEOFF 1 - HEALTH INSURANCE**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%	
<b>Revenues</b>									
Transfer In - #001	452,000	435,610	371,500	0	371,500	231,635	(139,865)	(37.65%)	
Transfer In - #611	0	0	70,000	0	70,000	70,000	0	0.00%	
Miscellaneous	798	886	2,250	0	2,250	2,600	350	15.56%	
<b>Total Revenue</b>	<b>452,798</b>	<b>436,496</b>	<b>443,750</b>	<b>0</b>	<b>443,750</b>	<b>304,235</b>	<b>(139,515)</b>	<b>(31.44%)</b>	
<b>Expenditures</b>	<b>(442,093)</b>	<b>(421,276)</b>	<b>(441,375)</b>	<b>0</b>	<b>(441,375)</b>	<b>(303,675)</b>	<b>137,700</b>	<b>(31.20%)</b>	
Revenues over (under) expenditures	10,705	15,220	2,375		2,375	560			
Fund Balance January 1,	519,897	530,602	545,822		545,822	548,197			
Fund Balance December 31	530,602	545,822	548,197		548,197	548,757			

The revenue for these funds is transfers in from the General Fund and Firemen's Pension Fund. The Firemen's Pension Fund has been determined to be over funded by our actuary and recommended that the City use no more than \$89,000 per year for the next 10 years to support mandatory benefits for retired firefighters.

**Debt Service Funds**

The Debt Service Funds are used to account for the accumulation of resources for and the payment of general obligation bonds. The City's outstanding general obligation debt includes:

- 2008 Cashmere Valley Bank Bond Anticipation Note refinanced in 2013 due 2022, outstanding balance \$1,065,045, issued to construct the Public Service Center.
- 2007 Limited Tax General Obligation matures 2027, outstanding balance \$2,290,000, used to partially construct the Public Services Center, remodel council chambers and the museum HVAC upgrades.

- 2015 Limited Tax General Obligation matures 2029, outstanding balance \$3,938,000. This new debt was issued to consolidate existing debt for the Convention Center and finance updates to the Convention Center; \$2,176,850 and \$2,100,155 respectively.
- 2001 Unlimited Tax General Obligations mature 2021, \$1,777,760 outstanding, voter approved bonds issued to build the police station.

**DEBT SERVICE FUNDS**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget		
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	Change from 2015 \$ %	
<b>#201 - UTGO BONDS</b>								
Revenues								
Property taxes	372,842	327,159	326,040	0	326,040	326,040	0	0.00%
Bonds proceeds	2,649,850	0	0	0	0	0	0	#DIV/0!
Total Revenues	3,022,692	327,159	326,040	0	326,040	326,040	0	0.00%
Expenditures								
Debt Service	(385,563)	(326,035)	(326,040)	0	(326,040)	(326,040)	0	0.00%
Refunded bond pmts	(2,630,000)		0	0	0	0	0	#DIV/0!
Total Expenditures	(3,015,563)	(326,035)	(326,040)	0	(326,040)	(326,040)	0	0.00%
Revenues over (under) expenditures								
	7,129	1,124	0		0	0		
Fund Balance January 1,	(14,299)	(7,170)	(6,046)		(6,046)	(6,046)		
Fund Balance December 31	(7,170)	(6,046)	(6,046)		(6,046)	(6,046)		
<b>#205 - COUNCILMANIC (LTGO) BONDS</b>								
Revenues								
Transfers in #001	259,726	1,458,883	219,255	(33,805)	185,450	185,540	90	0.05%
Transfers in #106	306,110	307,463	396,255	88,615	484,870	483,965	(905)	(0.19%)
Transfers in #301	404,947	390,893	236,520	0	236,520	235,920	(600)	(0.25%)
Transfers In #307	137,158	463,228	500,000	(443,410)	56,590	0	(56,590)	(100.00%)
Misc	366	164	0	0	0	0	0	#DIV/0!
Bond Proceeds	3,109,850	0	0	2,176,850	2,176,850	0	(2,176,850)	(100.00%)
Total Revenues	4,218,157	2,620,631	1,352,030	1,788,250	3,140,280	905,425	(2,234,855)	(71.17%)
Expenditures								
Debt Service	(1,228,983)	(2,620,734)	(1,351,115)	157,745	(1,193,370)	(905,425)	287,945	(24.13%)
Refunded bonds pmt	(3,030,000)	0	0	(1,949,265)	(1,949,265)	0	1,949,265	(100.00%)
Total Expenditures	(4,258,983)	(2,620,734)	(1,351,115)	(1,791,520)	(3,142,635)	(905,425)	2,237,210	(71.19%)
Revenues over (under) expenditures								
	(40,826)	(103)	915		(2,355)	0		
Fund Balance January 1,	45,584	4,758	4,655		4,655	2,300		
Fund Balance December 31	4,758	4,655	5,570		2,300	2,300		

## Outstanding General Obligation Debt Service Requirements

Below is the annual debt service obligations listed by the fund responsible for the payment.

	General Fund	Convention Center	REET 111/301	UTGO Bonds
2016	185,036	483,965	235,919	326,036
2017	189,636	484,259	235,119	326,035
2018	189,036	484,873	239,119	326,036
2019	188,436	484,849	237,719	326,035
2020	187,836	460,950	236,119	326,035
2021	187,232	460,883	234,319	326,036
2022	186,617	297,108	237,100	
2023		297,218	234,330	
2024		297,723	236,350	
2025		297,595	237,950	
2026		297,725	233,920	
2027		297,195	234,675	
2028		297,895		
2029		297,798		
	<u>1,313,829</u>	<u>5,240,036</u>	<u>2,832,638</u>	<u>1,956,213</u>

### LRF Debt (as of 10/31/15)

<u>25% Obligations</u>	Amount	Interest Rate	Matures
25 N Worthen environmental remediation	612,445	2.00%	Dec 2018
Worthen Stairs	312,642	2.00%	Jan 2018
Riverside Dr Park/Orondo/Worthen Street	<u>199,000</u>	2.38%	Dec 2023
	<u>1,124,087</u>		
 <u>75% Obligations</u>			
Port of Chelan County for Orondo Gateway	240,000	0.00%	
Port of Chelan County for Pybus	<u>936,599</u>	0.00%	
	<u>1,176,599</u>		
 Total LRF Debt	<u>2,300,686</u>		

If we receive the full \$500,000 per year it will take 3.31 years to pay the 75% loans and 5.79 years to repay the 25% loans.

## Capital Project Funds

Capital Project Funds are used to account for the financial activities relating to major general governmental capital purchases or construction. Capital project funds are not used for enterprise fund related capital activities.

### #301 - Real Estate Excise Tax Fund

The Real Estate Excise Tax Fund collects revenues via ¼ of 1% real estate excise tax that is paid by the seller of a piece of real estate. The revenue of this fund is currently reserved to partially pay the debt on the 2007 Limited Tax General Obligation maturing 2027, outstanding balance of \$2,190,000, to construct the Public Service Center.

Revenues for this fund fluctuate depending on the housing market and 2010 through 2014 did not generate revenues sufficient to pay debt service. Revenues from Fund #111 was used to cover the shortage totaling \$609,377. Revenues are currently greater than debt service needs and will be transferred back to Fund #111 when possible.

The actual debt service requirements of this fund can be found in the Debt Service section of this document.

#### #301 - Real Estate Excise Tax Fund

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenue</b>								
1st 1/4% R.E.E.T.	355,568	338,124	307,500	350,000	657,500	375,000	(282,500)	(42.97%)
Transfers in - #111	62,365	58,669	0	0	0	0	0	#DIV/0!
Total Revenues	417,933	396,793	307,500	350,000	657,500	375,000	(282,500)	(42.97%)
<b>Expenditures</b>								
Transfers Out - #111	0	0	0	(425,000)	(425,000)	(140,000)		
Debt Service	(404,947)	(390,893)	(236,520)	0	(236,520)	(235,920)	600	(0.25%)
Total Expenditures	(404,947)	(390,893)	(236,520)	(425,000)	(661,520)	(375,920)	600	(0.09%)
<b>Revenues over</b>								
(under) expenditures	12,986	5,900	70,980		(4,020)	(920)		
Fund Balance January 1,	11,687	24,673	30,573		30,573	26,553		
Fund Balance December 31	24,673	30,573	101,553		26,553	25,633		

### #302 Governmental Funds Capital Projects

This fund was created to account for the non-street related capital projects that occur. The projects the City is currently working are the Saddle Rock gateway add Hale Park. Please see the Construction Projects section for detailed funding sources and expense categories for these projects.

#### #302 - Governmental Funds - Capital Projects

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenue</b>								
Grant Revenues	171,355	289,985	0	39,985	39,985	333,000	293,015	732.81%
Donations/transfers	1,000	10,428	0	265,000	265,000	0	(265,000)	(100.00%)
Total Revenues	172,355	300,413	0	304,985	304,985	333,000	28,015	9.19%
<b>Project Expenses</b>								
Misc Project Expenses	(137,488)	(293,563)	0	(180,000)	(180,000)	(148,720)	31,280	(17.38%)
Total Expenditures	(137,488)	(293,563)	0	(180,000)	(180,000)	(148,720)	31,280	(17.38%)
<b>Revenues over</b>								
(under) expenditures	34,867	6,850	0		124,985	184,280		
Fund Balance January 1,	(33,867)	1,000	7,850		7,850	132,835		
Fund Balance December 31	1,000	7,850	7,850		132,835	317,115		

### #307 – Local Revitalization Finance Program

The City created a Local Revitalization District in 2009 through ordinance 2009-26 under the authority of RCW 39.89.050. Formation of this District allows the City and participating junior taxing districts (Chelan County Port District and the NCW Regional Library District) to dedicate incremental growth in property tax revenues to the financing of capital projects within the District. The City was also awarded the opportunity for a tax rebate from the State of Washington up to \$500,000 annually. This award allows increases in State of Washington tax revenue resulting from development activity to be returned to the City of Wenatchee for financing of public infrastructure providing benefit to the District.

The District is generally bounded by the Columbia River to the east, Thurston Street to the south, the railroad tracks and Walla Walla Avenue to the West, and private property located just north of Walla Walla Park to the north.

The annual obligations associated with this fund are as follows:

- Monitor and manage local tax increments
- Submit annual reports to the Department of Revenue
- Monitor and track economic development activity within the District
- Manage use of funds to insure compliance with RCW's and ordinance

The City began receiving the rebate funds from the State September, 2013, and has dedicated 75% of the revenues to outside lenders and 25% to interfund loans. It is the intent to issue external long term debt to refinance the outstanding debt and additional development once the District has sufficient development to reasonably ensure the rebate revenues.

**#307 - Local Revitalization Financing Program**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues								
Property taxes	2,166	0	1,500	0	1,500	40,000	(1,500)	-100%
Sales tax rebate	274,482	566,593	500,000	0	500,000	500,000	(500,000)	-100%
Debt proceeds	0	511,645	0	615,000	615,000	0	(615,000)	-100%
Total Revenues	276,648	1,078,238	501,500	615,000	1,116,500	540,000	(1,116,500)	-100%
Expenditures	(181,611)	(1,019,706)	(500,000)	(615,000)	(1,115,000)	(500,000)	1,115,000	-100%
Revenues over (under) expenditures	95,037	58,532	1,500		1,500	40,000		
Fund Balance January 1,	1,346	96,383	154,915		154,915	156,415		
Fund Balance December 31	96,383	154,915	156,415		156,415	196,415		

### Enterprise Funds

Enterprise funds are established to account for services provided to the public and are operated similar to a private business. The fees charged to customers pay for the services provided and the related debt and capital additions.

#### #401 – Water / Sewer Utility Fund

The Water/Wastewater Division of the Public Works Department provides water and sanitary sewer services for the City of Wenatchee. This division is funded through utility rates and fees for miscellaneous services rendered as well as interest revenue generated from invested cash reserves. This division is not supported by any taxes.

The water system service area covers a majority of the corporate City limits, but does not cover west of Western Avenue or north of Maple Street. The water system infrastructure includes two (2) booster pump stations, four (4) reservoirs (totaling 15 million gallons storage) and over 100 miles of pipes spread across three (3) pressure zones.

The wastewater system service area covers the entire City of Wenatchee, plus areas south of the City limits. Also included is the Olds Station area and continuing on up into the Sunnyslope area within the urban growth boundary. Some of these areas do not have a conveyance system installed yet, but staff has been working with developers over the last several years to plan and install wastewater infrastructure. The wastewater system includes the Waste Water Treatment



Plan (WWTP) with a capacity of 5.5 Million Gallons per Day (MGD), five (5) lift stations, and over 140 miles of gravity wastewater lines.

The Environmental Division provides services for the Water, Wastewater and Stormwater Divisions of Public Works, but their budget is embedded in these operational funds. They assist the operation groups in complying with regulations and providing communication and public outreach with customers and the public. They are also responsible for administering the City's Cross Connection Control and Wastewater Pretreatment programs.

The Water Division is responsible for:

- Daily operation and maintenance of the water supply and distribution system including pumps, valves, hydrants, meters and pressure regulating facilities
- Monthly reading of all commercial meters and bi-monthly reading of all residential meters
- Repair of system facilities as needed
- Installation of new water services, upgraded water services, fire protection lines
- Replacement of substandard or defective fire hydrants
- Working with the Finance Department to encourage customer payments through notification and water turn-off
- Marking location of underground utilities for excavations

The Wastewater Division is responsible for:

- Daily operation and maintenance of the wastewater system including collection and treatment
- Preventive maintenance and repair of the entire wastewater infrastructure including pumps, blowers, drive motors, dewatering equipment, programmable logic controllers (PLCs), boilers, methane flaring equipment, gas compressors, floating dome digesters...
- Operation of the City's biosolids treatment facilities, about 12 miles south of Wenatchee, in accordance with EPA and Washington Dept. of Ecology strict regulations regarding the treatment, handling and use of biosolids
- Responsible for cleaning and inspecting 140 miles of gravity wastewater lines as part of a comprehensive risk management program to minimize sanitary sewer overflows (SSOs)
- Perform thousands of laboratory tests annually in order to operate the biological processes in the plant and to provide regulatory information to the Dept. of Ecology regarding the plant's compliance with NPDES (National Pollutant Discharge Elimination System) Permit limits

The Environmental Division is responsible for:

- Protection of the water system through the City's Cross Connection Control Program
- Protection of the WWTP through the City's Pretreatment Programs including the FOG (Fat, Oil and Grease) removal program
- Providing technical assistance on regulatory compliance
- Conducting users surveys in both water and wastewater to identify potential hazards
- Conduct monthly water quality testing

The Environmental Division is responsible for (continued):

- Provide communication to customers, regulators and citizens through:
  - Water Quality Report
  - Cross Connection Control Report
  - Water Facility Inventory
  - Water Use Efficiency Report
  - Wellhead Protection Report
  - Many, Many more

### Ongoing Goals

- Conduct Local Limits update and testing
- Updated Cross Connection Control Program
- Phase 2 Monitoring for Disinfection By-Products
- Maintain a water use efficiency web page
- Developed a new lawn watering conservation flyer
- Monthly quality control reviews of laboratory data for the wastewater treatment plant discharge monitoring report were completed
- Conducted Fresh Fruit Packer inspections
- 300 coliform samples were collected in the water system; all test results were satisfactory
- Nitrate and disinfection by-product monitoring was completed with satisfactory results

- Continue to update Water Code
- Wellhead Protection Education & Outreach (Regional)
- Update Cross Connection Control Outreach & Education
- Unregulated Contaminant Monitoring – Phase 3 (Regional)

- Renew industrial user contracts for Fresh Fruit Packers
- Monitor collection system for UV interferences
- Maintain multi-jurisdictional SCADA monitoring
- Continue implementation of valve maintenance program

2015 Goals and accomplishments:

- ✓ Complete Wastewater Treatment Plant Facility Plan
- ✓ Complete next phase of WWTP gas piping improvements and removal of the gas mixing system.
- ✓ Provide water use efficiency outreach and education.
- ✓ Update industrial user database
- ✓ Update utility web pages with new pictures and information.
- Implement a valve exercising program that uses a computer based program for data collection and retention.

**#401 - WATER / SEWER**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues:</b>								
Operating	9,220,436	11,303,091	11,073,155	0	11,073,155	11,770,450	697,295	6.30%
Bond Proceeds/PWTF	1,096,171	0	0	0	0	0	0	#DIV/0!
<b>Total Revenues</b>	<b>10,316,607</b>	<b>11,303,091</b>	<b>11,073,155</b>	<b>0</b>	<b>11,073,155</b>	<b>11,770,450</b>	<b>697,295</b>	<b>6.30%</b>
<b>Expenses:</b>								
Salary/benefits	(1,907,311)	(2,038,971)	(2,523,800)	0	(2,523,800)	(2,856,800)	(333,000)	13.19%
Miscellaneous	(3,059,641)	(5,746,472)	(6,107,032)	0	(6,107,032)	(6,070,740)	36,292	(0.59%)
Capital Outlay	(3,079,911)	(2,341,469)	(1,893,000)	0	(1,893,000)	(641,190)	1,251,810	(66.13%)
SRF & PWTF Loan Interest	(93,166)	(84,492)	(83,010)	0	(83,010)	(74,030)	8,980	(10.82%)
SRF & PWTF Loan Principal	(459,434)	(504,108)	(509,596)	0	(509,596)	(515,170)	(5,574)	1.09%
Bond Interest	(710,064)	(681,070)	(656,360)	0	(656,360)	(624,045)	32,315	(4.92%)
Bond Principal (12/1)	(931,220)	(952,136)	(980,850)	0	(980,850)	(1,011,930)	(31,080)	3.17%
<b>Total Expenses</b>	<b>(10,240,747)</b>	<b>(12,348,718)</b>	<b>(12,753,648)</b>	<b>0</b>	<b>(12,753,648)</b>	<b>(11,793,905)</b>	<b>959,743</b>	<b>(7.53%)</b>
Change in Net Working Capital	75,860	(1,045,627)	(1,680,493)		(1,680,493)	(23,455)		
Beginning Working Cap.			8,667,620		8,667,620	6,987,127		
Ending Working Cap.			6,987,127		6,987,127	6,963,672		
<b>FTE's</b>			<b>26.58</b>			<b>28.69</b>		

2016 Goals:

- Complete an assessment of current automated metering infrastructure technologies and develop a plan for replacing or updating the current automated meter reading system used by the water utility.
- Work with GIS staff in the continued develop an electronic record of the water system for use in the office and field.
- Implement web-based data entry for annual backflow preventer tests for the cross connection control program.
- Scope and design Millerdale Street main replacement Project
- Complete final phase of the wastewater treatment plant gas piping improvements.
- Complete a rate study for the sewer utility based on the Wastewater Treatment Plant Facility Plan.
- Provide public education and outreach on utility topics through participation in Wenatchee School District's 21<sup>st</sup> Century Community Learning Center Program.

Significant 2016 Budget Issues:

The two significant budget issues are 1) The affect that the weather has on water system revenues and 2) The cost of regulatory compliance. Both of these areas introduce some unknowns into our operations that must be dealt with in an ongoing manner. The regulatory compliance issue usually results in additional monitoring of our systems with additional reporting of the information required, while the variation in water system revenue will alter our projected revenue and thus the funds available top operative and improve the system. Neither of these has become unbearable, although the Biosolids Equivalency Process which the City spent over 4 years completing was very cumbersome and costly. The rates for the next several years have been adopted by the City Council and provide for adequate funding of the systems.

Please see the Construction Projects section for detailed funding sources and expense categories for the capital outlay budgeted.

**#410 - Storm Drain Fund**

The purpose of the Stormdrain Utility Fund is to provide funding for operation, maintenance, improvement and expansion of the City's urban storm sewer system. The revenue for this fund is generated from a flat monthly charge to each single-family residence as well as a monthly charge to commercial and multi-family residences based on an "equivalent residential unit." The equivalent residential unit is an impervious surface of 3,000 square feet. The stormwater system consists of the complete system of catch basins, manholes, treatment facilities and pipes for collecting, treating and conveying stormwater throughout the City. This system does not include the canyon drains which flow through the City in their own channels.

The City operates the system under a NPDES (National Pollutant Discharge Elimination System) General Stormwater Permit for a group of communities (Phase II) which regulates our operation of the system including mandating the regulations communities must put in place for their citizens to operate under. Compliance with this permit has become an increasingly larger burden for all cities under Phase II requirements. Our Environmental staff spends part of their time gathering information, inspecting facilities, investigating complaints and reporting compliance.

Much of the cost of operating the system budget is dedicated to annual maintenance and cleaning efforts. This work is done in part by employees of the Water, Wastewater and Street Maintenance divisions of Public Works and billed back to the stormwater fund as actual costs are incurred.

They City has received many grants over the last several years, as part of the local four-agency Wenatchee Stormwater Technical Advisory Committee. These grants had been utilized to aid in compliance with the new regulations and also to help construct new facilities.

The Storm drain Utility Department is responsible for:

- Development of stormwater regulations concerning activities within the City which may affect stormwater quality
- Annual cleaning of the system – the goal is to clean all areas of the system on a two year rotation and visit the "problem areas" of the system annually
- Develop a capital improvement plan for the construction of facilities necessary to comply with NPDES and to provide adequate conveyance for stormwater within the City.
- Inventorying and mapping stormwater facilities
- Compliance with NPDES Phase II General Stormwater Permit

2015 Goals and Accomplishments:

- Update stormwater code to comply with the new requirements of the Phase II Municipal Stormwater Permit effective August 1, 2014.
- ✓ Provide education and outreach at community events and in the schools.
- ✓ Inspect outfalls and water quality treatment facilities at least once.
- ✓ Develop internal coordination plan for stormwater program implementation.

**#410 - STORM DRAIN UTILITY**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues:</b>								
Operating	1,499,718	1,887,967	1,931,845	0	1,931,845	1,977,830	45,985	2.38%
Grant	50,330	186,034	0	0	0	0	0	#DIV/0!
<b>Total Revenues</b>	<b>1,550,048</b>	<b>2,074,001</b>	<b>1,931,845</b>	<b>0</b>	<b>1,931,845</b>	<b>1,977,830</b>	<b>45,985</b>	<b>2.38%</b>
<b>Expenses:</b>								
Salary/benefits	(230,362)	(330,076)	(314,690)	(110,000)	(424,690)	(466,355)	(41,665)	9.81%
Miscellaneous	(350,369)	(962,924)	(903,690)	(100,000)	(1,003,690)	(948,840)	54,850	(5.46%)
Capital Outlay	(495,742)	(735,706)	(648,065)	300,000	(348,065)	(128,055)	220,010	(63.21%)
Bond Interest	(136,991)	(131,686)	(127,680)	0	(127,680)	(121,765)	5,915	(4.63%)
Bond Principal (12/1)	(183,780)	(187,864)	(192,460)	0	(192,460)	(198,075)	(5,615)	2.92%
<b>Total Expenses</b>	<b>(1,397,244)</b>	<b>(2,348,256)</b>	<b>(2,186,585)</b>	<b>90,000</b>	<b>(2,096,585)</b>	<b>(1,863,090)</b>	<b>233,495</b>	<b>(11.14%)</b>
Change in Net Working Capital	152,804	(274,255)	(254,740)		(164,740)	114,740		
Beginning Working Cap.			2,614,935		2,614,935	2,450,195		
Ending Working Cap.			2,360,195		2,450,195	2,564,935		
FTE's			2.83			5.5		

2016 Goals:

- Begin implementation of the post-construction stormwater facility inspection program.
- Participate in the development of the Eastern WA Effectiveness Study list. The ranked list of twelve to fifteen studies is due to Ecology on June 30, 2016. For each study, the lead entity and participating agencies must be identified.
- Complete inspections and maintenance of 20% of the stormwater system.
- Update operations and maintenance plan.
- Update stormwater comprehensive plan with an emphasis on developing capital improvement projects consistent with the current stormwater regulations.

Significant 2016 Budget Issues:

- As the maintenance and administration (NPDES compliance) take up a larger portion of the budget, less is available for satisfying the capital needs of the system, which are significant. The monthly stormwater fees have increased to cover some of these costs, but there is an upper limit on acceptable fees which we want to stay under.

Please see the Construction Projects section for detailed funding sources and expense categories for the capital outlay budgeted.

**#415 – Regional Water Fund**

The Wenatchee Regional Water System supplies water to the City of Wenatchee, Chelan County Public Utility District (PUD), and the East Wenatchee Water District (EWWD). These three water purveyors serve domestic water for the entire Wenatchee Valley. The City operates and maintains the system in cooperation with the PUD and the EWWD through an Advisory Committee. The Advisory Committee is comprised of 3 staff and 3 elected officials who govern the operations of the Regional Water System.

The activities of the Regional Water System include pumping and water delivery, monitoring and maintaining the transmission line, pumps, meters, valves, chlorination equipment, and telemetry equipment.

2015 Goals and Accomplishments:

- ✓ Continue Unregulated Contaminant Monitoring in addition to the routine water quality monitoring.
- ✓ Update the Emergency Response Plan for Regional.
- Finalize source and system redundancy and reliability study and pursue second source development.

- Plan for, bid and construct an entirely new motor control center for the regional source pumps based on requirements from the Douglas County PUD

**#415 - REGIONAL WATER**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Operating	1,266,381	1,334,529	1,366,500	0	1,366,500	1,366,500	0	0.00%
Total Revenues	1,266,381	1,334,529	1,366,500	0	1,366,500	1,366,500	0	0.00%
<b>Expenses:</b>								
Salary/benefits	(144,213)	(171,102)	(165,620)	(67,115)	(232,735)	(192,435)	40,300	(17.32%)
Misc	(246,991)	(331,609)	(349,972)	(26,000)	(375,972)	(357,315)	18,657	(4.96%)
Capital Outlay	(2,540,699)	(136,514)	(1,901,000)	1,300,000	(601,000)	(1,806,340)	(1,205,340)	200.56%
Total Expenses	(2,931,903)	(639,225)	(2,416,592)	1,206,885	(1,209,707)	(2,356,090)	(1,146,383)	94.77%
Change in Net Working Capital	(1,665,522)	695,304	(1,050,092)		156,793	(989,590)		
Beginning Working Cap.			2,063,601		2,063,601	2,220,394		
Ending Working Cap.			1,013,509		2,220,394	1,230,804		
FTE's			1.55			1.7		

**2016 Goals:**

- Conduct a tabletop emergency response exercise for Regional.
- Provide outreach and education to business and residents in the wellhead protection areas.
- Acquire easements for regional line in Douglas County from the Odebashian Bridge to the source along with the WSDOT surplus process.
- Move forward with the second source project.
- Update regional communications system

**Significant 2016 Budget Issues:**

- With the Motor Control upgrades project and the second source project Regional Water will need to look at a potential rate increase in the future. Regional Water is Financially Healthy and is preparing for Future Expansion Needs

Please see the Construction Projects section for detailed funding sources and expense categories for the capital outlay budgeted.

**#420 – Solid Waste Fund**

Garbage services are provided to the citizens of Wenatchee through a contract with Waste Management, Inc. that runs through the year 2020. Based on the provision of the contract Waste Management collects all solid waste throughout the City for both residential and commercial customers. Waste Management bills commercial customers and the City billed residential customers until mid 2014 and used this fund to account for revenues and expenses. Now that the City no longer needs this fund we are in the process of closing the fund and determining what best to do with the balance that could benefit the rates payers. The City is also, negotiating a new contract with Waste Management.

**#420 - SOLID WASTE**

	2013 Actual	2014 Actual	2015 Budget			Final 11/19/2015	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget		\$	%
<b>Revenues</b>								
Operating	2,036,390	759,223	0	0	0	0	0	#DIV/0!
DOE Grant	0	0	0	0	0	0	0	#DIV/0!
<b>Total Revenues</b>	<b>2,036,390</b>	<b>759,223</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Expenses</b>								
Salary/benefits	(80,070)	(26,549)	0	0	0	0	0	#DIV/0!
O & M	(1,882,492)	(763,093)	0	0	0	0	0	#DIV/0!
<b>Total Expenses</b>	<b>(1,962,562)</b>	<b>(789,642)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
Change in Net Working Capital	73,828	(30,419)	0		0	0		
Beginning Working Cap.			315,628		315,628	315,628		
Ending Working Cap.			315,628		315,628	315,628		

**#425 – Regional Decant Facility Fund**

This fund was created in 2012 to account for the construction and operation of the new Decant Facility located in South Wenatchee for the processing of stormwater and street sweeper waste. The original partners in the project were Chelan and Douglas County and the Cities of East Wenatchee and Wenatchee. Douglas County has since withdrawn from the project and East Wenatchee has elected to be a user of the facility instead of a partner in the operations and maintenance. Construction of the facility is substantially complete.

**#425 - Regional Decant Facility**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget Final 11/19/2015	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget		\$	%
<b>Revenues</b>								
Grant Revenue	132,951	594,654	456,645	305,925	762,570	0	(762,570)	(100.00%)
Operating	0	0	0	76,900	76,900	110,800	33,900	44.08%
Transfers In	42,393	153,873	174,755	164,745	339,500	0	(339,500)	(100.00%)
<b>Total Revenues</b>	<b>175,344</b>	<b>748,527</b>	<b>631,400</b>	<b>547,570</b>	<b>1,178,970</b>	<b>110,800</b>	<b>(1,068,170)</b>	<b>(90.60%)</b>
<b>Expenses</b>								
Operating	0	0	0	(76,900)	(76,900)	(110,800)	(33,900)	44.08%
Capital Expenses	(174,670)	(747,782)	(631,400)	(370,665)	(1,002,065)	0	1,002,065	(100.00%)
<b>Total Expenses</b>	<b>(174,670)</b>	<b>(747,782)</b>	<b>(631,400)</b>	<b>(447,565)</b>	<b>(1,078,965)</b>	<b>(110,800)</b>	<b>968,165</b>	<b>(89.73%)</b>
Change in Net Working Capital	674	745	0		100,005	0		
Beginning Working Cap.			0		0	100,005		
Ending Working Cap.			0		100,005	100,005		

**#430 – Cemetery Operations Fund**

The City of Wenatchee Cemetery is operated by the Cemetery Division of the Public Works Department. The Cemetery facilities include the 34 acre Wenatchee Cemetery (which includes a mausoleum with interior and exterior crypts and niches) and the Home Of Peace Mausoleum on South Miller Street. Cemetery staff is responsible for overall operations of the facility, including landscape installation and maintenance, burial service setup, grave, niche and crypt sales, burials marker setting and any other operational task necessary. Staff works with local and out-of-area funeral directors and families directly to accommodate the needs of those utilizing the Cemetery. Due to inadequate operating revenues, the staff at the Cemetery has been reduced to two FTEs down from a high of 5 and there has been limited seasonal staff the past year and none for the 4 prior years.

The City Cemetery derives its revenues from three sources. The first source is fee for services provided by the staff at the Cemetery. The second is from the sale of graves, crypts, niches, markers and other items. The third is from the interest earnings from the Cemetery Endowment Care Fund, a fiduciary fund, which receives 13% of all grave, crypt and niche sales to help provide for future costs of the facility. Currently the interest earnings are reinvested in the fund to maximize

the compound earning potential. The principal or corpus of this fund can never be expended, but the interest revenues from this account are meant to provide funding for the operations of the Cemetery when the other two revenue sources decline as the Cemetery property is filled. For many years the three traditional revenue sources have not been adequate to fund Cemetery operations. For this reason the City's General Fund had made a reoccurring transfer to the Cemetery fund in amounts ranging from \$17,000 to \$90,000 annually.

The Cemetery Department is responsible for:

- Sale of Graves, Crypts and Niches
- Sale of memorial markers, grave vaults, vases and other grave accessories
- Maintenance of irrigation system including pumps, valves, controllers and sprinklers
- Maintenance of over 30 acres of Cemetery turf
- Maintenance of numerous trees, shrubs, bushes and flowers
- Opening and closing of graves
- Coordination of burial services with funeral directors

**2015 Goals and Accomplishments:**

- ✓ Trimming of nearly 19,000 memorial markers twice annually (down from 3 times annually)
- Replat portions of the oldest sections of the Cemetery to provide additional graves in the area allowing upright headstones
- Continuing to update and automating Cemetery Records.
- Removal of potentially dangerous trees.
- Reinstated a weed control program.
- Repaired major site drainage issues

**#430 - CEMETERY**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Operating	188,759	231,932	200,900	0	200,900	218,900	18,000	8.96%
Transfers In - #001	91,000	91,000	90,000	0	90,000	91,000	1,000	1.11%
<b>Total Revenues</b>	<b>279,759</b>	<b>322,932</b>	<b>290,900</b>	<b>0</b>	<b>290,900</b>	<b>309,900</b>	<b>19,000</b>	<b>6.53%</b>
<b>Expenses:</b>								
Salary/benefits	(177,477)	(183,724)	(192,580)	0	(192,580)	(206,030)	(13,450)	6.98%
Miscellaneous	(95,441)	(109,239)	(82,635)	0	(82,635)	(84,085)	(1,450)	1.75%
<b>Total Expenses</b>	<b>(272,918)</b>	<b>(292,963)</b>	<b>(275,215)</b>	<b>0</b>	<b>(275,215)</b>	<b>(290,115)</b>	<b>(14,900)</b>	<b>5.41%</b>
Change in Net Working Capital	6,841	29,969	15,685		15,685	19,785		
Beginning Working Cap.			70,131		70,131	85,816		
Ending Working Cap.			85,816		85,816	105,601		
FTE's			2.05			2.05		

**2016 Goals:**

- Continue to improve the turf management program including weed control and fertilization
- Reinstate the use of temporary labor to supplement full-time staff and inmate labor.
- Increase marker trimming back to 3 times per year
- Continue to update and automate Cemetery records
- Install another niche wall.
- Make roof repairs to Home of Peace Mausoleum on Miller Street.
- Plan for the installation of a new cemetery office.
- Re-plat less desirable portions of the cemetery to allow for pets.
- Complete necessary drainage and roadway improvements on internal cemetery roads.

**Significant 2016 Budget Issues:**

- Revenues at the Cemetery continue to lag behind the cost of operations.

- Trends in the funeral industry (cremation, retaining of ashes, and burial of veterans at National Cemeteries) indicate that, even with modest increases in the past two years, in the long term revenues will not keep pace with the increasing costs of operations.
- Past budget cuts have made it difficult to maintain the high level of operations expected at a municipal cemetery.
- Endowment funds are inadequate to maintain existing infrastructure

## Internal Service Funds

The internal service funds are used to account for goods or services provided by one department or fund to another department or fund of the City.

### #501 - Equipment Operations & Maintenance Fund

The Equipment Operations & Maintenance Division of the Public Works Department is tasked with providing all of the Departments within the City of Wenatchee with high quality fleet management and operations to meet the needs of the end users and citizens of the City of Wenatchee. The Equipment Maintenance staff consists of one supervisor and fleet specialist (both shared with the Facilities Maintenance Division) and three mechanics providing automotive, heavy truck, heavy equipment, emergency vehicle and small engine maintenance.

The Equipment Operations & Maintenance Fund is responsible for:

- Preventive and scheduled maintenance services for all City vehicles and equipment
- Troubleshooting and repair of all City vehicles and equipment
- Specification development and purchasing of vehicles and equipment
- Setup and preparation of new vehicles for service
- Fabrication of materials for other Public Works Divisions
- Winterizing and de-winterizing of seasonal equipment
- Accounting for all vehicle and equipment expenses including parts and labor for repairs and services, fuel used and insurance costs
- Purchase parts and manage parts inventory
- Keeping of all records establishing a complete vehicle history

#### 2015 Goals and Accomplishments:

- ✓ Setup new vehicles
- ✓ Maintain existing fleet vehicles.
- ✓ Setup replacement Water Division service truck
- ✓ Migrated appropriate vehicles to synthetic fluids program to prolong service intervals
- Developing an electronic based work-order system and record keeping system.
- Working on finding solution to ongoing vector truck issues.

#### #501 - CITY SERVICES - Equip. O&M

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Operating	963,693	924,568	862,850	0	862,850	698,635	(164,215)	(19.03%)
Transfers In	0	0	0	185,155	185,155	0	(185,155)	(100.00%)
<b>Total Revenue</b>	<b>963,693</b>	<b>924,568</b>	<b>862,850</b>	<b>185,155</b>	<b>1,048,005</b>	<b>698,635</b>	<b>(164,215)</b>	<b>(15.67%)</b>
<b>Expenses:</b>								
Salary/benefits	(297,646)	(302,276)	(337,460)	(5,000)	(342,460)	(367,440)	(24,980)	7.29%
Miscellaneous	(557,013)	(597,680)	(511,155)	0	(511,155)	(493,925)	17,230	(3.37%)
<b>Total Expenses</b>	<b>(854,659)</b>	<b>(899,956)</b>	<b>(848,615)</b>	<b>(5,000)</b>	<b>(853,615)</b>	<b>(861,365)</b>	<b>(7,750)</b>	<b>0.91%</b>
Change in Net Working Capital	109,034	24,612	14,235		194,390	(162,730)		
Beginning Working Cap.			212,584		212,584	406,974		
Ending Working Cap.			226,819		406,974	244,244		
FTE's	3.75		3.75			3.86		



2016 Goals:

- Provide setup services for numerous vehicles including several special services vehicles with complex lighting and communications equipment
- Continue to evaluate and migrate vehicles to synthetic fluids program when appropriate
- Evaluate fleet maintenance management systems for automation of current programs
- Develop a shop equipment replacement funding plan for major shop equipment.
- Improve training for staff to troubleshoot and maintain increasingly complex automotive electronics systems.
- Continue to develop an electronic records system.
- Install new vehicle lift.

Significant 2016 Budget Issues:

- The scheduled replacement of shop equipment has not been adequately funded. The two-post lift currently in use is nearly 20 years old and needs to be replaced. The development of a shop equipment replacement fund will allow the replacement of obsolete and potentially unsafe equipment on a scheduled plan limiting large variations in fleet revenue needs
- The continual rise of prices on parts and other consumables in the automotive and heavy equipment industry. Fortunately near the end of 2015 we have seen the fuel and oil prices decline so no increases are scheduled for 2016.

**#503 - Equipment Rental & Replacement Fund**

The Equipment Rental & Replacement (ER&R) Division of the Public Works Department is responsible for managing the scheduled replacement of the City's fleet of vehicles and equipment. The ownership of all City vehicles and heavy equipment (with the exception of the 6 pieces of firefighting apparatus) is held by the ER&R Fund. These vehicles and pieces of equipment are rented back to the end-user department at a rental rate sufficient to cover the cost of replacement at the end of its useful life.

The ER&R staff (Public Works Director – Operations, Fleet and Facilities Supervisor, Fleet and Facilities Specialist) has developed a 25-year replacement plan which outlines the replacement schedule of all vehicles and equipment and a cash-flow plan to provide adequate funding for those purchases. The ER&R Fund is a revolving account in which current revenues are used to make the scheduled purchases in any given year.

In recent years the ER&R staff has been looking to the used vehicle and equipment market to temper raising vehicle and equipment costs, if a used vehicle will meet the needs of the end-user. In 2013, three used heavy trucks (two tandem axle and one single axle) were purchased through a fleet reseller.

The Equipment Rental & Replacement Fund is responsible for:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ Scheduling the replacement of all City vehicles and pieces of equipment</li> <li>○ Developing a funding plan to provide for annual purchases</li> </ul> | <ul style="list-style-type: none"> <li>○ Determining and amending expected vehicle life based on maintenance records and utilization history</li> <li>○ Developing specifications for and soliciting quotes for vehicle and equipment purchases</li> </ul> |
|--|--|

2015 Goals and Accomplishments:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ Purchased 2 police detective vehicles.</li> <li>✓ Purchased 4 police patrol vehicles.</li> <li>✓ Purchased new service truck and backhoe and travel vehicle for the water/sewer utility.</li> <li>✓ Purchased new van for facilities.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Purchased service truck, paver, plow, and street sweeper for the street department.</li> <li>✓ Purchased a travel vehicle for the community development department.</li> <li>○ Develop a plan to utilize the used vehicle and equipment market more effectively</li> </ul> |
|---|---|

**#503 - CITY SERVICES - Equip. Replacement**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Intergovernmental	58,930	58,474	59,000	0	59,000	0	(59,000)	(100.00%)
Internal Services	699,185	763,793	764,900	0	764,900	825,345	60,445	7.90%
Miscellaneous	15,676	5,161	3,000	0	3,000	3,000	0	0.00%
Transfers in	88,514	283,591	0	0	0	0	0	#DIV/0!
<b>Total Revenue</b>	<b>862,305</b>	<b>1,111,019</b>	<b>826,900</b>	<b>0</b>	<b>826,900</b>	<b>828,345</b>	<b>60,445</b>	<b>7.31%</b>
<b>Expenses:</b>								
Salary/benefits	(41,103)	(42,304)	(55,205)	0	(55,205)	(57,115)	(1,910)	3.46%
Miscellaneous	(10,752)	(129)	0	0	0	0	0	#DIV/0!
Transfers Out	0	0	0	(881,940)	(881,940)	0	881,940	(100.00%)
Capital Outlay	(766,912)	(775,732)	(813,185)	0	(813,185)	(492,650)	320,535	(39.42%)
<b>Total Expenses</b>	<b>(818,767)</b>	<b>(818,165)</b>	<b>(868,390)</b>	<b>(881,940)</b>	<b>(1,750,330)</b>	<b>(549,765)</b>	<b>1,200,565</b>	<b>(68.59%)</b>
Change in Net Working Capital	43,538	292,854	(41,490)		(923,430)	278,580		
Beginning Working Cap.			2,931,831		2,931,831	2,008,401		
Ending Working Cap.			2,890,341		2,008,401	2,286,981		
FTE's	0.44		0.44			0.52		

2016 Goals:

- Procure the following vehicles:
  - Police Department – Traffic enforcement vehicle
  - Police Department – Detective Vehicle
  - PW Utilities – 2- 1 Ton’s with plows, crane, box for 5yd dump truck.
  - PW Street Division – Paint Striper.
  - PW Street Division – Spray
- Evaluate vehicles and pieces of equipment for extension of useful life.
- Evaluate fleet utilization with a goal of consolidating or eliminating underutilized vehicles

Significant 2016 Budget Issues:

- Over the past 5 budget cycles the City has utilized replacement rate “holidays” to reduce the cost of funding the replacement of the City’s fleet by extending projected vehicle life. This practice ended for the most part in 2013 but has caused many vehicles and pieces of equipment to be underfunded when the true end-of-life is met. The challenge is to slowly rectify this imbalance over the next several years so that when a vehicle reaches it end-of-life, adequate funds have been collected to provide for the replacement.

**#504 - Facility Maintenance Fund**

The Public Works Department’s Facility Maintenance Division is responsible for the building maintenance for all of the City’s facilities. This includes City Hall, the Police Station, the Historic Police Station (home of Information Services/Facility Maintenance/Drug Task Force), the Public Services Center Complex, the Museum Complex, the Community Center, two Fire Stations, the City Pool and Bathhouse and some of the work at the buildings in City parks. This fund primarily derives its revenue from a general fund transfer in the “other administrative” section of the budget. Other non-general fund departments also contribute to the Facility Maintenance fund for facility maintenance and upkeep.

The facility maintenance crew also provides tenant improvement services for City departments such as remodels of existing spaces, or expansions to accommodate departmental growth.

Facility Maintenance Division is responsible for:

- Maintenance of all City facilities including:

- Heating, Ventilation and Air Conditioning (HVAC) operations and maintenance
- Electrical maintenance including lighting
- Plumbing system maintenance and replacement
- Construction of improvement to City owned facilities
- Contracting for outside repair or construction at City facilities
- Maintenance of building finishes (paint, wall paper, carpet, ceiling tile)
- Maintenance of security systems including managing city-wide keying system
- Maintenance of City appliances

2015 Goals and Accomplishments:

- ✓ Major improvements the Community Center lighting and HVAC system.
- ✓ Upgrades for cooling Police Station compressors
- ✓ Changing fire suppression system for RiverCom's server room
- ✓ Roof repairs to Convention Center.
- ✓ Repair and upgrades to fountain outside of the Convention Center.
- ✓ Responding to daily work orders for maintenance issues in a timely manner
- Develop and post evacuation Plans for all City buildings
- Install strip drain and oil water separator in front of Fire Station #1
- Convention Center Lighting, HVAC, and architectural upgrades

**#504 - CITY SERVICES - Facilities**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Internal Services	294,861	300,241	380,000	0	380,000	330,000	(50,000)	(13.16%)
Facility Leases	25,803	40,962	38,500	0	38,500	31,720	(6,780)	(17.61%)
Miscellaneous	398	208	100	0	100	200	100	100.00%
Transfer in	0	80,000	0	225,000	225,000	0	(225,000)	(100.00%)
<b>Total Revenue</b>	<b>321,062</b>	<b>421,411</b>	<b>418,600</b>	<b>225,000</b>	<b>643,600</b>	<b>361,920</b>	<b>(281,680)</b>	<b>(43.77%)</b>
<b>Expenses:</b>								
Salary/benefits	(140,318)	(147,407)	(230,020)	0	(230,020)	(254,095)	(24,075)	10.47%
Miscellaneous	(143,331)	(122,203)	(140,070)	0	(140,070)	(149,940)	(9,870)	7.05%
Capital	0	(81,731)	0	(225,000)	(225,000)	0	225,000	(100.00%)
<b>Total Expenses</b>	<b>(283,649)</b>	<b>(351,341)</b>	<b>(370,090)</b>	<b>(225,000)</b>	<b>(595,090)</b>	<b>(404,035)</b>	<b>191,055</b>	<b>(32.11%)</b>
Change in Net Working Capital	37,413	70,070	48,510		48,510	(42,115)		
Beginning Working Cap.			235,037		235,037	283,547		
Ending Working Cap.			283,547		283,547	241,432		
FTE's	2.71		1.71			2.55		

2016 Goals:

- New HVAC controls and energy saving measures for the Police Station.
- Pigeon control at several City Facilities
- Repairs to pool walls and floor prior to opening
- Install new flag lighting fixture at City Hall
- Remove multiple instances of graffiti on City owned facilities
- Replace doors and hardware throughout the Convention Center.
- Roofing repairs City wide.
- Repairs to facility parking lots.
- Clean mechanical and electrical rooms citywide.
- Develop a database for tracking and scheduling facility routine maintenance.

Significant 2016 Budget Issues:

With the loss of one of the two Facility Maintenance Technicians in 2012 the staff's ability to complete larger maintenance projects while still responding to daily facility issues has been diminished. Keeping ahead of emergency maintenance situations by deploying strategies like facility re-lamping and scheduled HVAC maintenance will help minimize call-backs

and low efficiency tasks. In the 2016 budget a seasonal facility maintenance technician has been requested and would split time between the convention center and the rest of the City facilities. Eventually the second Facility Maintenance Technician will need to be funded again in the budget.

### #502 - Self Insurance Fund

The Self Insurance Fund provides property/casualty insurance that covers all City assets and programs. The City is a member of the Association of Washington City Risk Management Service Agency (AWC RMSA) pool. AWC RMSA had 86 member municipalities as of December 31, 2011. Members pay an annual assessment to the AWC RMSA. The AWC RMSA is responsible for payment of all covered causes of loss against the jurisdiction above the stated retention. AWC RMSA, itself, pays out of its own funds all claims up to \$250,000 for liability and \$50,000 for property, and thereafter purchases excess liability insurance. The revenue for this fund are transfers in from the operating funds. The reserve balance goal for this fund is to have \$500,000 in excess of the premium.

#### #502 - SELF - INSURANCE

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues:</b>								
Internal Services	947,208	933,190	899,500	0	899,500	765,000	(134,500)	(14.95%)
Miscellaneous	91,896	68,491	25,500	100,000	125,500	100,750	(24,750)	(19.72%)
<b>Total Revenue</b>	<b>1,039,104</b>	<b>1,001,681</b>	<b>925,000</b>	<b>100,000</b>	<b>1,025,000</b>	<b>865,750</b>	<b>(159,250)</b>	<b>(15.54%)</b>
<b>Expenses:</b>								
Insurance Premiums	(845,269)	(772,943)	(795,000)	0	(795,000)	(772,310)	22,690	(2.85%)
Payments to Claimants/Misc	(164,323)	(82,429)	(130,000)	(100,000)	(230,000)	(250,000)	(20,000)	8.70%
<b>Total Expenses</b>	<b>(1,009,592)</b>	<b>(855,372)</b>	<b>(925,000)</b>	<b>(100,000)</b>	<b>(1,025,000)</b>	<b>(1,022,310)</b>	<b>2,690</b>	<b>(0.26%)</b>
Change in Net Working Capital	29,512	146,309	0		0	(156,560)		
Beginning Working Cap.			<u>1,487,551</u>		<u>1,487,551</u>	<u>1,487,551</u>		
Ending Working Cap.			<u>1,487,551</u>		<u>1,487,551</u>	<u>1,330,991</u>		

### #505 - Information Systems Fund

The Information Systems department's mission is to proactively provide cost effective, reliable, standardized, and current information technology tools, systems, and services including customer support to the departments of the City of Wenatchee. The Information Systems department designs, maintains, and monitors the City's data network. The department orders, delivers, repairs, and maintains all desktop, handheld personal computers and peripheral equipment. They insure the integrity and security of data operations, and oversee and manage the City's data center. Primary computer applications, such as financial, payroll, utilities, permitting, and public safety and related database systems, are maintained and supported by the Information Systems department. The department manages the City's Internet and Intranet web sites, Wenatchee Public Access TV equipment and programming, council chambers technology operations and support and the City's telephone systems.

#### 2015 Goals and Accomplishments:

- Install Anti-Malware software
- Install AppLocker
- Migrate Fire computer infrastructure to Chelan County Fire District #1
- Upgrade Microsoft Office
- Upgrade Convention Center phone system
- Upgrade Museum point of sale software
- Upgrade storage area network

**#505 - INFORMATION TECHNOLOGY**

	2013 Actual	2014 Actual	2015 Budget			2016 Budget	Change from 2015	
			Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
<b>Revenues</b>								
Internal services	797,065	828,333	895,020	0	895,020	957,150	62,130	6.94%
Cable TV/Capital Contributions	2,430	2,298	2,300	0	2,300	2,300	0	0.00%
Miscellaneous	4,799	295	350	0	350	350	0	0.00%
Transfers In	0	21,558	0	15,300	15,300	0	(15,300)	(100.00%)
<b>Total Revenue</b>	<b>804,294</b>	<b>852,484</b>	<b>897,670</b>	<b>15,300</b>	<b>912,970</b>	<b>959,800</b>	<b>46,830</b>	<b>5.13%</b>
<b>Expenses:</b>								
Salary/benefits	(394,234)	(402,436)	(421,820)	0	(421,820)	(443,125)	(21,305)	5.05%
Miscellaneous	(358,415)	(434,659)	(502,310)	0	(502,310)	(531,150)	(28,840)	5.74%
Capital Outlay	(26,073)	(68,631)	0	(15,300)	(15,300)	0	15,300	(100.00%)
<b>Total Expenses</b>	<b>(778,722)</b>	<b>(905,726)</b>	<b>(924,130)</b>	<b>(15,300)</b>	<b>(939,430)</b>	<b>(974,275)</b>	<b>(34,845)</b>	<b>3.71%</b>
Change in Net Working Capital	25,572	(53,242)	(26,460)		(26,460)	(14,475)		
Beginning Working Cap.			213,754		213,754	187,294		
Ending Working Cap.			187,294		187,294	172,819		
<b>FTE's</b>	<b>4</b>		<b>4</b>			<b>4</b>		

2016 Goals:

- Migrate document imaging to new vendor product
- Upgrade to Windows 10
- Eliminate final Windows 2003 server
- Website redesign
- Upgrade website content management software
- Setup Disaster Recovery as a Service (pending budget approval)
- Setup GIS server infrastructure

**Fiduciary Funds**

Fiduciary funds account for assets held by a government in a trustee capacity or as an agent for other governments or funds.

**#610 - Cemetery Endowment Fund**

This fund is used to account of trust amounts received through sales of graves, crypts and niches in the Cemetery Enterprise Fund. At the point the existing City cemetery is at full capacity the interest earning on the corpus of this fund will be used for the operation and maintenance of the facility, however the corpus may not be spent. The Fund currently has four investments outstanding:

- Interfund loan with the General Fund, a \$71,509 principal and interest annual payment, interest rate of 3.592%, final payment will be September 2018
- Riverside Drive LID bond, \$400,000, this is a 20 year bond, interest earned (5.56%) is based on declining principal balance, property owners can pay off or pay down the principal balance early, therefore it is difficult to determine what future interest earnings may be. The outstanding balance as of Sept 2015 is \$177,794.
- Local Revitalization Financing (LRF) interfund loan \$199,000 issued in 2014, has a 2.38% interest rate and matures 2023. This will be repaid from Fund #307 revenues, which has dedicated 25% to repayment of interfund loans.
- LRF interfund loan \$212,445 issued 2015, has a 2% interest rate and matures 2018. This will be repaid from Fund #307.

**#610 - CEMETERY TRUST**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues	48,426	43,564	37,000	0	37,000	35,640	(37,000)	(100.00%)
Expenses	0	0	0	0	0	0	0	#DIV/0!
Revenues over (under) expenditures	48,426	43,564	37,000		37,000	35,640		
Fund Balance January 1,	904,372	952,798	996,362		996,362	1,033,362		
Fund Balance December 31	952,798	996,362	1,033,362		1,033,362	1,069,002		

**#611 - Firemen's Pension Fund**

RCW.3.24.380 established the authority to create a Firemen's Pension Fund to meet the requirement of Washington State Law to provide pension and related benefits to fire department employees hired prior to March 1, 1970. As of December 31, 2011, there were 25 retirees or beneficiaries eligible for retirement benefits. Of these 25, the State pays seven; the City pays four; and both the City and State share the cost of the remaining 14. The City is required to have a bi-annual actuarial study done. The last valuation was January 1, 2014 and indicated the City pension fund was over funded and if we used pension funds to pay other mandatory benefits for the retirees it be limited to no more than \$89,000 per year over the next 10 years.

The pension fund has two long term investment:

Riverside Drive LID bond, \$1,500,000, this is a 20 year bond, interest earned (5.56%) is based on declining principal balance, property owners can pay off or pay down the principal balance early, therefore it is difficult to determine what future interest earnings may be; the outstanding balance at September 2015 is \$666,726.

Federal Securities maturing 2017-2018, interest rates ranging from .94% to 1.12%, anticipated annual earnings of \$8,700.

**#611 - FIREMEN'S PENSION**

			2015 Budget			2016 Budget	Change from 2015	
	2013 Actual	2014 Actual	Approved Budget	Budget Amend	Amended Budget	Final 11/19/2015	\$	%
Revenues								
Fire Insurance Premium	26,147	28,955	26,000	0	26,000	21,450	(4,550)	(17.50%)
Miscellaneous	73,365	44,524	40,000	0	40,000	12,000	(28,000)	(70.00%)
Total Revenue	99,512	73,479	66,000	0	66,000	33,450	(32,550)	(49.32%)
Expenses								
Operating	(113,645)	(133,347)	(133,575)	0	(133,575)	(142,000)	(8,425)	6.31%
Transfers -out \$116	0	0	(70,000)	0	(70,000)	(70,000)	0	0.00%
Total Expenses	(113,645)	(133,347)	(203,575)	0	(203,575)	(212,000)	(8,425)	4.14%
Revenues over (under) expenditures	(14,133)	(59,868)	(137,575)		(137,575)	(178,550)		
Fund Balance January 1,	2,077,127	2,062,994	2,003,126		2,003,126	1,865,551		
Fund Balance December 31	2,062,994	2,003,126	1,865,551		1,865,551	1,687,001		

## Staffing History

### Analysis of Full-Time Equivalent Employees (FTEs)

	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
<b>General Fund</b>										
<u>Excluding Public Safety</u>										
Council / Administration	4.900	4.670	4.000	4.000	4.000	4.000	4.000	5.830	6.500	6.500
Finance	5.500	6.040	6.700	6.700	11.000	11.800	12.000	11.000	11.000	11.500
Code Enforcement	6.370	5.071	6.000	6.000	6.000	6.000	6.000	6.000	4.000	4.000
Planning	7.146	6.191	5.020	5.120	3.820	4.020	4.020	6.020	8.020	8.040
Engineering	7.309	7.258	6.850	6.850	6.050	6.050	6.050	5.250	5.250	5.525
Recreation & Swimming Pool	3.100	2.600	2.500	2.500	2.500	2.500	3.100	3.600	3.600	3.225
Park Maintenance	8.200	8.000	7.170	7.170	7.050	7.050	7.450	7.450	7.450	7.575
Museum	0.000	0.000	1.000	1.000	5.000	5.000	5.000	6.000	6.000	6.000
Total excluding public safety	<u>42.525</u>	<u>39.830</u>	<u>39.240</u>	<u>39.340</u>	<u>45.420</u>	<u>46.420</u>	<u>47.620</u>	<u>51.150</u>	<u>51.820</u>	<u>52.365</u>
<u>Fire</u>										
Fire Administration	0.000	3.000	2.500	3.300	3.800	4.000	4.000	5.000	5.000	5.000
Firefighters	0.000	25.000	26.000	26.000	28.000	28.000	30.000	31.000	31.000	31.000
Total Fire Department	<u>0.000</u>	<u>28.000</u>	<u>28.500</u>	<u>29.300</u>	<u>31.800</u>	<u>32.000</u>	<u>34.000</u>	<u>36.000</u>	<u>36.000</u>	<u>36.000</u>
<u>Police</u>										
Administration	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
Officers	35.000	34.000	33.000	34.000	37.000	37.000	38.000	40.000	39.000	39.000
Records	8.000	8.000	8.000	8.000	9.000	9.000	10.000	10.000	10.000	10.000
Total Police Department	<u>47.000</u>	<u>46.000</u>	<u>45.000</u>	<u>46.000</u>	<u>50.000</u>	<u>50.000</u>	<u>52.000</u>	<u>54.000</u>	<u>53.000</u>	<u>53.000</u>
General Fund Total	<u>89.525</u>	<u>113.830</u>	<u>112.740</u>	<u>114.640</u>	<u>127.220</u>	<u>128.420</u>	<u>133.620</u>	<u>141.150</u>	<u>140.820</u>	<u>141.365</u>
<b>All Other Funds</b>										
Convention Center Fund	1.270	1.270	2.100	2.100	2.100	2.100	2.100	2.100	2.100	2.125
Streets Fund	12.600	12.550	11.880	11.980	11.930	11.410	13.080	13.080	13.000	12.800
Community Center Operations	0.000	0.000	0.000	1.000	1.000	1.000	1.000	1.000	0.950	0.500
Water/Sewer Fund	28.687	27.886	28.512	26.580	24.970	25.070	25.070	25.070	25.200	24.050
Regional Water Fund	1.700	1.600	1.600	1.550	1.500	1.500	1.500	1.500	1.450	1.450
Sanitation Fund	0.000	0.000	0.199	1.210	0.000	0.000	0.000	0.000	0.000	0.000
Storm Drain Fund	5.513	5.400	3.138	2.830	2.150	2.300	2.300	2.300	2.300	1.850
Cemetery Fund	2.050	2.050	2.050	2.050	2.050	2.050	2.050	2.050	2.050	2.050
Equip Rental - O & M Fund	3.860	3.860	3.750	3.750	3.750	3.750	3.750	3.750	3.750	3.800
Equip Rental - Replacement Fund	0.520	0.520	0.440	0.440	0.440	0.440	0.440	0.440	0.440	0.450
Facilities Maintenance Fund	2.550	2.550	1.710	1.710	1.710	2.710	2.710	2.710	2.710	2.825
Data Processing Fund	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
Total excluding general fund	<u>62.750</u>	<u>61.686</u>	<u>59.379</u>	<u>59.200</u>	<u>55.600</u>	<u>56.330</u>	<u>58.000</u>	<u>58.000</u>	<u>57.950</u>	<u>55.900</u>
Total FTE Employees	<b>152.275</b>	<b>175.516</b>	<b>172.119</b>	<b>173.840</b>	<b>182.820</b>	<b>184.750</b>	<b>191.620</b>	<b>199.150</b>	<b>198.770</b>	<b>197.265</b>

## Construction Projects

Below is the Street and miscellaneous governmental related construction projects included in the 2016 budget:

	Budget Requests	2016 Budget	Future Years
General Fund		60,000	
Fund 108 Street Maint		45,000	0
Fund 109 Arterial Streets		4,550,834	1,589,244
Fund 111 Street Overlay		195,000	0
Fund 302 Govt Capital Projects		148,720	1,339,522
Fund 401 Water/Sewer		17,405	206,056
Fund 410 Storm Drain		120,432	0
		<u>5,137,391</u>	<u>3,134,822</u>

### SR285/S Wenatchee Ped X-ing Improvements

Pedestrian safety improvements for crossing routes of SR285 (Mission St) and the SR285 Couplet (Chelan Ave) and Chelan Ave/Spokane St, Mission St/Spokane St, and Mission St/Chelalis.

Project Revenues by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	68,500			10,125	8,910		19,035
GRANTS:							
Indirect Federal Grant	433,000			64,875	57,090		121,965
<b>Total Project Revenues</b>	<b>501,500</b>			<b>75,000</b>	<b>66,000</b>		<b>141,000</b>
Project Expenditures by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	105,000			75,000	30,000		105,000
Land (ROW Acquisition)	36,000				36,000		36,000
Construction	324,795						
Construction Engineering	35,205						
Other Art Fund	500						
<b>Total Project Expenditures</b>	<b>501,500</b>			<b>75,000</b>	<b>66,000</b>		<b>141,000</b>

### SR 285 Miller to Ferry

Durable pavement markings on SR285 Mission/Chelan from the intersection of Miller southerly to a point 575 feet north of Peachy Street as well as two-way Mission from here to George Sellar Bridge.

Project Revenues by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	10,630	11,487					11,487
GRANTS:							
Indirect Federal Grant	895,353	276,415	83,110	534,971			894,496
<b>Total Project Revenues</b>	<b>905,983</b>	<b>287,902</b>	<b>83,110</b>	<b>534,971</b>			<b>905,983</b>
Project Expenditures by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design Engineering	140,000	57,896	83,110				141,006
Transpo Study - Grant	35,353	34,352					34,352
Transpo Study - Arterial	10,630	10,624					10,624
Construction	676,000	173,853		502,148			676,001
Construction Engineering	44,000	11,177		32,823			44,000
<b>Total Project Expenditures</b>	<b>905,983</b>	<b>287,902</b>	<b>83,110</b>	<b>534,971</b>			<b>905,983</b>



**Okanogan Red Apple Sidewalks**

Install approx. 1550 feet of curb, gutter, and sidewalk along the west side of Okanogan Ave and the south side of Red Apple Rd. Install crosswalks and signing on Red Apple Rd, and improve the intersection of Okanogan/Red Apple Rd including the return radius, sight distance, and signage. Upgrade school zone signage on Okanogan Ave and Red Apple Rd to include flashers and vehicle speed feedback signs.

Project Revenues by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	130,752	365	130,387			95,118	130,752
Fund: #410 - Storm	18,000		18,000			(9,117)	18,000
GRANTS:							
Indirect Federal Grant	354,420	22,415	318,005	14,000			354,420
<b>Total Project Revenues</b>	<b>503,172</b>	<b>22,780</b>	<b>466,392</b>	<b>14,000</b>		<b>86,001</b>	<b>503,172</b>

Project Expenditures by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Engineering Interfund	26,000	22,780	3,220			(37,586)	26,000
Land (ROW Acquisition)	11,000		11,000			(10,037)	11,000
Construction	422,801		422,801			104,874	422,801
Construction Engineering	27,871		27,871			27,871	27,871
Education	5,000			5,000			5,000
Enforcement	9,000			9,000			9,000
Other Art Fund	1,500		1,500			879	1,500
<b>Total Project Expenditures</b>	<b>503,172</b>	<b>22,780</b>	<b>466,392</b>	<b>14,000</b>		<b>86,001</b>	<b>503,172</b>

**McKittrick, Wenatchee Ave (SR285) to Pine**

Reconstruct roadway, installation of stormwater facilities, lighting, curb, gutter and sidewalks on McKittrick St (SR285) between Wenatchee Ave and Pine St.

Project Revenues by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	216,660		2,250	63,975	150,435		216,660
GRANTS:							
TIB	1,227,740		12,750	362,525	852,465		1,227,740
<b>Total Project Revenues</b>	<b>1,444,400</b>		<b>15,000</b>	<b>426,500</b>	<b>1,002,900</b>		<b>1,444,400</b>

Project Expenditures by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design Interfund	136,500		15,000	121,500			136,500
Land (ROW Acquisition)	305,000			305,000			305,000
Construction	910,500				910,500		910,500
Construction Engineering	91,000				91,000		91,000
Other Art Fund	1,400				1,400		1,400
<b>Total Project Expenditures</b>	<b>1,444,400</b>		<b>15,000</b>	<b>426,500</b>	<b>1,002,900</b>		<b>1,444,400</b>

**McKittrick & Wenatchee Ave Signal**

This project includes installation of a traffic signal at the intersection of McKittrick Street and North Wenatchee Avenue (SR 285). The project will allow for U-turns and a center median along North Wenatchee Avenue. The project will also add a fourth leg to the intersection to provide access and circulation that is identified in the Master Plan.

Project Revenues by Category	Overall Budget	Prior Years	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	271,690	26,799	16,200	228,691			271,690
GRANTS:							
Indirect Federal Grant	1,269,330	86,373	103,800	1,079,157			1,269,330
<b>Total Project Revenues</b>	<b>1,541,020</b>	<b>113,172</b>	<b>120,000</b>	<b>1,307,848</b>			<b>1,541,020</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design Engineer Consultant	197,230	113,172	20,000	64,059			197,231
Land (ROW Acquisition)	700,000		100,000	600,000			700,000
Construction	578,010			578,010			578,010
Construction Engineering	65,000			65,000			65,000
Art Fund	780			780			780
<b>Total Project Expenditures</b>	<b>1,541,020</b>	<b>113,172</b>	<b>120,000</b>	<b>1,307,849</b>			<b>1,541,021</b>

**Western Ave Safety Improvements**

Improvements of Western Avenue consisting of new traffic signal at intersection of Western / Maple in addition to necessary utility and sidewalk improvements. Improvements to intersection of Cherry and Western. Widen roadway and add curb, gutter, and sidewalk on the east side of Western/No. 2 Canyon from Cherry to intersection of Skyline Drive.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	125,034	6,121	7,987	110,926			125,034
Fund: #410 - Storm	120,432			120,432			120,432
GRANTS:							
Indirect Federal Grant (up to \$795,000)	788,082	39,218	51,175	697,689			788,082
<b>Total Project Revenues</b>	<b>1,033,548</b>	<b>45,339</b>	<b>59,162</b>	<b>929,047</b>			<b>1,033,548</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design Interfund	94,500	45,338	49,162				94,500
Land (ROW Acquisition)	147,000		10,000	137,000			147,000
Construction	746,009			746,009			746,009
Construction Engineering	44,000			44,000			44,000
Other Art Fund	2,039			2,039			2,039
<b>Total Project Expenditures</b>	<b>1,033,548</b>	<b>45,338</b>	<b>59,162</b>	<b>929,048</b>			<b>1,033,548</b>

**Wenatchee Pedestrian Safety Improvement**

Improve conditions for pedestrians by installing pedestrian crossings and curb bulb-outs. Pedestrian signs and rectangular rapid flashing beacons to: Washington & Elliot Ave; Ferry & Methow. Install curb bulb-outs w/ADA ramps at: Mission & Orondo; Chelan & 9th.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	8,100		8,100				8,100
GRANTS:							
Indirect Federal Grant	395,900		72,900	323,000			395,900
<b>Total Project Revenues</b>	<b>404,000</b>		<b>81,000</b>	<b>323,000</b>			<b>404,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design Engineer Interfund	81,000		81,000				81,000
Construction	291,500			291,500			291,500
Construction Engineering	31,500			31,500			31,500
<b>Total Project Expenditures</b>	<b>404,000</b>		<b>81,000</b>	<b>323,000</b>			<b>404,000</b>

**Mission - Miller Intersection**

Modify intersection of Mission and Miller to accommodate truck traffic. Consists of new traffic signal standard, modifying right-turn lane and restricting right turns on red for northbound SR285 among other improvements. The scope of the project was expanded in 2014 to include improvements to the intersections of Chelan Ave (SR285 Couplet) / Miller Street, and Miller & Springwater.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	129,245	6,483	13,287	109,475			129,245
GRANTS:							
TIB	725,801	36,736	75,290	613,775			725,801
<b>Total Project Revenues</b>	<b>855,046</b>	<b>43,219</b>	<b>88,577</b>	<b>723,250</b>			<b>855,046</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	97,796	43,219	54,577				97,796
Land (ROW Acquisition)	34,000		34,000				34,000
Construction	656,970			656,970			656,970
Construction Engineering	65,000			65,000			65,000
Other Art Fund	1,280			1,280			1,280
<b>Total Project Expenditures</b>	<b>855,046</b>	<b>43,219</b>	<b>88,577</b>	<b>723,250</b>			<b>855,046</b>

**Wenatchee Signage Safety Improvements**

Upgrade signs on major and minor collectors throughout the city and add truck-route signs along freight corridors. Includes addressing ~735 traffic signs for compliance with MUTCD and replace with new signs as needed. Truck route signs on Wenatchee Ave to Chelan St for: 9th, 5th, 2nd, Orondo, and Kittitas

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	3,050		300	2,750			3,050
GRANTS:							
Indirect Federal Grant	149,950		2,700	24,750	122,500		149,950
<b>Total Project Revenues</b>	<b>153,000</b>		<b>3,000</b>	<b>27,500</b>	<b>122,500</b>		<b>153,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	30,500		3,000	27,500			30,500
Construction	111,000				111,000		111,000
Construction Engineering	11,500				11,500		11,500
<b>Total Project Expenditures</b>	<b>153,000</b>		<b>3,000</b>	<b>27,500</b>	<b>122,500</b>		<b>153,000</b>

**Mission/Terminal (Crawford to Parkway)**

This project includes design and construction of sidewalks, crosswalks, and illumination to improve pedestrian safety in the vicinity of Mission Street (Crawford to Parkway) and Terminal Avenue. This is a partnership TIB grant project with Chelan County as lead. The total project estimate is \$526,200.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	57,200		3,000	4,150	50,050		57,200
GRANTS:							
<b>Total Project Revenues</b>	<b>57,200</b>		<b>3,000</b>	<b>4,150</b>	<b>50,050</b>		<b>57,200</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	7,150		3,000	4,150			7,150
Construction	50,050				50,050		50,050
<b>Total Project Expenditures</b>	<b>57,200</b>		<b>3,000</b>	<b>4,150</b>	<b>50,050</b>		<b>57,200</b>

**Mission/Chelan Pavement Preservation**

This project includes pavement preservation activities for Mission & Chelan at Miller Intersections on the same footprint as Mission - Miller Intersection Project which will be constructed this year.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	35,000		3,250	31,750			35,000
GRANTS:							
WSDOT	245,000		21,750	223,250			245,000
<b>Total Project Revenues</b>	<b>280,000</b>		<b>25,000</b>	<b>255,000</b>			<b>280,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	25,000		25,000				25,000
Construction Engineering	254,650			254,650			254,650
Other Art Fund	350			350			350
<b>Total Project Expenditures</b>	<b>280,000</b>		<b>25,000</b>	<b>255,000</b>			<b>280,000</b>

**Lewis and Clark Sidewalks**

Approximately 520 linear feet of sidewalk, curb, gutter and stormwater/sewer on the east side of Princeton Ave directly across from Lewis and Clark Elementary. Curb extensions on the west side of Princeton Ave/Springwater, in addition to other safety improvements.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets							-
Fund: #401 - Sewer	223,461			17,405	206,056		223,461
GRANTS:							
Indirect Federal Grant	372,794		4,000	36,000	332,794		372,794
WSDOT							-
<b>Total Project Revenues</b>	<b>596,255</b>		<b>4,000</b>	<b>53,405</b>	<b>538,850</b>		<b>596,255</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	57,405		4,000	53,405			57,405
Land (ROW Acquisition)	114,000				114,000		114,000
Construction	384,620				384,620		384,620
Construction Engineering	38,380				38,380		38,380
Other Art Fund	1,850				1,850		1,850
<b>Total Project Expenditures</b>	<b>596,255</b>		<b>4,000</b>	<b>53,405</b>	<b>538,850</b>		<b>596,255</b>

**First Street Bikeway Safety Study**

Public outreach, complete 30% design for bikeway on First St from Miller Avenue to the Riverwalk Crossing Pedestrian Bridge.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #109 - Arterial Streets	5,000			2,500	2,500		5,000
GRANTS:							
WSDOT	25,000			12,500	12,500		25,000
<b>Total Project Revenues</b>	<b>30,000</b>			<b>15,000</b>	<b>15,000</b>		<b>30,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	30,000			15,000	15,000		30,000
<b>Total Project Expenditures</b>	<b>30,000</b>			<b>15,000</b>	<b>15,000</b>		<b>30,000</b>

**Lewis Street Sidewalk Construction**

This project continue the project started in 2015 on Lewis Street. The entire project was to fill in the gap in sidewalk on Lewis from South Mission to Methow Street. This second and final phase of the work will install concrete curb, gutter and sidewalk between S Mission and S Chelan on Lewis Street.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #001 - General Fund	60,000			60,000			60,000
<b>Total Project Revenues</b>	<b>60,000</b>			<b>60,000</b>			<b>60,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Construction	60,000			60,000			60,000
<b>Total Project Expenditures</b>	<b>60,000</b>			<b>60,000</b>			<b>60,000</b>

**Pavement Preservation - Crack Seal**

This request will fund the annual crack sealing project. Crack sealing is an integral part of the overall pavement preservation strategy to extend pavement life.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #111 - Street Overlay	65,000			65,000			65,000
<b>Total Project Revenues</b>	<b>65,000</b>			<b>65,000</b>			<b>65,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Construction	65,000			65,000			65,000
<b>Total Project Expenditures</b>	<b>65,000</b>			<b>65,000</b>			<b>65,000</b>

**Pavement Preservation - Major Repair**

This request will fund the annual Major Pavement Repair. Major pavement repairs are those that are more than just "potholes." Delays in making major repairs will most likely result in pavement failure. Major repairs are made annually and are part of the overall pavement preservation strategy to extend pavement life. Major repairs may be grouped into geographical projects or road segments.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #111 - Street Overlay	65,000			65,000			65,000
<b>Total Project Revenues</b>	<b>65,000</b>			<b>65,000</b>			<b>65,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Construction	65,000			65,000			65,000
<b>Total Project Expenditures</b>	<b>65,000</b>			<b>65,000</b>			<b>65,000</b>

**Pavement Management System**

This project will develop a comprehensive Pavement Management System (PMS) for the approximately 260 miles of City streets. The PMS will be utilized to rank and prioritize all further maintenance, preservation and reconstruction activities. The PMS will also aid in making funding decisions including evaluating various funding strategies involving issuing bonds and funding annual preservation needs.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #111 - Street Overlay	150,000		85,000	65,000		(50,000)	150,000
Grant							
<b>Total Project Revenues</b>	<b>150,000</b>		<b>85,000</b>	<b>65,000</b>		<b>(50,000)</b>	<b>150,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Pre-design	150,000		85,000	65,000		(50,000)	150,000
<b>Total Project Expenditures</b>	<b>150,000</b>		<b>85,000</b>	<b>65,000</b>		<b>(50,000)</b>	<b>150,000</b>

**Saddle Rock Gateway and Outdoor Education Area**

This project construct the first phase of the Saddle Rock Gateway and Outdoor Education Area Project. Through this project, parking will be expanded to better serve visitors to the site and also include the installation of an ADA accessible trail, storm water control, interpretive/educational stations, outdoor classroom, shade structures and restrooms. Native materials and drought tolerant landscaping will be used.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #302 - Govt Capital	100,000		100,000				100,000
GRANTS:							
RCO	480,648			80,000	400,648		480,648
Misc Grants/Donations	354,108		50,000		304,108		354,108
<b>Total Project Revenues</b>	<b>934,756</b>		<b>150,000</b>	<b>80,000</b>	<b>704,756</b>		<b>934,756</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	110,000			75,000	35,000		110,000
Construction	813,025				813,025		813,025
Other Art Fund	11,731			11,731			11,731
<b>Total Project Expenditures</b>	<b>934,756</b>		<b>-</b>	<b>86,731</b>	<b>848,025</b>		<b>934,756</b>

**Hale Park Acquisition and Development**

This project acquires and completes the first phase of development of Hale Park. Work includes construction of the off leash recreation area, the development of a large open grassy area with shade trees for low impact recreation activities and picnicking. Funding comes from an RCO grant, value of the property donation, cash donations, UTC grants, force account and cash from the Locomotive Park mitigation fund.

Project Revenues by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Fund: #302 - Govt Capital							
GRANTS:							
RCO	523,000			223,000	300,000		523,000
Misc Grants/Donations	30,000			30,000			30,000
<b>Total Project Revenues</b>	<b>553,000</b>			<b>253,000</b>	<b>300,000</b>		<b>553,000</b>

Project Expenditures by Category	Overall Budget	Prior Years Spent	ESTIMATES			Budget change previous year	Project Total
			2015	2016	2017		
Design	76,989			56,989	20,000		76,989
Construction	466,497				466,497		466,497
Other Art Fund	25,077	15,077		5,000	5,000		25,077
<b>Total Project Expenditures</b>	<b>568,563</b>	<b>15,077</b>		<b>61,989</b>	<b>491,497</b>		<b>568,563</b>

**Utility Funds Capital Projects**

Budget Requests	2016	Future Years
Fund 401 Water/Sewer	623,784	1,040,100
Fund 410 Storm	7,619	0
Fund 415 Regional Water	1,806,340	0
	<u>2,437,743</u>	<u>1,040,100</u>

**Misc. water improvements**

This budget category includes the annual small works projects identified in the Comprehensive Water System Plan. This budget request carries over the \$80,000 budgeted in 2015 for "Annual Water".

Funding: Fund 401 water cash 24,000

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Design Engineering	24,000			24,000		24,000	24,000
Construction	123,800				123,800	48,800	123,800
Construction Engineering	16,000				16,000	11,000	16,000
Other	1,200				1,200	1,200	1,200
<b>Total Project Expenditures</b>	<b>165,000</b>			<b>24,000</b>	<b>141,000</b>	<b>85,000</b>	<b>165,000</b>

**Annual Sewer System Improvements**

This budget category includes the annual small works projects identified in the Comprehensive Sewer Plan or any emergent needs which may arise.

Funding: Fund 401 sewer cash 125,000

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Design Engineering	18,750			18,750			18,750
Construction	92,850			92,850			92,850
Construction Engineering	12,500			12,500			12,500
Other	900			900			900
<b>Total Project Expenditures</b>	<b>125,000</b>			<b>125,000</b>			<b>125,000</b>

**South Yard Building**

In 2013 the City purchased approximately 7 acres on South Wenatchee Avenue, partially, for the development of the regional decant facility. The remainder of the parcel is to be developed into a new operations yard for the department to replace the 3.5 acre parcel that is currently leased from Pacific Rim Properties directly south of the new parcel. The lease for the existing yard expired in October of 2016 and in order to move the operations to the new parcel, grading and construction of a storage building will need to be completed. The two divisions with primary use on the site are the Water Division and the Street Maintenance Division. Secondary users include the Parks Maintenance Division, Stormwater Maintenance and Wastewater Collections. Public Works will continue to seek grant funds to help finance a larger project, but these minor improvements will need to be made prior to October 2016 in order to avoid renewing the lease.

Funding: Fund 108 Street Maintenance 45,000  
Fund 401 water cash 45,000

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Pre-design							
Design / Construction	90,000			90,000			90,000
<b>Total Project Expenditures</b>	<b>90,000</b>			<b>90,000</b>			<b>90,000</b>

**Public Restrooms**

This project is for the design and construction of public restrooms and will be an ongoing budget request. In 2016 the City will be hiring and architectural firm to design 2-3 standard designs for public restrooms. Additionally, one building will be constructed in the vicinity of Walker Ave & Spokane St.

Funding: Fund 401 sewer cash 140,800

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Design Engineering	45,000			45,000			45,000
Construction	80,000			80,000			80,000
Construction Engineering	15,000			15,000			15,000
Other	800			800			800
<b>Total Project Expenditures</b>	<b>140,800</b>			<b>140,800</b>			<b>140,800</b>

**Misc WWTP improvements**

This budget category includes the annual small works projects identified in the Comprehensive Sewer Plan and anything of an emergent nature which comes from the 2015-2016 Facility Plan Update. These projects may include the next phase of digester gas piping replacement or solids handling upgrades, piping construction and adds heating improvements in 2015

Funding: Fund 401 sewer cash 125,000

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Design Engineering	18,750			18,750			18,750
Construction	92,850			92,850			92,850
Construction Engineering	12,500			12,500			12,500
Other	900			900			900
<b>Total Project Expenditures</b>	<b>125,000</b>			<b>125,000</b>			<b>125,000</b>

**Millerdale Water Main Replacement**

This project will replace the under-sized steel water main on Millerdale near the high school. This project has been delayed while attempting to combine it with a reconstruction of Millerdale St, but funding for the street project has not become available.

Funding: Fund 401 water cash 94,200

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Design Engineering	97,200		3,000	94,200		32,200	97,200
Construction	810,000				810,000	95,000	810,000
Construction Engineering	81,000				81,000	46,000	81,000
Other	8,100				8,100	8,100	8,100
<b>Total Project Expenditures</b>	<b>996,300</b>		<b>3,000</b>	<b>94,200</b>	<b>899,100</b>	<b>181,300</b>	<b>996,300</b>

**WWTP Facility Plan Update**

Update the 2008 Facility Plan by conducting a comprehensive plant process performance evaluation, a biosolids management plan and a phased approach to upgrading the plant SCADA system. The project which includes recommendations for future capital improvement projects will result in the need to conduct a new rate analysis based on the recommended capital schedule.

Funding: Fund 401 sewer cash 52,260

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Design Eng HDR	275,000		225,000	50,000			275,000
Construction Engineering	10,000	6,740	1,000	2,260			10,000
<b>Total Project Expenditures</b>	<b>285,000</b>	<b>6,740</b>	<b>226,000</b>	<b>52,260</b>			<b>285,000</b>

**Regional Water Redundancy & Reliability Pre-Design**

This project originally started as an effort to provide enhanced reliability to the Regional production and transmission system. It included portions of projects for Well 5 in the Eastbank Aquifer, a second transmission main, backup wells elsewhere in the Valley and a potential Columbia crossing on the Pedestrian Bridge. The Chelan PUD modeling effort provide additional direction to the team to move towards alternatives on a second redundant course for the Valley. This budget proposes to continue that effort in 2016 by drilling test wells, performing pre-design analyses and cost estimating. When the report and estimated costs are completed this project will be closed out and any further work will be under a new project for source development in the Regional Water System budget.

Funding: Fund 415 cash 250,000

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Pre-design	143,579	65,908	30,000	47,671		68,579	143,579
Construction/Exploratory Drilling	200,000			200,000		-425,000	200,000
Construction Engineering	10,000	6,471	1,200	2,329			10,000
Other	2,000			2,000		2,000	2,000
<b>Total Project Expenditures</b>	<b>355,579</b>	<b>72,379</b>	<b>31,200</b>	<b>252,000</b>		<b>-354,421</b>	<b>355,579</b>

**South Mission Utility Upgrade**

Replace approximately 155' of existing 8" diameter water main with 12" DIP. Install curb/gutter (no sidewalk) and connect to existing storm line. This will also include the abandonment of a relief valve in the intersection.

Project Revenues by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Fund: #410 - Storm Drain Utility	10,000		5,476	7,619			13,095
Fund: #401 - Water	23,000		2,381	17,524			19,905
Fund: #109 - Arterial Streets	9,000		2,143	6,857			9,000
<b>Total Project Revenues</b>	<b>42,000</b>		<b>10,000</b>	<b>32,000</b>			<b>42,000</b>

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Design Engineering	10,000		10,000				10,000
Construction	27,000			27,000			27,000
Construction Engineering	5,000			5,000			5,000
<b>Total Project Expenditures</b>	<b>42,000</b>		<b>10,000</b>	<b>32,000</b>			<b>42,000</b>



**Regional Motor Starter Replacement**

The original project scope was to replace the existing motor starters with "soft-start" equipment in their current location. Due to the space limitations this was not possible. Therefore a new structure was required to be built in order to accommodate the new gear. At the same time, other equipment was evaluated and it was decided that the 35 year old switchgear should also be replaced as it is reaching end of life. This brought the motor starter project cost up to approximately \$1.4M. Two other projects (SCADA Panel Upgrade and Source Meter Replacement) were scheduled to be done later but the regional partnership decided to take advantage of the work being done under the motor starter project and combine all three tasks into one project. We anticipate saving 5-10% by doing so. These other two tasks added approximately \$350,000 to the project.

Funding: Fund 415 cash 1,554,340

Project Expenditures by Category	Overall Budget	Prior Years	2015	Future Projections		Budget change previous year	Project Total
				2016	2017		
Pre-design & Design	153,000	22,540	140,460			10,000	<b>163,000</b>
Source Meter Design		7,274	7,112			14,386	<b>14,386</b>
Construction	785,000			1,354,664		559,664	<b>1,354,664</b>
In-house Project Management/Inspect	89,000	2,123	8,000	29,877		-49,000	<b>40,000</b>
Programming & Telemetry Integration				60,754		60,754	<b>60,754</b>
Construction Engineering				97,207		97,207	<b>97,207</b>
Other				11,838		11,838	<b>11,838</b>
<b>Total Project Expenditures</b>	<b>1,027,000</b>	<b>31,937</b>	<b>155,572</b>	<b>1,554,340</b>		<b>704,849</b>	<b>1,741,849</b>

## Budget Ordinance 2015-29 Exhibit A – 2015 Budget Amendment All Funds

Ordinance 2015-29 will be presented to the City Council November 19, 2015 for approval. Exhibit A to this ordinance is a summary of budget amendments to revenues and expenditures/expenses by fund.

Annual Appropriation Funds	Fund No.	Estimated Beginning Balance	Budgeted Revenue	Appropriations	Estimated Ending Balance
General	001	4,821,061	18,791,035	(19,083,545)	4,528,551
Rainy Day	005	500,000	500	0	500,500
Public Art	101	50,827	15,000	(23,000)	42,827
PFD .2% Sales Tax	102	0	1,620,135	(1,620,135)	0
Paths and Trails	103	7,729	2,800	0	10,529
Tourism Promotion Area	104	192,568	200,000	(200,000)	192,568
Hotel/Motel - Capital	105	8,528	240,000	(240,000)	8,528
Convention Center	106	388,241	1,363,200	(1,184,710)	566,731
Hotel/Motel - Tourism	107	299,497	480,400	(615,000)	164,897
Streets	108	522,950	2,346,900	(2,349,000)	520,850
Arterial Street	109	818,467	4,844,460	(4,914,765)	748,162
Long-Term Care - LEOFF 1	110	566,724	2,600	(4,000)	565,324
Street Overlay	111	1,187,189	1,365,000	(570,000)	1,982,189
Impact Fees	112	34,831	0	0	34,831
Low Income Housing	113	97,387	30,100	(93,720)	33,767
Community Center Operations	114	123,297	25,500	(19,500)	129,297
CDBG Entitlement	115	(12,524)	206,000	(206,000)	(12,524)
Health Insurance - LEOFF 1	116	548,197	304,235	(303,675)	548,757
Homeless Housing	117	422,647	901,045	(1,074,415)	249,277
Abatement Fund	118	27,041	15,500	(5,000)	37,541
Debt Service - UTGO Bonds	201	(6,046)	326,040	(326,040)	(6,046)
Debt Service - Councilmanic Bonds	205	2,300	905,425	(905,425)	2,300
R.E. Capital Projects	301	26,553	375,000	(375,920)	25,633
Governmental Capital Projects	302	132,835	333,000	(148,720)	317,115
Local Revitalization Financing Fund	307	156,415	540,000	(500,000)	196,415
Cemetery Endowment	610	1,033,362	35,640	0	1,069,002
Firemen's Pension	611	1,865,551	33,450	(212,000)	1,687,001
Total Annual Appropriation Funds			<u>35,302,965</u>	<u>(34,974,570)</u>	

Working Capital Funds	Fund No.	Estimated Beginning Working Capital	Budgeted Revenue	Appropriations	Estimated Ending Working Capital
Water/Sewer	401	6,987,127	11,770,450	(11,793,905)	6,963,672
Storm Drain	410	2,450,195	1,977,830	(1,863,090)	2,564,935
Regional Water	415	2,220,394	1,366,500	(2,356,090)	1,230,804
Solid Waste	420	315,628	0	0	315,628
Decant Facility	425	100,005	110,800	(110,800)	100,005
Cemetery	430	85,816	309,900	(290,115)	105,601
City Services - Equip. O&M	501	406,974	698,635	(861,365)	244,244
City Services - Equip. Replace.	503	2,008,401	828,345	(549,765)	2,286,981
City Services - Facilities	504	283,547	361,920	(404,035)	241,432
Self - Insurance	502	1,487,551	865,750	(1,022,310)	1,330,991
Information Systems	505	187,294	959,800	(974,275)	172,819
Total Working Capital Funds			<u>19,249,930</u>	<u>(20,225,750)</u>	
Total of all Funds			<u>54,552,895</u>	<u>(55,200,320)</u>	

## Budget Ordinance 2015-30 Exhibit A – 2016 All Funds Budget Summary

Ordinance 2015-30 will be presented to the City Council November 19, 2015 for approval. Exhibit A to this ordinance is a summary of revenues and expenditures/expenses by fund.

	Fund No.	Beginning Fund Balance	Revenue			Appropriations			Ending Fund Balance
			Amendment			Amendment			
			Initial Budget	Ordinance 2015-23	Total Revenue	Initial Budget	Ordinance 2015-23	Total Approp.	
General	001	4,654,851	21,476,990	2,659,950	24,136,940	(21,585,685)	(2,385,045)	(23,970,730)	4,821,061
Rainy Day	005	0	0	500,000	500,000	0	0	0	500,000
Public Art	101	55,827	15,000	0	15,000	(8,000)	(12,000)	(20,000)	50,827
PFD .2% Sales Tax	102	0	1,520,135	100,000	1,620,135	(1,520,135)	(100,000)	(1,620,135)	0
Paths & Trails	103	4,994	2,735	0	2,735	0	0	0	7,729
Tourism Promotion Area	104	237,568	200,000	0	200,000	(200,000)	(45,000)	(245,000)	192,568
Hotel/Motel Capital	105	38,528	230,000	0	230,000	(230,000)	(30,000)	(260,000)	8,528
Convention Ctr.	106	511,801	838,300	2,860,155	3,698,455	(733,245)	(3,088,770)	(3,822,015)	388,241
Hotel/Motel Tourism	107	359,497	425,000	50,000	475,000	(425,000)	(110,000)	(535,000)	299,497
Street	108	573,415	2,143,390	110,000	2,253,390	(2,193,855)	(110,000)	(2,303,855)	522,950
Arterial Streets	109	558,707	4,042,620	(2,514,865)	1,527,755	(4,123,640)	2,855,645	(1,267,995)	818,467
LEOFF 1 - Long-Term Care	110	564,174	132,550	0	132,550	(130,000)	0	(130,000)	566,724
Street Overlay	111	368,189	759,000	625,000	1,384,000	(565,000)	0	(565,000)	1,187,189
Impact Fees	112	4,831	0	30,000	30,000	0	0	0	34,831
Low Income Housing	113	81,907	25,000	43,560	68,560	(45,000)	(8,080)	(53,080)	97,387
Community Center Operations	114	115,987	25,000	0	25,000	(17,690)	0	(17,690)	123,297
CDBG Entitlement	115	(12,524)	196,820	85,000	281,820	(196,820)	(85,000)	(281,820)	(12,524)
LEOFF 1 - Health Care	116	545,822	443,750	0	443,750	(441,375)	0	(441,375)	548,197
Homeless Housing	117	503,892	975,925	157,755	1,133,680	(1,169,925)	(45,000)	(1,214,925)	422,647
Abatement Fund	118	9,541	0	17,500	17,500	0	0	0	27,041
Debt Svc. - UTGO Bonds	201	(6,046)	326,040	0	326,040	(326,040)	0	(326,040)	(6,046)
Debt Svc. - LTGO Bonds	205	4,655	1,352,030	1,788,250	3,140,280	(1,351,115)	(1,791,520)	(3,142,635)	2,300
R.E. Capital Projects	301	30,573	307,500	350,000	657,500	(236,520)	(425,000)	(661,520)	26,553
Governmental Capital Projects	302	7,850	0	304,985	304,985	0	(180,000)	(180,000)	132,835
Local Revitalization Funding	307	154,915	501,500	615,000	1,116,500	(500,000)	(615,000)	(1,115,000)	156,415
Cemetery Endowment	610	996,362	37,000	0	37,000	0	0	0	1,033,362
Firemen's Pension	611	2,003,126	66,000	0	66,000	(203,575)	0	(203,575)	1,865,551
			<u>36,042,285</u>	<u>7,782,290</u>	<u>43,824,575</u>	<u>(36,202,620)</u>	<u>(6,174,770)</u>	<u>(42,377,390)</u>	

### WORKING CAPITAL FUNDS

	Fund No.	Beginning Working Capital	Revenue			Appropriations			Ending Fund Balance
			Amendment			Amendment			
			Initial Budget	Ordinance 2015-23	Total Revenue	Initial Budget	Ordinance 2015-23	Total Approp.	
Water/Sewer	401	8,667,620	11,073,155	0	11,073,155	(12,753,648)	0	(12,753,648)	6,987,127
Storm Drain	410	2,614,935	1,931,845	0	1,931,845	(2,186,585)	90,000	(2,096,585)	2,450,195
Regional Water	415	2,063,601	1,366,500	0	1,366,500	(2,416,592)	1,206,885	(1,209,707)	2,220,394
Solid Waste	420	315,628	0	0	0	0	0	0	315,628
Decant (Decant) Facility	425	0	631,400	547,570	1,178,970	(631,400)	(447,565)	(1,078,965)	100,005
Cemetery	430	70,131	290,900	0	290,900	(275,215)	0	(275,215)	85,816
City Svc - O&M	501	212,584	862,850	185,155	1,048,005	(848,615)	(5,000)	(853,615)	406,974
City Svc - Replace.	503	2,931,831	826,900	0	826,900	(868,390)	(881,940)	(1,750,330)	2,008,401
City Svc - Fac Maint	504	235,037	418,600	225,000	643,600	(370,090)	(225,000)	(595,090)	283,547
Self-Insurance	502	1,487,551	925,000	100,000	1,025,000	(925,000)	(100,000)	(1,025,000)	1,487,551
Information Technology	505	213,754	897,670	15,300	912,970	(924,130)	(15,300)	(939,430)	187,294
			<u>19,224,820</u>	<u>1,073,025</u>	<u>20,297,845</u>	<u>(22,199,665)</u>	<u>(377,920)</u>	<u>(22,577,585)</u>	
			<u>55,267,105</u>	<u>8,855,315</u>	<u>64,122,420</u>	<u>(58,402,285)</u>	<u>(6,552,690)</u>	<u>(64,954,975)</u>	