

City of Chehalis, Washington



2019 Adopted Budget

January 1, 2019—December 31, 2019

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City of Chehalis
2019 Adopted Budget
For Fiscal Year:

January 1, 2019—December 31, 2019

City Officials and Staff

Chehalis Mayor and City Council

Dennis Dawes, Mayor

At Large: Expires 12/31/2021

Terry Harris, Mayor Pro-Tem

District 1: Expires 12/31/2019

Dr. Isaac Pope, Councilor

District 4: Expires 12/31/2019

Anthony Ketchum, Councilor

District 3: Expires 12/31/2019

Robert Spahr, Councilor At

Large: Expires 12/31/2021

Daryl Lund, Councilor District 2:

Expires 12/31/2019

Chad Taylor, Councilor

At Large: Expires 12/31/2021

Appointed City Officials (City Staff)

Jill Anderson, City Manager

Bill Hillier, City Attorney

Caryn Foley, City Clerk

Judy Schave, Human Resources/Risk Manager

Glenn Schaffer, Police Chief

Ken Cardinale, Fire Chief

Rick Sahlin, Public Works Director

Chun Saul, Finance Director

Trent Lougheed, Community Development Director

Lilly Wall, Recreation Manager

Dale McBeth, Municipal Court Judge

Melody Guenther, Municipal Court Administrator

Contact Information

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Chehalis, WA 98532

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<http://www.ci.chehalis.wa.us>

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Budget Message

November 2, 2018

Dear Honorable Mayor Dawes and Members of the City Council,

The 2019 Proposed Budget was prepared to reflect a realistic assessment of the cost to maintain the current level of municipal services for the residents, businesses and visitors in the City of Chehalis. It is the result of the work done by many members of the staff throughout the organization over the course of several months, as well as the careful review done by the City Council Budget Committee. Mayor Dennis Dawes, Mayor Pro Tem Terry Harris, and Councilor Bob Spahr again invested significant time and effort to provide guidance and insights through the preliminary budget review process.

The opportunity to provide an overview of the General Fund Budget in a work session on October 22, 2018 is also appreciated, as is the feedback provided on options for balancing the budget in a year that General Fund costs are rising faster than the City's General Fund revenues. These Council discussions provided important policy and budget guidance which is reflective in the 2019 Proposed Budget that is now being presented in its entirety for review and discussion by the City Council, as well as members of the public who would like to comment during the public hearings on Tuesday, November 13 and Monday, November 26.

I will also take this opportunity to recognize the City's Finance Director, Chun Saul, who joined the City less than a year ago. Chun worked very hard to add additional information and graphics to provide more context for the financial data. She worked well with the department directors, managers, and program administrators and their staffs, who did a commendable job of preparing their respective budgets. Special thanks to Betty Brooks, Accountant; Nichole Paulis, Public Works Office Manager; Judy Schave, HR Manager, and Kiley Franz, Administrative Assistant to the City Manager; for their extra effort through the process.

GENERAL FUND

Background

The City's General Fund, which funds basic municipal services, including Police and Fire, had been experiencing significant increases in revenues since the depths of the recession; however, it took until 2016 to meet and just barely exceed 2008 sales tax revenues. Sales tax continued to increase in 2017 and 2018, buoyed by significant construction spending on two new schools. While 2019 sales tax is expected to increase over 2018 estimates, there is uncertainty surrounding the unknowns related to construction spending, or lack thereof.

Unfortunately, costs continue to rise faster than revenues in all areas, particularly in the cost of providing salaries and maintaining benefits at a level near the average for similar size municipal agencies. The cost of services the City uses to conduct business have also increased, most notably the cost of 911 Dispatch. In addition, in 2017 and 2018, the City has invested heavily in repair and maintenance projects that were deferred during the recession and the long recovery.

The Preliminary Proposed Budget was balanced using almost \$300,000 of General Fund Reserve when presented to the Budget Committee for review in October. After careful review of each budget, the Budget Committee concluded that it would be premature to make additional cuts to the budget, recognizing that it would require a corresponding reduction in services. It then started to consider the possibility of increasing revenues, specifically the possibility of using some of the City's banked property tax capacity. The Committee requested that the proposal be brought to the attention to the full City Council prior to the formal budget hearings, which led to the City Council work session that took place on October 22, 2018 prior to the regular City Council meeting.

Some Banked Property Tax Capacity in Proposed Budget to Maintain Services

For the first time in many years, the City Council provided consensus direction to include an estimate for the inclusion of a portion of the City's banked property tax capacity when it met for the October 22

Budget Message

work session. The 2019 Proposed Budget includes an increase in property tax revenues of \$102,786, which if approved would equate to an increase of \$14.22 per year for every hundred thousand in property value. So, if your property is worth \$200,000, the City portion of the property tax bill would be \$28.44 more in 2019 than it was in 2018. An important note is that the City collects less than 25% of the property tax paid to the County. State and Local Schools collect more than 40% with the remaining shared between the State and County entities.

With the addition of property tax revenue, the 2019 Proposed Budget is balanced using just under \$200,000 of General Fund Reserve; however, the 2019 Proposed Budget remains structurally imbalanced, i.e. ongoing expenses are exceeding ongoing revenues. If revenues and expenditures are in line with projections, the General Fund Operating Reserve will be 7.9% at the end of 2019. While this is very concerning, based on the comments made on October 22, I understand that the Budget Committee and the City Council as a body are confident that revenues will be higher and expenses lower than projected, to bring the general fund reserve back to the 10%, which is the City Council policy goal.

In the unfortunate event that there is a significant increase in unexpected expenditures and/or drop in revenues, the City will have to carefully assess its financial condition and make adjustments in the second half of 2019, while evaluating if there is a need for additional reductions in 2020. This is particularly difficult because most City services are delivered through people and 75% of the General Fund Budget is attributed to salaries and benefits. Furthermore, 55% of expenditures are related to Police and Fire services. Therefore, if significant reductions are needed to restore structural balance to the budget, it will likely require very difficult decisions related to what level of service can be maintained over the long-term.

Future Growth Opportunities

While the possibility of revenue reductions is sobering, the City does have some very positive revenue enhancement possibilities projected for 2021, namely the recent lease of 16+ acres adjacent to I-5 for a shopping center development. In addition, the City has a strategic goal to proceed with an annexation plan along its borders in 2019, which when completed would add residential and commercial property to the City leading to some increases in property tax and sales tax increase as early as 2020.

Financial analysts report that the economy, which is in the longest recovery on record, is potentially vulnerable to a recession in 2020. Sales Tax represents 52.4% of the City's estimated revenues, making the City particularly vulnerable to economic fluctuations. In 2019, there will be very close monitoring of revenues and expenses, along with economic trends.

RESTRICTED FUNDS

The City's restricted funds, including the City's utility enterprise funds, are generally stable. The Enterprise funds, which are legally restricted funds for the operation of the City's utilities and the airport, include budgets for needed capital projects in the City's water, sewer, and airport divisions, primarily paid for by grants and state low interest loans. The Dedicated Street Fund, which is supported through a transfer from General Fund Sales tax revenues consistent with Council policy, continues to be used to fund the program for chip sealing and crack sealing of street and road miles within city limits. In addition, the City will continue to make street improvements made possible by the Transportation Benefit District, which is funded by a .02% increase in the sales tax approved by voters and went into effect in July 2017. Each fund is summarized in the pages that follow this budget memo and presented in detail in the body of the budget document.

ONGOING BUDGET CONSIDERATIONS

Fortunately, the City is addressing its current fiscal issues while the economy is still relatively stable.

However, there are some issues that will have significant budget impacts in the coming years, including

Budget Message

the following concerns, which are also addressed in the City's Strategic Plan:

Facility Maintenance: Ongoing maintenance and repair or replacement of the City's aging buildings and facilities, particularly the Fire Station, has and will continue to require investment of very limited

General fund resources.

Vehicle Replacement: Many of the vehicles used by General Fund activities, particularly Parks and Facilities are more than a decade old, some are nearly 30 years old, and in need of replacement. While Police patrol cars are on a regular replacement schedule, an annual appropriation is still needed and could be compromised if expenses continue to increase faster than revenues.

Retirements: Planning for the tangible and intangible costs associated with the anticipated retirement of more than a third of the City's workforce in the next decade in recognition that 35% of the City's workforce is currently over 55. This includes payments that may be due to long-time employees at the time of retirement; as well as the costs to attract, train, and retain a new generation of workers, particularly those in the fields requiring special licenses, such as public works.

911 Dispatch: The City is continuing to explore options for improving the delivery of 911 Dispatch services in cooperation with the City of Centralia and the Riverside Fire Authority (RFA), as well as Lewis County which is the current provider. The costs associated with 911 will increase in the years to come, regardless of the options chosen due to the technology and infrastructure demands associated with making any changes.

Recreation Park: Construction of improvements planned for Recreation Park will be dependent on grant awards, which should be secured in 2019 based on preliminary rankings. A funding plan for the amount not provided through grants and donations will likely be needed in 2019.

These issues and others will be discussed during the City's next strategic planning session scheduled for March 28, 2019. The semi-annual working sessions will provide the City Council and management team an opportunity to review the plan and work together to establish six month objectives.

CLOSING COMMENTS

The budget challenges identified in 2019 are very concerning and I will remain vigilant, along with the staff, in monitoring expenditures and revenue trends. As always, financial reports will be made throughout the year to provide the City Council information, as well as an opportunity to provide policy direction as needed. I appreciate the City Council's commitment to maintaining the current level of service in response to community expectations, while considering opportunities to reduce costs and achieve revenue stability with a fiscally responsible approach.

I am honored to serve you, the staff, and the community as your City Manager. Your continued support as we move through the 2019 Budget process and beyond is truly appreciated. While the challenges before us are significant, I look forward to working with you to identify solutions that will serve our community now and in the years to come.

Sincerely,

Jill Anderson
City Manager

Budget Message

SUMMARIES OF THE GENERAL FUND AND RESTRICTED FUNDS

General Fund (Fund 001)

The General Fund budget is \$10,019,670. The budget is balanced with a total revenue projection of \$9,822,242 and use of \$197,428 General Fund reserves (beginning cash) .

Revenues: It is projected that overall General Fund revenues will be up by \$492,390 or 5.3% from 2018. Total tax revenues make up 87.2% of the General Fund revenues.

Sales tax is the largest revenue source for the City and makes up 52.4% of the 2019 General Fund revenues. The sales tax is projected to increase 8.2% over the estimated in the amended 2018 budget and 1.9% over the 2018 estimated year-end totals. The 1.9% estimate is based on the last ten-year average inflation rate. In 2017 and 2018, sales tax was bolstered by significant construction spending, primarily related to the building of two new elementary schools, one of which has been completed and another that will be completed in April 2019.

At this time, it does not appear that any large-scale construction will begin in 2019, so sales tax growth is projected to level off in the coming year. Sales tax revenues from aggregated construction groups for the last 12 months (September 2017 to August 2018) was \$520,826. Typically, sales tax revenues from construction activities are considered one-time in nature and are recommended to be excluded from future revenue projections unless other economic or financial data can support the continues growth. However, the sales tax revenue projection in the proposed budget is not adjusted for possible sales tax revenue reduction from construction activities.

Sales tax is closely tied to the economy which is cyclical in nature, with a downturn in the economy approximately every 10 years. The great recession occurred in 2007 to 2009, which suggests that there may be another downturn in the next 18 months (in 2020) . Therefore, sales tax trends will be monitored closely.

Property tax is the second largest revenue source for the City and makes up about 17.9% of the 2019 General Fund revenues. During the October 22, 2018 City Council meeting, the City Council approved use of 25% of banked property tax capacity plus 1% maximum allowed tax levy increase in preparation of the 2019 Proposed Budget.

Property tax revenue is projected at \$1,761,623, is up by \$122,403 or 7.5% from the 2018 amended budget. The proposed budget includes property tax increase from the proposed use of banked property tax capacity of \$81,719.30, 1% maximum allowed increase of \$21,067.08, and tax levy for new construction \$16,434.43, and an estimated tax increase for state-assessed utilities \$1,000.

The following table shows the tax amount and percentage increase from 2018 actual tax levy from use of banked capacity and 1% allowed increase, as well as an estimated tax increase amount for property owners, which would be \$14.22 a year for every *hundred thousand* of assessed property value.

Tax Levy	2018 Actual Levy	Use of Banked Capacity	1% Maximum Allowed Increase	Total Amount Increase from 2018 Levy*	Percent Increase from 2018	Tax increase for Property with \$100,000 Assessed Value
General Levy	\$ 1,465,305.68	\$ 79,866.24	\$ 17,847.71	\$ 97,713.95	6.669%	\$ 13.52
EMS Levy	\$ 314,525.02	\$ 1,853.06	\$ 3,219.37	\$ 5,072.43	1.613%	\$ 0.70
Total	\$ 1,779,830.70	\$ 81,719.30	\$ 21,067.08	\$ 102,786.38	5.775%	\$ 14.22

* Does not include current year add-ons such as tax levy for new construction and changes for state-assessed properties.

Budget Message

Utility tax is the third largest revenue source used to fund municipal services. Utility tax revenue is projected at \$1,613,990, which is a \$63,930 or 3.8% decrease from the estimated 2018 amended budget. Cable utility

tax revenue projection shows \$45,413 decrease from 2018 budget. It is assumed that this is related to the decreasing number of cable customers over the recent years.

Other revenues are expected to remain relatively stable.

Expenditures: The proposed budget projects expenditures of \$10,019,670, which is 1.7% less than in 2018. The combined budgets of the Police and Fire Departments represent 55% of General Fund expenditures in 2019, which reflects the high priority of keeping residents and visitors in Chehalis safe.

Municipal services are delivered primarily through people, which is the largest ongoing cost to the General Fund. Salaries and benefits make up almost 75% of General Fund expenditures. The proposed expenditures reflect increases for health insurance premiums and salary and wage increases for all employees, including non-represented employees, consistent with contracts, collective bargaining agreements, and policy direction.

The proposed budget includes one-time facility improvements of \$88,000 to continue to address deferred maintenance to City facilities and \$50,000 for repairs to water damage inside the library.

Ending Fund Balance: The projected ending fund balance, also referred to as fund reserve, is estimated to be 7.9% of revenues at the end of 2019. This does not meet the City Council policy of maintaining a 10% reserve. Reserve funds are necessary to address unforeseen expenses, including equipment and facility repairs, as well as emergencies.

SUMMARIES OF RESTRICTED FUNDS

Dedicated Street Fund (Fund 003)

Consistent with a policy of the City Council, an allocation of 4% of the City's sales tax revenue is transferred to this fund to be used and accumulated for needed City street repairs and improvements. For 2019, it is anticipated that there will be a transfer in of \$198,808 from the General Fund, with expenditures of \$172,520.

Building Abatement Fund (Fund 004)

The Building Abatement Fund was established by the City Council in 2017 for the purpose of removing hazards to public health and safety and potentially address aesthetic concerns related to abandoned buildings in our community. Total of \$100,000 was transferred from the General Fund through the end of 2018. However, the 2019 budget includes a \$80,000 transfer back to the General Fund as a one-time fix to help reduce the gap between revenue projections and increasing costs estimated for 2019. The estimated fund balance at the end of 2019 is \$20,439.

Arterial Street Fund (Fund 103)

The Arterial Street Fund is a special revenue fund that accounts for the state distributed motor vehicle fuel tax (MVFT) that is restricted to be used for city street purposes. The MVFT distribution is based on population. The MVFT is the only revenue source for this fund. The City uses this fund primarily for the "oiling and chip sealing" program for our city streets. The 2019 revenue is projected at \$165,504, which is \$17,004 or 11.5% increase from the 2018 budget.

Budget Message

Transportation Benefit District Fund (Fund 103)

On February 14, 2017, the voters of Chehalis approved a .02% increase to the sales tax to fund the Transportation Benefit District. The increase went into effect in July 2017. The use of these funds is restricted by law and must be used for specific transportation projects contained in the City's transportation plan. Improvements can range from roads and transit service to sidewalks and transportation demand management. Projects may also include the operation, preservation, and maintenance of these facilities or programs.

2019 revenue is estimated at \$992,518 which is a \$141,918 or 16.7% increase from the 2018 estimated budget. Total project costs budgeted in 2019 is \$1,175,000. The estimated fund balance at the end of 2019 is \$528,173.

Tourism Fund (Fund 107)

The Lodging Tax Advisory Committee (LTAC) requested funding for organizations that advertise and promote tourism in the City and "put heads in beds". The sole revenue source (except for interest earnings on the fund balance) for this fund is the local Hotel/Motel sales tax and special local Hotel/Motel tax. 2019 revenue is projected at \$225,985, which is a \$7,815 or 3.3% below the 2018 budget. The Council approved the 2019 recommendations of the LTAC on October 22, 2018. The 2019 approved expenditures are \$305,435, including \$82,000 for the replacement of the pool liner at the Gail and Carolyn Shaw Aquatics Center located at Recreation Park, which is a critical component of the City's work to promote tourism. LTAC reserves will be used to fund the difference between the proposed revenues and expenditures, per the recommendation of the LTAC. The estimated fund balance at the end of 2019 is \$150,001.

Compensated Absences Reserve Fund (Fund 110)

The Compensated Absences Reserve Fund was established in 1985 for the purpose of setting aside funds to be used for compensation of employees for cash outs for unused accrued leaves, approved disability leaves, approved unemployment benefits, and authorized severance pay. During the great recession of 2007-2009 and the subsequent long recovery, all funds had been expended. During 2018, the Council approved a transfer of \$92,868 to this fund from the General Fund. There are no specific funding plans proposed in 2019. Ideally, an amount of money would be set aside every year to more effectively manage the one-time

payments for retiring General Fund employees and potential unemployment benefit liabilities. No revenues or expenditures are proposed in the 2019 budget.

Community and Housing Development Block Grant Funds (Funds 195 and 197)

These funds have been largely depleted. We estimate that the ending fund balance for the CDBG and HUD Grant funds at the end of 2019 will be \$21 and \$71,436 respectively. There are no plans to spend the remaining balances in 2019; however, the Council Budget Committee would like to explore how the City might best use these funds in the future consistent with any legal restriction on their use.

G.O. Bond - Debt Service Fund (Fund 200)

The Debt Service Fund was created to record the payments on the 2011 General Obligation Bonds. For 2019 total debt service expenditures are \$99,563. Transfers in from the General Fund and the two REET funds are allocated to this fund to cover the expenditures.

Public Facilities Reserve Fund (Fund 301)

The Public Facilities Reserve Fund was established many years ago to set aside money over time to

Budget Message

prepare for significant maintenance, repairs and renovation of the City's buildings, which are used to provide public services to our community. However, during the great recession of 2007-2009, and the subsequent long recovery, money was not set aside in this fund for future public facilities improvements due to a lack of funds. The LTAC approved a \$82,000 of the LTAC fund be transferred into this fund in 2019 for the pool liner replacement project at Gail and Carolyn Shaw Aquatics Center. Other than \$3,780 estimated investment earnings and the \$82,000 transfer from the General Fund, no other funding is included in the proposed budget. The estimated fund balance at the end of 2019 is \$178,329, which will be used for the repairs at the Library, Fire Station, and the pool.

Automotive/Equipment Reserve Fund (Fund 302)

This fund was established for the purpose of setting aside money on a regular basis to be able to replace the City's vehicles and equipment as needed. However, after the recession of 2007-2009, and the subsequent long recovery, all funds had been expended. During 2018, the City Council approved \$92,868 be transferred into this fund from the General Fund. The estimated fund balance at the end of 2019 is \$93,331.

The 2019 proposed budget includes \$81,780 expenditures to purchase three vehicles: one police patrol car (\$39,780); a one-ton brush fire truck \$30,000 to reduce potential damage to the other fire engines which are not designed for off-street terrain; and a used vehicle for the recreation department employees (\$12,000) required for insurance purposes. The estimated fund balance at the end of 2019 is \$11,781.

First and Second Quarter Percent REET Funds (Funds 305 and 306)

The First and Second Quarter Percent Real Estate Excise Tax (REET) Funds were established in accordance with state requirements to account for real estate excise taxes which have specific criteria for usage. For 2019, it is proposed that some REET monies be transferred out to fund the debt service for the 2011 General Obligation Bonds, which was issued to fund the city hall acquisition cost.

The 2019 estimated revenues and expenditures for the First Quarter Percent REET fund are \$106,280 and \$40,821, respectively, with an estimated cash balance of \$89,401 at the end of 2019.

The 2019 estimated revenues and expenditures for the Second Quarter Percent REET fund are \$106,470 and \$33,851, respectively, with an estimated cash balance of \$104,817 at the end of 2019.

Garbage Fund (Fund 402)

This fund is used to account for the revenues and expenditures associated with the City's organic waste disposal site at Stan Hedwall park. For 2019, it is estimated that the revenues will be \$6,745 and expenditures will be \$7,252, with an ending fund balance of \$5,457.

Wastewater Fund (Fund 404)

Revenues for the Wastewater Fund are projected to be \$5,472,262 in 2019. Expenditures are projected to be \$5,750,639, including one-time expenditures of \$997,652 for capital outlays. The projected fund balance at the end of 2019 is \$4,561,754.

Water Fund (Fund 405)

Revenues for the Water Fund are projected to be \$2,885,647 in 2019. Expenditures are projected to be \$4,269,140, including one-time expenditures of \$1,599,805 for capital outlays. The projected fund balance at the end of 2019 is \$5,478,432.

Budget Message

Storm & Surface Water Utility Fund (Fund 406)

The Storm & Surface Water Utility Fund provides planning, construction, operation and maintenance of the City's storm drainage system. The projected revenues are \$800,770 with planned expenditures of \$786,526,

including one-time expenditures of \$255,576 for capital outlays. The projected fund balance at the end of 2019 is \$971,373.

Airport Fund (Fund 407)

This fund is dedicated and restricted to the operation of the Chehalis-Centralia Airport. In 2019, the projected revenues are estimated to be \$4,423,173, including one-time FAA grant funding for the Taxiway Realignment project in the amount of \$2,644,795. Total expenditures are estimated at \$4,429,286, including one-time expenditures of \$2,939,678 for the Taxiway Realignment grant funded project as well as capital

equipment acquisition. The estimated fund balance at the end of 2019 is \$516,969.

Firemen's Pension Fund (Fund 611)

In 2019, the firemen's pension fund has an expenditure budget of \$78,500, with projected revenues of \$191,236 which includes a portion of the City's general property tax levy and fire insurance premium tax.

This fund is restricted to payments for medical and supplemental pension benefits to retirees who had pre-LEOFF service credits. LEOFF is the acronym for Law Enforcement Officers' and Fire Fighters' Retirement System. The projected fund balance at the end of 2019 is \$941,044.

City Agency Fund (Fund 633)

This fund was established to account for the funds received by the Municipal Court that are owed to a person or an agency. They are held in this fund until it can be determined what disbursements need to be made and to whom. The fund was first established when the City converted to the cash basis of accounting. For 2019, expenditures are offset by revenues, both of which are estimated to be \$360,000 with a projected fund balance of \$10,890 at the end of 2019.

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About Chehalis

Where is Chehalis?

The City of Chehalis is located in Lewis County, WA and has a population of just over 7,500. Chehalis is approximately 30 miles south of Olympia, the State's Capitol and 90 miles south of Seattle, Washington's largest city, providing residents the opportunity of living in a thriving small community, with easy access to amenities and services available in bigger cities. This prime location on the I-5 Corridor halfway between Seattle and Portland also makes Chehalis ideally situated for industrial, commercial, and residential growth.

Chehalis is a community where historic charm and character are preserved and cherished, while welcoming the future. Old Town is thriving with historic buildings have been reborn with charming boutiques and inviting eateries. The State Avenue Business District is home to a number of longstanding, locally-owned businesses, while our Westside Shopping District offers several name brand stores and family-friendly restaurants just off the I-5. From Chehalis, you can also easily access the beauty of the Pacific Northwest, including the Willapa Trail, the Mt. St. Helens National Volcanic Monument, and Mount Rainier National Park.

City Government

Chehalis was incorporated on November 23, 1883 and operates under the laws of the State of Washington applicable to a non-charter code city with a Council-Manager form of government. The City Council serves as the legislative branch of city government. The seven Councilors, who select the Mayor from among themselves, are the City's only elected officials. Together they develop the goals and policies necessary to identify the municipal services and the projects needed move the City toward the vision of the community's future within the limited budgetary resources available. The Council appoints a City Manager who is responsible for implementing the City Council's policy direction and manage the daily operations of the municipal organization consistent with the City Council's direction.

The City is a general purpose government that provides police and fire services, parks and recreation activities, water supply, treatment and distribution, sewage collection and treatment, storm drainage infrastructure and maintenance, street infrastructure and maintenance, housing assistance, planning and zoning, building code enforcement, a municipal court, and general administrative services. The accounting and reporting policies of the city conform to generally accepted accounting principles for local government.

Chehalis History

Originally founded as Saundersville in 1852, it wasn't until 1870 that the name was changed to Chehalis, an Indian word meaning "shifting and shining sand." Two years later, in 1872, Chehalis became the Lewis County seat and was incorporated on November 23, 1883. Our rich history is reflected in the design and architecture of both residential and commercial areas, with three historic districts that are recognized on the National Register of Historic Places. Exploring the 40+ historic buildings Downtown is easy with the Historic Downtown Chehalis Walking Tour booklet, which features facts and stories that bring history to life.

Living in Chehalis

Living in Chehalis provides an opportunity to appreciate the best of history while investing in the future. With an outstanding school district, the next generation is being prepared to make the City even better in the years to come. The Chehalis Foundation and the Chehalis Community Renaissance Team are also actively supporting efforts to make Chehalis even better in the future.

Started in 2009, the City's Community Renaissance Team has completed numerous successful

About Chehalis

projects, including remodel of downtown public restrooms; wayfinding signs and pedestrian kiosks; improvement and expansion of holiday decorations; and downtown beautification. With the help of generous donors and dedicated volunteers, the CCRT the team is currently administering a successful façade grant improvement program, providing downtown banners; and working with the Port of Chehalis to operate a coworking space in downtown Chehalis.

Looking for unique activities and events? Chehalis is a great place for family fun. In Chehalis, you can step aboard the Chehalis-Centralia Railroad & Museum's beautifully restored 1916 steam locomotive for a scenic ride through the winding Chehalis River valley. There is also a Civil War re-enactment where hundreds of living historians take to the field in battle and provide demonstrations about what life was like in military and civilian camps. ChehalisFest provides fun for the entire family every summer along with visits to the City's Aquatics Center at beautiful Recreation Park. When the weather turns cooler, downtown shopping and the annual Santa Parade brings Holiday fun for everyone.

For more information about the City of Chehalis, please visit us at ci.chehalis.wa.us or call us at (360) 345-1042. We would love to share more about our community.

Strategic Plan

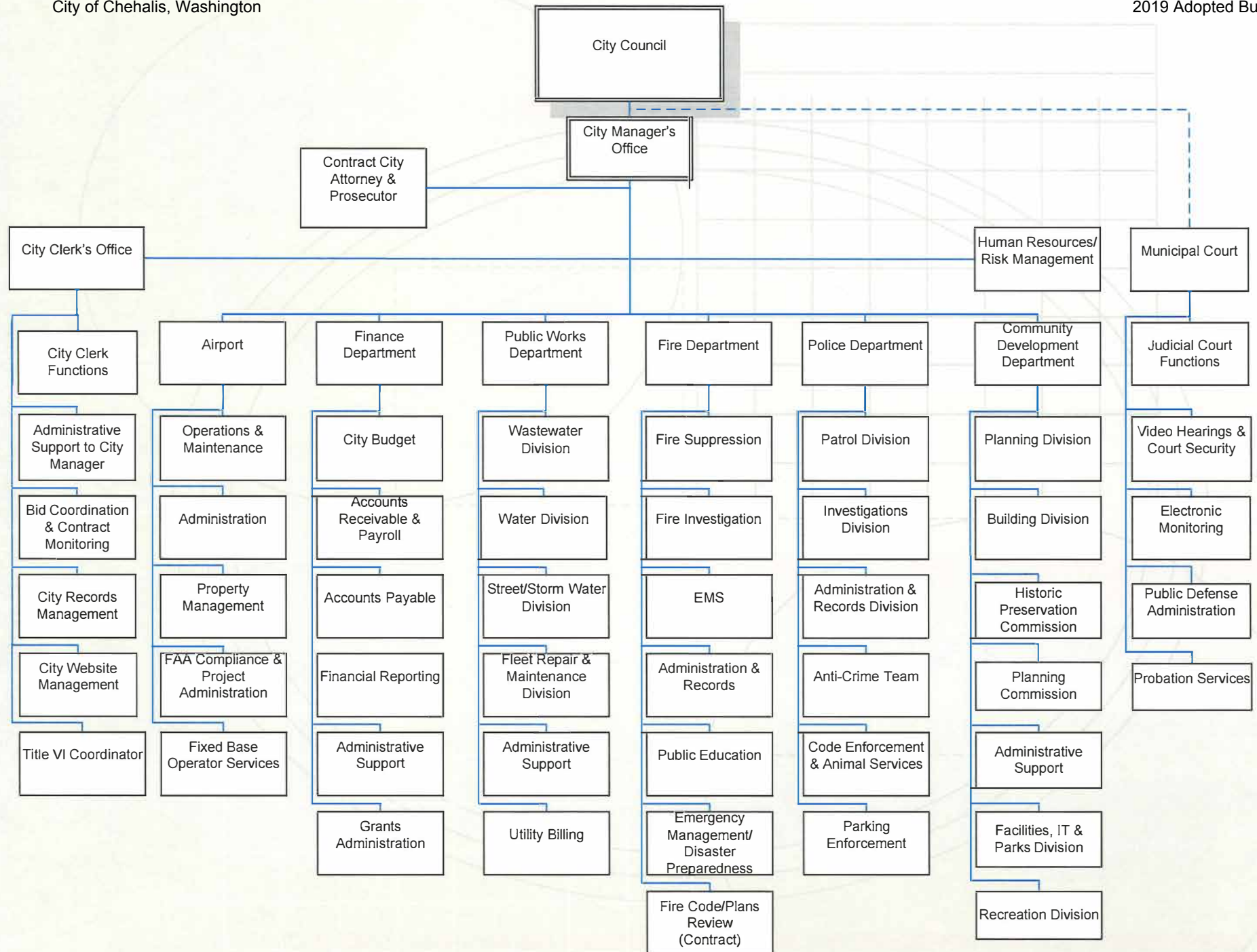
Mission Statement

While honoring the past and preparing for the future,
the City of Chehalis provides municipal services
and programs for the benefit of
residents, businesses, and visitors in our community.

Three Year Goals 2018-2020

- ♦ ***Maintain*** and enhance financial stability
- ♦ ***Enhance*** and modernize technology
- ♦ ***Increase*** and optimize staffing levels
- ♦ ***Improve*** and maintain the infrastructure
- ♦ ***Enhance*** and maintain facilities

(Recreation Park, Dispatch Center, and Fire Station)



BUDGET PROCEDURE

SCOPE OF BUDGET

Annual appropriated budgets are adopted for all governmental fund types, capital projects, and for all proprietary funds on the cash basis of accounting.

Annual appropriated budgets are adopted at the level of the fund; revenue and expenditure ledgers are used to compare the budgeted amounts with actual revenues and expenditures. As a management control device, the subsidiary ledgers monitor expenditures for individual functions and activities by object class.

Appropriations for general and special revenue funds lapse at year-end, except for appropriations for capital projects, which are typically carried forward from year to year until fully expended or until the purpose of the appropriation has been accomplished or abandoned.

PROCEDURES FOR ADOPTING THE ORIGINAL BUDGET

The city's budget procedures are mandated by RCW 35A.33. The steps in the budget process are typically as follows:

- A. The city council has a work session in July to review the mid-year current budget status and provide guidelines for the next year's budget preparation. Public input is encouraged.
- B. Department budget requests for the next year are submitted in August, with mission statements, service highlights, goals and objectives, and service and performance measures. These requests are reviewed by the city manager and finance director.
- C. The recommended budget is balanced by the end of September and the document is assembled and distributed by the end of October.
- D. The council reviews the recommended budget in work sessions and regular meetings beginning in late October or early November. A formal public hearing on the budget is also held during this process.
- E. The council makes adjustments to the recommended budget and adopts, by ordinance, a final balanced budget by December 31.
- F. Within 30 days of adoption, the final budget document is made available to the public.

AMENDING THE BUDGET

The city manager is authorized to transfer budgeted amounts between departments within any fund and between object classes within departments. Traditionally, city council approval is sought prior to any new financial commitment that requires the use of budgeted reserve accounts. Any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of

employment must be approved by the city council.

When the city council determines that it is in the best interest of the city to increase or decrease appropriations for a particular fund, it may do so by ordinance. Budgetary amendments usually are not material in relation to original appropriations. They are usually made during the middle and near the end of a fiscal year.

ORDINANCE NO. 995-B

**AN ORDINANCE OF THE CITY OF CHEHALIS,
WASHINGTON, ADOPTING THE BUDGET OF THE CITY
OF CHEHALIS FOR THE YEAR 2019 AND PROVIDING
FOR THE EFFECTIVE DATE HEREOF.**

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO
ORDAIN AS FOLLOWS:**

Section 1. Attached hereto and identified as Exhibit "A," in summary form, are the total of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined for the budget of the City for 2019, and by this reference said Exhibit "A," showing a total estimated ending fund balance of \$14,754,464 is incorporated herein as if set forth in full and the same is hereby adopted in full.

Section 2. This ordinance is a legislative act delegated by statute to the City Council of the City of Chehalis, is not subject to referendum and shall take effect the 19th day of December, 2018.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 14th day of November, 2018.

Dennis L. Dawley

Mayor

Attest:

Caryn Foley
City Clerk

Approved as to form and content:

[Signature]
City Attorney

**Ordinance 995-B
Exhibit "A"
2019 BUDGET SUMMARY - ALL FUNDS**

FUND NO.	FUND NAME	ESTIMATED BEGINNING CASH	REVENUES	TRANSFERS IN	EXPENDITURES	TRANSFERS OUT	ESTIMATED ENDING CASH	CASH BALANCE CHANGE FROM BEGINNING TO ENDING	% CHANGE
001	General Fund	\$ 969,625	\$ 9,742,242	\$ 80,000	\$ 9,794,971	\$ 224,699	\$ 772,197	\$ (197,428)	-20.4%
003	Dedicated Street Fund	122,027	710	198,808	172,520	-	149,025	26,998	22.1%
004	Building Abatement Fund	100,109	330	-	-	80,000	20,439	(79,670)	-79.6%
102	Arterial Street Fund	102,565	165,504	-	170,218	-	97,851	(4,714)	-4.6%
103	Transportation Benefit District Fund	710,655	992,518	-	1,175,000	-	528,173	(182,482)	-25.7%
107	Tourism Fund	229,451	225,985	-	223,435	82,000	150,001	(79,450)	-34.6%
110	Compensated Absences Reserve Fund	92,868	1,850	-	-	-	94,718	1,850	2.0%
195	Community Development Block Grant Fund	21	-	1,000	1,000	-	21	-	0.0%
197	HUD Block Grant Fund	71,043	1,420	-	1,000	-	71,463	420	0.6%
200	2011 General Obligation Bond Fund	-	-	99,563	99,563	-	-	-	0.0%
301	Public Facilities Reserve Fund	189,273	3,780	82,000	96,724	-	178,329	(10,944)	-5.8%
302	Automotive/Equipment Reserve Fund	93,331	230	-	81,780	-	11,781	(81,550)	-87.4%
305	First Quarter REET Fund	23,942	106,280	-	-	40,821	89,401	65,459	273.4%
306	Second Quarter REET Fund	32,198	106,470	-	-	33,851	104,817	72,619	225.5%
402	Garbage Fund	5,964	6,745	-	7,252	-	5,457	(507)	-8.5%
404	Wastewater Fund	4,840,131	5,472,262	-	5,750,639	-	4,561,754	(278,377)	-5.8%
405	Water Fund	6,861,925	2,885,647	-	4,269,140	-	5,478,432	(1,383,493)	-20.2%
406	Storm and Surface Water Fund	957,458	800,770	-	786,526	-	971,702	14,244	1.5%
407	Airport Fund	523,082	4,423,173	-	4,429,286	-	516,969	(6,113)	-1.2%
611	Firemen's Pension Fund	828,308	191,236	-	78,500	-	941,044	112,736	13.6%
633*	Agency Fund	10,890	360,000	-	360,000	-	10,890	-	0.0%
TOTALS		\$ 16,764,866	\$ 25,487,152	\$ 461,371	\$ 27,497,554	\$ 461,371	\$ 14,754,464	\$ (2,010,402)	-12.0%

*Fund 633 is an Agency Fund which the city holds funds as a custodian for a period of time. This money does not belong to the City.

2019 REVENUE BUDGET SUMMARY - ALL FUNDS

FUND NO.	FUND NAME	ESTIMATED BEGINNING CASH	REVENUES	TRANSFER IN	TRANSFER TYPE	TOTAL REVENUES	2019 TOTAL APPROPRIATION
001	General Fund	\$ 969,625	\$ 9,742,242	\$ 80,000	1	\$ 9,822,242	\$ 10,791,867
003	Dedicated Street Fund	122,027	710	198,808	1, 2	199,518	321,545
004	Building Abatement Fund	100,109	330	-		330	100,439
102	Arterial Street Fund	102,565	165,504			165,504	268,069
103	Transportation Benefit District Fund	710,655	992,518			992,518	1,703,173
107	Tourism Fund	229,451	225,985			225,985	455,436
110	Compensated Absences Reserve Fund	92,868	1,850			1,850	94,718
195	Community Development Block Grant Fund	21	-	1,000	1	1,000	1,021
197	HUD Block Grant Fund	71,043	1,420			1,420	72,463
200	2011 General Obligation Bond Fund	-	-	99,563	2	99,563	99,563
301	Public Facilities Reserve Fund	189,273	3,780	82,000	3	85,780	275,053
302	Automotive/Equipment Reserve Fund	93,331	230			230	93,561
305	First Quarter REET Fund	23,942	106,280			106,280	130,222
306	Second Quarter REET Fund	32,198	106,470			106,470	138,668
402	Garbage Fund	5,964	6,745			6,745	12,709
404	Wastewater Fund	4,840,131	5,472,262			5,472,262	10,312,393
405	Water Fund	6,861,925	2,885,647			2,885,647	9,747,572
406	Storm and Surface Water Fund	957,458	800,770			800,770	1,758,228
407	Airport Fund	523,082	4,423,173			4,423,173	4,946,255
611	Firemen's Pension Fund	828,308	191,236			191,236	1,019,544
633*	Agency Fund	10,890	360,000			360,000	370,890
TOTALS		\$ 16,764,866	\$ 25,487,152	\$ 461,371		\$ 25,948,523	\$ 42,713,389

Transfer Types: 1=Operating, 2=Debt Service, 3=Capital, Equity or Reserves

*Fund 633 is an Agency Fund which the city holds funds as a custodian for a period of time. This money does not belong to the City.

2019 EXPENDITURE BUDGET SUMMARY - ALL FUNDS

FUND NO.	FUND NAME	OPERATING PURPOSE	DEBT SERVICE PURPOSE	CAPITAL PURPOSE	RESERVE PURPOSE	TRANSFER OUT	TRANSFER TYPE	TOTAL EXPENDITURES	ESTIMATED ENDING CASH	2019 TOTAL APPROPRIATION
001	General Fund	\$ 9,674,339	\$ 114,432	\$ 6,200	\$ -	\$ 224,699	1, 2	\$ 10,019,670	\$ 772,197	\$ 10,791,867
003	Dedicated Street Fund	129,000	28,520	15,000				172,520	149,025	321,545
004	Building Abatement Fund	-				80,000	1	80,000	20,439	100,439
102	Arterial Street Fund	170,218						170,218	97,851	268,069
103	Transportation Benefit District Fund			1,175,000				1,175,000	528,173	1,703,173
107	Tourism Fund	223,435				82,000	1	305,435	150,001	455,436
110	Compensated Absences Reserve Fund							-	94,718	94,718
195	Community Development Block Grant Fund	1,000						1,000	21	1,021
197	HUD Block Grant Fund	1,000						1,000	71,463	72,463
200	2011 General Obligation Bond Fund		99,563					99,563	-	99,563
301	Public Facilities Reserve Fund			96,724				96,724	178,329	275,053
302	Automotive/Equipment Reserve Fund			81,780				81,780	11,781	93,561
305	First Quarter REET Fund					40,821	2	40,821	89,401	130,222
306	Second Quarter REET Fund					33,851	2	33,851	104,817	138,668
402	Garbage Fund	7,252						7,252	5,457	12,709
404	Wastewater Fund	3,041,684	1,880,055	828,900				5,750,639	4,561,754	10,312,393
405	Water Fund	2,484,378	321,662	1,463,100				4,269,140	5,478,432	9,747,572
406	Storm and Surface Water Fund	545,726		240,800				786,526	971,702	1,758,228
407	Airport Fund	1,356,136	99,472	2,973,678				4,429,286	516,969	4,946,255
611	Firemen's Pension Fund	78,500						78,500	941,044	1,019,544
633*	Agency Fund	360,000						360,000	10,890	370,890
TOTALS		\$ 18,072,668	\$ 2,543,704	\$ 6,881,182	\$ -	\$ 461,371		\$ 27,958,925	\$ 14,754,464	\$ 42,713,389

Transfer Types: 1=Operating, 2=Debt Service, 3=Capital, Equity or Reserves

*Fund 633 is an Agency Fund which the city holds funds as a custodian for a period of time. This money does not belong to the City.

BASIS OF ACCOUNTING/BUDGETING

BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund has a specific role and responsibility. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. Revenues and expenditures within each fund are closely monitored to ensure accuracy, accountability, and efficiency. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the City of Chehalis:

GOVERNMENTAL FUND TYPES:

Governmental funds are used to account for activities typically associated with state and local government operations. There are four governmental fund types used by the City of Chehalis:

General Fund

This fund is the primary operating fund of the City of Chehalis. It accounts for all financial resources except those required or elected to be accounted for in another fund and is generally considered to represent the ordinary operations of the City. In addition to the regular General Fund, the City has established sub-funds per Council direction to set aside and account for specific activities. They include the Building Abatement Fund, Dedicated Street Fund, and Compensated Absences Fund. The General Fund covers Police, Fire, Administration, Planning and Building Development, Finance, Legal, and Legislative Services. Major revenue sources include property, sales, and utility taxes and licenses and permit fees, and state shared revenues.

Special Revenue Funds

These funds account for proceeds of specific revenues that are legally restricted or designated to finance particular activities of the City, other than debt service or capital projects. Other restricted resources are accounted for in debt service, trust, and capital projects.

Special Revenue Funds include Arterial Street, Tourism, 1982-90 CDBG, HUD Block Grant, Transportation Benefit District (TBD) funds. Gas taxes are collected into the Arterial Street Fund and must be used for the maintenance of our city roads and streets. The Tourism Fund accounts for Hotel/Motel taxes. The use of the TBD revenue is restricted by law and must be used for specific transportation projects contained in the City's transportation plan. Improvements can range from roads and transit service to sidewalks and transportation demand management. Projects may also include the operation, preservation, and maintenance of these facilities or programs.

Debt Service Funds

These funds are used to account for the accumulation of resources for, and payment of general long-term debt principal and interest from governmental resources. Payment for general obligation bonds is backed by full faith and credit of the City. Typically, primary source of revenue to these fund is from property tax. The 2011 General Obligation Bonds Fund is the only debt service fund currently used in the City. A portion of the general fund revenues and a portion of the revenues received in the two REET funds are used for the City's 2011 G.O. debt service payment.

Capital Project Fund

These funds account for financial resources which are designated for the acquisition or construction of general government capital projects. Proprietary fund resources are directly expensed from the individual fund. Capital project funds include the Public Facilities Reserve, Automotive/Equipment Reserve, First Quarter Percent REET, and Second Quarter Percent REET funds. The revenues received into the Real Estate Excise Taxes (REET) funds are restricted by law to be used to finance particular general capital improvement projects.

PROPRIETARY FUND TYPES:

Proprietary Funds are used to account for services to the general public where all or most of the costs, including depreciation, are to be financed or recovered from users of such services. There are two generic fund types in this category: Enterprise Funds and Internal Services Fund. The City does not have internal services fund currently.

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily by user charges similar to private business enterprises. Enterprise funds include the Garbage, Water Utility, Wastewater Utility, Storm & Surface Water Utility, and Airport funds.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the City on behalf of other individuals, other governments, and other funds. There are two fund types in this category: Pension Trust Fund and Agency Fund. Pension Trust funds account for the operation of a trust established for employee retirement benefits. Agency Funds account for funds held in an agency capacity for others by the City.

Firemen's Pension Fund

This fund is used to account for the accumulation of resources for pension benefit payments to qualified firefighters and their survivors.

Agency Fund

This fund is used to account for municipal court funds not belonging to the City.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The City of Chehalis uses cash basis of accounting. Revenues are recognized only when cash is received, and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law. Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

Budgets and Budgetary Accounting

The City of Chehalis adopts an annual appropriated budget for 21 funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at fiscal yearend. Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting. When Council

determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, department, and object class, it may do so by ordinance approved by a simple majority.

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the City of Chehalis' legislative body. These values EXCLUDE estimated ending cash, they are for actual expenditures, capital uses/debt payments and transfers.

DESCRIPTION of CITY REVENUES

Revenue is the money that comes from taxes, fees and charges, and intergovernmental disbursements. The revenue collected is then used to provide a range of municipal services, including public safety, street maintenance, development services, parks and recreation and human services. The non-operating part of the budget accounts for principal and interest payments on outstanding debts, capital improvements, and reserves. Revenues in 2019 will continue to be reviewed throughout the year and will be adjusted accordingly.

Each of the funds detailed within the 2019 Budget have a specific purpose and responsibility. The funds act much like separate checking accounts maintained by family members. Each fund accounts for all revenues and all expenditures/expense transactions that occur throughout the year. This allows the City to accurately record revenues and authorize and monitor expenditures as to source and purpose for greater accountability and improved efficiency. This is critical because most of the City's funds are legally restricted to specific activities.

Most traditional local government functions, including legislative services; legal; administration; finance; police; fire; parks and recreation; planning and building inspections; facility maintenance; and street maintenance are budgeted within the General Fund.

Following is a list of many of the funding sources for the City. This list is not meant to be all-inclusive, but is meant to assist in understanding how and where much of the money comes from in the support of general services of the City.

TAXES

Property Tax – Regular and Emergency Medical Service (EMS) Levy

Property tax levies are typically used by local governments for operating and maintenance costs. They are not commonly used for capital improvements.

Property taxes are the second largest source of revenue in the General Fund for the City. All real and personal property (except where exempt by law) is assessed by the Lewis County Assessor at 100 percent of the property's true and fair market value. Every parcel in the county must be physically inspected and reappraised at least once every six years. Assessed values are adjusted each year based on market value changes. The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities, including Chehalis. Collections are distributed after the end of each month. Property tax revenues are recognized when cash is received by the City of Chehalis. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

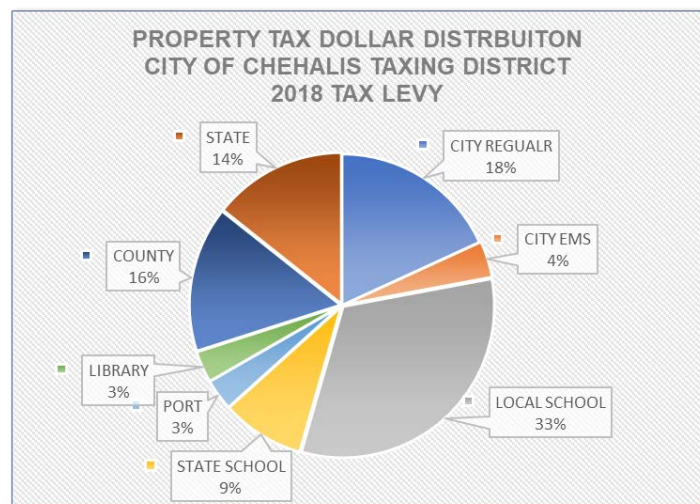
Cities and counties with a population under 10,000 may not increase their total levy amount more than 1% annually, known as the "levy lid" (excluding levies for new construction or increases in state-assessed utility valuations) over the previous year's lawful levy amount. However, local governments can exceed the 1% levy lid if they have banked capacity available under RCW 84.55.092. If a jurisdiction did not take the maximum 1% increase in the past, it will have banked capacity available. The City of Chehalis did not take the maximum 1% increase for many years

and has a banked capacity of \$319,464.94 (21.80% of the 2018 actual levy) for the City's general levy and \$7,412.25 (or 2.36% of the 2018 actual levy) for the EMS levy going into 2019 tax levy year.

Local governments may also exceed the 1% levy lid for one or more years if they have not reached their statutory levy rate limit through a "levy lid lift". This option requires voter approval with a simple majority of votes. The maximum rate allowed by state law for cities is \$3.60 per \$1,000 assessed valuation (AV). An additional \$0.225 is allowed for a taxing district that has a Firemen's Pension Fund and is also in a library and/or fire district, for a total of \$3.825. The maximum allowable rate for Chehalis' regular levy is \$3.325 ($\$3.60 + \$0.225 - \$0.5 = \3.325) because the City has annexed to the Timberland Regional Library system and relinquished up to \$.50 of the \$3.60 maximum.

The new construction levy does not increase the overall tax rate paid by property owners. The annual tax impact on a property owner is usually different than the percent increase of the levy, since it depends on several factors such as changes in the assessed valuation of the property, growth in the City's overall assessed valuation, and levy increases by other taxing districts. While new growth and development will increase the City's property tax revenues, providing services to these areas will also increase operating and maintenance costs.

Although property taxes represent a major source of funding for City services, the portion of each property owner's total tax bill allocated to the City is relatively small.



Regular Levy: The 2019 estimated regular property tax levy by the City is \$2.182 per \$1,000 of assessed valuation. Of the \$2.182, \$0.225 is allocated by statute to the Firemen's Pension Fund. The remaining revenue generated by the regular tax levy is currently used for operations and maintenance.

EMS Levy: The state authorizes a rate up to \$0.50 per \$1,000 AV in property tax for emergency medical purposes. The citizens of Chehalis passed an emergency medical service ballot measure in 1989 to assess \$0.25 per \$1,000 AV for EMS equipment and supplies. In 1993, they again passed an additional \$0.25 per \$1,000 AV, and the use was broadened to include all emergency medical costs including staffing. The estimated 2019 EMS levy rate is \$0.44607 per \$1,000 AV.

The following schedule shows property tax receipts for the last ten years.

USE	2018 [^]	2017 ¹	2016	2015	2014	2013	2012 ²	2011	2010	2009
General Fund	\$760,034	\$1,317,799	\$1,239,018	\$1,247,319	\$1,221,741	\$1,205,330	\$1,211,882	\$1,193,144	\$1,186,966	\$1,143,117
EMS Levy	182,700	314,676	297,504	234,598	231,302	228,349	230,646	228,407	227,206	217,322
Firemen's Pension	91,982	143,492	134,426	134,353	130,733	129,107	133,322	-	-	-
TOTAL	\$1,034,716	\$1,775,967	\$1,670,948	\$1,616,270	\$1,583,776	\$1,562,786	\$1,575,850	\$1,421,551	\$1,414,172	\$1,360,439

[^] Tax Collected Year-to-date 10/19/2018

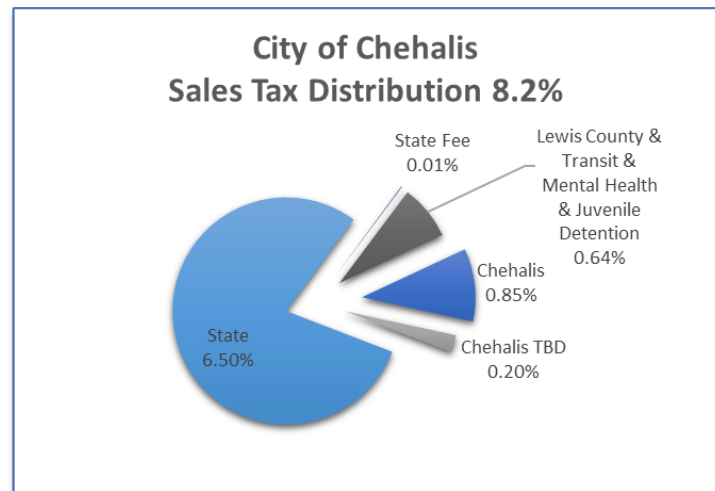
¹ Industrial Area Annexation

² Ordinance 884.B. 10.7% increase over 2011 regular levy amount

Retail Sales and Use Tax

Sales tax is levied on the sale of consumer goods (except most food products and services) and construction. The amount of revenue generated by sales tax fluctuates from year to year due to changes in the economy, buying habits of consumers, and the level of construction taking place in the City. Local governments may collect a tax on retail sales of up to 1.1 percent, of which 0.1 percent may be used only for criminal justice purposes.

The combined sales tax rate for Chehalis, WA is 8.2%. This is the total of state, county, city sales tax, and City of Chehalis Transportation Benefit District (TBD) rates. The Washington State sales tax rate is currently 6.5%, in addition the State deducts a 0.01% administration fee and Lewis County receives 0.64%. The City of Chehalis TBD receives 0.2%. The City's effective rate is 0.85 percent.



Utility Taxes

Utility taxes are levied on the gross operating revenues that public and private utilities earn from operations within the boundaries of the City. This applies to electric, natural gas, water, sewer, surface water, solid waste, cable TV, and telephone. Legislation passed in 1982 limits the tax rate on electric, gas, steam, and telephone utilities to six percent. There are no restrictions on the tax rates for water, sewer, surface water, and solid waste utilities.

In Chehalis, a six percent tax is collected on cable TV, electricity, natural gas, telephone, water, sanitary sewer, and garbage.

Real Estate Excise Tax (REET)

Real Estate Excise Tax is levied on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages, and other debts given to secure the purchase. The State levies this tax at the rate of 1.28 percent.

Cities are also authorized (RCW 82.46) to impose a local tax of 0.25 percent of the purchase price of real estate within the city limits. The Growth Management Act authorizes collection of another 0.25 percent. Both the first and second 0.25 percent are to be used solely for financing capital projects specified in the City's Capital Facilities Plan. Capital projects are defined as those public works projects of a local government for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street

and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and parks. In addition, the first 0.25 percent may be used for acquisition of parks and recreation facilities. However, the acquisition of land for parks is not a permitted use of the second 0.25 percent funds.

The revenue source could be applied directly to a specific project or need in the Capital Facilities Plan, or it could be used for bond redemption.

Business & Occupation (B&O) Tax

RCW 35.11 authorizes cities to collect this tax on the gross or net income of businesses conducting business within the City limits, not to exceed a rate of 0.2 percent. Revenue may be used for capital facilities acquisition, construction, maintenance and operations. Voter approval is required to initiate the tax or increase the tax rate.

The City of Chehalis does not have this tax, so this revenue source is not available. Projected income if the City were to enact the maximum allowable rate of 0.2 percent of gross income would amount to approximately \$1 million dollars annually.

Hotel/Motel Tax

Hotel/Motel tax is levied upon charges made for the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp and other transient accommodations in the City. Most cities may impose a "basic" two percent tax under RCW 67.28.180 on all charges for furnishing lodging at hotels, motels, and similar establishments (including bed & breakfasts and RV parks) for a continuous period of less than one month. The tax is taken as a credit against the state sales tax, so that what a patron pays in retail sales tax and the hotel/motel tax combined is equal to the retail sales tax in the jurisdiction. It is collected and administered by the Washington State Department of Revenue. State law requires that these taxes be credited to a special fund with limitations on use, principally to generate tourism/convention activities that bring new visitors to our area, as prescribed by RCW 67.28.310. The City of Chehalis has created the Tourism Fund for this purpose. Cities with over 5,000 population, like Chehalis, are required to have a "Lodging Tax Advisory Committee" of at least five members appointed by the City Council.

LICENSES & PERMITS

Building Related Permits

This category consists primarily of revenue collected by the Planning & Building Department. Included in this category are building permits, plumbing permits, and mechanical permits. Fees imposed for permits are typically subject to a base charge determined by the type of permit, plus additional fees determined by either the dollar value or size (square foot or number of units) of the project.

Planning/Land Development Permits

Approvals for the use of property, including subdivisions, special use permits, and site plan reviews comprise this category of revenue and also includes civil plan review charges. Fees are typically set to reflect the relative cost to process the application, with permits that require a public hearing having higher fees due to the cost of the Hearing Examiner and public notices.

Business Licenses and Permits

This category includes the issuance of business licenses. The fee structure for business permits is typically an annual fee or one-time charge depending on the particular type of license or permit. The City of Chehalis also requires businesses with no physical presence in Chehalis that are doing business in the City (e.g. contractors) to obtain a business license through the State.

Franchise Fees

Franchise fees are charges levied on private utilities for the right to use city streets, alleys and other public properties. Cable TV franchise fees are governed by federal rather than state law and may be levied at a rate of five percent of gross revenues, regardless of the cost of managing the franchise process. The Federal Communication Commission ruled in 2002 that cable companies do not have to pay franchise fees on cable modem services.

INTERGOVERNMENTAL REVENUES

State Shared Revenues

The State of Washington shares some of the revenues it collects with counties, cities, and towns across the state. These revenues come from a variety of sources and are often distributed on a per capita basis, although some shared revenues are distributed according to other criteria. State shared revenues are distributed on either a monthly or quarterly basis, although not all quarterly revenues are distributed in the same month of the quarter.

The population figure used in the 2019 Budget is 7,515 as determined by the Office of Financial Management for Washington State as of April 1, 2018. This figure is important when determining distribution of state shared revenues on a per capita basis. The above table shows the amount of state shared revenues projected in the 2019 Budget.

Estimated 2019 State Shared Revenues		
Share Revenues	Per Capita Amount	Est. 2019 Revenue
Liquor Profits	\$ 8.16	\$ 61,322
Liquor Tax	\$ 5.14	\$ 38,627
Criminal Justice - Population Based	\$ 0.33	\$ 2,480
Criminal Justice - Special Program	\$ 1.09	\$ 8,191
Gas Tax	\$ 20.72	\$ 155,711
Increased Gas Tax	\$ 1.21	\$ 9,093
Multi-Modal Distribution	\$ 1.38	\$ 10,371
Marijuana Excise Tax	\$ -	\$ -
Total	\$ 38.03	\$ 285,795

Motor Vehicle Excise Tax

State shared revenues also include motor vehicle excise tax and local vehicle license fees. Revenues must be spent for "highway purposes", including the construction, maintenance, and operation of city streets.

Liquor Excise Tax and Liquor Profits

In Washington State, liquor sales were controlled by a state-operated monopoly until Initiative 1183 passed in November 2011 which privatized the distribution and retail sale of liquor, effective June 1, 2012. The markups on liquor have been replaced as a state revenue source by license fees that are paid to the state by retailers and distributors. Liquor revenue is received by the cities from two sources - liquor excise taxes and liquor profits.

Liquor excise tax is imposed on liquor and wine sales. Two percent of the distribution must be used to support an approved alcoholism or drug addiction programs.

The Liquor and Cannabis Board (LCB), formerly known as the Liquor Control Board, collects revenue in the form of license fees from retailers and distributors under Initiative 1183. The LCB continues to call these funds "liquor profits" and will continue to distribute to cities and counties on a quarterly basis. Two percent of receipts must be distributed for the support of alcoholism or drug addiction programs, and 20.23% of distribution is restricted to use for public safety purposes.

Marijuana Excise Tax

The Legislature amended the state's marijuana regulatory and taxation system in 2013, providing for revenue sharing with cities and counties. The state distributes a portion of the marijuana excise taxes to the Liquor and Cannabis Board (LCB) and various state agencies and programs on a quarterly basis. The intent for the use of this fund in Initiative 502 are: to allow law enforcement resources to be focused on violent and property crimes, education, health care, research, substance abuse prevention, and drug enforcement activities. The 2019 budget includes an estimated revenue of \$24,100.

Criminal Justice Revenues

The Washington State Legislature approved the Criminal Justice Funding Act in a special session of the Legislature in July 1990. The principal focus of the Act is to provide funding for county and city criminal justice systems, including police protection, mitigation of congested court systems, and relief of overcrowded jails. The City of Chehalis currently qualifies in two of the five possible funding areas for cities: Special Programs and Population. Distributions come in several forms, but all are restricted to use for Criminal Justice purposes.

Motor Vehicle Fuel Tax (Gas Tax)

Fuel taxes in Washington are assessed as cents per gallon sold, not the dollar value of the sales. Cities and towns receive MVFT distributions on a per capita basis. Revenues must be spent for "highway" purposes, including the construction, maintenance, and operations of city streets and roads. The gas tax revenue is budgeted in the Arterial Street fund.

Increased Motor Vehicle Fuel Tax and Multi-Modal Distribution

Counties, cities and towns receives a share of the multi-modal funds and the increase in fuel tax as a result of 2ESSB 5987. The state provides a set amount of revenue deposited into the Multimodal Transportation Account to counties, cities and towns. One-half of the funds are to be distributed to cities as provided under RCW 46.68.110(4). The legislation, adopted in 2015, provided for direct distributions to be phased in from FY 2016-2017. Beginning with FY 2018, 2ESSB 5987 provides over \$25 million annually to counties, cities, and towns, allocable as follows: Increase MVFT \$11,719,000 per year; Multi-modal funds \$13,393,000 per year. These revenues are split equally between cities and counties. City distributions are based on population, while county distributions are established by the same County Road Administration Board (CRAB) formula as the MVFT and set at the annual CRAB board meeting in late July,

CHARGES FOR SERVICES

Planning and Development Fees

These fees are collected for services related to the issuance of permits and the review of plans for compliance with City codes. Fees are generally collected at a level estimated to recover the cost of the service provided.

Water Utility Rates

Water revenues fund costs associated with the operations of the water system, repairs and maintenance to the system, and fund needed capital improvements to the utility for growth and overall system operations. Revenues are garnered through rate charges to customers, system development charges to new customers, interest earnings on investments, and other connection charges.

Wastewater Utility Rates

Wastewater revenues fund costs associated with the operations of the wastewater system, repairs and maintenance to the system, and fund needed capital improvements to the utility as needed for growth and overall system operations. Revenues are garnered through rate charges to customers, system development charges to new customers, interest earnings on investments, and other connection charges and fees.

Stormwater Utility Rates

Stormwater rates collected from customers are used to fund operations and maintenance of the stormwater collection system, support capital improvements to the system, assist with education and outreach, and financially support street infrastructure capital improvements that have stormwater elements.

MISCELLANEOUS REVENUE**Investment Income**

In the City of Chehalis, available cash is invested with the Local Government Investment Pool and certain U.S. Government securities. The amount of interest received will vary with interest rates and the amount of cash available for investment during any particular budget year. Interest income is allocated to City funds according to average cash balance.

Rentals and Leases

Sources of rental and lease income include the rental of City owned facilities for events, the leasing of City owned land for cell-tower usage, and the Airport hangars and the Airport owned land for commercial business.

Other Financing Sources

Other financing sources represent those funding sources that are one-time or non-recurring in nature. Examples include general long-term debt such as general obligation bonds, bank loans, interfund transfers, insurance proceeds, restitutions, and grants.

Interfund Transfers

Some funds receive revenues from other funds in the form of an interfund transfer. These transfers may represent payments for service, an operating transfer, or a concentration of revenues for a specific project.

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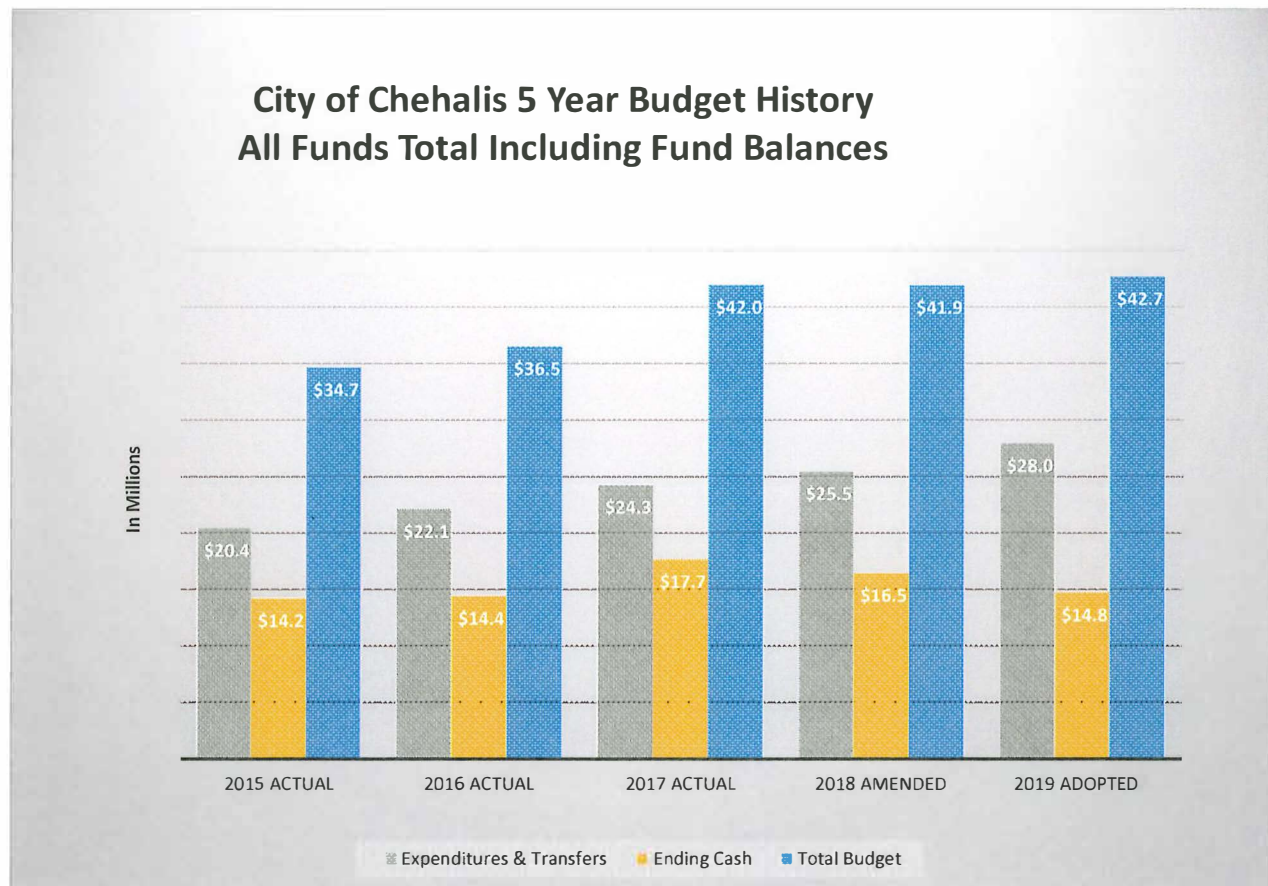
Budget Summary Section

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ALL FUNDS

SUMMARY OF BUDGET TOTALS
FUND TOTALS INCLUDING FUND BALANCES
 Expenditures Budget Plus Ending Cash Balance

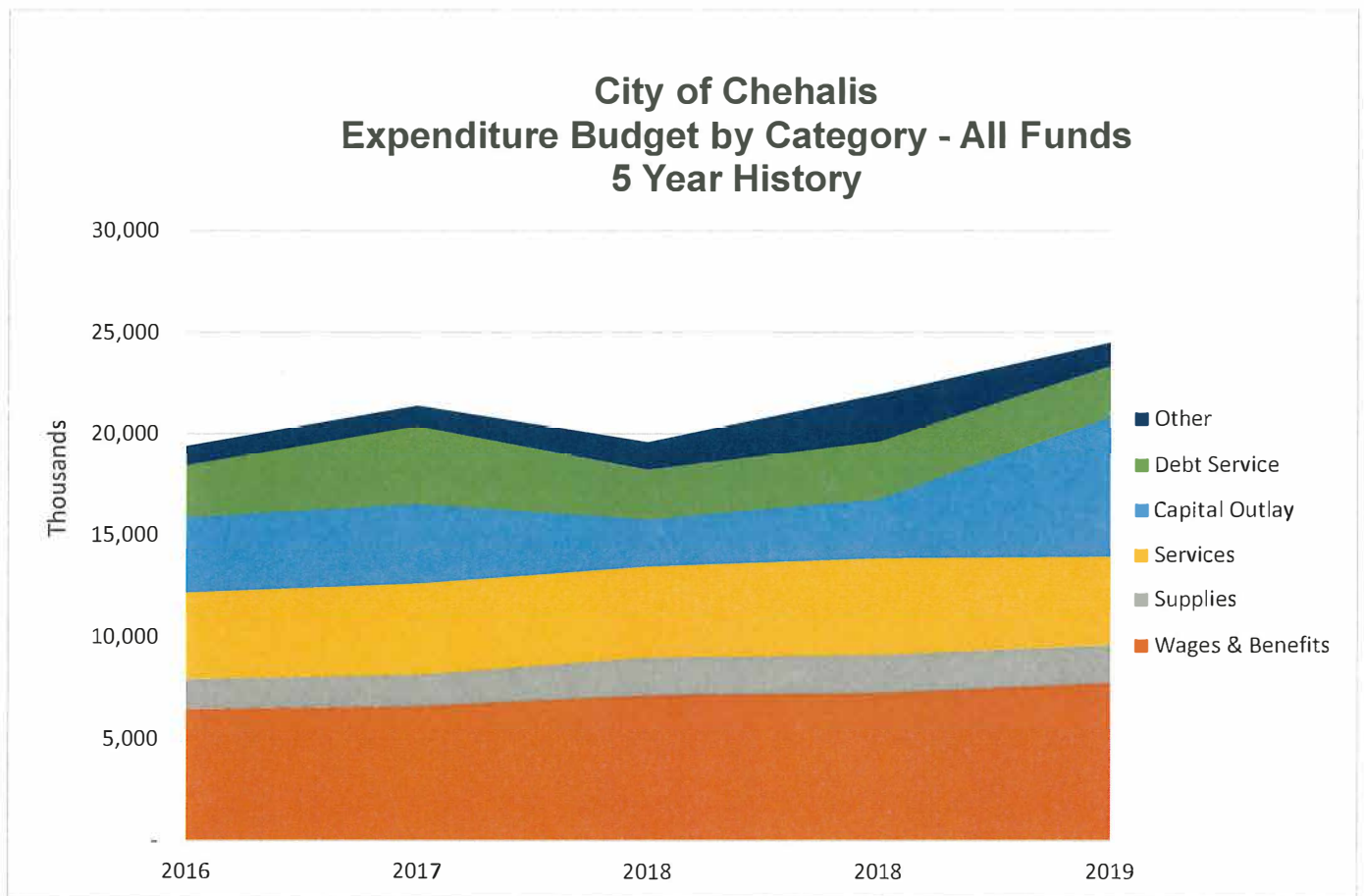
FUND NAME	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget	% Change from 2018 Amended to 2019 Budget
General	\$ 10,536,245	\$ 11,287,541	\$ 10,719,907	\$ 11,371,793	\$ 10,791,867	\$ (579,926)	-5.1%
Dedicated Street	255,101	459,906	205,658	302,967	321,545	18,578	6.1%
Building Abatement	-	100,109	99,996	100,109	100,439	330	0.3%
Arterial Street	227,643	266,438	258,438	262,625	268,069	5,444	2.1%
Transportation Benefit District	-	382,637	1,068,480	1,210,655	1,703,173	492,518	40.7%
Tourism	445,096	524,855	494,882	546,886	455,436	(91,450)	-16.7%
Compensated Absences Reserve	-	-	-	92,868	94,718	1,850	2.0%
1982-93 CDBG	110	111	10,111	1,011	1,021	10	1.0%
HUD Block Grant	57,506	70,943	70,806	71,043	72,463	1,420	2.0%
2011 General Obligation Bonds	95,706	98,956	102,510	102,510	99,563	(2,947)	-2.9%
Public Facilities Reserve	-	100,040	420,000	1,018,933	275,053	(743,880)	-73.0%
Auto/Equipment Reserve	461	463	461	93,331	93,561	230	0.2%
First Quarter Percent REET	257,418	317,673	277,557	266,807	130,222	(136,585)	-51.2%
Second Quarter Percent REET	228,656	297,397	366,154	355,388	138,668	(216,720)	-61.0%
Garbage	11,146	14,034	13,313	13,469	12,709	(760)	-5.6%
Wastewater	8,875,628	10,722,510	9,644,338	10,352,323	10,312,393	(39,930)	-0.4%
Water	8,711,259	10,027,320	7,377,735	10,072,692	9,747,572	(325,120)	-3.2%
Storm and Surface Water	1,245,851	1,528,069	1,444,962	1,678,683	1,758,228	79,545	4.7%
Airport	4,600,382	4,821,672	2,328,173	2,741,314	4,946,255	2,204,941	80.4%
Firemen's Pension	639,424	762,320	845,257	906,808	1,019,544	112,736	12.4%
Agency	351,781	278,044	368,560	370,890	370,890	-	0.0%
TOTALS	\$ 36,539,413	\$ 42,061,038	\$ 36,117,298	\$ 41,933,105	\$ 42,713,389	\$ 780,284	1.9%



ALL FUNDS

SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Category	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2018 Budget	% Change from 2018 Amended Budget
REVENUE SOURCE							
Tax Revenues:							
Property Tax	\$ 1,670,946	\$ 1,775,967	\$ 1,998,385	\$ 1,801,448	\$ 1,926,749	\$ 125,301	7.0%
Sales Tax	4,199,423	4,732,017	4,752,128	4,752,128	5,142,110	389,982	8.2%
Sales Tax - TBD	-	382,257	850,000	850,000	989,591	139,591	16.4%
Hotel/Motel Tax	245,684	258,654	233,000	233,000	225,185	(7,815)	-3.4%
Utility Tax	1,528,396	1,679,886	1,640,420	1,677,920	1,613,990	(63,930)	-3.8%
Real Estate Excise Tax	202,846	197,967	180,000	180,000	211,660	31,660	17.6%
Other Taxes	47,958	51,213	50,267	50,222	46,670	(3,552)	-7.1%
Total Tax Revenues	7,895,253	9,077,961	9,704,200	9,544,718	10,155,955	611,237	34.9%
Other Revenues:							
Licenses and Permits	431,494	201,154	180,835	180,835	187,925	7,090	3.9%
Grants	1,033,804	2,416,174	318,000	320,172	2,650,062	2,329,890	727.7%
State Shared Revenues	380,322	397,571	369,061	388,007	398,558	10,551	2.7%
Charges for Goods and Services	9,911,236	10,050,895	9,677,931	9,687,506	9,793,548	106,042	1.1%
Fines and Penalties	231,760	194,670	227,685	227,685	195,740	(31,945)	-14.0%
Interest Earnings	63,565	117,858	54,775	65,175	142,204	77,029	118.2%
Rents and Leases	1,101,234	1,249,680	1,206,391	1,215,741	1,214,507	(1,234)	-0.1%
Other Misc. Revenues	153,496	95,730	32,185	253,831	32,530	(221,301)	-87.2%
Agency Deposits	641,075	543,995	655,240	656,270	648,028	(8,242)	-1.3%
Interfund Loan Repayment	-	-	-	16,800	68,095	51,295	305.3%
Interfund Loan Financing	-	-	-	279,430	-	(279,430)	-100.0%
Proceeds from Disposal of Asset	12,290	2,873	-	9,584	-	(9,584)	-100.0%
Other Financing	162,644	2,909,276	-	-	-	-	0.0%
Transfers In	308,151	381,967	707,135	1,212,986	461,371	(751,615)	-62.0%
Total Other Revenues	14,431,071	18,561,843	13,429,238	14,514,022	15,792,568	1,278,546	794.4%
TOTAL REVENUES	\$ 22,326,324	\$ 27,639,804	\$ 23,133,438	\$ 24,058,740	\$ 25,948,523	\$ 1,889,783	829.3%
EXPENDITURES							
Salaries/Wages	\$ 6,141,869	\$ 6,308,139	\$ 6,825,640	\$ 6,958,556	\$ 7,445,313	486,757	7.0%
Benefits	3,019,584	3,161,314	3,388,650	3,509,523	3,755,918	246,395	7.0%
Supplies	1,489,333	1,552,082	1,869,850	1,877,121	1,873,100	(4,021)	-0.2%
Services and Charges	4,270,685	4,526,815	4,235,580	4,749,552	4,350,616	(398,936)	-8.4%
Interfund Service	-	-	253,674	1	(5)	(6)	-600.0%
Capital Outlay	3,696,693	3,885,973	2,316,233	2,913,876	6,881,182	3,967,306	136.2%
Debt Service	2,541,836	3,820,145	2,425,660	2,834,030	2,475,609	(358,421)	-12.6%
Interfund Loan	-	-	-	296,230	68,095	(228,135)	-77.0%
Interfund Loan Repayment	-	-	-	-	-	-	0.0%
Other Use	342,448	267,374	360,230	521,839	360,252	(161,587)	-31.0%
Agency Disbursement	307,579	273,050	293,399	284,929	287,474	2,545	0.9%
Transfer Out	308,151	481,967	716,731	1,222,582	461,371	(761,211)	-62.3%
TOTAL EXPENDITURES	\$ 22,118,178	\$ 24,276,859	\$ 22,685,647	\$ 25,168,239	\$ 27,958,925	\$ 2,790,686	11.1%
CHANGES IN FUND BALANCE							
Beginning Cash, January 1	\$ 14,213,088	\$ 14,421,234	\$ 12,984,860	\$ 17,874,365	\$ 16,764,866	\$ (1,109,499)	-6.2%
Net Revenues Over (under) Expenditures	208,146	3,362,945	447,791	(1,109,499)	(2,010,402)	(900,903)	81.2%
ENDING CASH, DECEMBER 31	\$ 14,421,234	\$ 17,784,179	\$ 13,432,651	\$ 16,764,866	\$ 14,754,464	\$ (2,010,402)	-12.0%



2019 Capital Budget

Department/Description	Adopted Budget
General Fund-Non -Departmental	
Cashiering software	\$ 5,000
General Fund-Street	
3% Public Works Director vehicle	1,200
Dedicated Street Fund	
Variable message board	15,000
Transportation Benefit District	
Reconstruction of Pacific Avenue between Main and Park Street	825,000
Design work for National Avenue, Chehalis Avenue & Pacific Avenue	350,000
Public Facilities Reserve Fund	
Complete recreation park plan	14,724
Shaw Aquatics Center Pool Liner Project	82,000
Automotive Equipment Reserve Fund	
Police patrol vehicle	39,780
1 ton brush fire truck	30,000
Parks and recreation vehicle (used)	12,000
Wastewater Fund	
Riverside Force Main Replacement Project	700,000
Utility billing software (35%)	52,500
Various New Equipment	43,800
Public Works Director Vehicle	7,600
Design of SBR Waste Piping Modification Project	25,000
Water Fund	
Engineering services for the 2018 Water System Plan update	100,000
Engineering for High-Level Pump Station Construction	100,000
Design of Environmental Permitting of the Chehalis River Pump Line Replacement	250,000
Engineering Service for Water Main Replacement from Main Street to Park Street	80,000
High-Level Pump Station Replacement	350,000
Pacific Avenue Water Line replacement	450,000
Utility billing software (45%)	67,500
Public Works Director Vehicle, Floride Machine & Various new equipment	65,600
Storm & Surface Water Fund	
Pacific Avenue storm line replacement	175,000
Utility Billing Software (20%)	30,000
Public Works Director Vehicle	800
Rate Study	35,000
Airport Fund	
Taxiway realignment project	2,803,678
New roof and windows for restroom faculties	30,000
Above ground fuel storage	60,000
Pull tank sprayer and tractor	80,000
TOTAL	\$ 6,881,182

2019 Schedule of Interfund Transfers

Transferring Fund	Amount Transfer Out	Transfers In (Receiving Funds)					Amount Transfer In	Purposes
		General Fund Current Expense	2011 G.O. Bond Fund	Public Facilities Reserve Fund	Community Development Block Grant Fund	Dedicated Street Fund		
General Fund	\$ 24,891		\$ 24,891				\$ 24,891	2011 G.O. Bond debt service payment
General Fund	198,808					198,808	198,808	4% of Sales Tax for City Street Maintenance
General Fund	1,000				1,000		1,000	Operating legal service expenses
Total General Fund	224,699	-	24,891	-	1,000	198,808	224,699	
Building Abatement Fund	80,000	80,000					80,000	To General Fund for Facility maintenance
Total Building Abatement Fund	80,000	80,000	-	-	-	-	80,000	
Tourism Fund	82,000			82,000			82,000	Shaw Aquatic Center Pool Liner Project
Total Tourism Fund	82,000	-	-	82,000	-	-	82,000	
Frist Quarter REET Fund	40,821		40,821				40,821	2011 G.O. Bond debt service payment
Total First Quarter REET Fund	40,821	-	40,821	-	-	-	40,821	
Second Quarter REET Fund	33,851		33,851				33,851	2011 G.O. Bond debt service payment
Total Second Quarter REET Fund	33,851	-	33,851	-	-	-	33,851	
Total Transfers	\$ 461,371	\$ 80,000	\$ 99,563	\$ 82,000	\$ 1,000	\$ 198,808	\$ 461,371	

**EMPLOYEES
FULL TIME EQUIVALENTS (FTE)***

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change 2018-2019
GENERAL FUND						
Total City Manager Employees (FTE)	2.00	2.00	2.00	2.00	2.00	-
Total City Clerk Employees (FTE)	1.00	1.00	1.00	1.00	1.00	-
Total Municipal Court Employees (FTE)	3.18	3.18	3.18	3.18	3.18	-
Total Finance Employees (FTE)	3.00	3.00	3.80	3.80	3.30	(0.50)
Total Human Resources Employees (FTE)	1.00	1.00	1.00	1.00	1.00	-
Total Facilities & Parks Employees (FTE)	5.98	7.30	5.40	6.38	8.55	2.17
Total Fire Employees (FTE)	15.10	14.10	14.10	14.10	14.00	(0.10)
Total Planning & Building Employees (FTE)	3.00	2.60	2.55	2.55	2.65	0.10
Total Police Employees (FTE)	22.05	23.05	23.05	23.05	23.00	(0.05)
Total Recreation Employees (FTE)	6.83	6.50	4.50	6.58	5.52	(1.06)
Total PW Street Employees (FTE)	4.81	3.81	3.01	4.21	4.48	0.27
TOTAL GENERAL FUND	67.95	67.54	63.59	67.85	68.68	0.83
Total Arterial Street Employees (FTE)	0.00	1.00	1.00	1.00	1.00	-
Total Wastewater Employees (FTE)	11.86	12.30	11.42	12.34	13.54	1.20
Total Water Employees (FTE)	12.36	13.91	12.99	13.67	14.36	0.69
Total Storm Water Employees (FTE)	2.89	3.42	2.98	3.24	4.81	1.57
Total Airport Employees (FTE)	4.25	4.40	4.40	4.40	4.60	0.20
TOTAL CITY-WIDE EMPLOYEES (FTE)	99.31	102.57	96.38	102.50	106.99	4.49

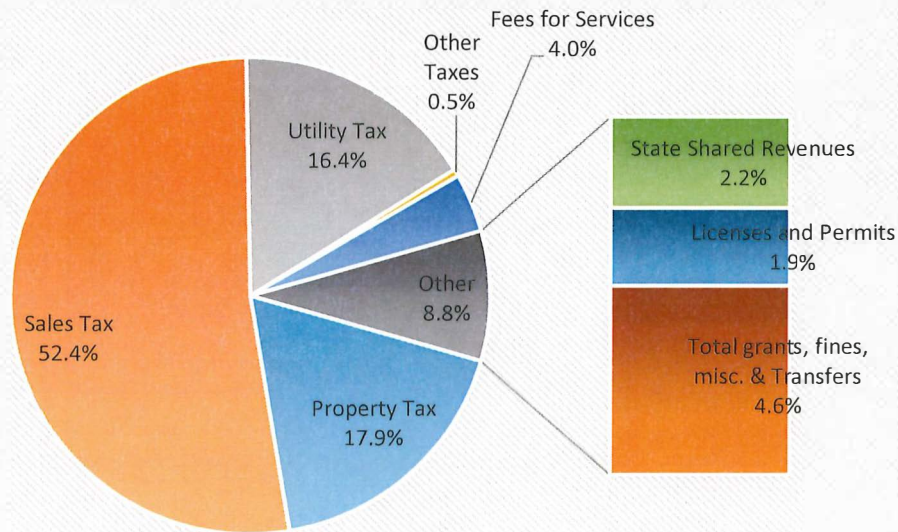
GENERAL FUND **SUMMARY BY REVENUE AND EXPENDITURE CATEGORY**

GENERAL FUND	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	Change 2018 Amended to 2019 Budget	% Change 2018 Amended to 2019 Budget
REVENUE SOURCE							
Tax Revenues:							
Property Tax	\$ 1,536,521	\$ 1,632,475	\$ 1,864,685	\$ 1,639,220	\$ 1,761,623	\$ 122,403	7.5%
Sales Tax	4,199,423	4,732,017	4,752,128	4,752,128	5,142,110	389,982	8.2%
Utility Tax	1,528,396	1,679,886	1,640,420	1,677,920	1,613,990	(63,930)	-3.8%
Other Taxes	47,958	51,213	50,267	50,222	46,670	(3,552)	-7.1%
Total Tax Revenues	7,312,298	8,095,591	8,307,500	8,119,490	8,564,393	444,903	5.5%
Other Revenues:							
Licenses and Permits	431,494	201,154	180,835	180,835	187,925	7,090	3.9%
Grants	51,327	850,444	-	1,267	5,267	4,000	315.7%
State Shared Revenues	208,028	222,389	207,561	226,507	220,204	(6,303)	-2.8%
Fees for Services	464,622	370,144	349,705	360,330	392,993	32,663	9.1%
Fines and Penalties	137,231	108,247	140,685	140,685	120,110	(20,575)	-14.6%
Interest Earnings	24,540	25,921	16,950	25,950	28,540	2,590	10.0%
Rents and Leases	91,837	83,760	82,100	90,100	89,020	(1,080)	-1.2%
Other Misc. Revenues	147,951	92,221	29,385	61,798	29,385	(32,413)	-52.4%
Agency Deposits	127,991	98,321	112,276	113,306	104,405	(8,901)	-7.9%
Proceeds from Disposal of Asset	8,787	1,433	-	9,584	-	(9,584)	-100.0%
Transfers In	18,000	-	-	-	80,000	80,000	0.0%
Total Other Revenues	1,711,808	2,054,034	1,119,497	1,210,362	1,257,849	47,487	3.9%
TOTAL REVENUES	\$ 9,024,106	\$ 10,149,625	\$ 9,426,997	\$ 9,329,852	\$ 9,822,242	\$ 492,390	5.3%
EXPENDITURES							
Salaries/Wages	\$ 4,333,483	\$ 4,423,387	\$ 4,750,388	\$ 4,892,857	\$ 5,039,782	\$ 146,925	3.0%
Benefits	2,071,991	2,148,792	2,232,489	2,335,790	2,442,336	106,546	4.6%
Supplies	345,801	415,968	437,680	444,951	393,643	(51,308)	-11.5%
Services and Charges	2,058,518	1,970,040	1,970,550	2,024,699	2,108,488	83,789	4.1%
Capital Outlay	598,151	273,270	165,260	182,760	6,200	(176,560)	-96.6%
Debt Service	100,456	102,549	114,385	114,385	114,432	47	0.0%
Other Use	-	-	-	161,609	-	(161,609)	-100.0%
Agency Disbursement	138,365	98,921	111,385	102,915	104,415	1,500	1.5%
Transfer Out	186,188	307,742	220,191	556,527	224,699	(331,828)	-59.6%
Interfund Charges	(434,624)	(495,568)	(347,182)	(414,325)	(414,325)	-	0.0%
TOTAL EXPENDITURES	\$ 9,398,329	\$ 9,245,101	\$ 9,655,146	\$ 10,402,168	\$ 10,019,670	\$ (382,498)	-3.7%
CHANGES IN FUND BALANCE							
Beginning Cash, January 1	\$ 1,512,139	\$ 1,137,916	\$ 1,292,910	\$ 2,041,941	\$ 969,625	\$ (1,072,316)	-52.5%
Net Revenues Over (under) Expenditures	(374,223)	904,524	(228,149)	(1,072,316)	(197,428)	874,888	-81.6%
ENDING CASH, DECEMBER 31	\$ 1,137,916	\$ 2,042,440	\$ 1,064,761	\$ 969,625	\$ 772,197	\$ (197,428)	-20.4%
Ending Cash % of Revenues	12.6%	20.1%	11.3%	10.4%	7.9%	-2.5%	-24.4%
Ending Cash % of Expenditures	12.1%	22.1%	11.0%	9.3%	7.7%	-1.6%	-17.3%

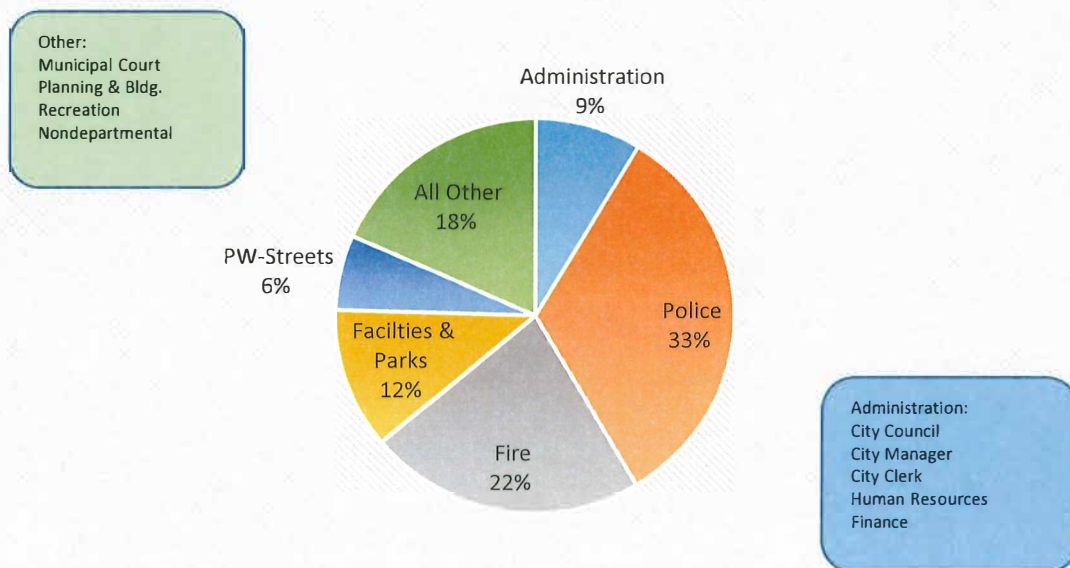
GENERAL FUND **EXPENDITURE SUMMARY BY DEPARTMENT**

GENERAL FUND DEPARTMENTS			2018	2018	2019	Change from	% Change
	2016 Actual	2017 Actual	Original Budget	Amended Budget	Adopted Budget	2018 Amended to 2019 Budget	2018 Amended to 2019 Budget
City Council	\$ 77,810	\$ 61,833	\$ 92,364	\$ 77,498	\$ 97,825	20,327	26.2%
City Manager	279,884	533,599	275,562	262,340	190,628	(71,712)	-27.3%
City Clerk	65,544	54,824	92,078	81,252	86,347	5,095	6.3%
Finance	176,395	182,165	302,373	273,990	292,481	18,491	6.7%
Legal Service	-	-	-	-	74,633	74,633	0.0%
Human Resources	75,390	82,784	104,410	110,749	124,278	13,529	12.2%
Facilities & Parks	825,934	917,002	1,039,264	1,073,729	1,154,667	80,938	7.5%
Fire	2,048,680	2,205,903	2,214,518	2,307,015	2,256,208	(50,807)	-2.2%
Municipal Court	498,310	442,757	486,482	489,082	496,226	7,144	1.5%
Nondepartmental	486,414	584,615	637,829	1,118,120	560,266	(557,854)	-49.9%
Planning and Building	644,844	438,127	330,266	352,976	303,793	(49,183)	-13.9%
Police	2,793,308	3,043,281	3,027,134	3,179,926	3,282,629	102,703	3.2%
Public Works - Streets	1,016,710	521,970	598,223	607,651	616,810	9,159	1.5%
Recreation	409,106	476,241	454,643	467,840	482,879	15,039	3.2%
TOTAL EXPENDITURES	\$ 9,398,329	\$ 9,545,101	\$ 9,655,146	\$ 10,402,168	\$ 10,019,670	(382,498)	-3.7%

City of Chehalis General Fund
2019 Total Revenue Budget \$9,822,242
Where the Money Comes From



City of Chehalis General Fund
2019 Total Expenditures Budget \$10,019,670
Where the Money Goes



Budget Detail Section

GENERAL FUND & GENERAL FUND RESERVE FUNDS

The General Fund is the City's primary operating fund. In addition to the regular General Fund, the City has established sub-funds per the Council direction to set aside and account for specific activities. They include the Building Abatement Fund, Dedicated Street Fund, and Compensated Absences Fund.

GENERAL FUND - The General Fund is the City's general operating fund and accounts for all financial resources except those required to be accounted for in other fund and is generally considered to represent the ordinary operations of the City.

BUILDING ABATEMENT FUND -The Building Abatement Fund was established by the City Council in 2017 for the purpose of removing hazards to public health and safety and potentially address aesthetic concerns related to abandoned buildings in our community. Total of \$100,000 was transferred from the General Fund through the end of 2018. However, the 2019 budget includes a \$80,000 transfer back to the General Fund to fill the budget gap in 2019. The estimated fund balance at the end of 2019 is \$20,439.

DEDICATED STREET FUND - Consistent with policy of the City Council, effective January 1, 2014, an allocation of 4% of the City's sales tax revenue is transferred to this fund to be used and accumulated for needed City street repairs and improvements.

COMPENSATED ABSENCES RESERVE FUND -The Compensated Absences Reserve Fund was established in 1985 for the purpose of setting aside funds to be used for compensation of employees for cash outs for unused accrued leaves, approved disability leaves, approved unemployment benefits, and authorized severance pay.

FUND: 001 - GENERAL FUND					REVENUES				
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Property Taxes									
001.311.010.00	REAL AND PERSONAL PROPERTY TAX	\$ 1,215,535	\$ 1,302,598	\$ 1,496,045	\$ 1,305,126	\$ 1,414,864		\$ 1,414,864	8.4%
001.311.010.01	REAL/PERSONAL PROP TAX DELINQ	23,482	15,201	35,000	15,741	19,529		19,529	24.1%
001.311.011.00	REAL/PERSONAL TAXES-EMS LEVY	293,067	311,439	327,140	314,525	322,512		322,512	2.5%
001.311.011.01	DELINQUENT PROP TAXES-EMS LEVY	4,437	3,237	6,500	3,828	4,718		4,718	23.2%
Total Property Taxes		1,536,521	1,632,475	1,864,685	1,639,220	1,761,623	-	1,761,623	7.5%
Sales and Use Taxes									
001.313.011.00	LOCAL RETAIL SALES & USE TAX	4,048,620	4,575,263	4,615,427	4,615,427	4,970,180		4,970,180	7.7%
001.313.061.00	BROKERED NATURAL GAS SALES & USE TAX	35,935	30,611	30,600	30,600	27,200		27,200	-11.1%
001.313.071.00	CRIMINAL JUSTICE FUNDING	114,868	126,143	106,101	106,101	144,730		144,730	36.4%
Total Sales and Use Taxes		4,199,423	4,732,017	4,752,128	4,752,128	5,142,110	-	5,142,110	8.2%
Utility Business Taxes									
001.316.010.00	MAIN STREET B&O CREDIT	-	41,250	-	37,500	37,500		37,500	0.0%
001.316.041.00	ELECTRIC	497,791	571,441	515,102	515,102	546,320		546,320	6.1%
001.316.043.00	GAS	135,784	156,816	213,794	213,794	154,480		154,480	-27.7%
001.316.045.00	GARBAGE/SOLID WASTE UTIL TAXES	64,918	69,053	68,164	68,164	73,480		73,480	7.8%
001.316.046.01	CABLE UTILITY TAX	79,175	106,274	132,843	132,843	87,430		87,430	-34.2%
001.316.047.00	TELEPHONE	265,885	223,612	254,902	254,902	250,180		250,180	-1.9%
001.316.048.00	B&O TAXES ON UTILITIES - WATER	178,732	189,919	176,000	176,000	160,514		160,514	-8.8%
001.316.049.00	B&O TAXES ON UTILITIES - WW	306,111	321,521	279,615	279,615	304,086		304,086	8.8%
Total Utility Business Taxes		1,528,396	1,679,886	1,640,420	1,677,920	1,613,990	-	1,613,990	-3.8%
Other Taxes									
001.317.020.00	LEASEHOLD EXCISE TAX	47,831	51,213	50,222	50,222	46,630		46,630	-7.2%
001.317.040.00	TIMBER EXCISE TAX	127	-	45	-	40		40	0.0%
Total Other Taxes		47,958	51,213	50,267	50,222	46,670	-	46,670	-7.1%
Business License & Permit Fees									
001.321.030.00	POLICE & PROTECTIVE-FIREWORKS	800	600	800	800	800		800	0.0%
001.321.080.00	CONCESSIONS	383	-	385	385	385		385	0.0%
001.321.091.01	FRANCHISE TAXES-US SPRINT	-	180	71,500	-	150		150	0.0%
001.321.091.02	FRANCHISE TAX - COMCAST	82,601	82,675	-	71,500	84,860		84,860	18.7%
001.321.099.00	OTHER BUSINESS LICENSES & PERMITS	23,330	24,735	26,000	26,000	24,320		24,320	-6.5%
001.322.010.00	BUILDING PERMITS	317,260	84,872	75,000	75,000	68,960		68,960	-8.1%
001.322.030.00	ANIMAL LICENSES	1,615	2,100	2,100	2,100	2,080		2,080	-1.0%
001.322.040.00	RIGHT-OF-WAY OCCUPANCY PERMITS	4,550	5,150	4,050	4,050	5,210		5,210	28.6%
001.322.090.00	OTHER LICENSES & PERMITS-FIRE SAFETY	-	-	-	-	230		230	0.0%
001.322.090.01	GUN PERMITS/DEALERS	955	842	1,000	1,000	930		930	-7.0%
Total Business License & Permit Fees		431,494	201,154	180,835	180,835	187,925	-	187,925	3.9%
Intergovernmental Revenues									
001.331.016.60	DOJ - BULLET-PROOF VEST PROGRAM	977	2,586	-	-	-		-	0.0%
001.333.020.20	DOT/FEDERAL HWY ADMIN	-	324,446	-	-	-		-	0.0%
001.333.020.60	US DOT STATE & COMMUNITY HWY SAFETY	2,984	1,725	-	-	-		-	0.0%
001.334.001.20	OTHER JUDICIAL AGENCIES	-	-	-	-	-		-	0.0%
001.334.001.85	09 FLOOD MILITARY DEPT DISASTER GRANT	-	-	-	-	-		-	0.0%
001.334.002.70	ST GRANT - REC & CONSERVATION FUNDING	-	146,479	-	-	-		-	0.0%
001.334.003.82	TIB GRANT	36,621	371,367	-	-	-		-	0.0%
001.334.004.90	DEPT OF HEALTH	1,290	1,270	-	1,222	1,222		1,222	0.0%
001.335.000.91	PUD PRIVILEGE TAX	60,161	70,769	70,775	70,775	75,113		75,113	6.1%
001.336.000.71	MULTIMODAL TRANSPORTATION	7,537	7,847	10,575	10,575	10,371		10,371	-1.9%
001.336.000.99	STREAMLINED SALES TAX MITIGATION	16,224	14,748	12,736	12,736	-		-	-100.0%
001.336.006.21	CRIM JUST-POP/VIO CRIM	2,029	2,110	2,325	2,325	2,480		2,480	6.7%
001.336.006.26	CRIM JUST - SPECIAL PROGRAMS	7,397	7,659	7,950	7,950	8,191		8,191	3.0%
001.336.006.41	MARIJUANA ENFORCEMENT	15,711	12,231	2,625	2,625	-		-	-100.0%
001.336.006.42	MARIJUANA EXCISE TAX	-	6,898	-	18,946	24,100		24,100	27.2%
001.336.006.51	DUI CITIES	1,149	1,131	1,500	1,500	-		-	-100.0%
001.336.006.94	LIQUOR EXCISE TAX	34,367	35,978	36,900	36,900	38,627		38,627	4.7%
001.336.006.95	LIQUOR BOARD PROFITS	63,453	63,018	62,175	62,175	61,322		61,322	-1.4%
001.337.009.22	INTERLOCAL-TRAINING COST SHARE LCDF#6	-	-	-	-	4,000		4,000	0.0%
001.337.009.41	WCIA GRANTS-REIMBURSEMENTS	-	2,000	-	-	-		-	0.0%
001.337.009.42	AWC Grants	455	465	-	-	-		-	0.0%

FUND:		001 - GENERAL FUND				REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.337.009.80	LC Fire District #6	4,000	-	-	-	-	-	-	0.0%
001.337.009.K9	BNSF GRANT	5,000	-	-	-	-	-	-	0.0%
001.337.040.00	TIMBER EXCISE TAX - LC	-	106	-	45	45	-	45	0.0%
Total Intergovernmental Revenues		259,355	1,072,833	207,561	227,774	225,471	-	225,471	-1.0%
Charges for Services									
001.341.032.00	D/M COURT RECORD SERVICES	3	57	50	50	50	-	50	0.0%
001.341.033.00	WARRANT COSTS	11,286	9,043	10,000	10,000	10,000	-	10,000	0.0%
001.341.062.00	MUNICIPAL COURT COPIES	72	33	80	80	80	-	80	0.0%
001.341.081.00	WORD PROCESSING/PRINTING	134	234	120	120	120	-	120	0.0%
001.341.081.01	PRINTING/COPYING - PD	145	226	150	150	150	-	150	0.0%
001.342.010.00	LAW ENFORCEMENT SERVICES	2,801	1,790	1,800	1,800	1,800	-	1,800	0.0%
001.342.010.01	LAW ENFORCEMENT-RANGE USE	250	-	-	-	-	-	-	0.0%
001.342.010.02	LAW ENFORCEMENT - DNA COLLECTION	-	-	-	-	-	-	-	0.0%
001.342.010.03	LAW ENFORCEMENT SVCS - OCDEF	-	776	-	-	-	-	-	0.0%
001.342.020.00	FIRE PROTECTION SERVICES	79	-	-	-	-	-	-	0.0%
001.342.021.00	FIRE PROTECTION SERVICES	-	4,647	-	-	-	-	-	0.0%
001.342.021.01	INTERGOVT'L FIRE INVESTIGATIONS	13,460	27,608	18,225	18,225	18,225	-	18,225	0.0%
001.342.021.02	INTERGOVT'L FIRE - SCBA AIR	900	-	-	-	-	-	-	0.0%
001.342.021.03	FIRE PROTECTIVE SVCS-GREEN HILL	25,053	25,053	25,000	25,000	25,053	-	25,053	0.2%
001.342.021.04	EMS - LIFE SAFETY FUND	1,279	-	-	-	-	-	-	0.0%
001.342.033.00	ADULT PROBATION SERVICE CHARGE	22,668	16,311	18,720	18,720	17,480	-	17,480	-6.6%
001.342.036.00	ELECTRONIC MONITORING-PRISONER	4,837	6,153	18,000	18,000	6,240	-	6,240	-65.3%
001.342.037.00	LAW ENFORCEMENT SER (FNDRPRNT)	665	535	665	665	460	-	460	-30.8%
001.342.038.00	PRE-CONVICTION SUPERVISION COSTS	13,675	14,363	12,000	12,000	14,030	-	14,030	16.9%
001.342.050.00	DUI EMERGENCY RESPONSE	978	746	1,000	1,000	830	-	830	-17.0%
001.343.030.00	ELECTRICITY/GAS SALES SERVICES	-	100	-	-	80	-	80	0.0%
001.344.010.93	ADMINISTRATIVE FEE	3,410	134	135	135	135	-	135	0.0%
001.345.011.00	DUMP/DISPOSAL FEES	1,487	1,424	1,200	1,200	1,500	-	1,500	25.0%
001.345.023.00	ANIMAL CONTROL	1,140	1,165	1,200	1,200	1,370	-	1,370	14.2%
001.345.081.00	ZONING, SUBDIVISION FEES	210	575	475	475	260	-	260	-45.3%
001.345.083.00	PLAN CHECKS	183,725	52,685	47,500	47,500	88,030	-	88,030	85.3%
001.345.083.01	HEARING EXAMINER SERVICES	413	450	200	200	440	-	440	120.0%
001.345.089.01	COM DEV ADMINISTRATIVE FEES	-	185	185	185	110	-	110	-40.5%
001.345.089.02	COM DEV ADMIN FEE - UGA PERMITTING	-	-	-	10,625	12,650	-	12,650	19.1%
001.341.070.01	POOL - ICE CREAM SALE	1,636	-	-	-	-	-	-	0.0%
001.347.030.01	ACTIVITY FEES/POOL ADMISSION	67,821	101,276	80,000	80,000	86,180	-	86,180	7.7%
001.347.030.02	POOL RENTALS	-	-	-	-	-	-	-	0.0%
001.347.060.00	PROGRAM FEES/CLASS	77,120	78,352	83,000	83,000	77,960	-	77,960	-6.1%
001.347.060.01	PROGRAM FEES/SWIM LESSONS	29,375	26,223	30,000	30,000	29,760	-	29,760	-0.8%
001.347.060.02	REC TOURNEY/LEAGUES/EVENTS	-	-	-	-	-	-	-	0.0%
Total Charges for Services		464,622	370,144	349,705	360,330	392,993	-	392,993	9.1%
Fines/Forfeitures									
001.352.030.00	MANDATORY INSURANCE COST	142	112	150	150	110	-	110	-26.7%
001.353.010.00	TRAFFIC INFRACTIONS/NON-PARKIN	35,450	27,746	35,000	35,000	33,140	-	33,140	-5.3%
001.353.070.00	NON-TRAFFIC INFRACTIONS	1,204	945	1,350	1,350	1,170	-	1,170	-13.3%
001.354.009.00	PARKING INFRACTIONS	7,380	6,700	8,000	8,000	6,910	-	6,910	-13.6%
001.355.020.00	DRIVING WHILE INTOXICATED	10,033	6,521	11,500	11,500	8,570	-	8,570	-25.5%
001.355.080.00	OTHER CRIMINAL TRAFFIC	29,330	21,918	26,175	26,175	23,200	-	23,200	-11.4%
001.356.050.03	DRUG/ALCOHOL SPEC ASSESSMENT	2,455	1,350	2,500	2,500	1,830	-	1,830	-26.8%
001.356.080.00	CRIME FEES	-	-	1,000	1,000	-	-	-	-100.0%
001.356.090.00	NON-TRAFFIC MISDEMEANOR	20,564	12,748	25,000	25,000	15,050	-	15,050	-39.8%
001.357.032.00	WITNESS COSTS	16	6	10	10	10	-	10	0.0%
001.357.033.00	PUBLIC DEFENSE COSTS	30,617	30,126	30,000	30,000	30,000	-	30,000	0.0%
001.359.000.00	LATE PAYMENT FEES	30	30	-	-	80	-	80	0.0%
001.359.000.03	FINES & PENALTIES - NSF's	10	45	-	-	40	-	40	0.0%
Total Fines/Forfeitures		137,231	108,247	140,685	140,685	120,110	-	120,110	-14.6%
Interest Earnings									
001.361.011.00	INTEREST EARNINGS	2,764	6,763	1,350	10,350	8,690	-	8,690	-16.0%
001.361.040.00	INTEREST-CONTRACTS, NOTES, A/R	2,459	3,970	1,600	1,600	4,500	-	4,500	181.3%
001.361.040.01	D/M COURT INTEREST INCOME	19,317	15,188	14,000	14,000	15,350	-	15,350	9.6%
Total Interest Earnings		24,540	25,921	16,950	25,950	28,540	-	28,540	10.0%
Rents & Leases									

FUND:		001 - GENERAL FUND				REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.362.000.00	RENTS & LEASES	300	150	-	-	150	-	150	0.0%
001.362.000.10	RENTALS - EQUIPMENT/VEHICLES	9,488	-	-	-	-	-	-	0.0%
001.362.000.40	RENTALS -EQUIPMENT/VEHICLE	33,900	-	-	-	-	-	-	0.0%
001.362.000.41	RENTALS - RV PARK	27,127	-	-	-	-	-	-	0.0%
001.362.000.42	FIELD RENTALS	1,010	-	-	-	-	-	-	0.0%
001.362.000.50	SPACE RENTALS - PARKING SPACES	19,425	-	-	-	-	-	-	0.0%
001.362.000.80	SHOWER RENTALS - RV PARK	587	-	-	-	-	-	-	0.0%
001.362.040.00	SPACE & FACILITIES RENTALS	-	34,560	35,100	35,100	33,340	-	33,340	-5.0%
001.362.040.01	SPACE RENTALS - RV PARK	-	24,491	21,000	21,000	22,640	-	22,640	7.8%
001.362.040.02	FIELD RENTALS	-	1,280	900	900	1,000	-	1,000	11.1%
001.362.050.00	SPACE & FACILITIES LEASES(L/T)	-	19,099	23,000	23,000	19,070	-	19,070	-17.1%
001.362.050.02	RV PARK LEASES (L/T)	-	-	-	8,000	8,000	-	8,000	0.0%
001.362.080.00	CONCESSION PROCEEDS	-	556	600	600	570	-	570	-5.0%
001.362.080.01	CONCESSION PROCEEDS/POOL	-	2,952	500	500	3,570	-	3,570	614.0%
001.362.080.02	CONCESSION PROCEEDS/REC	-	57	500	500	30	-	30	-94.0%
001.362.080.03	CONCESSION PROCEEDS/COMMISSIONS	-	465	-	-	350	-	350	0.0%
001.362.090.00	OTHER RENTS & USE CHARGES	-	150	500	500	300	-	300	-40.0%
Total Rents and Leases		91,837	83,760	82,100	90,100	89,020	-	89,020	-1.2%
Other Misc. Revenues									
001.367.000.00	PRIVATE GRANTS & DONATIONS	6,300	-	-	-	-	-	-	0.0%
001.367.000.01	CHEHALIS FOUNDATION DONATION	80,000	6,894	-	-	-	-	-	0.0%
001.367.011.21	DONATIONS - POLICE DEPT	2,000	-	-	-	-	-	-	0.0%
001.367.011.76	DONATIONS FOR FACILITIES	11,288	31,749	-	21,560	-	-	-	-100.0%
001.367.011.79	DONATION-OTHER CULTURE & RECREATION	20,265	16,993	-	-	-	-	-	0.0%
001.367.011.K9	DONATIONS - CHE POLICE OFFICER ASSOC	3,500	-	-	-	-	-	-	0.0%
001.369.010.00	SALE OF SCRAP OR JUNK	444	1,538	10	10	10	-	10	0.0%
001.369.020.00	UNCLAIMED PROPERTY & PROCEEDS	1,320	1,093	500	500	500	-	500	0.0%
001.369.030.00	CONFISC & FORFEIT - DRUGS/UNET	20,701	32,100	10,000	20,853	10,000	-	10,000	-52.0%
001.369.040.00	OTHER JUDGEMENTS & SETTLEMENTS	809	407	400	400	400	-	400	0.0%
001.369.040.01	POLICE DEPT MEDICAL REIMB	84	196	250	250	250	-	250	0.0%
001.369.080.00	CASH OVERAGES/SHORTAGES	10	1	-	-	-	-	-	0.0%
001.369.090.00	OTHER - NSF CHECKS	-	-	175	175	175	-	175	0.0%
001.369.091.00	MISCELLANEOUS INCOME (NON-TAX)	1,230	1,250	18,050	18,050	18,050	-	18,050	0.0%
Total Other Misc. Revenues		147,951	92,221	29,385	61,798	29,385	-	29,385	-52.4%
Agency Deposits									
001.386.000.83	DUE TO STATE - TRAUMA CARE	2,192	-	-	-	-	-	-	0.0%
001.386.083.00	TRAUMA CARE	685	-	-	-	-	-	-	0.0%
001.386.097.00	JUDICIAL INFORMATION SYS	27	-	-	-	-	-	-	0.0%
001.386.099.00	SCHOOL ZONE SAFETY	227	-	-	-	-	-	-	0.0%
001.389.010.00	FIREWORK STAND DEPOSITS	800	600	500	500	-	-	-	-100.0%
001.389.030.00	DUE TO OTHER GOVT UNIT-BKG INV	420	312	-	-	-	-	-	0.0%
001.389.030.04	DUE TO STATE - SALES TAX	7,913	10,614	9,665	9,665	11,665	-	11,665	20.7%
001.389.030.06	DUE TO STATE - LET	-	-	9,500	10,530	1,030	-	1,030	-90.2%
001.389.030.10	DUE TO STATE - AUTO THEFT PREVENTION	3,121	2,257	2,265	2,265	2,265	-	2,265	0.0%
001.389.030.11	DUE TO STATE-ACCESSCOMM/MULTITRANS	185	265	240	240	240	-	240	0.0%
001.389.030.12	DUE TO OTHER GOVT UNIT - CRIME VICTIMS	2,484	1,924	2,035	2,035	2,035	-	2,035	0.0%
001.389.030.14	DUE TO STATE - HOTEL/MOTEL TAX	542	490	540	540	540	-	540	0.0%
001.389.030.24	DUE TO STATE - ST BLDG CODE FEES	324	276	100	100	100	-	100	0.0%
001.389.030.83	DUE TO STATE - TRAUMA CARE	-	1,587	1,815	1,815	1,590	-	1,590	-12.4%
001.389.030.90	DUE TO STATE - DOMESTIC VIOLENCE PREV	15	1	325	325	325	-	325	0.0%
001.389.030.91	DUE TO STATE - STATE REMIT - COURT	59,074	43,018	45,500	45,500	45,500	-	45,500	0.0%
001.389.030.92	DUE TO STATE - PSEA	28,088	20,356	21,500	21,500	21,500	-	21,500	0.0%
001.389.030.94	DUE TO STATE - HWY SAFETY	669	567	600	600	600	-	600	0.0%
001.389.030.96	DUE TO STATE - LAB/BLOOD BREATH	3,204	2,402	2,650	2,650	2,650	-	2,650	0.0%
001.389.030.97	DUE TO STATE - JIS	16,607	12,809	13,976	13,976	13,500	-	13,500	-3.4%
001.389.030.98	DUE TO STATE - DNA DATABASE ACCOUNT	-	-	-	-	-	-	-	0.0%
001.389.030.99	DUE TO STATE - SCHOOL ZONE SAFETY	1,414	843	1,065	1,065	865	-	865	-18.8%
Total Agency Deposits		127,991	98,321	112,276	113,306	104,405	-	104,405	-7.9%
Proceeds from Disposal of Assets									
001.395.010.00	PROCEEDS FROM SALES OF CAP ASSETS	-	1,433	-	5,310	-	-	-	-100.0%
001.395.010.K9	PROCEEDS FROM SALES OF CAP ASSETS	4,635	-	-	-	-	-	-	0.0%
001.395.020.00	INS RECOVERY - CAPITAL ASSETS	4,152	-	-	-	-	-	-	0.0%
001.395.020.04	INSURANCE RECOVERIES - STREETS	-	-	-	4,274	-	-	-	-100.0%

FUND: 001 - GENERAL FUND					REVENUES				
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
Total Proceeds from Disposal of Assets		8,787	1,433	-	9,584	-	-	-	-100.0%
Transfers In									
001.397.000.04	TRANSFER IN - FUND 004	-	-	-	-	-	80,000	80,000	0.0%
001.397.000.46	TRANSFER IN - FUND 406	18,000	-	-	-	-	-	-	0.0%
Total Transfers In		18,000	-	-	-	-	80,000	80,000	0.0%
TOTAL REVENUES		\$ 9,024,106	\$ 10,149,625	\$ 9,426,997	\$ 9,329,852	\$ 9,742,242	\$ 80,000	\$ 9,822,242	5.3%
BEGINNING CASH, JANUARY 1		1,512,139	1,137,916	1,292,910	2,041,941	969,625	-	969,625	-52.5%
TOTAL REVENUE APPROPRIATION		\$ 10,536,245	\$ 11,287,541	\$ 10,719,907	\$ 11,371,793	\$ 10,711,867	\$ 80,000	\$ 10,791,867	-5.1%

CITY COUNCIL

General Fund 001 Department B1

Mission and Responsibilities:

The City Council is the legislative branch of city government. The seven Councilors, who select the Mayor from among themselves, are the city's only elected officials. Together they develop the goals and policies necessary to identify the municipal services and the projects needed move the City toward the vision of the community's future within the limited budgetary resources available. The Council appoints a City Manager who is responsible for implementing the City Council's policy direction and manage the daily operations of the municipal organization consistent with the City Council's direction.

Legislative decisions are made by the City Council by passing ordinances, adopting resolutions, awarding contracts, approving intergovernmental agreements, and adopting an annual budget. The Council meets twice a month to hold public hearings, take formal actions, and holds informal work sessions when needed. City Council committees also meet as needed to address more complex issues in detail and provide recommendations to the entire City Council for action. Councilors also represent the city on local and regional intergovernmental groups and organizations. In addition to the City Manager, the City Council appoints the Planning Commission and various other citizen advisory committees.

2018 Accomplishments:

- Established a Strategic Plan and Participated in Semi-Annual Planning Workshops
- Continued to maintain the fiscal viability of the city
- Continued to support efforts to advance a regional solution to flooding in the Chehalis Basin
- Reviewed and Approved a Preliminary Annexation Plan
- Reviewed and Approved a Commercial Development Master Plan for Airport property
- Established a Committee to address options for 9-1-1 Dispatch
- Approved collective bargaining agreements with the City's Police Guild and the International Association of Fire Fighters, Local 2510.
- Continued to invest in repairs to the Fire Station to address deferred maintenance and explored options for a new fire station that will meet current standards for essential service buildings
- Approved the 90% Design Documents for the improvements to Recreation Park which have been submitted as a part of state grant applications
- Continued working cooperatively and building relationships with local fire authorities and other fire districts in Lewis County

2019 Goals and Objectives:

- Continue to work together with partner agencies to address regional flood issues
- Continue to improve street maintenance in the city and partner with other agencies using Transportation Benefit District funding to complete large street projects and improvements
- Continue to work with local fire districts and authorities to explore opportunities for cooperation
- Provide policy support and direction related to the implementation of the City's Strategic Plan
- Evaluate the grant funding available for Recreation Park improvements and identify funding opportunities
- Continue to explore options for improving 9-1-1 dispatch services in the City and surrounding areas in cooperation with the Riverside Fire Authority and the City of Centralia, as well as Lewis County.

Significant Changes in 2019:

Expenses related to Strategic Planning and the City's membership in AWC were moved from Non-Departmental to the City Council Budget.

CITY COUNCIL EXPENDITURE SUMMARY

City Council Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Salary & Wages	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	0.0%
Benefits	92,508	96,033	96,000	96,000	99,327	3.5%
Supplies	1,363	2,824	2,400	2,400	2,400	0.0%
Services	17,725	4,938	9,310	9,660	26,660	176.0%
Total Expenditures	120,596	112,795	116,710	117,060	137,387	17.4%
Interfund Charges	(42,786)	(50,962)	(24,346)	(39,562)	(39,562)	0.0%
Net Expenditures	77,810	61,833	92,364	77,498	97,825	26.2%
Funding from General Revenues	\$ 77,810	\$ 61,833	\$ 92,364	\$ 77,498	\$ 97,825	26.2%

Highlights of Program Budget Changes

\$17,000 - Annual Strategic Planning \$12,000 and Annual AWC Board Membership \$5,000 moved from Non-departmental section to City Council section.

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		B1 - CITY COUNCIL							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/18	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Council Services									
001.B1.511.060.11.00	SALARIES AND WAGES	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000		\$ 9,000	0.0%
001.B1.511.060.21.00	PERSONNEL BENEFITS	92,508	96,033	96,000	96,000	99,327		99,327	3.5%
001.B1.511.060.31.00	OFFICE & OPERATING SUPPLIES	1,363	2,824	2,400	2,400	2,400		2,400	0.0%
001.B1.511.060.32.00	FUEL CONSUMED	-	-	-	-	-		-	0.0%
001.B1.511.060.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	-	-	-		-	0.0%
001.B1.511.060.41.00	PROFESSIONAL SERVICES	12,183	-	-	-	-		-	0.0%
001.B1.511.060.42.00	COMMUNICATIONS	80	594	300	650	650		650	0.0%
001.B1.511.060.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	1,000	1,000	1,000		1,000	0.0%
001.B1.511.060.44.00	ADVERTISING	-	-	-	-	-		-	0.0%
001.B1.511.060.45.00	RENTALS	-	-	1,400	1,400	1,400		1,400	0.0%
001.B1.511.060.46.00	INSURANCE	848	1,024	1,200	1,200	1,200		1,200	0.0%
001.B1.511.060.48.00	REPAIR & MAINT- FACILITIES	3,382	2,974	3,410	3,410	3,410		3,410	0.0%
001.B1.511.060.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	-		-	0.0%
001.B1.511.060.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%
001.B1.511.060.49.00	MISCELLANEOUS	334	346	2,000	2,000	2,000		2,000	0.0%
001.B1.511.060.49.01	REGISTRATION	-	-	-	-	-		-	0.0%
001.B1.511.060.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	-		-	0.0%
001.B1.511.060.41.01	PROF SVC - STRATEGIC PLANNING	-	-	-	-	12,000		12,000	0.0%
001.B1.511.064.32.00	FUEL CONSUMED	-	-	-	-	-		-	0.0%
001.B1.511.064.43.00	TRAVEL/HOTEL/PER DIEMS	507	-	-	-	-		-	0.0%
001.B1.511.064.49.00	MISCELLANEOUS	391	-	-	-	-		-	0.0%
001.B1.594.011.64.00	MACHINERY & EQUIPMENT	-	-	-	-	-		-	0.0%
Total Council Services		120,596	112,795	116,710	117,060	132,387	-	132,387	13.1%
Boards/Memberships									
001.B1.519.020.49.02	MEMBERSHIP DUES - AWC	-	-	-	-	5,000		5,000	0.0%
Total Boards/Memberships		-	-	-	-	5,000	-	5,000	0.0%
Council Contra Expenditures									
001.B1.511.069.1C.00	WAGE CONTRA EXP	(3,306)	(4,066)	(1,800)	(3,063)	(3,063)		(3,063)	0.0%
001.B1.511.069.2C.00	BENEFIT CONTRA EXP	(32,940)	(43,389)	(17,800)	(32,543)	(32,543)		(32,543)	0.0%
001.B1.511.069.3C.00	SUPPLIES CONTRA EXP	(477)	(1,276)	(285)	(745)	(745)		(745)	0.0%
001.B1.511.069.4C.00	SERVICES CONTRA EXP	(6,063)	(2,231)	(4,461)	(3,211)	(3,211)		(3,211)	0.0%
001.B1.597.009.0C.00	TRANSFER OUT CONTRA EXP	-	-	-	-	-		-	0.0%
Total Council Contra Expenditures		(42,786)	(50,962)	(24,346)	(39,562)	(39,562)	-	(39,562)	0.0%
TOTAL CITY COUNCIL		\$ 77,810	\$ 61,833	\$ 92,364	\$ 77,498	\$ 97,825	\$ -	\$ 97,825	26.2%

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LEGAL SERVICES

General Fund 001 Department F1

Employees:

The services of the City Attorney are provided through a contract with Hillier, Scheibmeir & Kelly, so there are no employees associated with this activity.

Mission and Responsibilities:

The City Attorney provides legal counsel and advice to the City Council, staff, advisory boards, and commissioners on legal matters pertaining to the business of the City. In addition, the City Attorney represents the City of Chehalis in actions brought by or against the City or its officials acting in their official capacity. The appointment of special attorneys is also an option when circumstances require specialized expertise. The City Attorney also provides preparation assistance and legal review of agreements, ordinances, resolutions, and various other documents for legal sufficiency.

Significant Changes 2019:

In previous years, the contract for legal services was included with the City Manager's budget. It is now represented as its own activity to acknowledge the distinct role of the City Attorney.

LEGAL SERVICE DEPARTMENT EXPENDITURE SUMMARY

Legal Service Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Services	\$ -	\$ -	\$ -	\$ -	\$ 110,000	0.0%
Total Expenditures	-	-	-	-	110,000	0.0%
Interfund Charges	-	-	-	-	(35,367)	0.0%
Net Expenditures	-	-	-	-	74,633	0.0%
Funding from General Revenues	\$ -	\$ -	\$ -	\$ -	\$ 74,633	0.0%

Highlights of Significant Program Budget Changes

\$74,650 - Legal service section is moved from City Manager section starting 2019.

FUND:		GENERAL FUND				EXPENDITURES			
DEPARTMENT:		F1 - LEGAL SERVICE							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Legal Services									
001.F1.515.030.31.00	OFFICE & OPERATING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
001.F1.515.030.41.00	PROF SVS. - GENERAL SERVICES	-	-	-	-	102,500		102,500	0.0%
001.F1.515.030.41.31	PROF SVS. - SUPPORT SERVICES	-	-	-	-	2,500		2,500	0.0%
001.F1.515.030.41.32	PROF SVS. - LITIGATION/SPECIAL	-	-	-	-	5,000		5,000	0.0%
Total Legal Services		-	-	-	-	110,000	-	110,000	0.0%
Legal Services Contra Expenditures									
001.F1.515.039.3C.00	SUPPLIES CONTRA EXP	-	-	-	-	(429)		(429)	0.0%
001.F1.515.039.4C.00	SERVICES CONTRA EXP	-	-	-	-	(34,938)		(34,938)	0.0%
Total Legal Services Contra Expenditures		-	-	-	-	(35,367)	-	(35,367)	0.0%
TOTAL LEGAL SERVICE		\$ -	\$ -	\$ -	\$ -	\$ 74,633	\$ -	\$ 74,633	0.0%

CITY MANAGER General Fund 001 Department D1

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
CITY MANAGER						
City Manager	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Total City Manager Employees (FTE)	2.00	2.00	2.00	2.00	2.00	0.00

Mission and Responsibilities:

The City Manager is appointed by the City Council and is the City's chief executive officer. The City Manager is responsible for implementing the City Council's goals and policies effectively. The mission of the City Manager is to provide professional, cost effective, and responsive municipal services to the City Council, City residents and businesses. As the chief executive officer of the City, the City Manager is responsible for identifying options and providing analysis and recommendations about policy issues; submitting a Adopted annual budget; reporting on the City's financial condition; implementing administrative policies and processes, while establishing effective working relationships with community groups and other government entities.

The City Manager supervises department directors and is responsible for all administrative functions of the City; represents the City on numerous intergovernmental committees and public-private projects; conducts research and analysis at the request of the City Council; reviews and approves council meeting agenda reports prepared by the administration; serves as the primary administrative contact for the news media; prepares information reports about City activities as needed; and respond to citizen inquiries, questions, and concerns.

2018 Accomplishments:

- Introduced Strategic Planning Process that led to the development of a specific City mission statement, identification of the City's values, and three-year goals
- Started the process of developing multi-year maintenance plans to maintain facilities and establish reserve funds for future replacement needs
- Initiated the Stan Hedwall Sewer Connection Project that was approved by the City Council and completed by the Wastewater Division, Parks and Facilities Division and Community Development
- Facilitated the development of a commercial development master plan for airport, working with the Airport and Community Development
- Advanced the development of a property annexation plan accepted by the City Council
- Provided responsible recommendations to the City Council, including those related to collective bargaining, advancing economic development at the airport, and addressing regional issues

2019 Goals and Objectives:

- Continue Strategic Planning Process in partnership with the City Council

- Monitor Economic and Revenue Trends for short and long-term impacts on the City's Budget
- Identify opportunities for succession planning, including training for current members of the staff
- Develop a plan for a Chehalis Beautification Committee, consistent with the Strategic Plan
- Continue to work closely with the Chehalis Community Renaissance Team and the Chehalis Foundation, as well as other community partners, to accomplish projects beyond the City's scope and financial capabilities
- Continue to lead the professional development of the organization
- Work with the staff to develop and/or refine multi-year capital improvement work plans to improve long-term maintenance of streets and facilities
- Continue the work to identify a path toward improved 9-1-1 Dispatch Services with the leadership of the City's Police and Fire Chiefs, as well the City of Centralia and the Riverside Fire Authority
- Working with the Fire Chief, present a site for a potential new fire station
- Work with the Community Development staff to proceed with the 2018 annexation plan consistent with City Council

Significant Changes 2019:

The costs associated with the City Attorney were moved to a separate, distinct fund.

CITY MANAGER DEPARTMENT EXPENDITURE SUMMARY

City Manager Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Salaries & Wages	\$ 215,734	\$ 180,597	\$ 192,700	\$ 192,700	\$ 191,071	-0.8%
Benefits	78,098	64,670	69,500	69,500	78,850	13.5%
Supplies	4,775	5,679	4,150	4,150	1,850	-55.4%
Services & Charges	141,043	175,185	125,705	127,455	14,955	-88.3%
Total Expenditures	439,650	426,131	392,055	393,805	286,726	-27.2%
Interfund Charges	(159,766)	(192,532)	(116,493)	(131,465)	(96,098)	-26.9%
Net Expenditures	279,884	233,599	275,562	262,340	190,628	-27.3%
Funding from General Revenues	\$ 279,884	\$ 233,599	\$ 275,562	\$ 262,340	\$ 190,628	-27.3%

Highlights of Program Budget Changes

\$90,791 - Legal service section \$114,800 less interfund charges (contra expense) -\$35,367 moved from City Manager section to a separate Legal Services section.

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		D1 - CITY MANAGER							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Administration									
001.D1.513.010.11.00	SALARIES AND WAGES	\$ 181,120	\$ 139,005	\$ 144,200	\$ 144,200	\$ 148,521		\$ 148,521	3.0%
001.D1.513.010.11.02	SALARIES AND WAGES	34,614	41,592	48,500	48,500	42,550		42,550	-12.3%
001.D1.513.010.11.05	SALARIES AND WAGES	-	-	-	-	-		-	0.0%
001.D1.513.010.12.02	OVERTIME	-	-	-	-	-		-	0.0%
001.D1.513.010.21.00	PERSONNEL BENEFITS	51,010	42,337	43,000	43,000	53,435		53,435	24.3%
001.D1.513.010.21.01	PERSONNEL BENEFITS-CAR ALLOW	6,000	6,000	6,000	6,000	6,000		6,000	0.0%
001.D1.513.010.21.02	PERSONNEL BENEFITS	21,088	16,333	20,500	20,500	19,415		19,415	-5.3%
001.D1.513.010.21.05	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%
001.D1.513.010.24.00	UNIFORMS & CLOTHING	-	-	-	-	-		-	0.0%
001.D1.513.010.31.00	OFFICE & OPERATING SUPPLIES	1,429	1,797	1,850	1,850	1,850		1,850	0.0%
001.D1.513.010.32.00	FUEL CONSUMED	-	-	-	-	-		-	0.0%
001.D1.513.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	1,350	1,432	-	-	-		-	0.0%
001.D1.513.010.41.00	PROFESSIONAL SERVICES	26,798	57,657	-	-	-		-	0.0%
001.D1.513.010.42.00	COMMUNICATIONS	2,205	3,926	2,400	4,150	4,150		4,150	0.0%
001.D1.513.010.43.00	TRAVEL/HOTEL/PER DIEMS	-	965	1,400	1,400	1,400		1,400	0.0%
001.D1.513.014.43.00	TRAVEL/HOTEL/PER DIEMS	213	-	-	-	-		-	0.0%
001.D1.513.010.44.00	ADVERTISING	227	326	-	-	-		-	0.0%
001.D1.513.010.45.00	RENTALS	-	-	1,400	1,400	1,400		1,400	0.0%
001.D1.513.010.46.00	INSURANCE	3,023	3,526	4,055	4,055	4,055		4,055	0.0%
001.D1.513.010.47.00	PUBLIC UTILITY SERVICE	-	-	-	-	-		-	0.0%
001.D1.513.010.48.00	REPAIR & MAINT- FACILITIES	1,141	905	800	800	800		800	0.0%
001.D1.513.010.48.01	REPAIRE & MAINT - EQUIPMENT	-	-	-	-	-		-	0.0%
001.D1.513.010.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%
001.D1.513.010.49.00	MISCELLANEOUS	1,594	3,237	3,150	3,150	3,150		3,150	0.0%
001.D1.513.014.49.00	MISCELLANEOUS	84	-	-	-	-		-	0.0%
001.D1.513.010.49.01	REGISTRATION	-	-	-	-	-		-	0.0%
001.D1.513.010.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	-		-	0.0%
Total Administration		331,896	319,038	277,255	279,005	286,726	-	286,726	2.8%
Administration Interfund Charges									
001.D1.513.019.1C.00	WAGE CONTRA EXP	(76,149)	(81,596)	(55,895)	(60,608)	(60,608)		(60,608)	0.0%
001.D1.513.019.2C.00	BENEFIT CONTRA EXP	(42,192)	(29,219)	(31,200)	(25,812)	(25,812)		(25,812)	0.0%
001.D1.513.019.3C.00	SUPPLIES CONTRA EXP	(15,670)	(2,566)	(420)	(371)	(371)		(371)	0.0%
001.D1.513.019.4C.00	SERVICES CONTRA EXP	(25,755)	(79,151)	(4,975)	(9,307)	(9,307)		(9,307)	0.0%
Total Administration Interfund Charges		(159,766)	(192,532)	(92,490)	(96,098)	(96,098)	-	(96,098)	0.0%
Legal Services									
001.D1.515.030.31.00	OFFICE & OPERATING SUPPLIES	1,996	2,450	2,300	2,300	-		-	-100.0%
001.D1.515.030.41.00	PROFESSIONAL SERVICES	105,758	104,643	112,500	112,500	-		-	-100.0%
001.D1.515.030.46.00	INSURANCE	-	-	-	-	-		-	0.0%
001.D1.515.030.49.00	MISCELLANEOUS	-	-	-	-	-		-	0.0%
Total Legal Services		107,754	107,093	114,800	114,800	-	-	-	-100.0%
Legal Services Contra Expenditures									
001.D1.515.039.3C.00	SUPPLIES CONTRA EXP	-	-	(422)	(429)	-		-	-100.0%
001.D1.515.039.4C.00	SERVICES CONTRA EXP	-	-	(23,581)	(34,938)	-		-	-100.0%
Total Legal Services Contra Expenditures		-	-	(24,003)	(35,367)	-	-	-	-100.0%
Capital Outlays									
001.D1.594.013.64.00	MACHINERY & EQUIPMENT	-	-	-	-	-		-	0.0%
Total Capital Outlays		-	-	-	-	-	-	-	0.0%
TOTAL CITY MANAGER		\$ 279,884	\$ 233,599	\$ 275,562	\$ 262,340	\$ 190,628	\$ -	\$ 190,628	-27.3%

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CITY CLERK General Fund 001 Department E4

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
CITY CLERK						
City Clerk	1.00	1.00	1.00	1.00	1.00	0.00
Total City Clerk Employees (FTE)	1.00	1.00	1.00	1.00	1.00	0.00

Mission and Responsibilities:

The City Clerk's office provides administrative support to the City Council; prepares City Council meeting agendas; and attends, transcribes, and records minutes of City Council proceedings. The City Clerk ensures the safe-keeping of all official City documents and records for storage in a central records center. The City Clerk is responsible for records retention and retrieval of City records and recorded information, acting as the City's designated public records officer. The City Clerk maintains the Chehalis Municipal Code, carries out legal notices and recording requirements, and oversees the City website. The City Clerk is a member of and secretary to the Fireman's Pension Board and is the City's Title VI Coordinator.

2018 Accomplishments:

- Updated the City's public disclosure ordinance
- Coordinated the closure of FEMA grants for events from 2007, 2009, and 2015
- Responded to 11 public records requests, which included numerous requests from one individual
- Transferred essential City records to secure location at the Washington State Archives Office

2019 Goals and Objectives:

- Maintain City records and filing of City documents and transfer essential records to Washington State Archives Office
- Create tracking system for agreement renewals, and insurance and reporting requirements
- Update the city's Procurement Policy
- Coordinate required Open Government Training for City Council members and employees, and certain board/commission members

Significant Changes 2019:

Significant changes since the last fiscal year include increases for codification services from Code Publishing.

CITY CLERK DEPARTMENT EXPENDITURE SUMMARY

City Clerk Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Salaries & Wages	\$ 62,490	\$ 58,761	\$ 65,405	\$ 65,405	\$ 69,744	6.6%
Benefits	27,641	30,680	34,210	34,210	35,486	3.7%
Supplies	961	1,210	1,600	1,600	1,600	0.0%
Services & Charges	10,780	9,358	15,327	15,327	14,807	-3.4%
Total Expenditures	101,872	100,009	116,542	116,542	121,637	4.4%
Interfund Charges	(36,328)	(45,185)	(24,464)	(35,290)	(35,290)	0.0%
Net Expenditures	65,544	54,824	92,078	81,252	86,347	6.3%
Funding from General Revenues	\$ 65,544	\$ 54,824	\$ 92,078	\$ 81,252	\$ 86,347	6.3%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		E4 - CITY CLERK							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
City Clerk General									
001.E4.514.020.11.00	SALARIES AND WAGES	62,490	58,761	65,405	65,405	69,744		69,744	6.6%
001.E4.514.020.21.00	PERSONNEL BENEFITS	27,641	30,680	34,210	34,210	35,486		35,486	3.7%
001.E4.514.020.31.00	OFFICE & OPERATING SUPPLIES	911	1,210	1,500	1,500	1,500		1,500	0.0%
001.E4.514.020.32.00	FUEL CONSUMED	50	-	100	100	100		100	0.0%
001.E4.514.020.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	-	-	-		-	0.0%
001.E4.514.020.41.00	PROFESSIONAL SERVICES	3,354	1,919	2,500	2,500	2,500		2,500	0.0%
001.E4.514.020.42.00	COMMUNICATIONS	922	1,456	1,500	1,500	1,500		1,500	0.0%
001.E4.514.020.43.00	TRAVEL/HOTEL/PER DIEMS	-	157	200	200	200		200	0.0%
001.E4.514.020.44.00	ADVERTISING	2,074	1,419	1,500	1,500	1,500		1,500	0.0%
001.E4.514.020.45.00	RENTALS	-	-	1,400	1,400	1,400		1,400	0.0%
001.E4.514.020.46.00	INSURANCE	1,511	1,763	2,027	2,027	2,027		2,027	0.0%
001.E4.514.020.47.00	PUBLIC UTILITY SERVICE	63	-	100	100	500		500	400.0%
001.E4.514.020.48.00	REPAIR & MAINT- FACILITIES	648	318	2,350	2,350	-		-	-100.0%
001.E4.514.020.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	-		-	0.0%
001.E4.514.020.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	1,000		1,000	0.0%
001.E4.514.020.49.00	MISCELLANEOUS	36	399	200	200	100		100	-50.0%
001.E4.514.020.49.01	REGISTRATION	-	-	-	-	100		100	0.0%
001.E4.514.020.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	-		-	0.0%
001.E4.514.020.51.00	INTERGOVT PROF SERVICES	160	77	200	200	500		500	150.0%
001.E4.514.025.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	-		-	0.0%
001.E4.514.025.49.00	MISCELLANEOUS	-	-	-	-	-		-	0.0%
Total City Clerk General		99,860	98,159	113,192	113,192	118,157	-	118,157	4.4%
City Clerk Contrás General									
001.E4.514.028.1C.00	WAGE CONTRA EXP	(22,192)	(26,549)	(14,615)	(21,650)	(21,650)		(21,650)	0.0%
001.E4.514.028.2C.00	BENEFIT CONTRA EXP	(9,849)	(13,861)	(6,825)	(11,305)	(11,300)		(11,300)	0.0%
001.E4.514.028.3C.00	SUPPLIES CONTRA EXP	(343)	(547)	(324)	(129)	(130)		(130)	0.8%
001.E4.514.028.4C.00	SERVICES CONTRA EXP	(3,944)	(4,228)	(2,700)	(2,206)	(2,210)		(2,210)	0.2%
Total City Clerk Contrás General		(36,328)	(45,185)	(24,464)	(35,290)	(35,290)	-	(35,290)	0.0%
City Clerk Website Management									
001.E4.518.080.41.00	PROFESSIONAL SERVICES	162	-	-	-	-		-	0.0%
001.E4.518.080.48.00	REPAIR & MAINT- FACILITIES	1,850	1,850	3,350	3,350	-		-	-100.0%
001.E4.518.080.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	-		-	0.0%
001.E4.518.080.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	3,480		3,480	0.0%
001.E4.518.080.49.00	MISCELLANEOUS	-	-	-	-	-		-	0.0%
Total City Clerk Website Management		2,012	1,850	3,350	3,350	3,480	-	3,480	3.9%
City Clerk Contrás Website Management									
001.E4.518.028.4C.00	SERVICES CONTRA EXP	-	-	-	-	-		-	0.0%
Total City Clerk Contrás Website Management		-	-	-	-	-	-	-	0.0%
City Clerk Capital Outlays									
001.E4.594.014.64.00	MACHINERY & EQUIPMENT	-	-	-	-	-		-	0.0%
Total City Clerk Capital Outlays		-	-	-	-	-	-	-	0.0%
TOTAL CITY CLERK		\$ 65,544	\$ 54,824	\$ 92,078	\$ 81,252	\$ 86,347	\$ -	\$ 86,347	6.3%

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HUMAN RESOURCES General Fund 001 Department G2

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
HUMAN RESOURCES						
Human Resources/Risk Manager	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant*	0.00	0.00	0.00	0.00	0.00	0.00
Total Human Resources Employees (FTE)	1.00	1.00	1.00	1.00	1.00	0.00

Mission and Responsibilities:

The Human Resources Department strives to effectively administer the City's human resource programs by providing centralized, uniform personnel support in an environment of mutual trust and respect. The Human Resources Department performs complex technical and professional work in administering the employee benefits and personnel systems of the City including job classifications, compensation reviews, recruitment, labor relations and guidance to management regarding employee issues. The department also administers the City's risk management duties including loss control, liability, worker's compensation claims and employee safety.

2018 Accomplishments:

- Continued working with department heads to update position job descriptions
- Coordinated a variety of risk management activities
- Participated in annual audit by WCIA
- Managed liability claims
- Managed industrial insurance and return to work programs
- Coordinated annual hearing tests and flu shots for city employees
- Managed a significant number of complex personnel, leave and benefit issues
- Continued working with City Manager to update the employee personnel manual
- Successfully recruited for and filled numerous position vacancies throughout the city
- Participated in negotiating a Collective Bargaining Agreement with the Fire employees pending approval by union and City Council
- Worked with City Manager and department heads on succession planning needs and goals of each department

2019 Goals and Objectives:

- Continue to work with City Manager and department heads on succession planning needs and goals of each department
- Continue to update position job descriptions
- Manage workforce needs within budgetary constraints
- Plan for and implement requirements associated with health care reform acts

- Participate in annual audit by WCIA
- Continue working with City Manager to update the employee personnel manual
- Work with staff to develop an employee recognition program
- Develop and identify a Professional Development Program for managers and supervisors

Significant Changes 2019:

- Moved Wellness Program to HR Budget from Non-Department
- Increased Labor Negotiations contract services by \$4,500
- Included funds for a new desktop computer to replace one that is at the end of its productive life

HUMAN RESOURCES DEPARTMENT EXPENDITURE SUMMARY

Human Resources Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Salaries & Wages	\$ 94,323	\$ 80,802	\$ 88,220	\$ 88,580	\$ 95,940	8.3%
Benefits	30,539	31,311	35,535	35,610	36,850	3.5%
Supplies	524	2,509	2,650	2,650	4,350	64.2%
Services	4,123	5,356	23,036	25,386	28,615	12.7%
Total Expenditures	129,509	119,978	149,441	152,226	165,755	8.9%
Interfund Charges	(54,119)	(37,194)	(45,031)	(41,477)	(41,477)	0.0%
Net Expenditures	\$ 75,390	\$ 82,784	\$ 104,410	\$ 110,749	\$ 124,278	12.2%
Related Service Fees/Revenues						
Grant reimbursement	455	2,465	-	-	-	0.0%
Total Related Service Fees/Revenues	\$ 455	\$ 2,465	\$ -	\$ -	\$ -	0.0%
Funding from General Revenues	\$ 74,935	\$ 80,319	\$ 104,410	\$ 110,749	\$ 124,278	12.2%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		G2 - HUMAN RESOURCES							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES - HUMAN RESOURCES									
Administration									
001.G2.518.010.11.00	SALARIES AND WAGES	\$ 94,323	\$ 80,802	\$ 88,220	\$ 88,580	\$ 95,940		\$ 95,940	8.3%
001.G2.518.010.21.00	PERSONNEL BENEFITS	30,539	31,311	35,535	35,610	36,850		36,850	3.5%
001.G2.518.010.31.00	OFFICE & OPERATING SUPPLIES	501	2,412	1,500	1,500	1,500		1,500	0.0%
001.G2.518.010.31.04	SUPPLIES - WELLNESS PROGRAM	-	-	-	-	1,500		1,500	0.0%
001.G2.518.010.32.00	FUEL CONSUMED	-	97	150	150	150		150	0.0%
001.G2.518.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	1,000	1,000	1,200		1,200	20.0%
001.G2.518.010.41.00	PROFESSIONAL SERVICES	134	-	15,500	15,500	20,000		20,000	29.0%
001.G2.518.010.42.00	COMMUNICATIONS	884	1,613	1,300	1,950	1,950		1,950	0.0%
001.G2.518.010.43.00	TRAVEL/HOTEL/PER DIEM	-	416	500	500	600		600	20.0%
001.G2.518.010.44.00	ADVERTISING	-	-	500	500	250		250	-50.0%
001.G2.518.010.45.00	RENTALS	-	-	2,220	2,220	2,220		2,220	0.0%
001.G2.518.010.46.00	INSURANCE	1,376	1,680	1,616	1,616	1,625		1,625	0.6%
001.G2.518.010.47.00	PUBLIC UTILITY SERVICE	37	37	-	-	20		20	0.0%
001.G2.518.010.48.00	REPAIR & MAINT- FACILITY	243	135	200	200	200		200	0.0%
001.G2.518.010.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	-		-	0.0%
001.G2.518.010.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%
001.G2.518.010.49.00	MISCELLANEOUS	-	156	-	1,700	1,350		1,350	-20.6%
001.G2.518.010.49.01	REGISTRATION	1,319	1,319	1,200	1,200	400		400	-66.7%
001.G2.518.010.49.02	MEMBERSHIP DUES/SUBSCRIPTION	-	-	-	-	-		-	0.0%
001.G2.518.014.32.00	FUEL CONSUMED	23	-	-	-	-		-	0.0%
001.G2.518.014.43.00	TRAVEL/HOTEL/PER DIEM	55	-	-	-	-		-	0.0%
001.G2.518.014.49.00	MISCELLANEOUS	75	-	-	-	-		-	0.0%
Total Administration		129,509	119,978	149,441	152,226	165,755	-	165,755	8.9%
Contra Expenditures									
001.G2.518.019.1C.00	WAGE CONTRA EXP	(40,284)	(25,049)	(26,740)	(27,665)	(27,665)		(27,665)	0.0%
001.G2.518.019.2C.00	BENEFIT CONTRA EXP	(12,190)	(9,707)	(10,045)	(10,671)	(10,671)		(10,671)	0.0%
001.G2.518.019.3C.00	SUPPLIES CONTRA EXP	(202)	(778)	(1,693)	(471)	(471)		(471)	0.0%
001.G2.518.019.4C.00	SERVICES CONTRA EXP	(1,443)	(1,660)	(6,553)	(2,670)	(2,670)		(2,670)	0.0%
Total Contra Expenditures		(54,119)	(37,194)	(45,031)	(41,477)	(41,477)	-	(41,477)	0.0%
TOTAL HUMAN RESOURCES		\$ 75,390	\$ 82,784	\$ 104,410	\$ 110,749	\$ 124,278	\$ -	\$ 124,278	12.2%

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FINANCE

General Fund 001 Department E1

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
FINANCE						
Finance Director	1.00	1.00	1.00	1.00	1.00	0.00
Financial Analyst	0.00	0.00	0.80	0.80	0.30	-0.50
Payroll Accountant	1.00	1.00	1.00	1.00	1.00	0.00
Accounting Tech II	1.00	1.00	1.00	1.00	1.00	0.00
Total Finance Employees (FTE)	3.00	3.00	3.80	3.80	3.30	-0.50

Mission and Responsibilities:

The Finance Department aims to provide high quality financial services and financial information to the City Council, the city administration and city departments, as well as external agencies and the public in a timely manner. The Finance Department prepares the city's monthly, quarterly and annual financial statements and ensures that all mandatory annual audits are performed; prepares the annual budget; manages cash and investments; coordinates financial grant reporting efforts; processes receipts; issues payroll and vendor checks; and submits mandatory financial reports to external agencies. Additional analysis and information is also provided as needed.

2018 Accomplishments:

- New finance director hired in December 2017 after the retirement of finance manager in September 2017
- Improved monthly and quarterly financial report presentation to the City Council
- Published the city's monthly and quarterly finance reports on the city's website
- Improved efficiency for cash receipting and reconciliation procedure
- Submitted 2017 annual financial reporting packages to the State Auditor's Office in timely manner
- Implemented new state mandated paid sick leave for part-time employees in to the city's payroll system
- Increased investment earnings by actively investing the city's temporary surplus cash in to the Local Government Investment Pool
- Initiated the processing of the retroactive payments due to the City's Fire Fighters after City Council approval of a collective bargaining contract in October 2018

2019 Goals and Objectives:

- Maintain compliance with all financial reporting standards
- Continue monitoring budget and provide analysis of the city's financial activities
- Provide excellent customer service to external and internal customers
- Work to achieve a "clean" audit of the city's 2019 Financial Reports

- Prepare and submit the 2018 annual reports to the State Auditor's Office in timely manner
- Expand paperless payment options such as ACH electronic payments for vendor payments and direct deposit for employee payroll payments
- Research and recommend a program to facilitate credit card or bank account payment options
- Procure and implement centralized cashiering system to standardize the city's revenue receipting process and enhance accuracy, efficiency, accountability, and internal control
- Evaluate use of procurement card program
- Staff training on the city's financial software including Budget Preparation module and General Ledger account maintenance
- Update & Implement policies and procedures for capital assets accounting and physical asset inventory and payroll procedures
- Draft and recommend financial policies including reserve policies to the City Manager
- Provide accurate and useful financial information to the city departments and assist them with budget monitoring
- Continue review of departmental procedures to increase efficiency

Significant Changes 2019:

A part-time Financial Analyst position budget is reduced from 0.8 FTE in 2018 to 0.3 FTE in 2019 which provides a budget reduction for this position of approximately \$51,490.

An annual State Auditor's audit service fee is moved from the Non-Department department (G1) to the Finance department in 2019. 2019 budget for the state audit service is \$35,000.

Software maintenance and support cost budget includes \$6,500 non-recurring costs for special training financial software, focusing on budget module, financial reporting, and cashiering, which includes 4 days of on-site training from EDEN/Tyler specialists.

FINANCE DEPARTMENT EXPENDITURE SUMMARY

Finance Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2109
Salaries & Wages	\$ 199,150	\$ 213,520	\$ 279,918	\$ 279,918	\$ 261,557	-6.6%
Benefits	79,950	81,449	103,593	103,593	102,945	-0.6%
Supplies	5,341	6,237	6,150	6,150	6,150	0.0%
Services & Charges	33,579	50,654	49,560	50,860	88,360	73.7%
Total Expenditures	318,020	351,860	439,221	440,521	459,012	4.2%
Interfund Charges	(141,625)	(169,695)	(136,848)	(166,531)	(166,531)	0.0%
Net Expenditures	176,395	182,165	302,373	273,990	292,481	6.7%
Funding from General Revenues	\$ 176,395	\$ 182,165	\$ 302,373	\$ 273,990	\$ 292,481	6.7%

Highlights of Significant Program Budget Changes

-\$51,490 - Reduced a part-time Financial Analyst budget from 0.8 FTE (\$77,490) to 0.28 FTE (\$26,000).

\$35,000 - Annual state audit fee moved to Finance section from Non-departmental (G1) section.

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		E1 - FINANCE							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Administration									
001.E1.514.023.11.00	SALARIES AND WAGES	\$ 197,914	\$ 197,425	\$ 277,918	\$ 277,918	\$ 235,557		\$ 235,557	-15.2%
001.E1.514.023.11.05	SALARIES AND WAGES - PT	-	12,173	-	-	24,000		24,000	0.0%
001.E1.514.023.12.00	OVERTIME	1,236	3,922	2,000	2,000	2,000		2,000	0.0%
001.E1.514.023.21.00	PERSONNEL BENEFITS	79,950	80,474	103,593	103,593	100,945		100,945	-2.6%
001.E1.514.023.21.05	PERSONNEL BENEFITS - PT	-	975	-	-	2,000		2,000	0.0%
001.E1.514.023.31.00	OFFICE & OPERATING SUPPLIES	4,213	5,480	5,650	5,650	5,650		5,650	0.0%
001.E1.514.024.32.00	FUEL CONSUMED	18	-	-	-	-		-	0.0%
001.E1.514.023.35.00	SMALL TOOLS & MINOR EQUIPMENT	1,110	757	500	500	500	-	500	0.0%
001.E1.514.023.41.00	PROFESSIONAL SERVICES	41	10,136	-	-	-		-	0.0%
001.E1.514.023.42.00	COMMUNICATIONS	1,644	4,053	2,800	4,100	4,100		4,100	0.0%
001.E1.514.023.43.00	TRAVEL/HOTEL/PER DIEMS	-	118	25	25	1,275		1,275	5000.0%
001.E1.514.024.43.00	TRAVEL/HOTEL/PER DIEMS	104	-	-	-	-		-	0.0%
001.E1.514.023.44.00	ADVERTISING	-	330	150	150	330		330	120.0%
001.E1.514.023.45.00	RENTALS	-	904	1,640	1,640	1,640		1,640	0.0%
001.E1.514.023.46.00	INSURANCE	4,529	5,241	5,505	5,505	5,505		5,505	0.0%
001.E1.514.023.47.00	PUBLIC UTILITY SERVICE	47	195	480	480	300		300	-37.5%
001.E1.514.023.48.00	REPAIR & MAINT- FACILITIES	26,171	29,012	35,000	35,000	1,000		1,000	-97.1%
001.E1.514.023.48.01	REPAIR & MAINTENANCE - EQUIP.	-	-	-	-	-		-	0.0%
001.E1.514.023.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	30,000	6,500	36,500	0.0%
001.E1.514.023.49.00	MISCELLANEOUS	323	665	3,000	3,000	960		960	-68.0%
001.E1.514.023.49.01	REGISTRATION	-	-	-	-	1,250		1,250	0.0%
001.E1.514.023.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	500		500	0.0%
001.E1.514.023.41.50	PROFESSIONAL SERVICES - AUDIT	-	-	-	-	35,000		35,000	0.0%
001.E1.592.014.89.00	INVESTMENT SERVICE FEES	720	-	960	960	-		-	-100.0%
Total Administration		318,020	351,860	439,221	440,521	452,512	6,500	459,012	4.2%
Finance Contra Expenditures									
001.E1.514.029.1C.00	WAGE CONTRA EXP	(88,565)	(102,976)	(84,000)	(99,505)	(99,505)		(99,505)	0.0%
001.E1.514.029.2C.00	BENEFIT CONTRA EXP	(35,554)	(39,281)	(36,600)	(39,351)	(39,351)		(39,351)	0.0%
001.E1.514.029.3C.00	SUPPLIES CONTRA EXP	(2,450)	(3,008)	(2,901)	(1,501)	(1,501)		(1,501)	0.0%
001.E1.514.029.4C.00	SERVICES CONTRA EXP	(15,056)	(24,430)	(13,347)	(26,174)	(26,174)		(26,174)	0.0%
Total Finance Contra Expenditures		(141,625)	(169,695)	(136,848)	(166,531)	(166,531)	-	(166,531)	0.0%
TOTAL FINANCE		\$ 176,395	\$ 182,165	\$ 302,373	\$ 273,990	\$ 285,981	\$ 6,500	\$ 292,481	6.7%

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MUNICIPAL COURT

General Fund 001 Department C1

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
MUNICIPAL COURT						
Judge	0.35	0.35	0.35	0.35	0.35	0.00
Court Administrator	1.00	1.00	1.00	1.00	1.00	0.00
Court Clerk	1.00	1.00	1.00	1.00	1.00	0.00
Judicial Assistant /Sentence Monitor	0.73	0.73	0.73	0.73	0.73	0.00
Court Bailiff	0.10	0.10	0.10	0.10	0.10	0.00
Total Municipal Court Employees (FTE)	3.18	3.18	3.18	3.18	3.18	0.00

Mission and Responsibilities:

It is the responsibility of the municipal court to preserve the constitutional and legal rights of citizens charged with criminal/civil offenses within the jurisdiction of the court; to determine the sufficiency of evidence of such charges; and to impose sentences on convicted parties which will adequately punish criminals and deter them and others from such offenses in the future consistent with applicable laws. Municipal court provides exclusive original jurisdiction over alleged violations of all city ordinances; collects all fines and penalties arising from these violations; and processes and maintains all court related documents.

2018 Accomplishments:

- Created and implemented new jury management system
- Implemented policy and procedure to comply with state statutes to order DNA samples
- Continued staff training and development including security training for compliance with Supreme Court General Rule 36

2019 Goals and Objectives:

- Continue to monitor defendant legal financial obligations consistent with legal parameters established by State legislation (E2SHB 1783)
- Implement enhanced indigency screening for court appointed counsel and/or sentencing
- Develop a written language assistance plan (LAP) to provide a framework for the provision of interpreter services for non-English-speaking persons accessing the court system per RCW 2.43.090

Significant Changes 2018:

The Legal Financial Obligations (LFO) Bill – E2SHB 1783 eliminated the accrual of interest on criminal non-restitution LFOs and prioritized how restitution should be paid. Also, certain court costs are prohibited from being imposed on defendants who are indigent at the time of sentencing. The bill went into effect June 7, 2018.

MUNICIPAL COURT DEPARTMENT EXPENDITURE SUMMARY

Municipal Court Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Changes
Salaries & Wages	\$ 201,968	\$ 175,467	\$ 190,967	\$ 190,967	\$ 194,146	1.7%
Benefits	71,319	71,290	78,185	78,185	80,385	2.8%
Supplies	2,512	2,998	4,800	4,800	7,832	63.2%
Services	105,462	107,020	121,460	124,060	122,793	-1.0%
Custodial Activity	117,049	85,982	91,070	91,070	91,070	0.0%
Total Expenditures	\$ 498,310	\$ 442,757	\$ 486,482	\$ 489,082	\$ 496,226	1.5%
Service Related Fees/Revenues						
Adult Probation	22,668	16,311	18,720	18,720	17,480	-6.6%
Electronic Monitoring - Prisoner	4,837	6,153	18,000	18,000	6,240	-65.3%
Pre-Conviction Supervision	13,675	14,363	12,000	12,000	14,030	16.9%
Fines & Forfeiture	137,191	108,172	140,685	140,685	119,990	-14.7%
Interest Earnings	19,317	15,188	14,000	14,000	15,350	9.6%
Agency Deposits	117,992	86,029	91,971	91,971	91,070	-1.0%
Other Misc. Service	12,473	10,113	11,250	11,250	11,080	-1.5%
Total Service Related Fees/Revenues	\$ 328,153	\$ 256,329	\$ 306,626	\$ 306,626	\$ 275,240	-10.2%
Funding from General Revenues	\$ 170,157	\$ 186,428	\$ 179,856	\$ 182,456	\$ 220,986	21.1%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		C1 - MUNICIPAL COURT							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Municipal Court Administration									
001.C1.512.050.11.00	SALARIES AND WAGES	\$ 133,182	\$ 101,910	\$ 112,814	\$ 112,814	\$ 115,668		\$ 115,668	2.5%
001.C1.512.050.11.05	SALARIES AND WAGES	-	-	-	-	-		-	0.0%
001.C1.512.050.12.00	OVERTIME	-	8	100	100	100		100	0.0%
001.C1.512.050.21.00	PERSONNEL BENEFITS	49,505	48,103	53,873	53,873	55,209		55,209	2.5%
001.C1.512.050.21.05	PERSONNEL BENEFITS	115	-	-	-	-		-	0.0%
001.C1.512.050.31.00	OFFICE & OPERATING SUPPLIES	2,512	2,947	3,150	3,150	3,150		3,150	0.0%
001.C1.512.050.32.00	FUEL CONSUMED	-	51	150	150	100		100	-33.3%
001.C1.512.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	1,500	1,500	1,500	3,082	4,582	205.5%
001.C1.512.050.41.00	PROFESSIONAL SERVICES	8,453	8,912	8,900	8,900	8,200		8,200	-7.9%
001.C1.512.050.41.28	PROF. SVCS - INTERPRETER	-	-	-	-	3,700		3,700	0.0%
001.C1.512.050.42.00	COMMUNICATIONS	2,994	5,585	3,200	5,800	5,800		5,800	0.0%
001.C1.512.050.43.00	TRAVEL/HOTEL/PER DIEMS	506	1,152	1,300	1,300	600		600	-53.8%
001.C1.512.050.44.00	ADVERTISING	-	-	-	-	-		-	0.0%
001.C1.512.050.46.00	INSURANCE	5,030	5,868	6,220	6,220	6,311		6,311	1.5%
001.C1.512.050.47.00	PUBLIC UTILITY SERVICE	251	234	250	250	250		250	0.0%
001.C1.512.050.48.00	REPAIR & MAINT- FACILITIES	3,782	3,785	3,800	3,800	100	-	100	-97.4%
001.C1.512.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	3,357		3,357	0.0%
001.C1.512.050.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	300	650	950	0.0%
001.C1.512.050.49.00	MISCELLANEOUS	4,316	4,864	7,090	7,090	1,785		1,785	-74.8%
001.C1.512.050.49.01	REGISTRATION	-	-	-	-	350		350	0.0%
001.C1.512.050.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	690		690	0.0%
001.C1.512.050.53.00	EXTERNAL TAXES & OPER ASSESS	-	1	-	-	-		-	0.0%
Total Municipal Court Administration		210,646	183,420	202,347	204,947	207,170	3,732	210,902	2.9%
Municipal Court Judges									
001.C1.512.J50.11.00	SALARIES AND WAGES	41,772	41,772	43,445	43,445	41,772		41,772	-3.9%
001.C1.512.J50.21.00	PERSONNEL BENEFITS	9,630	9,858	10,200	10,200	10,162		10,162	-0.4%
001.C1.512.P50.11.00	SALARIES AND WAGES	825	1,175	1,300	1,300	1,300		1,300	0.0%
001.C1.512.P50.21.00	PERSONNEL BENEFITS	66	94	104	104	104		104	0.0%
Total Municipal Court Judges		52,293	52,899	55,049	55,049	53,338	-	53,338	-3.1%
Municipal Court Indigent Defense									
001.C1.515.091.41.00	PROFESSIONAL SERVICES	79,638	75,800	90,000	90,000	90,000		90,000	0.0%
001.C1.515.091.49.00	MISCELLANEOUS	-	-	-	-	-		-	0.0%
Total Municipal Court Indigent Defense		79,638	75,800	90,000	90,000	90,000	-	90,000	0.0%
Municipal Court EHM									
001.C1.523.020.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%
001.C1.523.020.11.05	SALARIES AND WAGES - PT	26,189	30,410	33,108	33,108	35,256		35,256	6.5%
001.C1.523.020.12.00	OVERTIME	-	-	200	200	50		50	-75.0%
001.C1.523.020.12.05	OVERTIME	-	192	-	-	-		-	0.0%
001.C1.523.020.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%
001.C1.523.020.21.05	PERSONNEL BENEFITS	12,003	13,235	13,908	13,908	14,810		14,810	6.5%
001.C1.523.020.21.07	PERSONNEL BENEFITS- U I TAXES	-	-	-	-	-		-	0.0%
001.C1.523.020.24.00	UNIFORMS & CLOTHING	-	-	100	100	100		100	0.0%
001.C1.523.020.31.00	OFFICE & OPERATING SUPPLIES	-	-	-	-	-		-	0.0%
001.C1.523.020.41.00	PROFESSIONAL SERVICES	492	819	700	700	-		-	-100.0%
001.C1.523.020.42.00	COMMUNICATIONS	-	-	-	-	-		-	0.0%
001.C1.523.020.51.00	INTERGOVT PROF SERVICES	-	-	-	-	700		700	0.0%
Total Municipal Court EHM		38,684	44,656	48,016	48,016	50,916	-	50,916	6.0%
Agency Disbursement									
001.C1.589.030.00.10	DUE TO STATE - AUTO THEFT PREV	3,120	2,257	2,265	2,265	2,265		2,265	0.0%
001.C1.589.030.00.11	DUE TO STATE-ACCESS COMM/MULTIT	185	265	240	240	240		240	0.0%
001.C1.589.030.00.12	DUE TO OTHER GOVT UNIT-CRIME VICT	2,484	1,924	2,035	2,035	2,035		2,035	0.0%
001.C1.589.030.00.83	DUE TO STATE - TRAUMA CARE	2,192	1,587	1,590	1,590	1,590		1,590	0.0%
001.C1.589.030.00.90	DUE TO STATE - DOMESTIC VIOLENCE I	15	1	325	325	325		325	0.0%
001.C1.589.030.00.91	DUE TO STATE - ST REMIT - COURT	59,073	43,017	45,500	45,500	45,500		45,500	0.0%
001.C1.589.030.00.92	DUE TO OTHER ENTITIES	28,087	20,355	21,500	21,500	21,500		21,500	0.0%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		C1 - MUNICIPAL COURT							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.C1.589.030.00.94	DUE TO STATE - HWY SAFETY	669	522	600	600	600		600	0.0%
001.C1.589.030.00.96	DUE TO STATE-LAB/BLOOD BREATH	3,204	2,402	2,650	2,650	2,650		2,650	0.0%
001.C1.589.030.00.97	DUE TO STATE - JIS	16,606	12,809	13,500	13,500	13,500		13,500	0.0%
001.C1.589.030.00.98	DUE TO STATE - DNA DATABASE ACCT	-	-	-	-	-		-	0.0%
001.C1.589.030.00.99	DUE TO STATE - SCHOOL ZONE SAFETY	1,414	843	865	865	865		865	0.0%
Total Agency Disbursements		117,049	85,982	91,070	91,070	91,070	-	91,070	0.0%
Capital Outlay									
001.C1.594.012.64.00	MACHINERY & EQUIPMENT	-	-	-	-	-	-	-	0.0%
Total Capital Outlay		-	-	-	-	-	-	-	0.0%
TOTAL MUNICIPAL COURT		\$ 498,310	\$ 442,757	\$ 486,482	\$ 489,082	\$ 492,494	\$ 3,732	\$ 496,226	1.5%

POLICE DEPARTMENT General Fund 001 Department H1

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
POLICE						
Chief of Police	1.00	1.00	1.00	1.00	1.00	0.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Records Technician	2.00	2.00	2.00	2.00	2.00	0.00
Police Sergeant	3.00	4.00	4.00	4.00	4.00	0.00
Police Officer	12.00	12.00	12.00	12.00	12.00	0.00
Police Officer (vacant)-1FTE*	0.00	0.00	0.00	0.00	0.00	0.00
Parking Enforcement/Evidence Technician	1.00	1.00	1.00	1.00	1.00	0.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00	0.00
Civil Service Examiner	0.05	0.05	0.05	0.05	0.00	-0.05
Total Police Employees (FTE)	22.05	23.05	23.05	23.05	23.00	-0.05

Mission and Responsibilities:

The Police Department's mission is to provide security and safety in partnership with the community by providing professional, equitable and unbiased service to all, and to be recognized as a guiding law enforcement agency.

The Police Department provides administrative services that establish the vision and guiding principles for the organization by leading the agency with planning, organizing, directing, and coordinating services; managing operations and investigations, budget, training, and developing staff and policy; providing facility and material management, fleet control, records management and training.

Uniformed patrol provides basic police services to the community including: neighborhood patrol, crime detection, criminal investigation and enforcement, traffic enforcement, evidence collection and preservation, case management, court testimony, a regional SWAT team, and parking enforcement. We also provide assistance such as: security checks, crime prevention, public relations, drug/alcohol and substance abuse education and other community programs.

The Investigations Division provides specialized support in more complex and serious criminal investigations, crimes against persons, sexual assault investigations, crime scene processing, evidence collection and examination, suspect and special victim interviews, sex offender notifications and tracking, drug investigations, and Green Hill School investigations.

2018 Accomplishments:

- Updated our School Response Plan and conducted joint training with the fire department
- Revised and updated many policies, including adding a policy and training on Naloxone
- Exceeded the State's minimum training requirements for officer's annual training

- Replaced the departments portable radios with ones now capable of supporting future federal frequency requirements
- Purchased one patrol vehicle
- Issued rifle ballistic vests and tactical first aid kits to be kept in each patrol car
- Continued efforts to improve the quality of dispatch services and determine feasibility of pursuing dispatch service options
- Hired one patrol officer, promoted two patrol officers to Detectives
- Improved major crime investigation and reporting procedures
- Purchased, trained and implemented a new Canine Team
- Purchased new Tasers on a lease program

2019 Goals and Objectives:

- Continue our efforts with improving services from Lewis County's Dispatch Center and determining the feasibility of finding other options
- Begin final preparations for re-accreditation which is due in 2020
- Hire a patrol officer to replace an open position

Significant Changes 2019:

There are not many significant changes in the 2019 budget for the police department aside from recoding some expenditures to different BARS numbers, and the omission of several items we had hoped to purchase.

Routinely, the Chehalis Police Department has purchased one new police vehicle per year, rotating out the oldest and highest mileage vehicles. 2019 was scheduled to also rotate out an "administrative" vehicle (The police chief's) due to its age and high mileage. Both vehicle replacements were placed on hold and the funds for the patrol vehicle were budgeted in the Equipment/Equipment Reserve Fund for separate consideration later in the year when actual revenues can be assessed in comparison to estimates.

In 2018 the Council approved the purchase of radios for officers. Because we made these purchases in full at the beginning of the year, there is no need to purchase more in 2019 as originally planned. Also, in 2018 we began a lease program with Taser International, so instead of a large one time purchase we have again budgeted the smaller lease amount of approximately \$5,600. We have no major equipment purchases planned for 2019.

Eliminated from the "hopes and dreams" category of the budget was a garage that was to be built at the police firing range. Currently, the Chehalis Police Department does not have a location to securely store vehicles. At times, we have vehicles that are evidence in a crime, recovered stolen vehicles, or vehicles that we have surplused. Evidentiary vehicles need to be secured and stored out of the weather; we currently have a small garage attached to City Hall, but this only accommodates smaller vehicles and lacks the advanced type of security that would be more consistent with an evidence garage. Surplus vehicles are often stored at the range, but in the case of the last three just moved from there to auction, we needed to hire a professional car detailer to remove the mold that had grown inside due to the weather. A three-bay garage was planned to be able to keep these vehicles dry, and provide a secure area for vehicle evidence storage.

The Dispatch increase for this year has not yet been finalized; we were given a possible increase range from 8.56 to 10.66%. For this budget we figured high.

POLICE DEPARTMENT EXPENDITURE SUMMARY

Police Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Salary & Wages	\$ 1,588,204	\$ 1,675,061	\$ 1,708,477	\$ 1,823,712	\$ 1,891,500	3.7%
Benefits	698,429	744,320	777,383	794,179	830,642	4.6%
Supplies	54,632	76,696	76,150	83,421	77,127	-7.5%
Services and Charges	397,368	419,140	419,364	442,354	483,360	9.3%
Capital Outlay	42,852	127,048	36,260	36,260	-	-100.0%
Debt Service	284	-	-	-	-	0.0%
Other Misc.	11,539	1,016	9,500	-	-	0.0%
Total Expenditures	\$ 2,793,308	\$ 3,043,281	\$ 3,027,134	\$ 3,179,926	\$ 3,282,629	3.2%
Service Related Fees/Revenues						
Criminal Justice Sales Tax	114,868	126,143	106,101	106,101	144,730	36.4%
Animal Licenses & Gun Permits	3,370	3,542	3,900	3,900	3,810	-2.3%
Grants	3,961	4,311	-	-	-	0.0%
State Shared Revenues	124,106	129,025	113,475	132,421	134,720	1.7%
Law Enforcement Services	3,861	3,327	2,615	2,615	2,410	-7.8%
Drug Forfeiture - UNET	20,701	32,100	10,000	20,853	10,000	-52.0%
Other	5,584	196	250	250	250	0.0%
Total Service Related Fees/Revenues	\$ 276,451	\$ 298,644	\$ 236,341	\$ 266,140	\$ 295,920	11.2%
Funding from General Revenues	\$ 2,516,857	\$ 2,744,637	\$ 2,790,793	\$ 2,913,786	\$ 2,986,709	2.5%

FUND: 001 - GENERAL FUND									
DEPARTMENT: H1 - POLICE									
EXPENDITURES									
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
General Administration									
001.H1.521.010.11.00	SALARIES AND WAGES	\$ 174,310	\$ 174,432	\$ 180,900	\$ 233,646	\$ 221,700		\$ 221,700	-5.1%
001.H1.521.010.11.02	SALARIES AND WAGES	45,859	47,630	49,080	49,080	50,052		50,052	2.0%
001.H1.521.010.11.05	PART TIME SALARIES AND WAGES	860	290	-	-	-		-	0.0%
001.H1.521.010.21.00	PERSONNEL BENEFITS	67,157	68,967	74,254	82,064	79,914		79,914	-2.6%
001.H1.521.010.21.02	PERSONNEL BENEFITS	17,972	19,035	20,478	20,478	20,951		20,951	2.3%
001.H1.521.010.21.05	PART TIME PERSONNEL BENEFITS	72	25	-	-	-		-	0.0%
001.H1.521.010.31.01	OFFICE & OPERATING SUPPLIES	5,085	5,730	5,000	6,677	6,677		6,677	0.0%
001.H1.521.010.31.02	RANGE OFFICE & OPERATING SUP	2,852	3,479	3,500	3,500	3,500		3,500	0.0%
001.H1.521.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	2,204	3,039	5,500	5,500	5,500	-	5,500	0.0%
001.H1.521.010.35.02	RANGE SMALL TOOLS & MINOR EQUIP.	450	-	-	-	-		-	0.0%
001.H1.521.010.41.00	PROFESSIONAL SERVICES	3,484	3,890	4,500	4,500	2,600		2,600	-42.2%
001.H1.521.010.41.01	PROFESSIONAL SERVICES - LC IT	-	-	4,300	4,300	4,300		4,300	0.0%
001.H1.521.010.42.00	COMMUNICATIONS	24,672	32,368	24,000	26,000	32,000		32,000	23.1%
001.H1.521.010.45.00	RENTALS	1,500	1,500	1,500	1,500	10,000		10,000	566.7%
001.H1.521.010.46.00	INSURANCE	35,870	41,932	44,300	45,980	46,140		46,140	0.3%
001.H1.521.010.48.00	REPAIR & MAINT- FACILITIES	4,304	8,724	8,500	8,500	-		-	-100.0%
001.H1.521.010.48.01	REPAIR & MAINT - EQUIPMENT	6,480	4,320	-	-	-		-	0.0%
001.H1.521.010.48.02	REPAIR & MAINT - IT SOFTWARE/HARD	-	-	-	-	8,500		8,500	0.0%
001.H1.521.010.49.00	MISCELLANEOUS	1,353	2,177	1,800	1,800	-		-	-100.0%
001.H1.521.010.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	3,500		3,500	0.0%
Total General Administration		394,484	417,538	427,612	493,525	495,334	-	495,334	0.4%
Records									
001.H1.521.R10.11.00	SALARIES AND WAGES	82,560	85,786	88,490	88,490	90,492		90,492	2.3%
001.H1.521.R10.21.00	PERSONNEL BENEFITS	53,989	57,032	61,752	61,752	63,324		63,324	2.5%
Total Records		136,549	142,818	150,242	150,242	153,816	-	153,816	2.4%
Investigation									
001.H1.521.021.11.00	SALARIES AND WAGES	192,481	213,607	240,204	167,256	261,694		261,694	56.5%
001.H1.521.021.12.00	OVERTIME	15,980	20,118	15,000	16,286	16,286		16,286	0.0%
001.H1.521.021.21.00	PERSONNEL BENEFITS	84,016	107,104	119,007	109,465	115,684		115,684	5.7%
001.H1.521.021.24.00	UNIFORMS & CLOTHING	1,620	1,620	1,800	1,800	1,800		1,800	0.0%
001.H1.521.021.41.00	PROFESSIONAL SERVICES	1,253	1,643	3,000	3,000	3,000		3,000	0.0%
Total Investigation		295,350	344,092	379,011	297,807	398,464	-	398,464	33.8%
Patrol									
001.H1.521.022.11.00	SALARIES AND WAGES	860,953	935,588	948,334	1,078,165	1,057,112		1,057,112	-2.0%
001.H1.521.022.12.00	OVERTIME	119,390	95,726	80,000	84,320	84,320		84,320	0.0%
001.H1.521.022.21.00	PERSONNEL BENEFITS	407,927	426,222	421,564	438,463	468,110		468,110	6.8%
001.H1.521.022.24.00	UNIFORMS & CLOTHING	9,860	5,644	13,500	15,129	13,500		13,500	-10.8%
001.H1.521.022.31.00	OFFICE & OPERATING SUPPLIES	13,344	16,107	18,000	23,594	18,000		18,000	-23.7%
001.H1.521.022.32.00	FUEL CONSUMED	19,060	26,842	25,000	25,000	28,000		28,000	12.0%
001.H1.521.022.35.00	SMALL TOOLS & MINOR EQUIPMENT	11,484	19,605	18,000	18,000	14,300		14,300	-20.6%
001.H1.521.022.41.00	PROFESSIONAL SERVICES	2,746	4,313	3,000	3,300	3,000		3,000	-9.1%
001.H1.521.022.42.01	COMMUNICATIONS - MOBILE	3,400	3,315	3,500	3,500	3,500		3,500	0.0%
001.H1.521.022.45.00	RENTALS	-	-	-	1,328	-		-	-100.0%
001.H1.521.022.48.00	REPAIR & MAINT- FACILITIES	8,657	3,411	6,000	6,000	-		-	-100.0%
001.H1.521.022.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	6,000		6,000	0.0%
001.H1.521.022.49.00	MISCELLANEOUS	-	25	250	250	-		-	-100.0%
Total Patrol		1,456,821	1,536,798	1,537,148	1,697,049	1,695,842	-	1,695,842	-0.1%
Special Unit - JNET									
001.H1.521.023.43.00	TRAVEL/HOTEL/PER DIEM	-	-	-	-	1,300		1,300	0.0%
001.H1.521.023.45.00	RENTAL	-	-	-	-	3,200		3,200	0.0%
001.H1.521.023.49.00	MISCELLANEOUS - BUY MONEY	4,538	2,848	-	4,000	6,000		6,000	50.0%
001.H1.521.023.49.01	REGISTRATION	-	-	-	-	1,500		1,500	0.0%
Total Special Unit - JNET		4,538	2,848	-	4,000	12,000	-	12,000	200.0%
Special Weapons and Tactics (SWAT)									
001.H1.521.C23.24.00	UNIFORMS & CLOTHING	-	-	500	500	500		500	0.0%
001.H1.521.C23.31.00	OFFICE & OPERATING SUPPLIES	-	1,380	1,000	1,000	1,000		1,000	0.0%
Total Special Weapons and Tactics (SWAT)		-	1,380	1,500	1,500	1,500	-	1,500	0.0%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		H1 - POLICE							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
Training									
001.H1.521.040.43.00	TRAVEL/HOTEL/PER DIEMS	5,810	1,439	2,000	2,981	7,000		7,000	134.8%
001.H1.521.040.43.01	TRAVEL - STAFF	5,143	3,018	5,000	5,000	-		-	-100.0%
001.H1.521.040.49.00	MISCELLANEOUS	1,035	1,950	1,500	1,500	-		-	-100.0%
001.H1.521.040.49.01	REGISTRATION	8,609	10,107	7,000	8,021	8,500		8,500	6.0%
Total Training		20,597	16,514	15,500	17,502	15,500	-	15,500	-11.4%
Facilities									
001.H1.521.050.11.00	SALARIES AND WAGES	-	-	10,000	10,000	10,000		10,000	0.0%
001.H1.521.050.11.06	SALARIES AND WAGES	9,847	10,602	-	-	-		-	0.0%
001.H1.521.050.21.00	PERSONNEL BENEFITS	-	-	3,500	3,500	3,500		3,500	0.0%
001.H1.521.050.21.06	PERSONNEL BENEFITS	3,892	3,079	-	-	-		-	0.0%
001.H1.521.050.31.00	OFFICE & OPERATING SUPPLIES	77	-	-	-	-		-	0.0%
001.H1.521.050.47.00	PUBLIC UTILITY SERVICE	769	884	-	880	880		880	0.0%
001.H1.521.050.48.00	REPAIR & MAINT- FACILITIES	383	501	-	500	500	-	500	0.0%
001.H1.521.050.49.00	MISCELLANEOUS	384	383	-	800	800		800	0.0%
Total Facilities		15,352	15,449	13,500	15,680	15,680	-	15,680	0.0%
Prisoner Service									
001.H1.523.060.41.00	PROFESSIONAL SERVICES	1,131	2,670	5,000	5,000	5,000		5,000	0.0%
001.H1.523.060.51.00	INTERGOVT PROF SERVICES	99,687	83,522	80,000	80,000	80,000		80,000	0.0%
Total Prisoner Service		100,818	86,192	85,000	85,000	85,000	-	85,000	0.0%
Contracted Services - Alarm & Dispatch									
001.H1.528.060.51.00	INTERGOVT PROF SERVICES	172,333	198,140	210,364	210,364	232,790		232,790	10.7%
Total Contracted Services - Alarm & Dispatch		172,333	198,140	210,364	210,364	232,790	-	232,790	10.7%
Parking Facilities									
001.H1.542.065.11.00	SALARIES AND WAGES	37,856	41,302	44,895	44,895	47,200		47,200	5.1%
001.H1.542.065.21.00	PERSONNEL BENEFITS	18,567	20,194	22,356	22,356	23,482		23,482	5.0%
001.H1.542.065.48.00	REPAIR & MAINT- FACILITIES	467	-	-	-	-		-	0.0%
001.H1.542.065.53.00	EXTERNAL TAXES & OPER ASSESS	-	2,033	-	9,500	9,500		9,500	0.0%
Total Parking Facilities		56,890	63,529	67,251	76,751	80,182	-	80,182	4.5%
Nuisance Control									
001.H1.554.020.11.00	SALARIES AND WAGES	24,054	24,990	25,787	25,787	26,322		26,322	2.1%
001.H1.554.020.21.00	PERSONNEL BENEFITS	16,678	17,699	19,336	19,336	19,939		19,939	3.1%
Total Nuisance Control		40,732	42,689	45,123	45,123	46,261	-	46,261	2.5%
Animal Control									
001.H1.554.030.11.00	SALARIES AND WAGES	24,054	24,990	25,787	25,787	26,322		26,322	2.1%
001.H1.554.030.21.00	PERSONNEL BENEFITS	16,679	17,699	19,336	19,336	19,938		19,938	3.1%
001.H1.554.030.31.00	OFFICE & OPERATING SUPPLIES	76	514	150	150	150		150	0.0%
001.H1.554.030.47.00	PUBLIC UTILITY SERVICE	490	736	350	350	350		350	0.0%
001.H1.554.030.49.00	MISCELLANEOUS	70	34	-	-	-		-	0.0%
001.H1.554.030.51.00	INTERGOVT PROF SERVICES	2,800	3,257	3,500	3,500	3,500		3,500	0.0%
Total Animal Control		44,169	47,230	49,123	49,123	50,260	-	50,260	2.3%
Due to Other Agencies									
001.H1.589.030.00.00	DUE TO OTHER GOVT UNIT-BKG INV	420	1,016	-	-	-		-	0.0%
001.H1.589.030.00.06	DUE TO OTHERS - LET	11,119	-	9,500	-	-		-	0.0%
Total Due to Other Agencies		11,539	1,016	9,500	-	-	-	-	0.0%
Other Debt Service Costs									
001.H1.592.021.89.00	OTHER DEBT SERVICE COSTS	284	-	-	-	-		-	0.0%
Total Other Debt Service Costs		284	-	-	-	-	-	-	0.0%
Capital Outlays									
001.H1.594.021.64.00	MACHINERY & EQUIPMENT	36,812	90,002	36,260	36,260	-		-	-100.0%
001.H1.594.021.64.K9	MACHINERY & EQUIPMENT	6,040	37,046	-	-	-		-	0.0%
Total Capital Outlays		42,852	127,048	36,260	36,260	-	-	-	-100.0%
TOTAL POLICE		\$ 2,793,308	\$ 3,043,281	\$ 3,027,134	\$ 3,179,926	\$ 3,282,629	\$ -	\$ 3,282,629	3.2%

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FIRE DEPARTMENT General Fund 001 Department I1

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
FIRE						
Fire Chief	1.00	1.00	1.00	1.00	1.00	0.00
Department Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Fire Captain	4.00	4.00	4.00	4.00	4.00	0.00
Firefighter/Engineer	7.00	7.00	7.00	7.00	8.00	1.00
Firefighter/Paramedic	1.00	1.00	1.00	1.00	0.00	-1.00
Reserve Firefighter	1.00	0.00	0.00	0.00	0.00	0.00
Civil Service Examiner	0.10	0.10	0.10	0.10	0.00	-0.10
Total Fire Employees (FTE)	15.10	14.10	14.10	14.10	14.00	-0.10

Mission and Responsibilities:

The Chehalis Fire Department provides effective fire and life safety services through emergency response, education, training and code enforcement to assist the community in maintaining and improving the quality of life. The Fire Department also provides Administrative, Operational and Fire Prevention services. Administrative staff plan, organize, direct and coordinate services; manage the budget, personnel, and policy development; and provide for facility and material management, fleet control, records management and training.

The Fire Operations and Emergency Medical Services (EMS) Division provide a minimum of two-person engine company on a 24-hour basis, supplemented by on-call career and reserve fire fighting force. The division performs fire rescue, suppression, and overhaul or salvage functions. EMS consist of 24-hour basic life support with the ability to defibrillate heart patients and provide backup emergency transportation. The response goal of fire and emergency medical services is to be on the scene within 4 minutes or less upon of notification and to have the full structure alarm arriving in 8 minutes of less.

Fire Prevention Services Division provides fire and life safety code enforcement through various inspection and permit programs based on the International Fire Code. It provides public education through the school fire safety assemblies and various adult fire safety information programs and classes. The division also provides basic fire investigation capabilities to differentiate the accidental fire from the intentional set fire and to detect the juvenile fire setter.

2018 Accomplishments:

- Develop a Tactical Duplex Radio Channel jointly with RFA to improve safety and field operations
- Purchased a Skip Mounted Pump for wildland brush unit
- Complete Fire Station repairs to address deferred maintenance projects and prevent further deterioration of the building – Phase One is nearing completion
- Developed a Fire Hydrant/Blue Dot Maintenance Program

- Updated the County MCI Plan

2018 Goals and Objectives:

- Expand the Training Site Structure to Three Stories
- Replacement of Ford F-150 with 1Ton for Brush Unit-Ford to Facilities
- Continue to Explore Options for 911 Communications
- Re-negotiate Ambulance Consortium Contract
- Continue work on \$750K HUD Grant for new Fire station
- Replacement of 20-year-old Fire Department Uniforms

Significant Changes in the 2018:

General Expenses

Overall Budget reduction of \$77,623 from 2018 Budget of \$2,229,365 to 2019 \$2,151,742. This was accomplished by trimming areas where we could or have already have sufficient equipment for 2019. Outside training for captains and firefighters has been decreased for 2019. Increases in our 2019 budget have been due to rising fees from 911 Dispatch, Fire Marshall contract with RFA. We increase the budget this year for training for Fire Chief and Administrative Assistant because they have not gone to a training conference since 2014.

Capital Outlay

Funding for one-time Capital Expenditure 1 Ton Pick-up to replace 1999 Ford F-150 for Brush Patrol Unit. This would reduce the need to drive the larger, more costly fire engines designed for street use on undeveloped terrain, which could damage the vehicle. 199 Ford F-150 to be given to Facilities. This vehicle purchase was placed on hold and moved to the Equipment/Automotive Replacement Fund for consideration later in the year when actual revenues could be compared to projections made at the time the 2019 City Budget was prepared.

FIRE DEPARTMENT EXPENDITURE SUMMARY

Fire Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Wages	\$ 1,106,820	\$ 1,130,087	\$ 1,219,600	\$ 1,226,930	\$ 1,252,516	2.1%
Benefits	484,343	488,644	433,737	512,882	525,514	2.5%
Supplies	106,087	98,179	115,700	115,700	77,670	-32.9%
Services	218,379	277,842	280,296	286,318	300,336	4.9%
Capital	32,879	110,979	65,000	65,000	-	-100.0%
Debt Service	100,172	100,172	100,185	100,185	100,172	0.0%
Total Expenditures	\$ 2,048,680	\$ 2,205,903	\$ 2,214,518	\$ 2,307,015	\$ 2,256,208	-2.2%
Service Related Fees/Revenues						
Property Tax - EMS	297,504	314,676	333,640	318,353	326,417	2.5%
Grants & Reimbursements	5,290	1,270	-	1,222	5,222	327.3%
Fire Investigation & Protection Service	40,771	57,308	43,225	43,225	44,091	2.0%
Total Service Related Fees/Revenues	\$ 343,565	\$ 373,254	\$ 376,865	\$ 362,800	\$ 375,730	3.6%
Funding from General Revenues	\$ 1,705,115	\$ 1,832,649	\$ 1,837,653	\$ 1,944,215	\$ 1,880,478	-3.3%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		I1 - FIRE							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Administration									
001.I1.522.010.11.00	SALARIES AND WAGES	\$ 89,740	\$ 91,560	\$ 95,225	\$ 100,465	\$ 110,244		\$ 110,244	9.7%
001.I1.522.010.11.02	SALARIES AND WAGES	47,088	47,088	47,088	49,178	51,348		51,348	4.4%
001.I1.522.010.11.05	SALARIES AND WAGES	800	290	522	522	522		522	0.0%
001.I1.522.010.21.00	PERSONNEL BENEFITS	16,704	17,218	17,790	19,285	19,333		19,333	0.2%
001.I1.522.010.21.02	PERSONNEL BENEFITS	16,479	17,143	18,375	18,375	19,461		19,461	5.9%
001.I1.522.010.21.05	PERSONNEL BENEFITS	67	25	44	44	44		44	0.0%
001.I1.522.010.24.00	UNIFORMS & CLOTHING	-	-	-	-	2,000		2,000	0.0%
001.I1.522.010.31.00	OFFICE & OPERATING SUPPLIES	3,065	2,427	2,500	2,500	2,500		2,500	0.0%
001.I1.522.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	2,027	3,885	5,200	5,200	5,200		5,200	0.0%
001.I1.522.010.41.00	PROFESSIONAL SERVICES	-	1,188	-	-	2,000		2,000	0.0%
001.I1.522.010.42.00	COMMUNICATIONS	9,327	16,391	9,000	13,800	13,800		13,800	0.0%
001.I1.522.010.45.00	RENTALS	-	-	-	-	3,100		3,100	0.0%
001.I1.522.010.48.00	REPAIR & MAINT- FACILITIES	1,087	1,293	2,000	2,000	-		-	-100.0%
001.I1.522.010.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	2,000		2,000	0.0%
001.I1.522.010.49.00	MISCELLANEOUS	2,417	2,289	2,000	2,000	-		-	-100.0%
001.I1.522.010.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	620		620	0.0%
001.I1.522.010.51.00	INTERGOVT PROF SERVICES	-	33,203	24,066	24,066	11,500		11,500	-52.2%
Total Administration		188,801	234,000	223,810	237,435	243,672	-	243,672	2.6%
Fire Suppression and EMS									
001.I1.522.020.11.00	SALARIES AND WAGES	159,003	165,694	165,203	165,203	177,980		177,980	7.7%
001.I1.522.020.12.00	OVERTIME	34,764	32,515	50,000	50,000	50,000		50,000	0.0%
001.I1.522.020.21.00	PERSONNEL BENEFITS	77,975	83,493	71,880	87,410	89,914		89,914	2.9%
001.I1.522.020.24.00	UNIFORMS & CLOTHING	61,535	37,711	37,625	37,625	35,000		35,000	-7.0%
001.I1.522.020.31.00	OFFICE & OPERATING SUPPLIES	35,762	24,438	33,040	33,040	15,000		15,000	-54.6%
001.I1.522.020.31.01	OFFICE & OP SUPPLIES-HYDRANTS	-	3,800	3,000	3,000	3,000		3,000	0.0%
001.I1.522.020.32.00	FUEL CONSUMED	10,096	13,019	8,000	8,000	10,000		10,000	25.0%
001.I1.522.020.35.00	SMALL TOOLS & MINOR EQUIPMENT	9,169	9,587	15,000	15,000	2,100		2,100	-86.0%
001.I1.522.020.41.00	PROFESSIONAL SERVICES	15,785	18,158	10,900	10,900	7,000		7,000	-35.8%
001.I1.522.020.46.00	INSURANCE	35,740	42,944	45,525	45,525	45,685		45,685	0.4%
001.I1.522.020.48.00	REPAIR & MAINT- FACILITIES	39,725	25,040	25,560	25,560	-		-	-100.0%
001.I1.522.020.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	41,500		41,500	0.0%
001.I1.522.020.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	2,960		2,960	0.0%
001.I1.522.020.49.00	MISCELLANEOUS	-	153	-	-	1,035		1,035	0.0%
001.I1.522.020.51.00	INTERGOVT PROF SERVICES	65,631	79,259	79,595	79,595	86,464		86,464	8.6%
Total Fire Suppression and EMS		545,185	535,811	545,328	560,858	567,638	-	567,638	1.2%
Ambulance Services									
001.I1.522.026.31.00	OFFICE & OPERATING SUPPLIES	2,617	1,181	3,330	3,330	3,330		3,330	0.0%
001.I1.522.026.35.00	SMALL TOOLS & MINOR EQUIPMENT	5,389	19,536	4,230	4,230	2,890		2,890	-31.7%
001.I1.522.026.41.00	PROFESSIONAL SERVICES	-	-	500	500	500		500	0.0%
Total Ambulance Services		8,006	20,717	8,060	8,060	6,720	-	6,720	-16.6%
Rescue & Emergency Aid									
001.I1.522.028.11.00	SALARIES AND WAGES	636,012	662,774	661,062	661,062	711,922		711,922	7.7%
001.I1.522.028.12.00	OVERTIME	139,054	130,058	200,000	200,000	150,000		150,000	-25.0%
001.I1.522.028.21.00	PERSONNEL BENEFITS	311,437	333,027	287,523	349,643	359,654		359,654	2.9%
Total Rescue and Emergency Aid		1,086,503	1,125,859	1,148,585	1,210,705	1,221,576	-	1,221,576	0.9%
Fire Prevention & Investigation									
001.I1.522.030.31.00	OFFICE & OPERATING SUPPLIES	3,029	2,204	2,000	2,000	2,000		2,000	0.0%
001.I1.522.030.35.00	SMALL TOOLS & MINOR EQUIPMENT	1,274	153	500	500	500		500	0.0%
001.I1.522.030.41.00	PROFESSIONAL SERVICES	-	289	-	-	-		-	0.0%
001.I1.522.030.48.00	REPAIR & MAINT- FACILITIES	54	-	-	-	-		-	0.0%
001.I1.522.030.49.00	MISCELLANEOUS	-	-	-	-	350		350	0.0%
001.I1.522.030.51.00	INTERGOVT PROF SERVICES	8,585	20,000	20,000	20,000	27,500		27,500	37.5%
Total Fire Prevention & Investigation		12,942	22,646	22,500	22,500	30,350	-	30,350	34.9%
Employee Training									

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		11 - FIRE							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.11.522.045.31.00	OFFICE & OPERATING SUPPLIES	1,708	4,172	11,500	11,500	750		750	-93.5%
001.11.522.045.32.00	FUEL CONSUMED	-	-	-	-	200		200	0.0%
001.11.522.045.32.01	FUEL CONSUMED	-	-	500	500	300		300	-40.0%
001.11.522.045.35.00	SMALL TOOLS & MINOR EQUIPMENT	19,441	-	-	-	8,000		8,000	0.0%
001.11.522.045.41.00	PROFESSIONAL SERVICES	75	-	5,000	5,000	-		-	-100.0%
001.11.522.045.43.00	TRAVEL/HOTEL/PER DIEMS	895	-	2,000	2,000	5,000		5,000	150.0%
001.11.522.045.43.01	TRAVEL/HOTEL/PER DIEMS	6,087	8,335	15,050	15,050	10,000		10,000	-33.6%
001.11.522.045.45.00	RENTALS	-	27	-	-	-		-	0.0%
001.11.522.045.49.00	MISCELLANEOUS	525	50	1,000	1,000	2,000		2,000	100.0%
001.11.522.045.49.01	REGISTRATION	6,649	5,029	8,600	8,600	6,600		6,600	-23.3%
Total Employee Training		35,380	17,613	43,650	43,650	32,850	-	32,850	-24.7%
Facilities									
001.11.522.050.11.00	SALARIES AND WAGES	-	-	500	500	500		500	0.0%
001.11.522.050.11.06	SALARIES AND WAGES	359	108	-	-	-		-	0.0%
001.11.522.050.21.00	PERSONNEL BENEFITS	-	-	500	500	108		108	-78.4%
001.11.522.050.21.06	PERSONNEL BENEFITS	146	27	-	-	-		-	0.0%
001.11.522.050.31.00	FACILITIES SUPPLIES	3,130	2,744	3,300	3,300	3,300		3,300	0.0%
001.11.522.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	9,380	11,033	23,600	23,600	18,600		18,600	-21.2%
001.11.522.050.41.00	PROFESSIONAL SERVICES	86	1,929	-	-	-		-	0.0%
001.11.522.050.45.00	RENTALS	15	43	-	-	-		-	0.0%
001.11.522.050.47.00	PUBLIC UTILITY SERVICE	10,988	11,106	12,000	12,000	12,000		12,000	0.0%
001.11.522.050.48.00	REPAIR & MAINT- FACILITIES	1,556	1,328	4,000	4,000	4,000		4,000	0.0%
001.11.522.050.49.00	MISCELLANEOUS	141	-	-	-	-		-	0.0%
Total Facilities		25,801	28,318	43,900	43,900	38,508	-	38,508	-12.3%
External Taxes & Assessments									
001.11.525.060.53.00	EXTERNAL TAXES & OPER ASSESS	13,011	9,788	13,500	14,722	14,722		14,722	0.0%
Total External Taxes & Assessments		13,011	9,788	13,500	14,722	14,722	-	14,722	0.0%
Debt Service Payments									
001.11.591.022.71.00	DEBT PRINCIPAL - FIRE TRUCK	83,172	85,178	88,310	88,310	90,853		90,853	2.9%
001.11.592.022.83.00	DEBT INTEREST - FIRE TRUCK	17,000	14,994	11,875	11,875	9,319		9,319	-21.5%
Total Debt Service Payments		100,172	100,172	100,185	100,185	100,172	-	100,172	0.0%
Capital Expenditures									
001.11.594.022.64.00	MACHINERY & EQUIPMENT	32,879	110,979	65,000	65,000	-		-	-100.0%
Total Capital Expenditures		32,879	110,979	65,000	65,000	-	-	-	-100.0%
TOTAL FIRE		\$ 2,048,680	\$ 2,205,903	\$ 2,214,518	\$ 2,307,015	\$ 2,256,208	\$ -	\$ 2,256,208	-2.2%

FACILITIES & PARKS DEPARTMENT

General Fund 001 Department F2

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
FACILITIES AND PARKS						
Public Works Director	0.00	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.00	0.00	0.20	0.20	0.20	0.00
Community Development Director/Engineer	0.00	0.00	0.00	0.00	0.05	0.05
Property/Facilities Manager	0.00	0.00	0.00	1.00	1.00	0.00
Property Maintenance Tech. II	0.00	0.00	0.00	0.00	0.00	0.00
Property Maintenance Tech. I	4.00	5.00	5.00	4.00	4.00	0.00
Property Maintenance Worker	1.00	0.00	0.00	0.00	0.00	0.00
Property Maintenance Aide (seasonal)	0.98	2.10	0.00	0.98	3.10	2.12
Total Facilities & Parks Employees (FTE)	5.98	7.30	5.40	6.38	8.55	2.17

Mission and Responsibilities:

The Facilities and Parks Department is responsible for the maintenance, improvement and development of all municipal buildings and property except for streets and utilities.

2018 Accomplishments:

- Renovated bathrooms at Penny playground and Girls Fast Pitch Facility
- Managed renovation of the Fire station
- Finished Painting the wall in the City Hall parking lot
- Managed sewer installation project at Stan Hedwall Park
- Managed Roof Replacement project on Library
- Painted Shelters and Building at Alexander Park
- Painted Fast Pitch Facility
- Started a pilot program with CCRT and installed recycle bins downtown
- Continued holiday decorating program
- Updated landscape at City Hall
- Overhauled the library landscape to create a more maintenance friendly landscape
- Managed Dangerous tree removal at Alexander Park
- Managed the window maintenance and painting at the Library
- Updated to automatic irrigation on Chehalis AVE to cut down on manual watering time
- Installed new pool Heater and purchased a new commercial grade Vacuum
- Worked with CCRT and Rotary club on downtown bench refinishing

2019 Goals and Objectives:

- Continue to assess the facility needs and plan to continue improvement projects

- Renovate Covered Shelter Bathroom at Stan Hedwall Park
- Complete Library Landscape to make it a maintenance friendly landscape
- Revitalize landscaping on National Avenue
- Have New Roof installed on Fast Pitch facility
- Have Concrete pad poured in the carpenter shop to meet DOE standards
- Add Playground grade bark chips to all playgrounds that currently have bark chips
- Make a new entrance at Recreation office and Community Development
- Renovation of Recreation & Community Development Offices
- Expand the west side of the pool deck and Install Shade covers at the pool
- Replace Globes at the Library on the External Light poles and building
- Complete the inside water damage repairs at Library
- Continue to paint facilities as time and financial resources allow

Significant Changes 2019:

The 2019 Budget includes significant funding, most of it one-time, to repair and maintain buildings that have suffered from the deferred maintenance during the long recovery from the recession. Some projects may have to be postponed if 2019 revenues do not meet the projections made at the time the budget was prepared. The goal is to address facility and equipment maintenance issues that are most pressing and start investing in facilities on a regular basis before they start deteriorating.

- \$5,000 one time for National Ave Landscaping
- \$5,000 one time for Covered Kitchen Bathroom remodel at Stan Hedwall
- \$35,000 Inside repairs of Library
- \$8,000 one time for new Roof at fast pitch complex
- \$10,000 one time for concrete in carpenter shop at the Parks & Facilities Building
- \$15,000 one time for new bark chips in the playgrounds (includes: Stan Hedwall, Spray Park, Millet and Alexander/Lintott Park)
- \$8,000 one time for new concrete entrance to Recreation/Finance Office and Community Development. This will include replacing deteriorating wood and continue to comply with ADA standards
- \$45,000 Renovation of the Recreation/Finance and Community Development Building
- \$26,000 one-time to extend pool deck, install shade covers and fix zero depth area toys
- \$5,000 one-time to finish landscape at the library
- \$15,000 one-time to add accent painting to the library exterior and replace discolored globes on exterior lights
- \$2,500 City Hall Annuals

FACILITIES AND PARKS DEPARTMENT EXPENDITURE SUMMARY

Facilities and Parks Primary Cost Summary			2018	2018	2019	% Change 2018-2019
	2016 Actual	2017 Actual	Original Budget	Amended Budget	Adopted Budget	
Salaries & Wages	\$ 333,118	\$ 326,179	\$ 362,806	\$ 367,730	\$ 405,824	10.4%
Benefits	149,457	166,020	184,551	185,879	206,626	11.2%
Supplies	99,808	102,534	125,750	125,750	112,346	-10.7%
Services & Other Charges	243,551	318,194	326,617	353,800	426,301	20.5%
Capital Outlay	-	-	39,000	39,000	-	-100.0%
Agency disbursements	-	4,075	540	1,570	3,570	127.4%
Total Expenditures	\$ 825,934	\$ 917,002	\$ 1,039,264	\$ 1,073,729	\$ 1,154,667	7.5%
Service Related Fees/Revenues						
Leases and Rentals	48,449	79,730	80,500	88,500	84,500	-4.5%
Dump/Disposal Fees	1,487	1,424	1,200	1,200	1,500	25.0%
Donations	91,288	38,643	-	21,560	-	-100.0%
Transfers In & Other	9,773	3,461	10,050	16,390	1,580	-90.4%
Total Service Related Fees/Revenues	\$ 150,997	\$ 123,258	\$ 91,750	\$ 127,650	\$ 87,580	-31.4%
Funding from General Revenues	\$ 674,937	\$ 793,744	\$ 947,514	\$ 946,079	\$ 1,067,087	12.8%

FUND:		001- GENERAL FUND				EXPENDITURES			
DEPARTMENT:		F2 - FACILITIES AND PARKS							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
General Facilities Maintenance									
001.53.518.030.11.00	SALARIES AND WAGES	\$ 278,317	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
001.F2.518.030.11.00	SALARIES AND WAGES	-	266,865	276,505	246,867	227,584		227,584	-7.8%
001.F2.518.030.11.05	SALARIES AND WAGES	26,321	29,051	50,000	50,000	50,000		50,000	0.0%
001.F2.518.030.11.06	SALARIES AND WAGES	5,256	14,487	-	-	-		-	0.0%
001.F2.518.030.12.00	OVERTIME	3,647	6,364	6,000	5,420	6,000		6,000	10.7%
001.F2.518.030.12.05	OVERTIME	17	441	500	500	500		500	0.0%
001.F2.518.030.21.00	PERSONNEL BENEFITS	132,097	148,669	152,951	136,741	133,719		133,719	-2.2%
001.F2.518.030.21.05	PERSONNEL BENEFITS	4,769	5,352	16,650	16,650	16,650		16,650	0.0%
001.F2.518.030.21.06	PERSONNEL BENEFITS	2,463	4,836	-	-	-		-	0.0%
001.F2.518.030.21.07	PERSONNEL BENEFITS	840	3,166	-	-	-		-	0.0%
001.F2.518.030.24.00	UNIFORMS & CLOTHING	966	1,602	1,500	1,500	1,500		1,500	0.0%
001.F2.518.030.31.00	OFFICE & OPERATING SUPPLIES	62,520	59,227	75,000	75,000	50,950	10,000	60,950	-18.7%
001.F2.518.030.32.00	FUEL CONSUMED	11,509	13,431	12,000	12,000	11,209		11,209	-6.6%
001.F2.518.030.35.00	SMALL TOOLS & MINOR EQUIPMENT	382	3,977	3,500	3,500	2,500		2,500	-28.6%
001.F2.518.030.41.00	PROFESSIONAL SERVICES	33,012	50,440	40,000	49,030	30,000		30,000	-38.8%
001.F2.518.030.42.00	COMMUNICATIONS	469	1,003	500	500	2,800		2,800	460.0%
001.F2.518.030.43.00	TRAVEL/HOTEL/PER DIEMS	935	313	800	800	400		400	-50.0%
001.F2.518.030.44.00	ADVERTISING	-	129	-	-	400		400	0.0%
001.F2.518.030.45.00	RENTALS	5,713	4,390	15,760	15,760	15,760		15,760	0.0%
001.F2.518.030.46.00	INSURANCE	18,186	17,967	20,564	20,564	20,654		20,654	0.4%
001.F2.518.030.47.00	PUBLIC UTILITY SERVICE	64,093	68,600	61,020	61,020	62,179		62,179	1.9%
001.F2.518.030.48.00	REPAIR & MAINT- FACILITIES	27,748	74,976	74,500	96,060	40,000	88,000	128,000	33.3%
001.F2.518.030.48.01	REPAIR & MAINT- EQUIPMENT	-	-	-	-	10,000		10,000	0.0%
001.F2.518.030.49.00	MISCELLANEOUS	3,430	1,754	2,000	2,000	-		-	-100.0%
001.F2.518.030.49.01	REGISTRATION	-	-	-	-	2,000		2,000	0.0%
001.F2.518.030.53.00	EXTERNAL TAXES & OPER ASSESS	463	189	200	200	200		200	0.0%
Total General Facilities Maintenance		683,153	777,229	809,950	794,112	685,005	98,000	783,005	-1.4%
Facilities Administration									
001.F2.518.031.11.00	SALARIES AND WAGES	15,406	3,545	18,480	53,622	102,836	7,360	110,196	105.5%
001.F2.518.031.11.02	SALARIES AND WAGES	-	-	11,321	11,321	11,544		11,544	2.0%
001.F2.518.031.21.00	PERSONNEL BENEFITS	5,567	900	6,975	24,513	47,391	563	47,954	95.6%
001.F2.518.031.21.02	PERSONNEL BENEFITS	-	-	6,475	6,475	6,803		6,803	5.1%
001.F2.518.031.21.07	PERSONNEL BENEFITS	996	-	-	-	-		-	0.0%
001.F2.518.031.31.00	OFFICE & OPERATING SUPPLIES	956	1,006	1,250	1,250	1,750		1,750	40.0%
001.F2.518.031.32.00	FUEL CONSUMED	-	-	-	-	1,500		1,500	0.0%
001.F2.518.031.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	342	1,000	1,000	-		-	-100.0%
001.F2.518.031.41.00	PROFESSIONAL SERVICES	49	164	200	200	200		200	0.0%
001.F2.518.031.42.00	COMMUNICATIONS	23,337	15,483	12,000	12,000	8,076		8,076	-32.7%
001.F2.518.031.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	100		100	0.0%
001.F2.518.031.45.00	RENTALS	-	904	1,680	1,680	1,680		1,680	0.0%
001.F2.518.031.46.00	INSURANCE	1,180	790	840	1,433	1,433		1,433	0.0%
001.F2.518.031.48.00	REPAIR & MAINT- FACILITIES	-	101	-	-	-		-	0.0%
001.F2.518.031.49.00	MISCELLANEOUS	55	176	100	100	-		-	-100.0%
001.F2.518.031.49.01	REGISTRATION	-	-	-	-	500		500	0.0%
001.F2.518.031.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	25		25	0.0%
Total Facilities Administration		47,546	23,411	60,321	113,594	183,838	7,923	191,761	68.8%
Library Facilities									
001.F2.572.050.11.00	SALARIES AND WAGES	2,666	4,604	-	-	-		-	0.0%
001.F2.572.050.11.05	SALARIES AND WAGES	1,488	437	-	-	-		-	0.0%
001.F2.572.050.12.00	OVERTIME	-	385	-	-	-		-	0.0%
001.F2.572.050.21.00	PERSONNEL BENEFITS	1,494	1,418	-	-	-		-	0.0%
001.F2.572.050.21.05	PERSONNEL BENEFITS	265	77	-	-	-		-	0.0%
001.F2.572.050.31.00	OFFICE & OPERATING SUPPLIES	1,322	1,510	3,500	3,500	3,500	5,000	8,500	142.9%
001.F2.572.050.41.00	PROFESSIONAL SERVICES	637	3,477	6,000	6,000	6,600		6,600	10.0%
001.F2.572.050.42.00	COMMUNICATIONS	-	21	-	-	-		-	0.0%
001.F2.572.050.45.00	RENTALS	35	-	-	-	-		-	0.0%
001.F2.572.050.46.00	INSURANCE	4,767	5,086	5,395	5,395	5,395		5,395	0.0%

FUND:		001- GENERAL FUND				EXPENDITURES			
DEPARTMENT:		F2 - FACILITIES AND PARKS							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.F2.572.050.47.00	PUBLIC UTILITY SERVICE	7,675	9,245	8,640	8,640	8,804		8,804	1.9%
001.F2.572.050.48.00	REPAIR & MAINT- FACILITIES	6,710	9,465	23,500	23,500	3,500	50,000	53,500	127.7%
001.F2.572.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,200		1,200	0.0%
001.F2.572.050.49.00	MISCELLANEOUS	22	-	-	-	-		-	0.0%
Total Library Facilities		27,081	35,725	47,035	47,035	28,999	55,000	83,999	78.6%
Swimming Pools									
001.F2.576.020.31.00	OFFICE & OPERATING SUPPLIES	23,119	23,041	23,000	23,000	23,437		23,437	1.9%
001.F2.576.020.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	6,500	6,500	2,500		2,500	-61.5%
001.F2.576.020.41.00	PROFESSIONAL SERVICES	-	7,033	-	-	-		-	0.0%
001.F2.576.020.42.00	COMMUNICATIONS	789	914	1,000	1,000	1,200		1,200	20.0%
001.F2.576.020.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	400		400	0.0%
001.F2.576.020.45.00	RENTALS	836	815	1,000	1,000	1,000		1,000	0.0%
001.F2.576.020.46.00	INSURANCE	4,997	8,083	8,570	4,570	4,570		4,570	0.0%
001.F2.576.020.47.00	PUBLIC UTILITY SERVICE	25,293	32,403	30,348	30,348	30,925		30,925	1.9%
001.F2.576.020.48.00	REPAIR & MAINT- FACILITIES	12,495	3,559	12,000	12,000	-	26,000	26,000	116.7%
001.F2.576.020.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,000		1,000	0.0%
001.F2.576.020.49.00	MISCELLANEOUS	625	714	-	-	-		-	0.0%
001.F2.576.020.49.01	REGISTRATION	-	-	-	-	-	1,000	1,000	0.0%
001.F2.576.020.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	300		300	0.0%
001.F2.576.020.64.00	MACHINERY & EQUIPMENT	-	-	39,000	39,000	-		-	-100.0%
Total Swimming Pools		68,154	76,562	121,418	117,418	65,332	27,000	92,332	-21.4%
Due to Other Entities									
001.F2.589.030.00.04	DUE TO STATE - SALES TAX	-	3,585	-	-	2,000		2,000	0.0%
001.F2.589.030.00.06	DUE TO OTHERS - LET	-	-	-	1,030	1,030		1,030	0.0%
001.F2.589.030.00.14	DUE TO STATE - HOTEL/MOTEL TAX	-	490	540	540	540		540	0.0%
Total Due to Other Entities		-	4,075	540	1,570	3,570	-	3,570	127.4%
TOTAL FACILITIES AND PARKS		\$ 825,934	\$ 917,002	\$ 1,039,264	\$ 1,073,729	\$ 966,744	\$ 187,923	\$ 1,154,667	7.5%

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PLANNING & BUILDING DEPARTMENT

General Fund 001 Department P2

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
PLANNING AND BUILDING						
Community Development Director/Engineer	1.00	0.60	0.55	0.55	0.05	-0.50
Comprehensive Planner	0.00	0.00	0.00	0.00	0.00	0.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	0.00
Dev Rev Specialist/Bldg. Inspector	1.00	1.00	1.00	1.00	1.00	0.00
Planning and Building Manager	0.00	0.00	0.00	0.00	0.60	0.60
Total Planning & Building Employees (FTE)	3.00	2.60	2.55	2.55	2.65	0.10

Mission and Responsibilities:

The Planning and Building Department provides staff support for development and review of residential, commercial and industrial projects; as well as specialized plans, such as neighborhood and sub-area plans. Permit applications are reviewed and approved, and inspections are made of all completed work to ensure safety and compliance with all applicable city and state regulations. The department administers and enforces adopted ordinances, codes and policies that reflect the environment in which our citizens wish to live. Projects and programs that enhance the economic vitality of the city are also implemented by the Planning and Building Department.

2018 Accomplishments:

- Approximately 404 application requests were processed through the Department in the first nine months. 89 of those permits were building construction permits.
- Completed and adopted the new Inter Local Agency Agreement (ILA) with Lewis County to resume responsibility for UGA permitting activities.
- Continued working toward achieving full implementation of permitting software program.
- Prepared and adopted the following updates to the Chehalis Municipal Code:
 - Require a building permit for commercial reroofs to prevent fires
 - Roads within new plats must be dedicated
 - Allow Accessory Dwelling Units (ADU's) in residential zones; except R-UGA requires a conditional use permit
 - Allow renewal of expired permits for minimal fee instead of requiring a complete resubmittal
 - City business license requirements were updated to comply with Washington State Master License Service requirements and approved by the City Council in October 2018.
 - City special events permitting requirements were adopted by the City Council to streamline the process.

2019 Goals and Objectives:

- Advance the Annexation Plan approved by the City Council in 2018
- Continue to administer land use and building permits

- Continue working with the Flood Authority on grant projects/applications
- Prepare a new Shared Services Work Agreement with Lewis County for building inspection services during the scheduled absences of the Chehalis Building Inspector
- Receive and implement Flood Authority Grant Application for the Chehalis Flood Storage and Habitat Enhancement Master Plan – Phase 2
- Complete the Shoreline Master Program update
- Complete the Critical Areas Ordinance update
- Update Municipal Codes to remedy conflicting codes and clarify others (house-keeping)
- Continue developing Annual Work Plan process to ensure all compliance issues and deadlines are met
- Continue working toward achieving full implementation of permitting program

Significant Changes 2019:

- An increase of \$500 in Small Tools & Minor Equipment for one-time purchase of a portable printer
- An increase of \$1,000 in Professional Services for inspection and mapping services
- An increase of \$500 in Travel/Hotel/Per Diems for certification renewals and training

PLANNING AND BUILDING DEPARTMENT EXPENDITURE SUMMARY

Planning and Building Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Wages	\$ 107,189	\$ 158,300	\$ 171,557	\$ 180,348	\$ 158,180	-12.3%
Benefits	60,777	72,995	80,088	84,734	79,423	-6.3%
Supplies	7,655	12,056	13,375	13,375	13,700	2.4%
Services	467,899	93,948	55,040	46,813	52,380	11.9%
Capital	-	-	-	17,500	-	-100.0%
Other	1,324	828	610	610	110	-82.0%
Transfers Out	-	100,000	9,596	9,596	-	-100.0%
Total Expenditures	\$ 644,844	\$ 438,127	\$ 330,266	\$ 352,976	\$ 303,793	-13.9%
Service Related Fees/Revenues						
Business License & Permit	27,880	29,885	30,050	30,050	29,530	-1.7%
Building Permit Fees	317,260	84,872	75,000	75,000	68,960	-8.1%
Plan Checks	183,725	52,685	47,500	47,500	88,030	85.3%
Other Com Dev Service Fees	2,087	2,651	2,160	12,785	15,160	18.6%
Total Service Related Fees/Revenues	\$ 530,952	\$ 170,093	\$ 154,710	\$ 165,335	\$ 201,680	22.0%
Funding from General Revenues	\$ 113,892	\$ 268,034	\$ 175,556	\$ 187,641	\$ 102,113	-45.6%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		P2 - PLANNING AND BUILDING							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURE									
Inspections & Permits Administration									
001.P2.524.011.11.00	SALARIES AND WAGES	\$ 9,502	\$ 96,414	\$ 53,448	\$ 53,448	\$ 57,240		\$ 57,240	7.1%
001.P2.524.011.12.00	OVERTIME	-	1,064	771	771	771		771	0.0%
001.P2.524.011.21.00	PERSONNEL BENEFITS	3,136	47,680	23,684	23,684	24,772		24,772	4.6%
001.P2.524.011.21.07	PERSONNEL BENEFITS	4,250	-	-	-	-		-	0.0%
001.P2.524.011.24.00	UNIFORMS & CLOTHING	-	184	-	-	-		-	0.0%
001.P2.524.011.31.00	OFFICE & OPERATING SUPPLIES	343	6,574	2,800	2,800	7,000		7,000	150.0%
001.P2.524.011.32.00	FUEL CONSUMED	-	52	500	500	500		500	0.0%
001.P2.524.011.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	2,297	2,000	2,000	2,000	500	2,500	25.0%
001.P2.524.011.41.00	PROFESSIONAL SERVICES	65,023	10,455	2,000	2,000	3,000		3,000	50.0%
001.P2.524.011.42.00	COMMUNICATIONS	-	3,136	1,260	1,560	4,000		4,000	156.4%
001.P2.524.011.43.00	TRAVEL/HOTEL/PER DIEMS	-	1,357	1,000	1,000	1,500		1,500	50.0%
001.P2.524.011.45.00	RENTALS	-	452	300	300	300		300	0.0%
001.P2.524.011.46.00	INSURANCE	722	4,625	4,860	4,860	4,860		4,860	0.0%
001.P2.524.011.47.00	PUBLIC UTILITY SERVICE	47	51	-	-	-		-	0.0%
001.P2.524.011.48.00	REPAIR & MAINT- FACILITIES	101	444	-	-	-		-	0.0%
001.P2.524.011.48.02	REPAIR & MAINT - IT SOFTWARE/HARDWARE	-	-	-	-	9,000		9,000	0.0%
001.P2.524.011.49.00	MISCELLANEOUS	266	9,917	17,500	8,973	-		-	-100.0%
001.P2.524.011.51.00	INTERGOVT PROF SERVICES	-	3,615	-	-	4,000		4,000	0.0%
001.53.524.020.11.00	SALARIES AND WAGES	87,779	-	-	-	-		-	0.0%
001.53.524.020.12.00	OVERTIME	406	-	-	-	-		-	0.0%
001.53.524.020.21.00	PERSONNEL BENEFITS	46,004	-	-	-	-		-	0.0%
001.53.524.020.31.00	OFFICE & OPERATING SUPPLIES	1,087	-	-	-	-		-	0.0%
001.53.524.020.42.00	COMMUNICATIONS	1,495	-	-	-	-		-	0.0%
001.53.524.020.46.00	INSURANCE	2,436	-	-	-	-		-	0.0%
001.53.524.020.48.00	REPAIR & MAINT- FACILITIES	81	-	-	-	-		-	0.0%
001.53.558.050.41.02	PROF SVCS-HEARING EXAMINER	1,125	-	-	-	-		-	0.0%
001.53.524.024.43.00	TRAVEL/HOTEL/PER DIEMS	30	-	-	-	-		-	0.0%
001.53.524.024.49.00	MISCELLANEOUS	972	-	-	-	-		-	0.0%
Total Inspections & Permits Administration		224,805	188,317	110,123	101,896	118,943	500	119,443	17.2%
Flood Authority & Environmental									
001.P2.553.030.31.00	OFFICE & OPERATING SUPPLIES	-	-	100	100	100		100	0.0%
001.P2.553.030.43.00	TRAVEL - FLOOD AUTHORITY	-	411	300	300	300		300	0.0%
001.P2.554.090.31.00	OFFICE & OPERATING SUPPLIES	514	-	-	-	-		-	0.0%
001.P2.554.090.41.00	PROFESSIONAL SERVICES	103,550	5,450	-	-	-		-	0.0%
Total Flood Authority & Environmental		104,064	5,861	400	400	400	-	400	0.0%
Planning									
001.P2.558.060.11.00	SALARIES AND WAGES	-	60,822	50,904	50,904	54,516		54,516	7.1%
001.P2.558.060.12.02	OVERTIME	-	-	734	734	734		734	0.0%
001.P2.558.060.21.00	PERSONNEL BENEFITS	-	25,131	28,610	28,610	29,846		29,846	4.3%
001.P2.558.060.31.00	OFFICE & OPERATING SUPPLIES	3,438	836	6,875	6,875	2,500		2,500	-63.6%
001.P2.558.060.35.00	SMALL TOOLS & MINOR EQUIPMENT	648	2,297	-	-	-		-	0.0%
001.P2.558.060.41.00	PROFESSIONAL SERVICES	274,200	9,562	16,000	16,000	16,000		16,000	0.0%
001.P2.558.060.42.00	COMMUNICATIONS	1,323	1,783	4,000	4,000	1,600		1,600	-60.0%
001.P2.558.060.43.00	TRAVEL/HOTEL/PER DIEMS	1,095	-	1,500	1,500	1,500		1,500	0.0%
001.P2.558.060.44.00	ADVERTISING	4,788	2,606	5,000	5,000	5,000		5,000	0.0%
001.P2.558.060.45.00	RENTALS	-	452	-	-	-		-	0.0%
001.P2.558.060.48.00	REPAIR & MAINT- FACILITIES	344	328	200	200	200		200	0.0%
001.P2.558.060.49.00	MISCELLANEOUS	8,208	69	-	-	-		-	0.0%
001.P2.558.060.51.00	INTERGOVT PROF SERVICES	1,664	1,278	-	-	-		-	0.0%
001.P2.558.060.53.00	EXTERNAL TAXES & OPER ASSESS	-	1	-	-	-		-	0.0%
Total Planning		295,708	105,165	113,823	113,823	111,896	-	111,896	-1.7%
Property Development/Strategic Planning									
001.53.558.061.11.00	SALARIES AND WAGES	9,502	-	-	-	-		-	0.0%
001.53.558.061.21.00	PERSONNEL BENEFITS	3,137	-	-	-	-		-	0.0%
001.53.558.061.21.07	PERSONNEL BENEFITS - UNEMPLOYMENT	4,250	-	-	-	-		-	0.0%
001.53.558.061.31.00	OFFICE & OPERATING SUPPLIES	1,625	-	-	-	-		-	0.0%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		P2 - PLANNING AND BUILDING							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.53.558.061.46.00	INSURANCE	344	-	-	-	-	-	-	0.0%
001.53.558.061.49.00	MISCELLANEOUS	25	-	-	-	-	-	-	0.0%
001.P2.559.030.11.00	SALARIES AND WAGES	-	-	65,700	74,491	44,919	-	44,919	-39.7%
001.P2.559.030.21.00	PERSONNEL BENEFITS	-	-	27,794	32,440	24,805	-	24,805	-23.5%
001.P2.559.030.31.00	OFFICE & OPERATING SUPPLIES	-	-	1,100	1,100	1,100	-	1,100	0.0%
001.P2.559.030.41.00	PROFESSIONAL SERVICES	60	37,514	-	-	-	-	-	0.0%
001.P2.559.030.45.00	RENTALS	-	-	700	700	700	-	700	0.0%
001.P2.559.030.46.00	INSURANCE	-	395	420	420	420	-	420	0.0%
001.P2.559.030.49.00	MISCELLANEOUS	-	47	-	-	-	-	-	0.0%
Total Property Development/Strategic Planning		18,943	37,956	95,714	109,151	71,944	-	71,944	-34.1%
Due to State									
001.P2.589.010.00.00	FIREWORK STAND DEPOSITS	1,000	500	500	500	-	-	-	-100.0%
001.P2.589.030.00.04	DUE TO STATE - SALES TAX	-	8	10	10	10	-	10	0.0%
001.P2.589.030.00.24	DUE TO STATE - ST BLDG CODE FEES	324	320	100	100	100	-	100	0.0%
Total Due to State		1,324	828	610	610	110	-	110	-82.0%
Capital Outlay									
001.P2.594.024.64.00	MACHINERY & EQUIPMENT	-	-	-	17,500	-	-	-	-100.0%
Total Capital Outlay		-	-	-	17,500	-	-	-	-100.0%
Transfers Out									
001.P2.597.000.05.04	TRANSFER OUT - FUND 004	-	100,000	9,596	9,596	-	-	-	-100.0%
Total Transfers Out		-	100,000	9,596	9,596	-	-	-	-100.0%
TOTAL PLANNING AND BUILDING		\$ 644,844	\$ 438,127	\$ 330,266	\$ 352,976	\$ 303,293	\$ 500	\$ 303,793	-13.9%

RECREATION DEPARTMENT

General Fund 001 Department R1

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
RECREATION						
Administrative Assistant	1.00	1.50	1.50	1.50	1.50	0.00
Recreation Assistant	0.75	0.00	0.00	0.00	0.00	0.00
Swimming Pool Staff (Seasonal)	2.00	3.00	2.00	2.00	3.00	1.00
Recreational Aides (Seasonal)	2.08	1.00	0.00	2.08	0.00	-2.08
Recreation/Aquatics Manager	1.00	1.00	1.00	1.00	1.00	0.00
Community Development Director	0.00	0.00	0.00	0.00	0.02	0.02
Total Recreation Employees (FTE)	6.83	6.50	4.50	6.58	5.52	-1.06

Mission and Responsibilities:

The Recreation Department is responsible for providing leisure, cultural and recreational activities, including management of staff and programs at the municipal swimming pool located at the Gail and Carolyn Shaw Aquatics Center.

2018 Accomplishments:

- Held the Music in the Park series consisting of three Friday evenings of free music entertainment at Recreation Park. The program was well attended
- Assist the recreational youth sports leagues to offer opportunities for the youth of Chehalis utilizing the park system
- Worked closely with the Chehalis School District to maintain our Inter-Governmental Cooperation Agreement to share Chehalis School District and City of Chehalis facilities for community use
- Hosted a variety of invitational sport tournaments bringing 100+ teams to our community
- Sold 293 season passes for the Gail and Carolyn Shaw Aquatics Center to Chehalis School District Residents
- Accommodated 31,347 visitors at the Shaw Aquatics Center this summer, averaging 344 visitors a day
- Registered 819 children for swim lessons
- Maintained a free spray park that is enjoyed by thousands of users throughout the Spring and Summer months
- The Parks Recreation and Open Space Plan (PROS) was adopted by resolution NO. 1-2018 on March 12, 2018
- Assisted with design work for the Recreation Park Project
- Submitted two State and one Federal grant in support of the Recreation Park Renovation Program, which ranked well and could be funded if the State authorizes sufficient funding for the grant programs
- Assisted in forming the Penny Playground Strategic Planning Committee to assist with the design and fundraising for the project

2019 Goals and Objectives:

- Continue to focus on offering programs that attract visitors to our community including youth and adult athletic events
- Identify and coordinate uses of city facilities for community-based events
- Continue Recreation Park renovation efforts to create phasing and funding options. Identify and apply for additional grant funding
- Continue to work with the Penny Playground Strategic Planning Committee to design and raise funds to sponsor the playground segment of the project
- Continue to maintain an excellent working relationship with the Chehalis School District in sharing school district and City of Chehalis facilities
- Continue to pursue new and exciting recreational and aquatic opportunities for our community
- Maintain a high attendance level at the Shaw Aquatics Center by providing a beautifully maintained, safe and fun environment

Significant Changes 2019:**Recreation Administration 571.011**

- 48.02 \$1,000 Repair and Maintenance – IT Software, gas and vehicle maintenance for Recreation Department vehicle
- 48.02 \$3,300 Repair and Maintenance – IT Software, per Ed, 3 computers needed for software updates, can be done over 2 years – One Time Only
- 49.00 \$500 Miscellaneous – Training/Annual Conference
- 49.01 \$500 Registration – Training/Annual Conference
- 49.02 \$300 Membership Dues/Subscriptions – Washington Recreation and Parks Association (WRPA) Dues

Pool – 571.022

- 05.00 \$4,440 Increase wages to accommodate the increase in minimum wage
- 42.00 \$600 Placed back in budget to cover Wi-Fi cost at the pool – split between Recreation and Maintenance
- 49.01 \$500 Training

RECREATION DEPARTMENT EXPENDITURE SUMMARY

Recreation Department Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Wages	\$ 216,560	\$ 226,210	\$234,760	\$235,110	\$241,920	2.9%
Benefits	86,168	84,364	86,773	86,845	101,724	17.1%
Supplies	20,108	20,775	30,500	30,500	30,500	0.0%
Services	77,817	137,872	92,945	105,720	99,070	-6.3%
Other	8,453	7,020	9,665	9,665	9,665	0.0%
Total Expenditures	\$ 409,106	\$ 476,241	\$454,643	\$467,840	\$482,879	3.2%
Service Related Fees/Revenues						
Activity Fees/Pool	67,821	101,276	80,000	80,000	86,180	7.7%
Program Fees - Swim Lessons	29,376	26,224	30,000	30,000	29,760	-0.8%
Program Fees - Other	77,120	78,351	83,000	83,000	77,960	-6.1%
Donations	26,565	16,993	-	-	-	0.0%
Concessions and Other	9,931	14,644	11,650	11,650	16,185	38.9%
Total Service Related Fees/Revenues	\$ 210,813	\$ 237,488	\$204,650	\$204,650	\$210,085	2.7%
Funding from General Revenues	\$ 198,293	\$ 238,753	\$249,993	\$263,190	\$272,794	3.6%

FUND:		001 - GENERAL FUND				EXPENDITURE			
DEPARTMENT:		R1 - RECREATION							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Recreation Administration									
001.R1.571.011.11.00	SALARIES AND WAGES	\$ 27,215	\$ 132,583	\$ 144,760	\$ 145,110	\$ 154,920		\$ 154,920	6.8%
001.R1.571.011.11.05	PART TIME SALARIES AND WAGES	-	4,692	-	-	-		-	0.0%
001.R1.571.011.21.00	PERSONNEL BENEFITS	10,428	68,086	70,353	70,425	85,724		85,724	21.7%
001.R1.571.011.21.05	PERSONNEL BENEFITS PT	-	400	-	-	-		-	0.0%
001.R1.571.011.21.07	PERSONNEL BENEFITS	996	-	-	-	-		-	0.0%
001.R1.571.011.31.00	OFFICE & OPERATING SUPPLIES	2,018	1,122	3,000	3,000	3,000		3,000	0.0%
001.R1.571.011.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	342	-	-	-		-	0.0%
001.R1.571.011.41.00	PROFESSIONAL SERVICES	-	101	-	10,000	-		-	-100.0%
001.R1.571.011.42.00	COMMUNICATIONS	-	530	-	-	550		550	0.0%
001.R1.571.011.43.00	TRAVEL/HOTEL/PER DIEMS	-	86	-	-	-		-	0.0%
001.R1.571.011.44.00	ADVERTISING	-	47	-	-	-		-	0.0%
001.R1.571.011.45.00	RENTALS	-	904	1,700	1,700	1,700		1,700	0.0%
001.R1.571.011.46.00	INSURANCE	4,129	4,741	5,025	5,025	5,025		5,025	0.0%
001.R1.571.011.48.00	REPAIR & MAINT- FACILITIES	486	1,527	-	-	-		-	0.0%
001.R1.571.011.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,000		1,000	0.0%
001.R1.571.011.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-	-	-	0.0%
001.R1.571.011.49.00	MISCELLANEOUS	25	267	-	-	500		500	0.0%
001.R1.571.011.49.01	REGISTRATION	-	-	-	-	500		500	0.0%
001.R1.571.011.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	300		300	0.0%
Total Rec Administration		45,297	215,428	224,838	235,260	253,219	-	253,219	7.6%
Recreation Services									
001.R1.571.020.11.00	SALARIES AND WAGES	109,878	-	-	-	-		-	0.0%
001.R1.571.020.11.05	PART TIME SALARIES AND WAGES	2,532	1,441	10,000	10,000	-		-	-100.0%
001.R1.571.020.12.05	OVERTIME	-	-	-	-	-		-	0.0%
001.R1.571.020.21.00	PERSONNEL BENEFITS	59,779	-	-	-	-		-	0.0%
001.R1.571.020.21.05	PERSONNEL BENEFITS - PT	805	567	1,300	1,300	-		-	-100.0%
001.R1.571.020.31.00	OFFICE & OPERATING SUPPLIES	13,370	12,011	16,000	16,000	16,000		16,000	0.0%
001.R1.571.020.34.00	ITEMS PURCH'D FOR INV & RESALE	-	370	500	500	500		500	0.0%
001.R1.571.020.41.00	PROFESSIONAL SERVICES	52,301	108,535	64,000	64,000	64,000		64,000	0.0%
001.R1.571.020.42.00	COMMUNICATIONS	163	166	400	400	400		400	0.0%
001.R1.571.020.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	-		-	0.0%
001.R1.571.020.44.00	ADVERTISING	255	-	300	300	300		300	0.0%
001.R1.571.020.45.00	RENTALS	900	967	900	900	900		900	0.0%
001.R1.571.020.46.00	INSURANCE	136	136	145	145	145		145	0.0%
001.R1.571.020.48.00	REPAIR & MAINT- FACILITIES	-	-	-	-	-		-	0.0%
001.R1.571.020.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	-		-	0.0%
001.R1.571.020.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%
001.R1.571.020.49.00	MISCELLANEOUS	105	24	-	-	-		-	0.0%
001.R1.571.020.49.01	REGISTRATION	-	-	-	-	-		-	0.0%
001.R1.571.020.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	-		-	0.0%
001.R1.571.020.53.00	EXTERNAL TAXES & OPER ASSESS	-	409	-	-	-		-	0.0%
Total Recreation Services		240,224	124,626	93,545	93,545	82,245	-	82,245	-12.1%
Recreation Pool									
001.R1.571.022.11.05	PART TIME SALARIES AND WAGES	76,293	87,494	80,000	80,000	87,000		87,000	8.8%
001.R1.571.022.12.05	OVERTIME	642	-	-	-	-		-	0.0%
001.R1.571.022.21.05	PERSONNEL BENEFITS	14,160	15,311	15,120	15,120	16,000		16,000	5.8%
001.R1.571.022.31.00	OFFICE & OPERATING SUPPLIES	4,106	6,075	9,500	9,500	9,500		9,500	0.0%
001.R1.571.022.34.00	ITEMS PURCH'D FOR INV & RESALE	614	855	1,500	1,500	1,500		1,500	0.0%
001.R1.571.022.41.00	PROFESSIONAL SERVICES	492	-	350	350	350		350	0.0%
001.R1.571.022.42.00	COMMUNICATIONS	-	-	900	900	900		900	0.0%
001.R1.571.022.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	400	400	400		400	0.0%
001.R1.571.022.44.00	ADVERTISING	167	214	200	200	200		200	0.0%
001.R1.571.022.45.00	RENTALS	19	-	200	200	200		200	0.0%
001.R1.571.022.46.00	INSURANCE	2,409	2,023	2,225	5,000	5,000		5,000	0.0%
001.R1.571.022.48.00	REPAIR & MAINT- FACILITIES	-	1,461	-	-	-		-	0.0%
001.R1.571.022.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	-		-	0.0%
001.R1.571.022.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%

FUND:		001 - GENERAL FUND				EXPENDITURE			
DEPARTMENT:		R1 - RECREATION							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.R1.571.022.49.00	MISCELLANEOUS	766	734	1,200	1,200	1,200		1,200	0.0%
001.R1.571.022.49.01	REGISTRATION	-	-	-	-	500		500	0.0%
001.R1.571.022.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	-		-	0.0%
001.R1.571.022.53.00	EXTERNAL TAXES & OPER ASSESS	-	-	-	-	-		-	0.0%
001.53.571.024.43.00	TRAVEL/HOTEL/PER DIEMS	89	-	-	-	-		-	0.0%
001.53.571.024.49.00	MISCELLANEOUS	375	-	-	-	-		-	0.0%
Total Recreation Pool		100,132	114,167	111,595	114,370	122,750	-	122,750	7.3%
Spectator/Community Events									
001.R1.573.090.49.00	MISCELLANEOUS	15,000	15,000	15,000	15,000	15,000		15,000	0.0%
Total Spectator/Com Events		15,000	15,000	15,000	15,000	15,000	-	15,000	0.0%
Due to State									
001.R1.586.014.00.00	DUE TO STATE - HOTEL/MOTEL TAX	543	-	-	-	-		-	0.0%
001.R1.589.030.00.04	DUE TO STATE - SALES TAX	7,910	7,020	9,665	9,665	9,665		9,665	0.0%
Total Due to State		8,453	7,020	9,665	9,665	9,665	-	9,665	0.0%
TOTAL RECREATION		\$ 409,106	\$ 476,241	\$ 454,643	\$ 467,840	\$ 482,879	\$ -	\$ 482,879	3.2%

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PUBLIC WORKS STREETS DEPARTMENT

General Fund 001 Department K1

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
PUBLIC WORKS - STREETS						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Street/Stormwater Superintendent	0.50	0.50	0.50	0.50	0.50	0.00
Vehicle Maintenance Tech.	1.00	1.00	1.00	1.00	1.00	0.00
Engineering Tech. III	0.11	0.06	0.06	0.06	0.30	0.24
Engineering Tech II	0.00	0.00	0.00	0.00	0.30	0.30
Equipment Operator I	0.75	0.50	0.50	0.50	0.50	0.00
Equipment Operator II	0.75	0.50	0.50	0.50	0.50	0.00
Community Development Director	0.00	0.00	0.05	0.05	0.08	0.03
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Property Maint. Aide (Seasonal)	1.20	0.80	0.00	1.20	0.80	-0.40
Total PW Street Employees (FTE)	4.81	3.81	3.01	4.21	4.48	0.27

Mission and Responsibilities:

The Street Department is responsible for planning, design, construction, operation and maintenance of the City's transportation system, including the street and pedestrian networks. This department also provides vehicle and equipment repair and maintenance services to other city departments. Streetlights in the business districts are maintained by the Department and it also contracts with the local utility for streetlights in other areas of the city.

Administration and planning include the management and supervision of all the various operations and programs of the department. These duties include planning and reporting for capital improvements, street and bridge inspection and the traffic sign management. **Traffic control** consists of the installation and maintenance of traffic control devices such as signs, signals, pavement markings, crosswalks, etc., to ensure that all devices are following State and Federal traffic control regulations.

Sidewalk management includes inspection, rehabilitation, construction, access ramps and curbing in compliance with all ADA requirements, while sidewalk maintenance is the responsibility to the abutting property owner. **Street operation and maintenance** include the repair and maintenance of asphalt, concrete and oiled street surfaces and requires the use of various techniques such as asphalt and concrete installation, overlaying, chip sealing, patching, pot hole repair and crack sealing. It also includes bridge inspection and maintenance, snow and ice control and street sweeping. (Street sweeping costs are split between the General Fund and the Storm Utility.)

2018 Accomplishments:

- Continued the street oiling program and oiled 8 lane miles
- Performed pothole repair and general street maintenance
- Continued traffic sign maintenance and repair as needed

- Purchased and installed flashing pedestrian beacons at two locations on SW 13th Street
- Responded to customer complaints/concerns
- Aided other city departments in accomplishing their goals (flag installation, weekend road closures, stormwater repairs, ditch cleaning and dead animal removal)
- Painted curbs and pavement markings
- Completed the N Market Grind and Inlay Project
- Completed the National Avenue Slide Repair Project
- Completed the Chamber Way Grind and Inlay Project
- Completed the Prospect Slide Grind and Inlay Project
- Completed isolated base failure repairs on Chehalis Avenue
- Completed required Bridge Inspections
- Completed load ratings for bridges
- Work with consultant and electrician to replace Opticomms at 13th Street and Market Boulevard

2019 Goals and Objectives:

- Continue the street oiling program
- Continue crack sealing program
- Continue to perform sign maintenance and repair as needed
- Respond to customer complaints/concerns
- Continue working on pothole repair and general street maintenance
- Complete street improvements on Pacific Avenue between Main Street and Park
- Continue painting curb and pavement markings
- Design work for National Avenue Improvements
- Design work for Chehalis Avenue Reconstruction

Significant Changes 2019:

Overtime estimate has been included in this year's budget totaling \$4850.

STREET DEPARTMENT EXPENDITURE SUMMARY

Street Department			2018	2018	2019	
Primary Cost Summary	2016 Actual	2017 Actual	Original Budget	Amended Budget	Adopted Budget	% Change 2018-2019
Wages	\$ 198,927	\$ 189,403	\$ 226,978	\$ 232,457	\$ 268,384	15.5%
Benefits	87,525	85,228	99,934	101,173	108,564	7.3%
Supplies	39,317	78,773	51,530	51,530	53,518	3.9%
Services	177,334	162,289	180,581	183,291	170,884	-6.8%
Capital	513,607	3,900	25,000	25,000	1,200	-95.2%
Debt Service	-	2,377	14,200	14,200	14,260	0.4%
Total Expenditures	\$ 1,016,710	\$ 521,970	\$ 598,223	\$ 607,651	\$ 616,810	1.5%
Related Service Fees/Revenues						
Grants	41,621	842,292	-	-	-	0.0%
State Shared Revenue - Multimodal	7,537	7,847	10,575	10,575	10,371	-1.9%
Transfer and Other	21,410	134	135	4,409	135	-96.9%
Total Related Service Fees/Revenues	\$ 70,568	\$ 850,273	\$ 10,710	\$ 14,984	\$ 10,506	-29.9%
Funding from General Revenues	\$ 946,142	\$ (328,303)	\$ 587,513	\$ 592,667	\$ 606,304	2.3%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		K1 - STREET							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Vehicle Shop - Maintenance CD									
001.K1.518.030.11.06	SALARIES AND WAGES	\$ 6,941	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
001.K1.518.030.21.06	PERSONNEL BENEFITS	3,469	-	-	-	-		-	0.0%
Total Vehicle Shop - Maintenance CD		10,410	-	-	-	-	-	-	0.0%
Vehicle Shop Maintenance									
001.K1.518.032.11.06	SALARIES AND WAGES	19,278	26,374	61,176	61,176	60,520		60,520	-1.1%
001.K1.518.032.21.06	PERSONNEL BENEFITS	7,325	14,644	25,253	25,253	25,440		25,440	0.7%
001.K1.518.032.24.06	UNIFORMS & CLOTHING	184	184	184	184	184		184	0.0%
001.K1.518.032.31.00	OFFICE & OPERATING SUPPLIES	155	-	200	200	200		200	0.0%
001.K1.518.032.31.01	OFFICE & OPERATING SUPPLIES	8,624	15,599	17,000	17,000	17,000		17,000	0.0%
001.K1.518.032.32.00	FUEL CONSUMED	668	900	800	800	800		800	0.0%
001.K1.518.032.41.00	PROFESSIONAL SERVICES	-	175	-	-	-		-	0.0%
001.K1.518.032.42.00	COMMUNICATIONS	229	226	250	250	250		250	0.0%
001.K1.518.032.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	250	250	250		250	0.0%
001.K1.518.032.48.00	REPAIR & MAINT- FACILITIES	150	88	-	-	-		-	0.0%
001.K1.518.032.48.01	REPAIR & MAINT- EQUIPMENT	1,548	9,298	20,000	20,000	6,000		6,000	-70.0%
001.K1.518.032.49.00	MISCELLANEOUS	-	-	250	250	250		250	0.0%
Total Vehicle Shop Maintenance		38,161	67,488	125,363	125,363	110,894	-	110,894	-11.5%
Vehicle Shop Maintenance - City-Wide Supplies									
001.K1.518.033.31.02	OFFICE & OPERATING SUPPLIES	11,578	8,758	12,000	12,000	12,225		12,225	1.9%
001.K1.518.033.35.02	SMALL TOOLS & MINOR EQUIPMENT	374	-	1,000	1,000	1,000		1,000	0.0%
001.K1.518.033.41.02	PROFESSIONAL SERVICES	1,022	843	900	900	900		900	0.0%
001.K1.518.033.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	1,998	1,722	2,500	2,500	2,500		2,500	0.0%
Total Vehicle Shop Maintenance - City-Wide Supplies		14,972	11,323	16,400	16,400	16,625	-	16,625	1.4%
Bridges/Structures									
001.K1.521.050.11.06	SALARIES AND WAGES	10,538	-	-	-	-		-	0.0%
001.K1.521.050.21.06	PERSONNEL BENEFITS	4,171	-	-	-	-		-	0.0%
001.K1.542.050.31.00	OFFICE & OPERATING SUPPLIES	-	16	-	-	-		-	0.0%
001.K1.542.050.41.00	PROFESSIONAL SERVICES	5,674	-	-	-	-		-	0.0%
001.K1.542.050.44.01	ADVERTISING - SCOUR BRIDGE PROJECT	1,537	-	-	-	-		-	0.0%
Total Bridges/Structures		21,920	16	-	-	-	-	-	0.0%
Roadways									
001.K1.542.030.11.00	SALARIES AND WAGES	58,098	58,184	55,950	55,950	58,416	13,511	71,927	28.6%
001.K1.542.030.11.05	PART SALARIES AND WAGES	20,127	23,191	33,480	33,480	25,963		25,963	-22.5%
001.K1.542.030.11.06	SALARIES AND WAGES	3,365	2,560	-	-	-		-	0.0%
001.K1.542.030.12.00	OVERTIME	791	503	-	-	1,500		1,500	0.0%
001.K1.542.030.12.06	OVERTIME	581	341	-	-	500		500	0.0%
001.K1.542.030.21.00	PERSONNEL BENEFITS	32,662	31,733	33,941	33,941	34,023		34,023	0.2%
001.K1.542.030.21.05	PART TIME PERSONNEL BENEFITS	3,755	4,082	6,361	6,361	4,431		4,431	-30.3%
001.K1.542.030.21.06	PERSONNEL BENEFITS	1,628	791	-	-	-		-	0.0%
001.K1.542.030.24.00	UNIFORMS & CLOTHING	450	251	350	350	350		350	0.0%
001.K1.542.030.31.00	OFFICE & OPERATING SUPPLIES	8,266	6,172	1,700	1,700	1,700		1,700	0.0%
001.K1.542.030.32.00	FUEL CONSUMED	6,689	9,673	10,000	10,000	10,000		10,000	0.0%
001.K1.542.030.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	580	1,000	1,000	1,000		1,000	0.0%
001.K1.542.030.41.00	PROFESSIONAL SERVICES	-	-	1,000	1,000	1,000		1,000	0.0%
001.K1.542.030.42.00	COMMUNICATIONS	26	24	200	200	200		200	0.0%
001.K1.542.030.44.00	ADVERTISING	148	782	500	500	500		500	0.0%
001.K1.542.030.45.00	RENTALS	3,317	2,694	4,000	4,000	4,000		4,000	0.0%
001.K1.542.030.47.00	PUBLIC UTILITY SERVICE	962	55	6,000	6,000	6,000		6,000	0.0%
001.K1.542.030.48.00	REPAIR & MAINT- FACILITIES	8	126	1,000	1,000	1,000		1,000	0.0%
001.K1.542.030.49.00	MISCELLANEOUS	111	191	-	-	-		-	0.0%
Total Roadways		140,984	141,933	155,482	155,482	150,583	13,511	164,094	5.5%
Streetlights									
001.K1.542.063.31.00	OFFICE & OPERATING SUPPLIES	-	-	3,500	3,500	3,500		3,500	0.0%
001.K1.542.063.47.00	PUBLIC UTILITY SERVICE	73,032	74,669	77,750	77,750	79,225		79,225	1.9%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		K1 - STREET							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.K1.542.063.48.00	REPAIR & MAINT- FACILITIES	-	2,770	5,000	5,000	5,000		5,000	0.0%
Total Streetlights		73,032	77,439	86,250	86,250	87,725	-	87,725	1.7%
Traffic Control									
001.K1.542.064.11.00	SALARIES AND WAGES	1,808	855	-	-	-		-	0.0%
001.K1.542.064.12.00	OVERTIME	217	672	-	-	750		750	0.0%
001.K1.542.064.12.06	OVERTIME	712	794	-	-	500		500	0.0%
001.K1.542.064.21.00	PERSONNEL BENEFITS	1,423	492	-	-	-		-	0.0%
001.K1.542.064.21.06	PERSONNEL BENEFITS	271	199	-	-	-		-	0.0%
001.K1.542.064.31.00	OFFICE & OPERATING SUPPLIES	28	32,669	-	-	-		-	0.0%
001.K1.542.064.35.00	SMALL TOOLS & MINOR EQUIPMENT	540	1,279	1,000	1,000	1,000		1,000	0.0%
001.K1.542.064.41.00	PROFESSIONAL SERVICES	500	4,707	15,000	15,000	15,000		15,000	0.0%
001.K1.542.064.45.00	RENTALS	80	-	-	-	-		-	0.0%
001.K1.542.064.47.00	PUBLIC UTILITY SERVICE	8,488	8,976	8,856	8,856	9,025		9,025	1.9%
001.K1.542.064.48.00	REPAIR & MAINT- FACILITIES	-	6,647	5,000	5,000	5,000		5,000	0.0%
Total Traffic Control		14,067	57,290	29,856	29,856	31,275	-	31,275	4.8%
Snow and Ice Control									
001.K1.542.066.11.00	SALARIES AND WAGES	588	-	-	-	-		-	0.0%
001.K1.542.066.12.00	OVERTIME	447	3,046	-	-	1,200		1,200	0.0%
001.K1.542.066.12.06	OVERTIME	-	468	-	-	400		400	0.0%
001.K1.542.066.21.00	PERSONNEL BENEFITS	578	1,636	-	-	-		-	0.0%
001.K1.542.066.21.06	PERSONNEL BENEFITS	-	188	-	-	-		-	0.0%
001.K1.542.066.31.00	OFFICE & OPERATING SUPPLIES	789	-	500	500	500		500	0.0%
001.K1.542.066.48.00	REPAIR & MAINT- FACILITIES	-	-	500	500	500		500	0.0%
Total Snow and Ice Control		2,402	5,338	1,000	1,000	2,600	-	2,600	160.0%
Roadside Maintenance									
001.K1.542.070.41.00	PROFESSIONAL SERVICES	-	3,240	5,000	5,000	5,000		5,000	0.0%
001.K1.542.070.48.00	REPAIR & MAINT- FACILITIES	3,240	-	-	-	-		-	0.0%
Total Roadside Maintenance		3,240	3,240	5,000	5,000	5,000	-	5,000	0.0%
Street Administration									
001.K1.543.010.11.00	SALARIES AND WAGES	58,276	55,710	60,903	66,382	80,383	7,360	87,743	32.2%
001.K1.543.010.11.02	ADMIN SUPPORT SALARIES & WAGES	13,173	13,719	11,321	11,321	11,544		11,544	2.0%
001.K1.543.010.21.00	PERSONNEL BENEFITS	21,736	21,332	24,844	26,083	32,649	563	33,212	27.3%
001.K1.543.010.21.02	ADMIN SUPPORT PERSONNEL BENEFIT	7,619	7,860	6,475	6,475	6,803		6,803	5.1%
001.K1.543.010.31.00	OFFICE & OPERATING SUPPLIES	758	948	1,000	1,000	1,000		1,000	0.0%
001.K1.543.010.32.00	FUEL CONSUMED	576	695	750	750	750		750	0.0%
001.K1.543.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	1,349	900	900	1,000	1,000	2,000	122.2%
001.K1.543.010.41.00	PROFESSIONAL SERVICES	-	-	250	250	200		200	-20.0%
001.K1.543.010.42.00	COMMUNICATIONS	2,267	4,639	2,000	4,600	4,600		4,600	0.0%
001.K1.543.010.43.00	TRAVEL/HOTEL/PER DIEMS	14	-	200	200	200		200	0.0%
001.K1.543.010.44.00	ADVERTISING	-	-	750	750	750		750	0.0%
001.K1.543.010.46.00	INSURANCE	15,381	16,855	16,800	16,910	16,910		16,910	0.0%
001.K1.543.010.47.00	PUBLIC UTILITY SERVICE	1,333	1,667	1,836	1,836	1,836		1,836	0.0%
001.K1.543.010.48.00	REPAIR & MAINT- FACILITIES	538	872	1,000	1,000	1,000		1,000	0.0%
001.K1.543.010.49.00	MISCELLANEOUS	249	175	500	500	-		-	-100.0%
001.K1.543.010.49.01	REGISTRATION	-	-	-	-	300		300	0.0%
001.K1.543.010.53.00	EXTERNAL TAXES & OPER ASSESS	3,283	2,467	2,500	2,500	2,500		2,500	0.0%
Total Street Administration		125,203	128,288	132,029	141,457	162,425	8,923	171,348	21.1%
Street Engineering Services									
001.K1.544.020.11.00	SALARIES AND WAGES	3,987	2,986	4,148	4,148	5,837		5,837	40.7%
001.K1.544.020.21.00	PERSONNEL BENEFITS	2,237	1,825	2,512	2,512	4,101		4,101	63.3%
001.K1.544.020.24.00	UNIFORMS & CLOTHING	17	11	14	14	20		20	42.9%
001.K1.544.020.31.00	OFFICE & OPERATING SUPPLIES	179	66	96	96	123		123	28.1%
001.K1.544.020.32.00	FUEL CONSUMED	93	69	84	84	84		84	0.0%
001.K1.544.020.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	-	-	636		636	0.0%
001.K1.544.020.41.00	PROFESSIONAL SERVICES	71	59	90	90	90		90	0.0%
001.K1.544.020.42.00	COMMUNICATIONS	-	2	6	6	6		6	0.0%
001.K1.544.020.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	24		24	0.0%

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		K1 - STREET							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
001.K1.544.020.44.00	ADVERTISING	34	6	48	48	36		36	-25.0%
001.K1.544.020.46.00	INSURANCE	151	174	211	211	211		211	0.0%
001.K1.544.020.48.00	REPAIR & MAINT- FACILITIES	10	-	86	86	-		-	-100.0%
001.K1.544.020.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	48		48	0.0%
001.K1.544.020.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	24		24	0.0%
001.K1.544.020.49.00	MISCELLANEOUS	282	146	348	348	-		-	-100.0%
001.K1.544.020.49.01	REGISTRATION	-	-	-	-	60		60	0.0%
001.K1.544.020.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	489		489	0.0%
Total Street Engineering Services		7,061	5,344	7,643	7,643	11,789	-	11,789	54.2%
Due to State									
001.K1.589.030.00.04	DUE TO STATE - SALES TAX	-	18	-	-	-		-	0.0%
Total Due to State		-	18	-	-	-	-	-	0.0%
Debt Service Payments									
001.K1.591.095.71.00	PRINCIPAL - CHIP SPREADER	-	1,669	11,360	11,360	11,790		11,790	3.8%
001.K1.592.095.81.00	INTEREST - CHIP SPREADER	-	708	2,840	2,840	2,470		2,470	-13.0%
Total Debt Service Payments		-	2,377	14,200	14,200	14,260	-	14,260	0.4%
Capital Outlays - Administration									
001.K1.594.042.64.00	MACHINERY & EQUIPMENT	-	3,900	-	-	-	1,200	1,200	0.0%
001.K1.594.048.62.00	BUILDINGS AND STRUCTURES	-	-	25,000	25,000	-		-	-100.0%
Total Capital Outlays - Administration		-	3,900	25,000	25,000	-	1,200	1,200	-95.2%
Capital Outlays - Roads & Streets									
001.K1.595.070.41.00	PROFESSIONAL SERVICES	51,651	17,976	-	-	-	-	-	0.0%
001.K1.595.070.63.00	OTHER IMPROVEMENTS	513,607	-	-	-	-		-	0.0%
Total Capital Outlays - Roads & Streets		565,258	17,976	-	-	-	-	-	0.0%
TOTAL STREET		\$ 1,016,710	\$ 521,970	\$ 598,223	\$ 607,651	\$ 593,176	\$ 23,634	\$ 616,810	1.5%

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NON-DEPARTMENTAL General Fund 001 Department G1

Mission and Responsibilities:

The Non-Departmental Budget is used for a variety of General Fund expenses that generally benefit the entire organization, so they are not allocated to a specific department. These include:

- Election services and Voter registration
- Maintenance of the City's central Informational Technology network
- Costs for LEOFF 1 Retiree health benefit plan
- City's contributions to the Lewis County Economic Development Council
- City's contribution to the Washington State Main Street Program to support the City of Chehalis Community Renaissance Team (CCRT)
- Flood Mitigation Funding to the Lewis County Economic Development Council
- Flood warning, homeless services, Chemical Dependency services by other government entities
- Pollution control for SW Clean Air
- Suspense account for potential expenses relating to pending collective bargaining agreements

2019 Significant Changes

A total of \$557,854 budget reduction from 2018 amended budget which includes the following, but not limited to:

- Expenses for audits conducted by the State Auditor's Office is moved to the Finance department
- Expenses for professional services for annual strategic planning is moved to the City Council department
- Annual membership due for the Association of Washington Cities (AWC) is moved to the City Council department
- Expenses for Wellness program is moved to the Human Resources department
- Contributions to the Lewis County Senior Center is budgeted for \$7,500
- Suspense account budget for pending collective bargaining agreement is removed from 2019

Non-recurring cost for upcoming election is budgeted for \$8,000.

Onetime cost for the general fund share of new Cashiering software is budgeted for \$5,000.

NON-DEPARTMENTAL DEPARTMENT EXPENDITURE SUMMARY

Non-departmental Primary Cost Summary	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
LEOFF1 Retiree OPEB	\$ 125,237	\$ 131,788	\$ 153,000	\$ 153,000	\$ 156,000	2.0%
Supplies	2,718	5,498	2,925	2,925	4,600	57.3%
Services	163,458	208,244	271,309	253,655	169,967	-33.0%
Capital	8,813	31,343	-	-	5,000	0.0%
Suspense	-	-	-	161,609	-	-100.0%
Transfers Out	186,188	207,742	210,595	546,931	224,699	-58.9%
Total Expenditures	486,414	584,615	637,829	1,118,120	560,266	-49.9%
Service Related Fees/Revenues	-	-	-	-	-	0.0%
Funding from General Revenues	\$ 486,414	\$ 584,615	\$ 637,829	\$ 1,118,120	\$ 560,266	-49.9%

Highlights of Significant Program Budget Changes

- \$161,609 - Amount budgeted in 2018 for potential costs for IFFA collective bargaining agreement is not needed in 2019.
- \$4,845 - AWC Board membership due is moved to City Council section.
- \$12,000 - Annual Strategic Planning service expenditure is moved to City Council section.
- \$30,000 - Annual State Audit service fee budget is moved to Finance section.
- \$20,000 - Communications budget is reduced.
- +\$7,500 - Contribution to Lewis County Senior Center is included in 2019 budget.
- \$246,632 - Transfers out budget only include G.O. Bond debt service and 4% sales tax to the Dedicated Street Fund.
- +\$8,000 - \$8,000 for election cost is included in 2019 budget.

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		G1 - NON-DEPARTMENTAL							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Advisory/Finance Services									
001.G1.513.020.49.01	REGISTRATION	\$ 4,645	\$ 4,734	\$ 4,845	\$ 4,845	\$ -		\$ -	-100.0%
001.G1.518.090.41.00	PROFESSIONAL SERVICES	-	-	12,000	12,000	-		-	-100.0%
001.G1.514.089.41.00	PROFESSIONAL SERVICES - AUDIT	50	48,749	30,000	30,000	-		-	-100.0%
Total Advisory/Finance Services		4,695	53,483	46,845	46,845	-	-	-	-100.0%
LEOFF 1 Retiree OPEB									
001.G1.517.021.29.00	PENSION PMTS (MEDICAL) - PD	79,430	85,465	88,000	88,000	91,000		91,000	3.4%
001.G1.517.021.29.01	PENSION PMTS (MEDICAL) - FD	45,807	46,323	65,000	65,000	65,000		65,000	0.0%
Total LEOFF 1 Retiree OPEB		125,237	131,788	153,000	153,000	156,000	-	156,000	2.0%
Wellness Program									
001.G1.518.011.31.00	SUPPLIES - WELLNESS PROGRAM	1,427	1,387	925	925	-		-	-100.0%
Total Wellness Program		1,427	1,387	925	925	-	-	-	-100.0%
Information Technology Service									
001.G1.518.080.31.00	OFFICE & OPERATING SUPPLIES	468	988	1,500	1,500	1,500		1,500	0.0%
001.G1.518.080.35.00	SMALL TOOLS & MINOR EQUIPMENT	540	3,059	400	400	3,000		3,000	650.0%
001.G1.518.080.41.00	PROFESSIONAL SERVICES - IT	3,130	1,029	48,000	23,000	15,000		15,000	-34.8%
001.G1.518.080.41.01	PROFESSIONAL SERVICES - IT COMMITTEE	-	-	10,000	10,000	-		-	-100.0%
001.G1.518.080.48.00	REPAIR & MAINT- FACILITIES	23,836	26,115	35,000	35,000	-		-	-100.0%
001.G1.518.080.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	10,000		10,000	0.0%
001.G1.518.080.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	25,000		25,000	0.0%
001.G1.518.080.49.00	MISCELLANEOUS	36,094	25,880	2,000	2,000	2,000		2,000	0.0%
Total Information Technology Service		64,068	57,071	96,900	71,900	56,500	-	56,500	-21.4%
Common Facility Maintenance									
001.G1.518.090.31.00	OFFICE & OPERATING SUPPLIES	283	64	100	100	100		100	0.0%
001.G1.518.090.42.00	COMMUNICATIONS	240	2,388	25,000	10,000	1,000		1,000	-90.0%
001.G1.518.090.45.00	RENTALS	1,185	1,977	1,600	1,600	2,000		2,000	25.0%
001.G1.518.090.46.00	INSURANCE	3,308	3,790	4,295	4,295	5,500		5,500	28.1%
001.G1.518.090.49.00	MISCELLANEOUS	31	32	50	50	200		200	300.0%
001.G1.518.090.53.00	EXTERNAL TAXES & OPER ASSESS	2	(4)	20	20	20		20	0.0%
001.G1.518.090.5C.00	INTERGOVT SVCS CONTRA EXP	-	-	(361)	-	-		-	0.0%
001.G1.589.090.00.00	SUSPENSE/CLEARING ACCOUNT	-	-	-	161,609	-		-	-100.0%
Total Common Facility Maintenance		5,049	8,247	30,704	177,674	8,820	-	8,820	-95.0%
Other Contracted Services									
001.G1.514.040.51.00	INTERGOVT SVCS - ELECTION COST	-	6,508	-	-	-	8,000	8,000	0.0%
001.G1.514.090.51.00	INTERGOVT SVCS -VOTER REGISTRATION	8,545	7,131	8,000	8,000	8,500		8,500	6.3%
001.G1.518.099.51.00	POLLUTION CONTROL	-	-	3,210	3,210	-		-	-100.0%
001.G1.518.090.51.00	INTERGOVT SVCS - LC FLOOD WARNING	2,000	6,000	1,900	1,900	4,000		4,000	110.5%
001.G1.553.030.41.00	PROF. SVCS - LC FLOOD MITIGATION FUNDING	15,000	15,000	15,000	15,000	15,000		15,000	0.0%
001.G1.553.070.51.00	INTERGOVT SERVICES - SW CLEAN AIR	2,432	2,431	-	-	3,247		3,247	0.0%
001.G1.558.070.41.00	PROF SERVICES - MAIN STREET PROGRAM	61,000	54,500	50,000	50,000	50,000		50,000	0.0%
001.G1.558.070.41.01	PROF SERVICES - PORT OF OLY FTZ	4	4	-	-	-		-	0.0%
001.G1.558.070.53.00	INTERGOVT SERVICES - LC EDC	-	-	15,000	15,000	8,000		8,000	-46.7%
001.G1.565.040.53.00	HOMELESS SERVICES - CENTRALIA	-	-	3,000	3,000	3,000		3,000	0.0%
001.G1.566.000.41.00	2% LIQ PROFITS/TAX - CHEM DEP SVCS - LC	1,956	1,980	-	1,985	2,000		2,000	0.8%
001.G1.566.000.51.00	INTERGOVT PROF SERVICES	-	-	2,750	2,750	-		-	-100.0%
001.G1.569.000.51.00	INTERGOVT SERVICES - LC SR CENTER	-	-	-	20,000	7,500		7,500	-62.5%
Total Other Contracted Services		90,937	93,554	98,860	120,845	101,247	8,000	109,247	-9.6%
Capital Expenditures									
001.G1.594.018.64.00	MACHINERY & EQUIPMENT	8,813	31,343	-	-	-	5,000	5,000	0.0%
Total Capital Expenditures		8,813	31,343	-	-	-	5,000	5,000	0.0%

Non-departmental 1 of 2

FUND:		001 - GENERAL FUND				EXPENDITURES			
DEPARTMENT:		G1 - NON-DEPARTMENTAL							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
Transfers Out									
001.G1.597.000.05.03	TRANSFER OUT - FUND 003	161,945	183,011	184,625	184,625	198,808		198,808	7.7%
001.G1.597.000.05.10	TRANSFER OUT - FUND 110	-	-	-	92,868	-		-	-100.0%
001.G1.597.000.05.20	TRANSFER OUT - FUND 200	24,243	24,731	25,970	25,970	24,891		24,891	-4.2%
001.G1.597.000.05.31	TRANSFER OUT - FUND 301	-	-	-	150,000	-		-	-100.0%
001.G1.597.000.05.32	TRANSFER OUT - FUND 302	-	-	-	92,868	-		-	-100.0%
001.G1.597.000.05.95	TRANSFER OUT - FUND 195	-	-	-	600	1,000		1,000	66.7%
Total Transfers Out		186,188	207,742	210,595	546,931	224,699	-	224,699	-58.9%
TOTAL NON-DEPARTMENTAL		\$ 486,414	\$ 584,615	\$ 637,829	\$ 1,118,120	\$ 547,266	\$ 13,000	\$ 560,266	-49.9%

PUBLIC WORKS STREETS

Dedicated Street Fund 003 Department K1

Purpose

Ordinance No. 933-B was passed by the City Council in 2014 establishing the Dedicated Street Fund to be funded by 4% of the City's sales tax revenue. This fund is restricted by the policy of the City Council to provide funds to repair and maintain local streets and roads. Activities include: grind and overlay projects; chip sealing; crack sealing; striping; curb painting; sign maintenance; and routine maintenance performed by the Street Division. This fund is separate and different from the Transportation Benefit District (TBD) Fund, which is funded by a voter approved increase in the sales tax.

Significant Changes 2019

Significant changes since the last fiscal year include increased revenue projections due to increased sales tax receipts. \$15,000 is included in the budget for the purchase of a variable message board, which will aid in providing safe work zones and advise the public of upcoming work and events. In addition, there is an \$8,000 reduction in professional services as bridge inspections are not required in 2019.

DEDICATED STREET FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Dedicated Street Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Interest Earnings	\$ 273	\$ 451	\$ 500	\$ 500	\$ 710	42.0%
Other Financing	-	264,062	-	-	-	0.0%
Transfers in	161,945	183,011	184,625	184,625	198,808	7.7%
TOTAL REVENUES	\$ 162,218	\$ 447,524	\$ 185,125	\$ 185,125	\$ 199,518	7.8%
EXPENDITURES						
Supplies	\$ 59,126	\$ 36,083	\$ 115,000	\$ 115,000	\$ 115,500	0.4%
Services	102,321	22,363	21,500	21,500	13,500	-37.2%
Capital Outlay	81,272	278,864	-	16,040	15,000	-6.5%
Debt Service	-	4,754	28,400	28,400	28,520	0.4%
TOTAL EXPENDITURES	\$ 242,719	\$ 342,064	\$ 164,900	\$ 180,940	\$ 172,520	-4.7%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 92,883	\$ 12,382	\$ 20,533	\$ 117,842	\$ 122,027	3.6%
Net Revenue Over (under) Expenditures	(80,501)	105,460	20,225	4,185	26,998	545.1%
ENDING CASH, DECEMBER 31	\$ 12,382	\$ 117,842	\$ 40,758	\$ 122,027	\$ 149,025	22.1%

FUND: 003 - DEDICATED STREET FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Interest Earnings									
003.361.011.00	INTEREST EARNINGS	\$ 273	\$ 451	\$ 500	\$ 500	\$ 710		\$ 710	42.0%
Total Interest Earnings		273	451	500	500	710	-	710	42.0%
Other Financing Source:									
003.391.090.00	PROCEEDS OF L/T DEBT-CHIP SPREADER	-	264,062	-	-	-		-	0.0%
Total Other Financing Source		-	264,062	-	-	-	-	-	0.0%
Transfers In:									
003.397.000.01	TRANSFER IN - FUND 001	161,945	183,011	184,625	184,625	198,808		198,808	7.7%
Total Transfers In		161,945	183,011	184,625	184,625	198,808	-	198,808	7.7%
TOTAL REVENUES		\$ 162,218	\$ 447,524	\$ 185,125	\$ 185,125	\$ 199,518	\$ -	\$ 199,518	7.8%
BEGINNING CASH, JANUARY 1		92,883	12,382	20,533	117,842	122,027	-	122,027	0.0%
TOTAL REVENUE APPROPRIATION		\$ 255,101	\$ 459,906	\$ 205,658	\$ 302,967	\$ 321,545	\$ -	\$ 321,545	4.8%

FUND:		003 - DEDICATED STREET FUND				EXPENDITURES			
DEPARTMENT:		STREET (K1)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Roadway									
003.K1.542.030.31.00	OFFICE & OPERATING SUPPLIES	\$ 33,440	\$ 33,984	\$ 80,000	\$ 80,000	\$ 80,000		\$ 80,000	0.0%
003.K1.542.030.48.00	REPAIR & MAINT- FACILITIES	-	18,378	10,000	10,000	10,000		10,000	0.0%
Total Roadway		33,440	52,362	90,000	90,000	90,000	-	90,000	0.0%
Bridges/Structures									
003.K1.542.050.41.00	PROFESSIONAL SERVICES	-	-	10,500	10,500	2,500		2,500	-76.2%
003.K1.542.050.48.00	REPAIR & MAINT- FACILITIES	-	-	1,000	1,000	1,000		1,000	0.0%
Total Bridges/Structures		-	-	11,500	11,500	3,500	-	3,500	-69.6%
Streetlights									
003.K1.542.063.48.00	REPAIR & MAINT- FACILITIES	1,970	-	-	-	-		-	0.0%
Total Streetlights		1,970	-	-	-	-	-	-	0.0%
Traffic Control									
003.K1.542.064.31.00	OFFICE & OPERATING SUPPLIES	25,686	2,099	35,000	35,000	35,500		35,500	1.4%
003.K1.542.064.48.00	REPAIR & MAINT- FACILITIES	9,072	2,012	-	-	-		-	0.0%
Total Traffic Control		34,758	4,111	35,000	35,000	35,500	-	35,500	1.4%
Debt Service Principal & Interest									
003.K1.591.095.71.00	PRINCIPAL - CHIP SPREADER	-	3,338	22,720	22,720	23,581		23,581	3.8%
003.K1.592.095.81.00	INTEREST - CHIP SPREADER	-	1,416	5,680	5,680	4,939		4,939	-13.0%
Total Debt Service Principal & Interest		-	4,754	28,400	28,400	28,520	-	28,520	0.4%
Capital Outlays									
003.K1.594.042.64.00	MACHINERY & EQUIPMENT	-	264,062	-	-	-	15,000	15,000	0.0%
003.K1.595.010.41.00	PROFESSIONAL SERVICES	89,908	1,973	-	-	-		-	0.0%
003.K1.595.030.44.00	ADVERTISING	1,371	-	-	-	-		-	0.0%
003.K1.595.030.63.00	OTHER IMPROVEMENTS	81,272	-	-	16,040	-		-	-100.0%
003.K1.595.050.63.00	OTHER IMPROVEMENTS	-	14,802	-	-	-		-	0.0%
Total Capital Outlays		172,551	280,837	-	16,040	-	15,000	15,000	-6.5%
TOTAL EXPENDITURES		\$ 242,719	\$ 342,064	\$ 164,900	\$ 180,940	\$ 157,520	\$ 15,000	\$ 172,520	-4.7%
ENDING CASH, DECEMBER 31		12,382	117,842	40,758	122,027	149,025		149,025	22.1%
TOTAL APPROPRIATION		\$ 255,101	\$ 459,906	\$ 205,658	\$ 302,967	\$ 306,545	\$ 15,000	\$ 321,545	6.1%

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BUILDING ABATEMENT Fund 004 Building Department

Purpose:

The Building Abatement Fund provides the necessary funding to abate properties that are derelict or otherwise deemed unsafe for occupancy. All costs associated with the abatement of a property will eventually be recovered through direct reimbursement by property owners or through the lien process. This fund provides staff with the revenue necessary to finance the direct costs associated with the abatement of a property. Property owner's will always be provided adequate notice of the intent to abate a property (barring an imminent threat to Public Health and Safety), allowing the property owner(s) to take necessary corrective measures without City intervention.

Budgeting for the fund is challenging because it is not always possible to predict the level of funding required for this fund as the number of properties requiring the abatement process can fluctuate drastically from year to year, and reimbursements could be significantly delayed if a property is liened.

Significant Changes 2019:

Unfortunately, the 2019 budget includes a \$80,000 transfer out to the General Fund due to the financial constraints facing the City and the need to fund essential services. A reallocation of funds for general or specific abatement purposes can be considered to address building abatement needs with consideration of actual revenues as the budget year proceeds.

BUILDING ABATEMENT FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

			2018	2018	2019	%
	2016 Actual	2017 Actual	Original Budget	Amended Budget	Adopted Budget	Change 2018-2019
REVENUE SOURCE						
Interest Earnings	\$ -	\$ 109	\$ 200	\$ 200	\$ 330	65.0%
Transfers in	-	100,000	9,596	9,596	-	-100.0%
TOTAL REVENUES	\$ -	\$ 100,109	\$ 9,796	\$ 9,796	\$ 330	-96.6%
EXPENDITURES						
Services	\$ -	\$ 9,796	\$ -	\$ -	-	0.0%
Transfers out					80,000	0.0%
TOTAL EXPENDITURES	\$ -	\$ 9,796	\$ -	\$ -	\$ 80,000	0.0%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ -	\$ -	\$ 90,200	\$ 90,313	\$ 100,109	10.8%
Net Revenue Over (under) Expenditures	-	90,313	9,796	9,796	(79,670)	-913.3%
ENDING CASH, DECEMBER 31	\$ -	\$ 90,313	\$ 99,996	\$ 100,109	\$ 20,439	-79.6%

FUND: 004 - BUILDING ABATEMENT FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Charges for Services									
004.345.029.00	OTHER ENVIRONMENTAL/ABATEMENT FEES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Total Charges for Services		-	-	-	-	-	-	-	0.0%
Interest Earnings									
004.361.011.00	INTEREST EARNINGS	-	109	200	200	330		330	65.0%
Total Interest Earnings		-	109	200	200	330	-	330	65.0%
Transfers In:									
004.397.000.01	TRANSFER IN - FUND 001	-	100,000	9,596	9,596	-		-	-100.0%
Total Transfers In		-	100,000	9,596	9,596	-	-	-	-100.0%
TOTAL REVENUES		\$ -	\$ 100,109	\$ 9,796	\$ 9,796	\$ 330	\$ -	\$ 330	-96.6%
BEGINNING CASH, JANAURY 1			-	90,200	90,313	100,109	-	100,109	10.8%
TOTAL REVENUE APPROPRIATION		\$ -	\$ 100,109	\$ 99,996	\$ 100,109	\$ 100,439	\$ -	\$ 100,439	0.3%

FUND: 004 - BUILDING ABATEMENT FUND						EXPENDITURES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Operations									
004.59.559.030.31.00	OPERATING SUPPLIES	\$ -	\$ 9,795	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
004.59.559.030.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	-	-	-	-	-	0.0%
Total Operations		-	9,795	-	-	-	-	-	0.0%
Transfers Out									
004.59.597.000.55.01	TRANSFER OUT - 001	-	-	-	-	-	80,000	80,000	0.0%
Total Transfers Out		-	-	-	-	-	80,000	80,000	0.0%
TOTAL EXPENDITURES		\$ -	\$ 9,795	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	0.0%
ENDING CASH, DECEMBER 31		-	90,313	99,996	100,109	20,439	-	20,439	-79.6%
TOTAL APPROPRIATIONS		\$ -	\$ 100,108	\$ 99,996	\$ 100,109	\$ 20,439	\$ 80,000	\$ 100,439	0.3%

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COMPENSATED ABSENCES FUND

Fund 110

Purpose

The Compensated Absences Fund was established in 1985 for the purpose of setting aside funds to be used for compensation of employees at the time of employment separation for unused accrued leaves, approved disability leave, approved unemployment benefits, and authorized severance pay. However, during the great recession of 2007-2009, and the subsequent long recovery, all funds had been expended and money was not set aside in this fund due to the lack of funds. During 2018, a \$92,868 was transferred in from the General Fund to start the process of dedicating funds for the payments for compensated absences that will need to be paid as several long-term employees are planning to retire in the next five years.

Significant Changes 2019

There are no significant changes proposed.

As of September 1, 2018, the Compensated Absences Fund has \$93,254.61 in cash and investment. The plan is to review the City's financial position after the first quarter or at mid-year to determine if an additional allocation can be made to this account to for the future. Ideally, an amount of money would be set aside every year to more effectively manage the one-time payments for retiring general fund employees' accrual cash outs and potential unemployment benefit liabilities.

COMPENSATED ABSENCES RESERVE FUND

SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Compensated Absences Reserve Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 1,850	0.0%
Transfers in	-	-	-	92,868	-	-100.0%
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 92,868	\$ 1,850	-98.0%
EXPENDITURES						
Salaries & Wages	-	-	-	-	-	0.0%
Benefits	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ -	\$ -	\$ -	\$ -	\$ 92,868	0.0%
Net Revenue Over (under) Expenditures	-	-	-	92,868	1,850	-98.0%
ENDING CASH, DECEMBER 31	\$ -	\$ -	\$ -	\$ 92,868	\$ 94,718	2.0%

FUND: 110 - COMPENSATED ABSENCES RESERVE FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Interest Earnings									
110.361.011.00	INTEREST EARNINGS	\$ -	\$ -	\$ -	\$ -	\$ 1,850		\$ 1,850	0.0%
Total Interest Earnings		-	-	-	-	1,850	-	1,850	0.0%
Transfers In:									
110.397.000.01	TRANSFER IN - FUND 001	-	-	-	92,868	-	-	-	-100.0%
Total Transfers In		-	-	-	92,868	-	-	-	-100.0%
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ 92,868	\$ 1,850	\$ -	\$ 1,850	-98.0%
BEGINNING CASH, JANUARY 1		-	-	-	-	92,868	-	92,868	0.0%
TOTAL REVENUE APPROPRIATION		\$ -	\$ -	\$ -	\$ 92,868	\$ 94,718	\$ -	\$ 94,718	2.0%

FUND:		110 - COMPENSATED ABSENCES RESERVE FUND					EXPENDITURES			
DEPARTMENT:		47 - COMPENSATED ABSENCES								
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019	
EXPENDITURES										
Central Services										
110.47.518.090.11.00	SALARIES AND WAGES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%	
110.47.518.090.12.00	OVERTIME	-	-	-	-	-		-	0.0%	
110.47.518.090.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
Total Central Services		-	-	-	-	-	-	-	0.0%	
Police										
110.47.521.010.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.521.010.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
110.47.521.021.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.521.021.12.00	OVERTIME	-	-	-	-	-		-	0.0%	
110.47.521.021.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
110.47.521.022.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.521.022.12.00	OVERTIME	-	-	-	-	-		-	0.0%	
110.47.521.022.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
Total Police		-	-	-	-	-	-	-	0.0%	
Fire										
110.47.522.010.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.522.010.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
110.47.522.010.49.00	MISCELLANEOUS-FIRE CHIEF CONTR	-	-	-	-	-		-	0.0%	
110.47.522.020.12.00	OVERTIME	-	-	-	-	-		-	0.0%	
110.47.522.020.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
Total Fire		-	-	-	-	-	-	-	0.0%	
Facilities										
110.47.523.020.11.05	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.523.020.21.05	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
Total Facilities		-	-	-	-	-	-	-	0.0%	
Roads/Streets										
110.47.526.080.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.526.080.12.00	OVERTIME	-	-	-	-	-		-	0.0%	
110.47.526.080.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
110.47.543.010.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.543.010.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
Total Roads/Streets		-	-	-	-	-	-	-	0.0%	
Park Facilities										
110.47.576.080.11.00	SALARIES AND WAGES	-	-	-	-	-		-	0.0%	
110.47.576.080.21.00	PERSONNEL BENEFITS	-	-	-	-	-		-	0.0%	
Total Park Facilities		-	-	-	-	-	-	-	0.0%	
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
ENDING CASH, DECEMBER 31		-	-	-	92,868	94,718	-	94,718	0.0%	
TOTAL APPROPRIATION		\$ -	\$ -	\$ -	\$ 92,868	\$ 94,718	\$ -	\$ 94,718	0.0%	

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SPECIAL REVENUE FUNDS

These funds account for revenues derived from specific taxes, grants, or other sources which are designed to finance particular activities of the City.

Special Revenue Funds include Arterial Street Fund, Transportation Benefit District Fund, Tourism Fund, 1982-93 Community Development Block Grant Fund, HUD Block Grant Fund.

Arterial Street Fund – This fund is used to account for the City's share of motor vehicle fuel tax revenues and special grants that are legally restricted to the construction or maintenance of state highways within the City's boundaries.

Transportation Benefit District Fund – This fund is used to account for the special 0.02 percent sales tax revenues. The use of the TBD revenue is restricted by law and must be used for specific transportation projects contained in the City's transportation plan. Improvements can range from roads and transit service to sidewalks and transportation demand management. Projects may also include the operation, preservation, and maintenance of these facilities or programs.

Tourism Fund – This fund accounts for Hotel/Motel taxes that the City received, which is legally retracted to the promotion of tourism.

Community Development Block Grant Funds and HUD Block Grant Funds – These funds are used to account for special state or federal revenues that are limited to expenditures approved under individual grant agreements. Rehabilitation of low-income houses, side sewer repair, and rental assistance are some examples of acceptable uses.

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ARTERIAL STREET

Arterial Street Fund 102 Department 03

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
PUBLIC WORKS - ARTERIAL STREET						
Equipment Operator I	0.00	0.25	0.25	0.25	0.25	0.00
Equipment Operator II	0.00	0.25	0.25	0.25	0.25	0.00
Storm/Wastewater Collection Specialist	0.00	0.50	0.50	0.50	0.50	0.00
Total Arterial Street Employees (FTE)	0.00	1.00	1.00	1.00	1.00	0.00

Purpose:

The Arterial Street Fund receives Motor Vehicle Fuel Tax revenue. The monthly distribution from the state is deposited into the Arterial Street Fund. Revenues received are used to maintain, preserve, and improve the local street transportation network. The primary purpose of an arterial street is to serve traffic moving through the area.

Significant Changes 2019:

There is a small decrease in the projected gas tax revenues in 2019.

ARTERIAL STREET FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Arterial Street Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Intergovernmental Revenues	\$ 159,022	\$ 161,649	\$ 148,000	\$ 148,000	\$ 164,804	11.4%
Interest Earnings	264	523	500	500	700	40.0%
TOTAL REVENUES	\$ 159,286	\$ 162,172	\$ 148,500	\$ 148,500	\$ 165,504	11.5%
EXPENDITURES						
Salaries & Wages	\$ 38,987	\$ 50,067	\$ 51,735	\$ 51,735	\$ 60,493	16.9%
Benefits	24,288	31,151	33,325	33,325	34,725	4.2%
Supplies	50,796	71,095	75,000	75,000	75,000	0.0%
Services	9,306	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 123,377	\$ 152,313	\$ 160,060	\$ 160,060	\$ 170,218	6.3%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 68,357	\$ 104,266	\$ 109,938	\$ 114,125	\$ 102,565	-10.1%
Net Revenue Over (under) Expenditures	35,909	9,859	(11,560)	(11,560)	(4,714)	-59.2%
ENDING CASH, DECEMBER 31	\$ 104,266	\$ 114,125	\$ 98,378	\$ 102,565	\$ 97,851	-4.6%

FUND: 102 - ARTERIAL STREET FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Intergovernmental Revenues									
102.336.000.87	MOTOR VEHICLE FUEL TAX - CITIES	\$ 159,022	\$ 161,649	\$ 148,000	\$ 148,000	\$ 164,804		\$ 164,804	11.4%
Total Intergovernmental Revenues		159,022	161,649	148,000	148,000	164,804	-	164,804	11.4%
Interest Earnings									
102.361.011.00	INTEREST EARNINGS	264	523	500	500	700		700	40.0%
Total Interest Earnings		264	523	500	500	700	-	700	40.0%
TOTAL REVENUES		\$ 159,286	\$ 162,172	\$ 148,500	\$ 148,500	\$ 165,504	\$ -	\$ 165,504	11.5%
BEGINNING CASH, JANUARY 1		68,357	104,266	109,938	114,125	102,565	-	102,565	-10.1%
TOTAL REVENUE APPROPRIATION		\$ 227,643	\$ 266,438	\$ 258,438	\$ 262,625	\$ 268,069	\$ -	\$ 268,069	2.1%

FUND:		102- ARTERIAL STREET FUND				EXPENDITURES			
DEPARTMENT:		03 - ARTERIAL STREETS							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Roadway Supplies									
102.03.542.G30.11.00	SALARIES AND WAGES	\$ 38,971	\$ 50,067	\$ 51,735	\$ 51,735	\$ 53,738	\$ 6,755	\$ 60,493	16.9%
102.03.542.G30.12.00	OVERTIME	16	-	-	-	-		-	0.0%
102.03.542.G30.21.00	PERSONNEL BENEFITS	24,196	30,967	33,325	33,325	34,627	98	34,725	4.2%
102.03.542.G30.24.00	UNIFORMS & CLOTHING	92	184	-	-	-		-	0.0%
102.03.542.G30.31.00	OFFICE & OPERATING SUPPLIES	50,796	71,095	75,000	75,000	75,000		75,000	0.0%
102.03.542.G30.41.00	PROFESSIONAL SERVICES	9,255	-	-	-	-		-	0.0%
102.03.542.G30.46.00	INSURANCE	-	-	-	-	-		-	0.0%
102.03.542.G30.49.00	MISCELLANEOUS	51	-	-	-	-		-	0.0%
Total Roadway Supplies		123,377	152,313	160,060	160,060	163,365	6,853	170,218	6.3%
Capital Outlays									
102.03.595.030.51.00	INTERGOVT PROF SERVICES	-	-	-	-	-		-	0.0%
102.03.595.030.65.00	CONSTRUCTION PROJECTS	-	-	-	-	-		-	0.0%
102.03.595.050.65.00	CONSTRUCTION PROJECTS	-	-	-	-	-		-	0.0%
Total Capital Outlays		-	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES		\$ 123,377	\$ 152,313	\$ 160,060	\$ 160,060	\$ 163,365	\$ 6,853	\$ 170,218	6.3%
ENDING CASH, DECEMBER 31		104,266	114,125	98,378	102,565	97,851	-	97,851	-4.6%
TOTAL APPROPRIATION		\$ 227,643	\$ 266,438	\$ 258,438	\$ 262,625	\$ 261,216	\$ 6,853	\$ 268,069	2.1%

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TRANSPORTATION BENEFIT DISTRICT(TBD)

TBD Fund 103 Department Public Works

Purpose:

The Chehalis Transportation Benefit District (TBD) was formed in 2014 pursuant to RCW 35.51.255 and 36.75 to provide adequate levels of funding for transportation improvements that are consistent with existing state, regional, and local transportation plans and are necessitated by existing or reasonably foreseeable congestion levels. The Chehalis City Council sought voter input on funding the TBD and on February 14, 2017, Chehalis voters approved a ballot measure to increase the sales tax by 0.2% to help fund the repair of increasingly deteriorating streets. After voter approval, the sales tax increased from 8% to 8.2% and became effective on July 1, 2017 to fund the TBD. By law, the funds generated by the additional .2% must be used only for transportation projects.

In accordance with RCW 82.14.0455, this additional sales tax will be collected for a term of ten years. It is estimated the additional sales tax received will be approximately \$850,000 annually. The Transportation funds will allow the City to complete pre-leveling and dig-out repairs; contract out for grind and overlay projects; and set aside funds for major projects, including design costs and grant matching funds.

2018 Accomplishments:

- Completed the N Market Grind and Inlay Project
- Completed the National Avenue Slide Repair Project
- Completed the Chamber Way Grind and Inlay Project
- Completed the Prospect Slide Grind and Inlay Project
- Completed isolated base failure repairs on Chehalis Avenue

2019 Goals and Objectives:

- Complete street improvements on Pacific Avenue between Main Street and Park
- Design work for National Avenue Improvements
- Design work for Chehalis Avenue Reconstruction

Significant Changes 2019:

Cost for reconstruction of Pacific Avenue between Main Street & Park Street is included in the 2019 budget in the amount of \$825,000. In addition, engineering cost for the design of three projects is included for \$350,000.

TRANSPORTATION BENEFIT DISTRICT FUND
SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

				2018	2018	2019	%
				Original	Amended	Adopted	Change
Transportation Benefit District Fund	2016 Actual	2017 Actual		Budget	Budget	Budget	2018-2019
<u>REVENUE SOURCE</u>							
Sales Tax - TBD	\$	-	\$ 382,257	\$ 850,000	\$ 850,000	\$ 989,591	16.4%
Interest Earnings		-	380	600	600	2,927	387.8%
TOTAL REVENUES	\$	-	\$ 382,637	\$ 850,600	\$ 850,600	\$ 992,518	16.7%
<u>EXPENDITURES</u>							
Services		-	\$ 22,582	\$ 50,000	\$ 50,000	-	-100.0%
Capital Outlay		-	-	450,000	450,000	1,175,000	161.1%
TOTAL EXPENDITURES	\$	-	\$ 22,582	\$ 500,000	\$ 500,000	\$ 1,175,000	135.0%
<u>CHANGES IN FUND BALANCE</u>							
Beginning Cash, January 1	\$	-	\$ -	\$ 217,880	\$ 360,055	\$ 710,655	97.4%
Net Revenue Over (under) Expenditures		-	360,055	350,600	350,600	(182,482)	-152.0%
ENDING CASH, DECEMBER 31	\$	-	\$ 360,055	\$ 568,480	\$ 710,655	\$ 528,173	-25.7%

FUND: 103 - TRANSPORTATION BENEFIT DISTRICT FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Sales Tax									
103.313.021.00	PUBLIC TRANSPORTATION TAX -TBD	\$ -	\$ 382,257	\$ 850,000	\$ 850,000	\$ 989,591		\$ 989,591	16.4%
Total Sales Tax		-	382,257	850,000	850,000	989,591	-	989,591	
Interest Earnings									
103.361.011.00	INTEREST EARNINGS	-	380	600	600	2,927		2,927	387.9%
Total Interest Earnings		-	380	600	600	2,927	-	2,927	387.9%
Transfers In:									
103.397.000.01	TRANSFER IN - FUND 001	-	-	-	-	-		-	0.0%
Total Transfers In		-	-	-	-	-	-	-	0.0%
TOTAL REVENUES		\$ -	\$ 382,637	\$ 850,600	\$ 850,600	\$ 992,518	\$ -	\$ 992,518	16.7%
BEGINNING CASH, JANUARY 1		-	-	217,880	360,055	710,655	-	710,655	97.4%
TOTAL REVENUE APPROPRIATION		\$ -	\$ 382,637	\$ 1,068,480	\$ 1,210,655	\$ 1,703,173	\$ -	\$ 1,703,173	40.7%

FUND: 103- TRANSPORTATION BENEFIT DISTRICT (TBD)		EXPENDITURES							
DEPARTMENT: 03 - STREET (TBD)									
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Bridges/Structure Maintenance									
103.03.542.050.41.00	PROFESSIONAL SERVICES	-	22,582	50,000	50,000	-	-	-	-100.0%
Total Bridges/Structure Maintenance		-	22,582	50,000	50,000	-	-	-	-100.0%
Planning/Preliminary Engineering									
103.03.544.020.41.00	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	0.0%
Total Planning/Preliminary Engineering		-	-	-	-	-	-	-	0.0%
Capital Outlay - Construction Projects									
103.03.595.010.65.41	CONSTRUCTION PROJECTS-ENGINEERING	-	-	-	-	-	350,000	350,000	0.0%
103.03.595.020.65.32	CONSTRUCTION PROJECTS-RIGHT OF WAY	-	-	-	-	-	-	-	0.0%
103.03.595.030.63.00	OTHER IMPROVEMENTS	-	-	450,000	450,000	-	-	-	-100.0%
103.03.595.030.65.30	CONSTRUCTION PROJECTS-ROADWAY	-	-	-	-	-	825,000	825,000	0.0%
103.03.595.030.65.33	CONSTRUCTION PROJECTS-STREET OVERLAY	-	-	-	-	-	-	-	0.0%
103.03.595.050.65.35	CONSTRUCTION PROJECTS-STRUCTURE	-	-	-	-	-	-	-	0.0%
Total Capital Outlay - Construction Projects		-	-	450,000	450,000	-	1,175,000	1,175,000	161.1%
TOTAL EXPENDITURES		\$ -	\$ 22,582	\$ 500,000	\$ 500,000	\$ -	\$ 1,175,000	\$ 1,175,000	135.0%
ENDING CASH, DECEMBER 31			360,055	568,480	710,655	528,173	-	528,173	-25.7%
TOTAL APPROPRIATION		\$ -	\$ 382,637	\$ 1,068,480	\$ 1,210,655	\$ 528,173	\$ 1,175,000	\$ 1,703,173	40.7%

TOURISM

Tourism Fund 107 Department 05

Purpose:

Lodging Tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks and similar facilities. The City has established a Lodging Tax Advisory Committee (LTAC) as required under Chapter 67.28 of the Revised Code of Washington to review proposals for use of the special excise tax on lodging for tourism promotion. Recommendations from the Lodging Tax Advisory Committee are considered by the City Council, which awards the lodging tax revenues to recipients on an annual basis for projects, activities, marketing, and advertising to promote tourism. The awarded funds are disbursed by the City's Finance Department on a reimbursement basis and recipients are responsible for fulfilling the goals and objectives proposed in the awarded funding requests.

All awarded funds must be used in accordance with State statutes for tourism promotion. RCW 67.28.080 defines "Tourism promotion" as "activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

Significant Changes 2019:

On October 22, 2018, the following organizations were awarded funding by the City Council consistent with the recommendations from LTAC.

<u>Organization</u>	<u>Recommendation</u>
1. Chehalis-Centralia Railroad & Museum	\$ 35,000
2. Lewis County Historical Museum	\$ 40,000
3. Veterans Memorial Museum	\$ 30,000
4. Friends of the Chehalis Community Renaissance	\$ 46,000
5. Centralia-Chehalis Chamber (Visitor Center Services)	\$ 40,000
6. Chehalis Wedding Show	\$ 12,435
7. Youth Athletic Tournaments	\$ 20,000
8. Shaw Aquatic Center – Pool Liner	<u>\$ 82,000</u>
Total	<u>\$ 305,435</u>

A \$50,000 reserve was also set aside for projects/activities that may come up during the year. The LTAC also set aside another \$50,000 to the Recreation Park Project Fund, which fund now totals \$100,000.

TOURISM FUND
SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

			2018	2018	2019	%
			Original	Amended	Adopted	Change
Dedicated Street Fund	2016 Actual	2017 Actual	Budget	Budget	Budget	2018-2019
<u>REVENUE SOURCE</u>						
Hotel/Motel Lodging Tax	\$ 245,684	\$ 258,654	\$ 233,000	\$ 233,000	\$ 225,185	-3.4%
Interest Earnings	692	1,619	800	800	800	0.0%
TOTAL REVENUES	\$ 246,376	\$ 260,273	\$ 233,800	\$ 233,800	\$ 225,985	-3.3%
<u>EXPENDITURES</u>						
Services	\$ 180,514	\$ 211,769	\$ 217,435	\$ 217,435	\$ 223,435	2.8%
Transfers out	-	-	100,000	100,000	82,000	-18.0%
TOTAL EXPENDITURES	\$ 180,514	\$ 211,769	\$ 317,435	\$ 317,435	\$ 305,435	-3.8%
<u>CHANGES IN FUND BALANCE</u>						
Beginning Cash, January 1	\$ 198,720	\$ 264,582	\$ 261,082	\$ 313,086	\$ 229,451	-26.7%
Net Revenue Over (under) Expenditures	65,862	48,504	(83,635)	(83,635)	(79,450)	-5.0%
ENDING CASH, DECEMBER 31	\$ 264,582	\$ 313,086	\$ 177,447	\$ 229,451	\$ 150,001	-34.6%

FUND: 107 - TOURISM FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Other Tax									
107.313.031.00	HOTEL/MOTEL LODGING TAX	\$ 245,684	\$ 258,654	\$ 233,000	\$ 233,000	\$ 225,185		\$ 225,185	-3.4%
Total Other Tax		245,684	258,654	233,000	233,000	225,185	-	225,185	
Interest Earnings									
107.361.011.00	INTEREST EARNINGS	692	1,619	800	800	800		800	0.0%
Total Interest Earnings		692	1,619	800	800	800	-	800	
TOTAL REVENUES		\$ 246,376	\$ 260,273	\$ 233,800	\$ 233,800	\$ 225,985	\$ -	\$ 225,985	-3.3%
BEGINNING CASH, JANUARY 1		198,720	264,582	261,082	313,086	229,451	-	229,451	-26.7%
TOTAL REVENUE APPROPRIATION		\$ 445,096	\$ 524,855	\$ 494,882	\$ 546,886	\$ 455,436	\$ -	\$ 455,436	-16.7%

FUND:		107 - TOURISM FUND				EXPENDITURES			
DEPARTMENT:		05 - TOURISM							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Website Management									
107.05.557.030.48.00	REPAIR & MAINT- FACILITIES	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -		\$ -	0.0%
Total Website Management		1,500	1,500	-	-	-	-	-	0.0%
Tourism Outreach									
107.05.557.030.41.04	LC HISTORICAL MUSEUM	25,000	17,350	40,000	40,000	40,000		40,000	0.0%
107.05.557.030.41.05	CHEHALIS-CENTRALIA RR & MUSEUM	29,469	29,957	35,000	35,000	35,000		35,000	0.0%
107.05.557.030.41.06	VETERAN'S MEMORIAL MUSEUM	24,000	22,993	30,000	30,000	30,000		30,000	0.0%
107.05.557.030.41.18	CHAMBER OF COMMERCE	-	40,000	40,000	40,000	40,000		40,000	0.0%
107.05.557.030.41.21	CHE. BRIDAL SHOW-PREMIER BROADCA	12,432	7,985	12,435	12,435	12,435		12,435	0.0%
107.05.557.030.41.24	RENAISSANCE COMMITTEE	10,147	45,666	40,000	40,000	46,000		46,000	15.0%
107.05.557.030.41.26	LEWIS COUNTY COMMUNITY TRAILS	14,000	29,324	-	-	-		-	0.0%
107.05.557.030.51.01	CITY MANAGER'S OFFICE	49,192	-	-	-	-		-	0.0%
107.05.557.030.51.20	CITY REC DEPT - YOUTH TOURNAMENTS	14,774	16,993	20,000	20,000	20,000		20,000	0.0%
Total Tourism Outreach		179,014	210,268	217,435	217,435	223,435	-	223,435	2.8%
Transfers Out									
107.05.597.000.05.31	TRANSFER OUT - FUND 301	-	-	100,000	100,000	-	82,000	82,000	-18.0%
Total Transfers Out		-	-	100,000	100,000	-	82,000	82,000	-18.0%
TOTAL EXPENDITURES		\$ 180,514	\$ 211,768	\$ 317,435	\$ 317,435	\$ 223,435	\$ 82,000	\$ 305,435	-3.8%
ENDING CASH, DECEMBER 31		264,582	313,086	177,447	229,451	150,001	-	150,001	-34.6%
TOTAL APPROPRIATION		\$ 445,096	\$ 524,854	\$ 494,882	\$ 546,886	\$ 373,436	\$ 82,000	\$ 455,436	-16.7%

1982-93 COMMUNITY DEV. BLOCK GRANT

1982-93 Community Dev. Block Grant Fund 195 Department 46

Purpose:

The City received Community Development Block Grant Funds which were used to fund home-improvement loans during the years of 1982-1993.

At September 1, 2018, the outstanding principal on those loans that were deferred is \$104,700.32. This amount will be received by the City as the ownership of the properties is transferred to anyone other than the loan holder.

Significant Changes 2019:

There are no significant changes anticipated in 2019.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Community Development Block Grant Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Grants	\$ -	\$ -	\$ 10,000	\$ 300	\$ -	-100.0%
Interest Earnings	-	1	-	-	-	0.0%
Transfer in	-	-	-	600	1,000	66.7%
TOTAL REVENUES	\$ -	\$ 1	\$ 10,000	\$ 900	\$ 1,000	11.1%
EXPENDITURES						
Services	\$ -	\$ -	\$ 75	\$ 990	\$ 1,000	1.0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ 75	\$ 990	\$ 1,000	1.0%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 110	\$ 110	\$ 111	\$ 111	\$ 21	-81.1%
Net Revenue Over (under) Expenditures	-	1	9,925	(90)	-	-100.0%
ENDING CASH, DECEMBER 31	\$ 110	\$ 111	\$ 10,036	\$ 21	\$ 21	0.0%

FUND: 195 - COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG)						REVENUE			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Charges for Services									
195.345.090.00	LOAN PRINCIPAL	\$ -	\$ -	\$ 10,000	\$ 300	\$ -		\$ -	-100.0%
Total Charges for Services		-	-	10,000	300	-	-	-	-100.0%
Interest Earnings									
195.361.011.00	INTEREST EARNINGS	-	1	-	-	-		-	0.0%
Total Interest Earnings		-	1	-	-	-	-	-	0.0%
Transfers In:									
195.397.000.01	TRANSFER IN - FUND 001	-	-	-	600	1,000		1,000	66.7%
Total Transfers		-	-	-	600	1,000	-	1,000	66.7%
TOTAL REVENUE		\$ -	\$ 1	\$ 10,000	\$ 900	\$ 1,000	\$ -	\$ 1,000	11.1%
BEGINNING CASH, JANUARY 1		110	110	111	111	21	-	21	-81.1%
TOTAL REVENUE APPROPRIATION		\$ 110	\$ 111	\$ 10,111	\$ 1,011	\$ 1,021	\$ -	\$ 1,021	1.0%

FUND: 195 - COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG)									
DEPARTMENT: 46 - 1982-93 CDBG									
EXPENDITURES									
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Administration									
195.46.559.030.41.00	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 75	\$ 990	\$ 1,000		\$ 1,000	1.0%
Total Administration		-	-	75	990	1,000	-	1,000	1.0%
TOTAL EXPENDITURES		-	-	75	990	1,000	-	1,000	1.0%
ENDING CASH, DECEMBER 31		110	111	10,036	21	21	-	21	0.0%
TOTAL APPROPRIATION		\$ 110	\$ 111	\$ 10,111	\$ 1,011	\$ 1,021	\$ -	\$ 1,021	1.0%

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HUD BLOCK GRANT

HUD Block Grant Fund 197 Department 07

Purpose

The City used federal funds received from the Department of Housing & Urban Development to provide home rehabilitation loans. As of September 1, 2018, the outstanding principal on those loans that were deferred is \$38,148.94. The balance due from the loans will be received by the City as ownership of these properties is transferred to anyone other than the loan holder.

Significant Changes 2019

No significant changes are currently planned for 2019; however, there have been questions on how these funds may be used to support goals in the community consistent with funding requirements. In the coming year, the City may revisit the available funds so that they can be reinvested into projects that could benefit the community consistent with any applicable restrictions and/or requirements.

As of September 1, 2018, the fund has cash and investment balance of \$85,59.31.

HUD BLOCK GRANT FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

				2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
HUD Block Grant Fund	2016 Actual	2017 Actual					
REVENUE SOURCE							
Intergovernmental Revenues	\$ -	\$ 13,100	\$ -	\$ -	\$ -	\$ -	0.0%
Interest Earnings	156	337	100	100	1,420		1320.0%
TOTAL REVENUES	\$ 156	\$ 13,437	\$ 100	\$ 100	\$ 1,420		1320.0%
EXPENDITURES							
Services	\$ -	\$ -	\$ -	\$ -	\$ -	1,000	0.0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	1,000	0.0%
CHANGES IN FUND BALANCE							
Beginning Cash, January 1	\$ 57,350	\$ 57,506	\$ 70,706	\$ 70,943	\$ 71,043		0.1%
Net Revenue Over (under) Expenditures	156	13,437	100	100	420		320.0%
ENDING CASH, DECEMBER 31	\$ 57,506	\$ 70,943	\$ 70,806	\$ 71,043	\$ 71,463		0.6%

FUND: 197 - HUD BLOCK GRANT FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Intergovernmental Revenues									
197.345.090.00	LOAN PRINCIPAL	\$ -	\$ 13,100	\$ -	\$ -	\$ -		\$ -	0.0%
Total Intergovernmental Revenues		-	13,100	-	-	-	-	-	0.0%
Interest Earnings									
197.361.011.00	INTEREST EARNINGS	156	337	100	100	1,420		1,420	1320.0%
Total Interest Earnings		156	337	100	100	1,420	-	1,420	1320.0%
TOTAL REVENUES		\$ 156	\$ 13,437	\$ 100	\$ 100	\$ 1,420	\$ -	\$ 1,420	1320.0%
BEGINNING CASH, JANUARY 1		57,350	57,506	70,706	70,943	71,043	-	71,043	0.1%
TOTAL REVENUE APPROPRIATION		\$ 57,506	\$ 70,943	\$ 70,806	\$ 71,043	\$ 72,463	\$ -	\$ 72,463	2.0%

FUND:		197 - HUD BLOCK GRANT FUND				EXPENDITURES			
DEPARTMENT:		07 - HUD BLOCK GRANT							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Administration									
197.07.576.080.41.00	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 1,000		\$ 1,000	0.0%
Total Administration		-	-	-	-	1,000	-	1,000	0.0%
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
ENDING CASH, DECEMBER 31		57,506	70,943	70,806	71,043	71,463	-	71,463	0.6%
TOTAL APPROPRIATION		\$ 57,506	\$ 70,943	\$ 70,806	\$ 71,043	\$ 72,463	\$ -	\$ 72,463	2.0%

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DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

2011 G.O. Bonds Fund – This fund was established in October 2011, with the passage of Ordinance 878-B providing for the issuance of General Obligation Debt. It is used to make the debt service payments to the holders of the City's 2011 G.O. Bonds.

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2011 G.O. BOND

2011 G.O. Bond Fund 200 General Debt Service OC

Purpose

When the City issued the Limited Tax General Bond of 2011, it accepted the condition that a bond fund be established to account for all bond payments. Funds are transferred into this fund from the General Fund, and the two REET funds to provide for the payment of bond interest and principal and all related bank fees.

Significant Changes 2019

The total 2019 budget for the 2011 G.O. Bond Fund is **\$99,562.50**.

No changes in the use of the fund are anticipated.

2011 GENERAL OBLIGATION BONDS FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

			2018	2018	2019	%
			Original	Amended	Adopted	Change
2011 General Obligation Bonds Fund	2016 Actual	2017 Actual	Budget	Budget	Budget	2018-2019
REVENUE SOURCE						
Transfers in	\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	-2.9%
TOTAL REVENUES	\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	-2.9%
EXPENDITURES						
Debt Service	\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	-2.9%
TOTAL EXPENDITURES	\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	-2.9%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Net Revenue Over (under) Expenditures	-	-	-	-	-	0.0%
ENDING CASH, DECEMBER 31	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

FUND: 200 - 2011 GENERAL OBLIGATION BONDS FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Interest Earnings									
200.361.011.00	INTEREST EARNINGS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
Total Interest Earnings									
Other Financing Source									
200.391.010.00	PROCEEDS OF LONG-TERM DEBT	-	-	-	-	-		-	0.0%
Total Other Financing Source						-	-	-	0.0%
Transfers In									
200.397.000.01	TRANSFER IN - FUND 001	24,243	24,731	25,970	25,970	24,891		24,891	-4.2%
200.397.000.35	TRANSFER IN - FUND 305	40,020	41,566	42,865	42,865	40,821		40,821	-4.8%
200.397.000.36	TRANSFER IN - FUND 306	31,443	32,659	33,675	33,675	33,851		33,851	0.5%
Total Transfers In		95,706	98,956	102,510	102,510	99,563	-	99,563	-2.9%
TOTAL REVENUES		\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	\$ -	\$ 99,563	-2.9%
BEGINNING CASH, JANUARY 1		-	-	-	-	-	-	-	0.0%
TOTAL REVENUE APPROPRIATION		\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	\$ -	\$ 99,563	-2.9%

FUND:		200 - 2011 LIMITED TAX GENERAL OBLIGATION FUND				EXPENDITURES			
DEPARTMENT:		OC - GENERAL DEBT SERVICE							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURE									
Debt Service Principal									
200.OC.591.034.71.00	G.O. BONDS - PRINCIPAL	32,500	70,000	75,000	75,000	75,000		75,000	0.0%
200.OC.591.035.71.00	G.O. BONDS - PRINCIPAL	32,500	-	-	-	-		-	0.0%
Total Debt Service Principal		65,000	70,000	75,000	75,000	75,000	-	75,000	0.0%
Debt Service - Interest									
200.OC.592.014.83.00	L/T EXTERNAL DEBT - INTEREST	30,281	28,656	26,910	26,910	24,563		24,563	-8.7%
200.OC.592.014.89.00	OTHER INTEREST & DEBT SVC COSTS	425	300	600	600	-		-	-100.0%
Total Debt Service Interest		30,706	28,956	27,510	27,510	24,563	-	24,563	-10.7%
									0.0%
TOTAL EXPENDITURES		\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	\$ -	\$ 99,563	-2.9%
ENDING CASH, DECEMBER 31		-	-	-	-	-	-	-	0.0%
TOTAL APPROPRIATION		\$ 95,706	\$ 98,956	\$ 102,510	\$ 102,510	\$ 99,563	\$ -	\$ 99,563	-2.9%

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CAPITAL PROJECT FUNDS

Capital project funds account for financial resources which are designated for the acquisition, construction, renovation, or major maintenance of general government capital assets.

Automotive/Equipment Reserve Fund - This fund is used to account for the accumulation of funds to finance equipment purchases.

First Quarter Percent REET Fund - This fund is used to account for the money collected from the first quarter percent real estate excise tax authorized under RCW 82.46.010 (2). The first 0.25 percent are to be used solely for financing capital projects specified in the City's Capital Facilities Plan. Capital projects are defined as those public works projects of a local government for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and parks. In addition, the first 0.25 percent may be used for acquisition of parks and recreation facilities. Additionally, debt service is an allowable use of these funds, according to both legal opinion and the State Auditor's Office.

Second Quarter Percent REET Fund - This fund is used to account for the money collected from the second quarter percent real estate excise tax authorized under RCW 82.46.035 (2). The second 0.25 percent are to be used solely for financing capital projects specified in the City's Capital Facilities Plan. Capital projects are defined as those public works projects of a local government for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and parks. However, the acquisition of land for parks is not a permitted use of the second 0.25 percent funds. Additionally, debt service is an allowable use of these funds, according to both legal opinion and the State Auditor's Office.

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PUBLIC FACILITIES RESERVE FUND

Public Facilities Reserve Fund 301 Public Facilities Reserve 44

Purpose

The Public Facilities Reserve Fund was established many years ago to set aside money over time to prepare for significant maintenance, repairs and renovation of the City's buildings, which are used to provide public services to the community. However, during the great recession of 2007-2009, and the subsequent long recovery, money was not set aside in this account for future public facilities improvements due to a lack of funds.

Significant Changes 2019

The 2019 total budget for the Public Facilities Reserve Fund is **\$96,724**, which is the amount needed to complete an architecture and engineering for Recreation Park and an additional funding for the pool liner replacement project at Gail and Carolyn Shaw Aquatics Center.

Additional appropriations to this fund may be considered as 2019 progresses and the goal is to set aside funds every year to address large maintenance and repair projects as good stewards of public buildings. Unfortunately, ongoing revenue constraints make it very difficult to regularly set aside funding for future projects.

PUBLIC FACILITIES RESERVE FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

			2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
Public Facilities Reserve Fund	2016 Actual	2017 Actual				
REVENUE SOURCE						
Interest Earnings	\$ -	\$ 40	\$ -	\$ -	\$ 3,780	0.0%
Miscellaneous Revenue	-	-	-	189,233	-	-100.0%
Transfers in	-	100,000	420,000	739,515	82,000	-88.9%
TOTAL REVENUES	\$ -	\$ 100,040	\$ 420,000	\$ 928,748	\$ 85,780	-90.8%
EXPENDITURES						
Capital Outlay	\$ -	\$ 9,855	\$ 420,000	\$ 829,660	\$ 96,724	-88.3%
TOTAL EXPENDITURES	\$ -	\$ 9,855	\$ 420,000	\$ 829,660	\$ 96,724	-88.3%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ -	\$ -	\$ -	\$ 90,185	\$ 189,273	109.9%
Net Revenue Over (under) Expenditures	-	90,185	-	99,088	(10,944)	-111.0%
ENDING CASH, DECEMBER 31	\$ -	\$ 90,185	\$ -	\$ 189,273	\$ 178,329	-5.8%

FUND: 301 - PUBLIC FACILITIES RESERVE FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Amended Budget	% Change 2018-2019
REVENUE SOURCE									
Interest Earnings									
301.361.011.00	INTEREST EARNINGS	\$ -	\$ 40	\$ -	\$ -	\$ 3,780		\$ 3,780	0.0%
Total Interest Earnings		-	40	-	-	3,780	-	3,780	
Miscellaneous Revenues									
301.367.011.76	DONATIONS FOR BALLFIELD	-	-	-	189,233	-		-	-100.0%
Total Miscellaneous Revenues		-	-	-	189,233	-	-	-	-100.0%
Transfers In:									
301.397.000.01	TRANSFER IN - FUND 001	-	-	-	150,000	-		-	-100.0%
301.397.000.07	TRANSFER IN - FUND 107	-	-	100,000	100,000	-	82,000	82,000	-18.0%
301.397.000.35	TRANSFER IN - FUND 305	-	100,000	120,000	200,000	-		-	-100.0%
301.397.000.36	TRANSFER IN - FUND 306	-	-	200,000	289,515	-		-	-100.0%
Total Transfers In		-	100,000	420,000	739,515	-	82,000	82,000	-88.9%
TOTAL REVENUES		\$ -	\$ 100,040	\$ 420,000	\$ 928,748	\$ 3,780	\$ 82,000	\$ 85,780	-90.8%
BEGINNING CASH, JANUARY 1		-	-	-	90,185	189,273	-	189,273	109.9%
TOTAL REVENUE APPROPRIATION		\$ -	\$ 100,040	\$ 420,000	\$ 1,018,933	\$ 193,053	\$ 82,000	\$ 275,053	-73.0%

FUND:		301 - PUBLIC FACILITIES RESERVE FUND				EXPENDITURES			
DEPARTMENT:		44 - PUBLIC FACILITIES							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Capital Outlay									
301.44.594.022.62.00	BLDGS/STRUCTURES - FIRE STATION	\$ -	\$ -	\$ 120,000	\$ 270,000	\$ -	\$ -	\$ -	-100.0%
301.44.594.072.62.00	BLDGS/STRUCTURES - LIBRARY	-	9,855	-	250,145	-	-	-	-100.0%
301.44.594.076.63.00	OTHER IMPROVEMENTS - POOL	-	-	190,000	190,000	-	82,000	82,000	-56.8%
301.44.594.076.63.01	OTHER IMPROVEMENTS-REC PARK PR	-	-	110,000	119,515	-	14,724	14,724	-87.7%
Total Capital Outlay		-	9,855	420,000	829,660	-	96,724	96,724	-88.3%
TOTAL EXPENDITURES		\$ -	\$ 9,855	\$ 420,000	\$ 829,660	\$ -	\$ 96,724	\$ 96,724	-88.3%
ENDING CASH, DECEMBER 31		-	90,185	-	189,273	178,329	-	178,329	-5.8%
TOTAL APPROPRIATION		\$ -	\$ 100,040	\$ 420,000	\$ 1,018,933	\$ 178,329	\$ 96,724	\$ 275,053	-73.0%

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AUTOMOTIVE/EQUIPMENT RESERVE FUND

Automotive/Equip Reserve Fund 302 Auto/Equip. Reserve 45

Purpose

The Automotive/Equipment Reserve Fund was established many years ago for the purpose of setting aside money on a regular basis to be able to replace the City's vehicles and equipment as needed. However, during the great recession of 2007-2009, and the subsequent long recovery, money was not set aside in this account due to the lack of funds. Vehicles and equipment have been funded in the department budgets on an annual basis when a vehicle or piece of equipment has become unreliable or costlier to repair than to replace.

The goal is to review the City's financial position each year to determine if an additional allocation can be made to this account to for the future. Ideally, an amount of money would be set aside every year to more effectively manage the process of replacing vehicles and equipment used by the staff to serve the community.

Significant Changes 2019

As of September 1, 2018, the Automotive/Equipment Reserve Fund has \$93,587.40 in cash and investment as the result of an action by the City Council in 2018 to set aside some general funds, not previously allocated, for Automobile/Equipment. Ideally, the fund would not be used for several years to build up an adequate reserve.

Unfortunately, the City is again facing financial constraints as it enters 2019. The vehicle purchases proposed by the Police, Fire and Recreation Departments have been moved from the Department Requests to this fund for separate consideration. The Budget Committee has recommended that the expenditures be made, assuming 2019 revenue estimates hold, recognizing that the fund will be near depletion after the vehicle purchases are made.

Police Department: Routinely, the Chehalis Police Department has purchased one new police vehicle per year, rotating out the oldest and highest mileage vehicles. The 2019 Automotive/Reserve Fund includes funds for one police patrol vehicle consistent with the practice. However, the replacement of an administrative vehicle that was scheduled to rotate out in 2019 due to its age and high mileage was not included due to ongoing fiscal constraints facing the General Fund.

Fire Department: Funding for a one-time Capital Expenditure for a One Ton Pick-up to replace a 1999 Ford F-150 for Brush Patrol Unit. This would reduce the need to drive the larger, more costly fire engines designed for street use on undeveloped terrain, which could damage the vehicle. If deemed reliable, the 1999 Ford F-150 would be given to the Facilities, which due to ongoing general funding constraints, typically uses vehicles that are inherited from other departments and most are now more than 20 years old.

Recreation: There is one mini-van assigned to the Recreation Department that is used at Stan Hedwall Park for use on the park grounds. It is old and unreliable, so using it for general driving purposes has been very limited. In order to accomplish the routine tasks of the Department, which operates programs at the City's Parks, the Recreation Manager has used her own personal vehicle to conduct City business with the permission of the Administration. The City's Insurance Provider has informed the City that it will not cover employees in their own vehicles even if they are using their vehicles with permission. Therefore, it is proposed that the City purchase a used vehicle for use by the Recreation staff and potentially shared with the Finance staff.

AUTOMOTIVE EQUIPMENT RESERVE FUND
SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Automotive Equipment Reserve Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
<u>REVENUE SOURCE</u>						
Interest Earnings	\$ 2	\$ 2	\$ -	\$ -	\$ 230	0.0%
Transfers in			-	92,868	-	-100.0%
TOTAL REVENUES	\$ 2	\$ 2	\$ -	\$ 92,868	\$ 230	-99.8%
<u>EXPENDITURES</u>						
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 81,780	0.0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 81,780	0.0%
<u>CHANGES IN FUND BALANCE</u>						
Beginning Cash, January 1	\$ 459	\$ 461	\$ 461	\$ 463	\$ 93,331	20057.9%
Net Revenue Over (under) Expenditures	2	2	-	92,868	(81,550)	-187.8%
ENDING CASH, DECEMBER 31	\$ 461	\$ 463	\$ 461	\$ 93,331	\$ 11,781	-87.4%

FUND: 302 - AUTOMOTIVE EQUIPMENT RESERVE FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Interest Earnings									
302.361.011.00	INTEREST EARNINGS	\$ 2	\$ 2	\$ -	\$ -	\$ 230		\$ 230	0.0%
Total Interest Earnings		2	2	-	-	230	-	230	0.0%
Transfers In:									
302.397.000.01	TRANSFER IN - FUND 001	-	-	-	92,868	-	-	-	-100.0%
Total Transfers		-	-	-	92,868	-	-	-	-100.0%
TOTAL REVENUES		\$ 2	\$ 2	\$ -	\$ 92,868	\$ 230	\$ -	\$ 230	-99.8%
BEGINNING CASH, JANUARY 1		459	461	461	463	93,331	-	93,331	20057.9%
TOTAL REVENUE APPROPRIATION		\$ 461	\$ 463	\$ 461	\$ 93,331	\$ 93,561	\$ -	\$ 93,561	0.2%

FUND:		302 - AUTOMOTIVE EQUIPMENT RESERVE FUND						EXPENDITURES			
DEPARTMENT:		45 - AUTOMOTIVE EQUIPMENT RESERVE									
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019		
EXPENDITURES											
Capital Expenditures											
302.45.594.018.64.00	MACHINERY & EQUIPMENT - ADMIN	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%		
302.45.594.021.64.00	MACHINERY & EQUIPMENT - POLICE	-	-	-	-	-	39,780	39,780	0.0%		
302.45.594.022.64.00	MACHINERY & EQUIPMENT - FIRE	-	-	-	-	-	30,000	30,000	0.0%		
302.45.594.024.64.00	MACHINERY & EQUIPMENT - CD	-	-	-	-	-		-	0.0%		
302.45.594.042.64.00	MACHINERY & EQUIPMENT - STREET	-	-	-	-	-		-	0.0%		
302.45.594.076.64.00	MACHINERY & EQUIP - PARK&FACILITY	-	-	-	-	-	12,000	12,000	0.0%		
Total Capital Expenditures		-	-	-	-	-	81,780	81,780	0.0%		
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,780	\$ 81,780	0.0%		
ENDING CASH, DECEMBER 31		461	463	461	93,331	11,781	-	11,781	-87.4%		
TOTAL APPROPRIATION		\$ 461	\$ 463	\$ 461	\$ 93,331	\$ 11,781	\$ 81,780	\$ 93,561	0.2%		

FIRST QUARTER PERCENT REET

First Quarter Percent REET Fund 305 Public Facilities Reserve 44

Purpose

This Fund is for the first quarter percent real estate tax levied by the City on all sales of real estate. It may be used for any capital purpose identified in a capital improvement plan and local capital improvements and those that can be funded through a local improvement district (LID). Local capital improvements include the acquisition of real and personal property associated with such improvements.

Significant Changes 2019:

While there are no significant changes proposed for the 2019 budget, a portion of the First Quarter Percent REET proceeds is transferred out to fund a portion of the 2011 General Obligation Bond which is consistent with previous budgets.

The 2019 total budget for the First Quarter Percent REET fund is **\$40,821**.

FIRST QUARTER PERCENT REET FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

First Quarter Percent REET Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Other Taxes	\$ 101,423	\$ 98,984	\$ 90,000	\$ 90,000	\$ 105,830	17.6%
Interest Earnings	562	1,291	700	700	450	-35.7%
TOTAL REVENUES	\$ 101,985	\$ 100,275	\$ 90,700	\$ 90,700	\$ 106,280	17.2%
EXPENDITURES						
Transfers Out	\$ 40,020	\$ 141,566	\$ 162,865	\$ 242,865	\$ 40,821	-83.2%
TOTAL EXPENDITURES	\$ 40,020	\$ 141,566	\$ 162,865	\$ 242,865	\$ 40,821	-83.2%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 155,433	\$ 217,398	\$ 186,857	\$ 176,107	\$ 23,942	-86.4%
Net Revenue Over (under) Expenditures	61,965	(41,291)	(72,165)	(152,165)	65,459	-143.0%
ENDING CASH, DECEMBER 31	\$ 217,398	\$ 176,107	\$ 114,692	\$ 23,942	\$ 89,401	273.4%

FUND: 305 - FIRST QUARTER PERCENT REET FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Other Taxes									
305.318.034.00	REET 1 - 1ST QUARTER PERCENT	\$ 101,423	\$ 98,984	\$ 90,000	\$ 90,000	\$ 105,830	\$ -	\$ 105,830	17.6%
Total Other Taxes		101,423	98,984	90,000	90,000	105,830	-	105,830	17.6%
Interest Earnings									
305.361.011.00	INTEREST EARNINGS	562	1,291	700	700	450	-	450	-35.7%
Total Interest Earnings		562	1,291	700	700	450	-	450	0.0%
Transfers In									
305.397.301.00	TRANSFER FROM FUND 301	-	-	-	-	-	-	-	0.0%
Total Transfers In		-	-	-	-	-	-	-	0.0%
TOTAL REVENUES		\$ 101,985	\$ 100,275	\$ 90,700	\$ 90,700	\$ 106,280	\$ -	\$ 106,280	17.2%
BEGINNING CASH, JANUARY 1		155,433	217,398	186,857	176,107	23,942	-	23,942	-86.4%
TOTAL REVENUE APPROPRIATION		\$ 257,418	\$ 317,673	\$ 277,557	\$ 266,807	\$ 130,222	\$ -	\$ 130,222	-51.2%

FUND:		305 - FIRST QUARTER PERCENT REET FUND				EXPENDITURES			
DEPARTMENT:		44 - PUBLIC FACILITIES							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Debt Service									
305.44.591.022.71.00	DEBT PRINCIPAL - FIRE TRUCK	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
305.44.592.022.83.00	DEBT INTEREST - FIRE TRUCK	-	-	-	-	-		-	0.0%
Total Debt Service		-	-	-	-	-	-	-	0.0%
Transfers Out									
305.44.597.000.05.20	TRANSFER OUT - FUND 200	40,020	41,566	42,865	42,865	40,821		40,821	-4.8%
305.44.597.000.05.31	TRANSFER OUT - FUND 301	-	100,000	120,000	200,000	-		-	-100.0%
Total Transfers Out		40,020	141,566	162,865	242,865	40,821	-	40,821	-83.2%
TOTAL EXPENDITURES		\$ 40,020	\$ 141,566	\$ 162,865	\$ 242,865	\$ 40,821	\$ -	\$ 40,821	-83.2%
ENDING CASH, DECEMBER 31		217,398	176,107	114,692	23,942	89,401	-	89,401	273.4%
TOTAL APPROPRIATION		\$ 257,418	\$ 317,673	\$ 277,557	\$ 266,807	\$ 130,222	\$ -	\$ 130,222	-51.2%

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SECOND QUARTER PERCENT REET

Second Quarter Percent REET Fund 306 Public Facilities Reserve 44

Purpose

This Fund is for the second quarter percent real estate tax levied by the City on all sales of real estate. This tax may only be levied by cities that plan under the Growth Management Act (GMA). These funds may be used for capital projects defined as “public works projects of a local government for planning, acquisition, construction, reconstruction, repair replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation or improvement of parks”.

Significant Changes 2019

While there are no significant changes proposed for 2019, a portion of the Second Quarter Percent REET proceeds is transferred out to fund a portion (34%) of the 2011 General Obligation Bond, consistent with previous budget practice.

The 2019 total budget for the Second Quarter Percent REET fund is **\$33,851**.

SECOND QUARTER PERCENT REET FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

			2018	2018	2019	%
	2016 Actual	2017 Actual	Original Budget	Amended Budget	Adopted Budget	Change 2018-2019
REVENUE SOURCE						
Other Taxes	\$ 101,423	\$ 98,983	\$ 90,000	\$ 90,000	\$ 105,830	17.6%
Interest Earnings	493	1,201	650	650	640	-1.5%
TOTAL REVENUES	\$ 101,916	\$ 100,184	\$ 90,650	\$ 90,650	\$ 106,470	17.5%
EXPENDITURES						
Transfers Out	\$ 31,443	\$ 32,659	\$ 233,675	\$ 323,190	\$ 33,851	-89.5%
TOTAL EXPENDITURES	\$ 31,443	\$ 32,659	\$ 233,675	\$ 323,190	\$ 33,851	-89.5%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 126,740	\$ 197,213	\$ 275,504	\$ 264,738	\$ 32,198	-87.8%
Net Revenue Over (under) Expenditures	70,473	67,525	(143,025)	(232,540)	72,619	-131.2%
ENDING CASH, DECEMBER 31	\$ 197,213	\$ 264,738	\$ 132,479	\$ 32,198	\$ 104,817	225.5%

FUND: 306 - SECOND QUARTER PERCENT REET FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
306.308.000.00	RESERVED BEGINNING FUND BALANCE	0	0	0	0	0		0	0.0%
Taxes									
306.317.034.00	REAL ESTATE EXCISE TAX	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
306.318.035.00	REET 2 - 2ND QUARTER PERCENT	\$ 101,423	\$ 98,983	\$ 90,000	\$ 90,000	\$ 105,830		\$ 105,830	17.6%
Total Taxes		101,423	98,983	90,000	90,000	105,830	-	105,830	17.6%
Miscellaneous Revenue									
306.361.011.00	INTEREST REVENUE	493	1,201	650	650	640		640	-1.5%
Total Miscellaneous Revenue		493	1,201	650	650	640	-	640	-1.5%
Transfers In:									
306.397.301.00	TRANSFER FROM FUND 301	-	-	-	-	-		-	0.0%
Total Transfers In		-	-	-	-	-	-	-	0.0%
TOTAL REVENUES		\$ 101,916	\$ 100,184	\$ 90,650	\$ 90,650	\$ 106,470	\$ -	\$ 106,470	17.5%
BEGINNING CASH, JANUARY 1		126,740	197,213	275,504	264,738	32,198	-	32,198	-87.8%
TOTAL REVENUE APPROPRIATION		\$ 228,656	\$ 297,397	\$ 366,154	\$ 355,388	\$ 138,668	\$ -	\$ 138,668	-61.0%

FUND:		306- SECOND QUARTER PERCENT REET FUND				EXPENDITURES			
DEPARTMENT:		44 - PUBLIC FACILTIES							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Transfers Out									
306.44.597.000.05.20	TRANSFER OUT - FUND 200	\$ 31,443	\$ 32,659	\$ 33,675	\$ 33,675	\$ 33,851		\$ 33,851	0.5%
306.44.597.000.05.31	TRANSFER OUT- FUND 301	-	-	200,000	289,515	-		-	-100.0%
Total Transfers Out		31,443	32,659	233,675	323,190	33,851	-	33,851	-89.5%
TOTAL EXPENDITURES		\$ 31,443	\$ 32,659	\$ 233,675	\$ 323,190	\$ 33,851	\$ -	\$ 33,851	-89.5%
ENDING CASH, DECEMBER 31		197,213	264,738	132,479	32,198	104,817	-	104,817	225.5%
TOTAL APPROPRIATION		\$ 228,656	\$ 297,397	\$ 366,154	\$ 355,388	\$ 138,668	\$ -	\$ 138,668	-61.0%

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PROPRIETARY FUND TYPES

Proprietary funds are used to account for a government's business-type activities. These funds are used to account for services to the general public where all or most of the costs, including depreciation, are to be financed or recovered from users of such services. There are two generic fund types in this category: Enterprise and Internal Services funds. The City does not have internal services funds currently.

ENTERPRISE FUNDS

Garbage Fund – This fund is used to account for the City's solid waste collections operations, primarily to customers outside the financial reporting entity.

Wastewater Fund – This fund is used to account for the operations of the City's wastewater utility.

Water Fund – This fund is used to account for the operations of the City's water utility.

Storm and Surface Water Fund – This fund is used to account for the operations of the City's storm drainage and surface water management utility.

Airport Fund – This fund is used to account for the operations for the Chehalis Airport.

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GARBAGE Garbage Fund 402 Department 12

Purpose:

This fund was established to account for the revenues and expenditure associated with the City's organic waste disposal site at Stan Hedwall Park. Residents can purchase a annual disposal permit to access the site during the Spring and Summer months to dispose of yard waste and other organic materials.

Significant Changes 2019:

No changes are planned for 2019.

GARBAGE FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Garbage Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Charges for Services	\$ 6,322	\$ 6,100	\$ 6,200	\$ 6,200	\$ 6,500	4.8%
Interest Earnings	17	41	25	25	25	0.0%
Miscellaneous Revenue	26	-	-	-	-	0.0%
Agency Deposits	227	220	220	220	220	0.0%
TOTAL REVENUES	\$ 6,592	\$ 6,361	\$ 6,445	\$ 6,445	\$ 6,745	4.7%
EXPENDITURES						
Services	\$ 3,246	\$ 6,790	\$ 5,775	\$ 7,275	\$ 7,000	-3.8%
Agency Disbursements	227	220	230	230	252	9.6%
TOTAL EXPENDITURES	\$ 3,473	\$ 7,010	\$ 6,005	\$ 7,505	\$ 7,252	-3.4%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 4,554	\$ 7,673	\$ 6,868	\$ 7,024	\$ 5,964	-15.1%
Net Revenue Over (under) Expenditures	3,119	(649)	440	(1,060)	(507)	-52.2%
ENDING CASH, DECEMBER 31	\$ 7,673	\$ 7,024	\$ 7,308	\$ 5,964	\$ 5,457	-8.5%

FUND: 402 - GARBAGE FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Charges for Services									
402.343.070.00	GARBAGE/SOLID WASTE SERVICES	\$ 29	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
402.343.070.31	ORGANIC DUMP PASS	6,293	6,100	6,200	6,200	6,500		6,500	4.8%
Total Charges for Services		6,322	6,100	6,200	6,200	6,500	-	6,500	4.8%
Interest Earnings									
402.361.011.00	INTEREST EARNINGS	17	41	25	25	25		25	0.0%
Total Interest Earnings		17	41	25	25	25	-	25	0.0%
Misc. Other Revenues									
402.369.091.00	MISCELLANEOUS INCOME	26	-	-	-	-		-	0.0%
Total Misc. Other Revenues		26	-	-	-	-	-	-	0.0%
Agency Deposits:									
402.389.030.04	DUE TO STATE - SALES TAX	227	220	220	220	220		220	0.0%
Total Agency Deposits:		227	220	220	220	220	-	220	0.0%
TOTAL REVENUES		\$ 6,592	\$ 6,361	\$ 6,445	\$ 6,445	\$ 6,745	\$ -	\$ 6,745	4.7%
BEGINNING CASH, JANUARY 1		4,554	7,673	6,868	7,024	5,964	-	5,964	-15.1%
TOTAL REVENUE APPROPRIATION		\$ 11,146	\$ 14,034	\$ 13,313	\$ 13,469	\$ 12,709	\$ -	\$ 12,709	-5.6%

FUND:		402 - GARBAGE FUND				EXPENDITURES			
DEPARTMENT:		12 - GARBAGE							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Administration									
402.12.537.070.47.01	UTIL SERV-YARD WASTES	\$ 3,246	\$ 6,790	\$ 5,775	\$ 7,275	\$ 7,000		\$ 7,000	-3.8%
Total Administration		3,246	6,790	5,775	7,275	7,000	-	7,000	-3.8%
Custodial Activity									
402.12.589.030.00.04	DUE TO STATE - SALES TAX	227	220	230	230	252		252	9.6%
Total Custodial Activity		227	220	230	230	252	-	252	9.6%
TOTAL EXPENDITURES		\$ 3,473	\$ 7,010	\$ 6,005	\$ 7,505	\$ 7,252	\$ -	\$ 7,252	-3.4%
ENDING CASH, DECEMBER 31		7,673	7,024	7,308	5,964	5,457	-	5,457	-8.5%
TOTAL APPROPRIATION		\$ 11,146	\$ 14,034	\$ 13,313	\$ 13,469	\$ 12,709	\$ -	\$ 12,709	-5.6%

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WASTEWATER

Wastewater Fund 404 Public Works

Wastewater Division

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
PUBLIC WORKS - WASTEWATER						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Administrative Assistant (PT)	0.00	0.00	0.00	0.00	0.50	0.50
Wastewater Superintendent	1.00	1.00	1.00	1.00	1.00	0.00
Community Development Director/Engineer	0.00	0.00	0.10	0.10	0.20	0.10
Building and Planning Manager	0.00	0.00	0.00	0.00	0.10	0.10
Engineering Tech. III	0.36	0.43	0.42	0.42	0.46	0.04
Engineering Tech II	0.00	0.00	0.00	0.00	0.46	0.46
Maintenance Tech - Electrical	1.00	1.00	1.00	1.00	1.00	0.00
Lead Wastewater Treatment Plant Operator	1.00	1.00	1.00	1.00	1.00	0.00
WW Treatment Operator II	3.00	3.00	3.00	3.00	3.00	0.00
Wastewater Laboratory Tech. II	1.00	1.00	1.00	1.00	1.00	0.00
Wastewater Laboratory Assistant	0.50	0.00	0.00	0.00	0.00	0.00
Storm/Wastewater Collection Specialist	2.00	2.00	2.00	2.00	2.00	0.00
Poplar Tree Plantation Worker/Utility Worker 1	1.00	1.00	1.00	1.00	1.00	0.00
Poplar Tree Plantation Worker/Utility Worker II	0.50	0.50	0.50	0.50	0.50	0.00
Property Maintenance Aide (Seasonal)	0.00	0.92	0.00	0.92	0.92	0.00
Total Wastewater Employees (FTE)	11.86	12.30	11.42	12.34	13.54	1.20

Mission and Responsibilities:

The Wastewater Division of Public Works is responsible for the collection and treatment (per State & Federal Standards) of wastewater from Chehalis, Napavine, Lewis County Water/Sewer District #4 and associated urban growth areas. The Division is responsible for the operation and maintenance of the sanitary sewage collection system, the wastewater treatment plant, the Poplar tree plantation and all other City wastewater facilities and infrastructure.

Wastewater is treated utilizing advanced secondary and tertiary treatment processes before discharge to the river during wet-weather and the poplar tree plantation during dry-weather. Residual solids are treated to Class A biosolids and sold to local farmers. Additional mission support functions include laboratory analysis of wastewater, collection system cleaning and repair, treatment plant/poplar tree plantation operation and maintenance, and electrical / electronic / mechanical repair of all division equipment and facilities. Division administrative functions include staff management and supervision, regulatory reporting / permit compliance, capital improvement planning, rate studies and financial planning, and planning, design and construction of Division projects.

2018 Accomplishments:

- Completed replacement of odor control system blower fan & SBR blower #1 and rebuild of SBR motive pump #1
- Completed biannual Outfall Inspection
- Completed design of Riverside Pump Station Force Main Replacement
- Completed approximately 180 maintenance work orders utilizing 900 hours of staff time costing \$161,000 in parts and labor
- Jetted over 8,000 ft. of sewer line to maintain collection system flow and capacity
- Continued staff safety training to comply with LNI requirements

2019 Goals and Objectives:

- Replace sand filter turbidimeters and SBR single board computer to improve process reliability
- Upgrade lab equipment for ammonia/TKN analysis to improve lab efficiency and data accuracy
- Continue efforts to achieve 100% permit compliance
- Complete Riverside Pump Station Force Main Replacement Project to minimize sewer leak potential
- Begin design of Waste Piping Modification Project (req. as part of legal settlement)

Significant Changes 2019:

- \$700,000 for Riverside Force Main Replacement Project
- \$25,000 for design of SBR Waste Piping Modification Project
- \$43,800 for various new equipment
- \$14,659 for part time administrative assistant for CRWRF
- Minor increases in some chemical costs
- \$52,500 for new utility billing software (WW utility share) \$35,000 for rate study (WW utility share)
- Allocation of Community Development Director's salary and benefits increased from 10% to 20% to reflect a larger role in Public Works Department activities and projects

WASTEWATER FUND
SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Wastewater Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Grants	\$ 6,062	\$ 590,043	\$ -	\$ 10,905	\$ -	-100.0%
Charges for goods and services	5,378,212	5,450,049	5,447,792	5,447,792	5,393,872	-1.0%
Fines/Forfeiture	58,924	49,150	51,000	51,000	42,910	-15.9%
Interest Earnings	12,580	27,076	15,000	15,000	29,130	94.2%
Rents & Leases	3,545	3,545	3,545	3,545	4,140	16.8%
Misc. Other Revenues	3,290	1,334	1,100	1,100	1,550	40.9%
Proceeds from Sale of Assets	1,350	-	-	-	-	0.0%
Agency Deposits	558	563	555	555	660	0.0%
Other Financing Source	139,644	287,924	-	-	-	0.0%
Transfers in	-	-	-	-	-	0.0%
TOTAL REVENUES	\$ 5,604,165	\$ 6,409,684	\$ 5,518,992	\$ 5,529,897	\$ 5,472,262	-1.0%
EXPENDITURES						
Salaries & Wages	\$ 643,439	\$ 676,112	\$ 769,578	\$ 773,401	\$ 864,309	11.8%
Benefits	342,218	355,756	399,428	400,777	426,392	6.4%
Supplies	358,923	326,241	388,260	388,260	449,626	15.8%
Services	891,046	1,393,137	1,007,951	1,461,919	1,017,537	-30.4%
Capital Outlay	249,868	976,384	175,000	294,873	828,900	181.1%
Interfund Loan	-	-	-	-	-	0.0%
Debt Service	1,856,529	1,868,286	1,893,385	1,909,145	1,880,055	-1.5%
Interfund Service	188,279	293,075	313,793	283,817	283,820	0.0%
Transfers Out	32,500	-	-	-	-	
TOTAL EXPENDITURES	\$ 4,562,802	\$ 5,888,991	\$ 4,947,395	\$ 5,512,192	\$ 5,750,639	4.3%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 3,271,463	\$ 4,312,826	\$ 4,125,346	\$ 4,822,426	\$ 4,840,131	0.4%
Net Revenues Over (under) Expenditures	1,041,363	520,693	571,597	17,705	(278,377)	-1672.3%
ENDING CASH, DECEMBER 31	\$ 4,312,826	\$ 4,833,519	\$ 4,696,943	\$ 4,840,131	\$ 4,561,754	-5.8%

FUND: 404 - WASTEWATER FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Intergovernmental Revenues									
404.333.097.03	FEMA DISASTER GRANT-07 FLOOD	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.0%
404.334.001.83	DEPT OF MILITARY/07 FEMA FLOOD	-	-	-	-	-		-	0.0%
404.334.003.10	STATE GRANT - DEPT OF ECOLOGY	-	290,018	-	-	-		-	0.0%
404.334.003.11	STATE GRANT - DOE FORGIVABLE	-	286,613	-	-	-		-	0.0%
404.334.030.10	STATE GRANT - DEPT OF ECOLOGY	-	-	-	10,905	-		-	-100.0%
404.337.000.52	COAL CREEK EXTENSION	6,062	13,412	-	-	-		-	0.0%
Total Intergovernmental Revenues		6,062	590,043	-	10,905	-		-	-100.0%
Charges for Goods and Services									
404.343.050.21	RESIDENTIAL	2,269,592	2,283,123	2,325,617	2,325,617	2,325,617	-	2,325,617	0.0%
404.343.050.22	COMMERCIAL	2,302,122	2,258,925	2,325,142	2,325,142	2,325,142	-	2,325,142	0.0%
404.343.050.30	UTILITY HOOK UP/CONNECTION	107,262	234,825	100,000	100,000	48,400	-	48,400	-51.6%
404.343.050.49	CHARGES TO PUBLIC AGENCIES	230,652	230,652	230,655	230,655	230,655	-	230,655	0.0%
404.343.050.50	DISCHARGE FEES	155,000	155,000	175,000	175,000	175,000	-	175,000	0.0%
404.343.050.70	WTP LOAN PRINCIPAL-SRFL #3 REIMB	277,378	277,378	277,378	277,378	277,378	-	277,378	0.0%
404.343.050.96	OTHER A/R-BAL SEWER INSTALL CHARGE	28,501	7,737	10,000	10,000	3,810	-	3,810	-61.9%
404.343.050.99	OTHER FEES & CHARGES (LCSD#4)	7,705	2,409	4,000	4,000	7,870	-	7,870	96.8%
Total Charges for Goods & Services		5,378,212	5,450,049	5,447,792	5,447,792	5,393,872	-	5,393,872	-1.0%
Fines/Forfeiture									
404.359.000.00	LATE PAYMENT FEES	58,924	49,150	51,000	51,000	42,910	-	42,910	-15.9%
Total Fines/Forfeiture		58,924	49,150	51,000	51,000	42,910	-	42,910	-15.9%
Interest Earnings									
404.361.011.00	INTEREST EARNINGS	12,580	27,076	15,000	15,000	29,130	-	29,130	94.2%
Total Interest Earnings		12,580	27,076	15,000	15,000	29,130	-	29,130	94.2%
Rents & Leases									
404.362.050.01	LONG TERM RENTAL INCOME	3,545	3,545	3,545	3,545	4,140	-	4,140	16.8%
Total Rents and Leases		3,545	3,545	3,545	3,545	4,140	-	4,140	16.8%
Misc. Other Revenues									
404.369.010.00	SALE OF SCRAP & JUNK	2,000	-	-	-	-	-	-	0.0%
404.369.010.01	SALE OF SCRAP & JUNK - BIOSOLIDS	1,290	1,334	1,100	1,100	1,550	-	1,550	40.9%
Total Miscellaneous		3,290	1,334	1,100	1,100	1,550	-	1,550	40.9%
Proceeds from Sale of Assets									
404.395.010.00	PROCEEDS FROM SALES OF CAP ASSETS	1,350	-	-	-	-	-	-	0.0%
Total Proceeds from Sale of Assets		1,350	-	-	-	-	-	-	0.0%
Agency Deposits									
404.389.030.04	DUE TO STATE - SALES TAX	103	108	100	100	130	-	130	30.0%
404.389.030.06	LEASEHOLD EXCISE TAX LIABILITY	455	455	455	455	530	-	530	16.5%
Total Agency Deposits		558	563	555	555	660	-	660	18.9%
Other Financing Source									
404.391.080.01	SRF LOAN - I & I	55,719	287,924	-	-	-	-	-	0.0%
404.391.080.02	SRF LOAN - I & I - FORGIVABLE	52,983	-	-	-	-	-	-	0.0%
404.391.080.03	SRF LOAN - COAL CREEK EXTENSION	15,942	-	-	-	-	-	-	0.0%
404.391.080.04	SRF LOAN - COAL CRK EXT - FORGIVABLE	15,000	-	-	-	-	-	-	0.0%
Total Other Financing Source		139,644	287,924	-	-	-	-	-	0.0%
TOTAL REVENUES		\$ 5,604,165	\$ 6,409,684	\$ 5,518,992	\$ 5,529,897	\$ 5,472,262	\$ -	\$ 5,472,262	-1.0%
BEGINNING CASH, JANUARY 1		3,271,463	4,312,826	4,125,346	4,822,426	4,840,131	-	4,840,131	0.4%
TOTAL REVENUE APPROPRIATION		\$ 8,875,628	\$ 10,722,510	\$ 9,644,338	\$ 10,352,323	\$ 10,312,393	\$ -	\$ 10,312,393	-0.4%

FUND:		404 - WASTEWATER FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (11, 16, 17 18)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
PW - Wastewater Administration (11)									
Administration (535.010)									
404.11.535.010.11.00	SALARIES AND WAGES	\$ 105,607	\$ 100,630	\$ 115,700	\$ 119,523	\$ 145,888	\$ 43,290	\$ 189,178	58.3%
404.11.535.010.11.02	ADMIN SUPPORT SALARIES AND WAGE	13,173	13,719	11,321	11,321	11,544		11,544	2.0%
404.11.535.010.21.00	PERSONNEL BENEFITS	40,499	40,620	48,629	49,978	60,562	3,312	63,874	27.8%
404.11.535.010.21.02	ADMIN SUPPORT PERSONNEL BENEFIT	7,619	7,860	6,475	6,475	6,803		6,803	5.1%
404.11.535.010.31.00	OFFICE & OPERATING SUPPLIES	1,526	1,165	1,500	1,500	1,500		1,500	0.0%
404.11.535.010.32.00	FUEL CONSUMED	521	739	600	600	600		600	0.0%
404.11.535.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	1,215	1,500	1,500	1,500	1,000	2,500	66.7%
404.11.535.010.41.00	PROFESSIONAL SERVICES	22,252	555	11,300	11,300	11,300	35,000	46,300	309.7%
404.11.535.010.42.00	COMMUNICATIONS	2,870	4,367	3,000	3,000	3,000		3,000	0.0%
404.11.535.010.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	1,000	1,000	1,000		1,000	0.0%
404.11.535.010.44.00	ADVERTISING	941	-	-	-	-		-	0.0%
404.11.535.010.46.00	INSURANCE	97,423	95,419	101,145	101,145	101,145		101,145	0.0%
404.11.535.010.47.00	PUBLIC UTILITY SERVICE	1,964	2,456	2,750	2,750	2,750		2,750	0.0%
404.11.535.010.48.00	REPAIR & MAINT- FACILITIES	865	711	1,200	1,200	1,200		1,200	0.0%
404.11.535.010.49.00	MISCELLANEOUS	640	185	900	900	900		900	0.0%
404.11.535.010.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-		-	0.0%
404.11.535.010.51.00	INTERGOVT PROF SERVICES	-	2,025	-	-	-		-	0.0%
404.11.535.010.53.00	EXTERNAL TAXES & OPER ASSESS	110,311	108,190	106,500	106,500	106,500		106,500	0.0%
404.11.535.010.53.01	TAXES & OPER ASSESSMT - GF	306,111	321,521	261,870	261,870	304,086		304,086	16.1%
Total Administration (535.010)		712,322	701,377	675,390	680,562	760,278	82,602	842,880	23.9%
Engineering Services (535.020)									
404.11.535.020.11.00	SALARIES AND WAGES	27,587	30,225	29,035	29,035	32,419		32,419	11.7%
404.11.535.020.21.00	PERSONNEL BENEFITS	15,544	16,866	17,587	17,587	19,728		19,728	12.2%
404.11.535.020.24.00	UNIFORMS & CLOTHING	70	79	96	96	302		302	214.6%
404.11.535.020.31.00	OFFICE & OPERATING SUPPLIES	763	475	672	672	1,886		1,886	180.7%
404.11.535.020.32.00	FUEL CONSUMED	333	494	588	588	1,288		1,288	119.0%
404.11.535.020.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	-	-	9,752		9,752	0.0%
404.11.535.020.41.00	PROFESSIONAL SERVICES	306	374	630	630	1,381		1,381	119.2%
404.11.535.020.42.00	COMMUNICATIONS	-	-	42	42	92		92	119.0%
404.11.535.020.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	368		368	0.0%
404.11.535.020.44.00	ADVERTISING	145	102	336	336	552		552	64.3%
404.11.535.020.46.00	INSURANCE	496	411	440	440	1,266		1,266	187.7%
404.11.535.020.48.00	REPAIR & MAINT- FACILITIES	49	-	602	602	-		-	-100.0%
404.11.535.020.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	736		736	0.0%
404.11.535.020.48.02	REPAIR & MAINT - IT SOFTWARE/HARD	-	-	-	-	368		368	0.0%
404.11.535.020.49.00	MISCELLANEOUS	1,188	1,492	2,436	2,436	-		-	-100.0%
404.11.535.020.49.01	REGISTRATION	-	-	-	-	920		920	0.0%
404.11.535.020.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	7,498		7,498	0.0%
404.11.535.020.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-		-	0.0%
Total Engineering Services (535.020)		46,481	50,518	52,464	52,464	78,556	-	78,556	49.7%
Maintenance (535.050)									
404.11.535.050.11.00	SALARIES AND WAGES	614	1,006	-	-	-		-	0.0%
404.11.535.050.11.06	SALARIES AND WAGES	10,243	15,364	25,000	25,000	25,000		25,000	0.0%
404.11.535.050.12.06	OVERTIME	-	81	-	-	-		-	0.0%
404.11.535.050.21.00	PERSONNEL BENEFITS	350	475	-	-	-		-	0.0%
404.11.535.050.21.06	PERSONNEL BENEFITS	4,839	4,965	11,750	11,750	11,750		11,750	0.0%
404.11.535.050.41.00	PROFESSIONAL SERVICES	699	679	-	-	-		-	0.0%
404.11.535.050.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-		-	0.0%
Total Maintenance (535.050)		16,745	22,570	36,750	36,750	36,750	-	36,750	0.0%
Operations (535.080)									
404.11.535.080.41.00	PROFESSIONAL SERVICES	-	34,705	-	-	-		-	0.0%
404.11.535.080.42.00	COMMUNICATIONS	137	155	-	-	-		-	0.0%
404.11.535.080.44.00	ADVERTISING	67	129	-	-	-		-	0.0%
Total Operations (535.080)		204	34,989	-	-	-	-	-	0.0%
Contra Expenditure Offsets (General Fund)									

FUND: 404 - WASTEWATER FUND		EXPENDITURES							
DEPARTMENT: VARIOUS (11, 16, 17 18)									
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-time	2019 Total Adopted Budget	% Change 2018-2019
404.11.535.091.1A.00	WAGE CONTRA OFFSETS	100,291	91,727	91,330	91,339	91,340		91,340	0.0%
404.11.535.091.2A.00	BENEFIT CONTRA OFFSETS	57,200	50,523	49,700	50,099	50,100		50,100	0.0%
404.11.535.091.3A.00	SUPPLIES CONTRA OFFSETS	7,932	3,091	4,200	1,550	1,550		1,550	0.0%
404.11.535.091.4A.00	SERVICES CONTRA OFFSETS	22,856	41,009	35,800	32,986	32,990		32,990	0.0%
Total Contra Expenditures Offsets (General Fund)		188,279	186,350	181,030	175,974	175,980	-	175,980	0.0%
Contra Expense Offsets (Water Fund)									
404.11.535.099.1A.00	WAGE CONTRA OFFSETS	-	48,959	75,197	52,300	52,300		52,300	0.0%
404.11.535.099.2A.00	BENEFIT CONTRA OFFSETS	-	32,292	42,095	35,395	35,390		35,390	0.0%
404.11.535.099.3A.00	SUPPLIES CONTRA OFFSETS	-	13,151	2,310	6,306	6,310		6,310	0.1%
404.11.535.099.4A.00	SERVICES CONTRA OFFSETS	-	12,323	13,161	13,842	13,840		13,840	0.0%
Total Contra Expenditures Offsets (Water Fund)		-	106,725	132,763	107,843	107,840	-	107,840	0.0%
Due to State									
404.11.589.030.00.04	DUE TO STATE - SALES TAX	103	108	100	100	100		100	0.0%
404.11.589.030.00.06	LEASEHOLD EXCISE TAX LIABILITY	455	455	500	500	500		500	0.0%
Total Due to State		558	563	600	600	600	-	600	0.0%
Debt Service Principal									
404.11.591.035.72.00	PTP LOAN PRINCIPAL - SRFL #1	147,168	149,391	151,647	151,647	153,938		153,938	1.5%
404.11.591.035.72.11	WTP LOAN PRINCIPAL SRFL#3A	1,630,623	1,630,623	1,630,624	1,630,624	1,630,623		1,630,623	0.0%
404.11.591.035.72.12	WTP LOAN PRINCIPAL SRFL #3B	39,546	39,546	39,546	39,546	39,546		39,546	0.0%
404.11.591.035.72.13	WTP LOAN PRINCIPAL - SRFL #2	17,503	17,767	18,036	18,036	18,308		18,308	1.5%
404.11.591.035.78.00	DOE - I & I LOAN	-	8,308	31,864	31,864	15,378		15,378	-51.7%
404.11.591.035.78.04	DOE - LOAN PRINCIPAL - COAL CREEK	-	-	-	15,000	-		-	-100.0%
Total Debt Service Principal		1,834,840	1,845,635	1,871,717	1,886,717	1,857,793	-	1,857,793	-1.5%
Debt Service Interest									
404.11.592.035.83.00	INT ON LONG TERM EXTERNAL DEBT	-	3,460	5,000	5,000	8,157		8,157	63.1%
404.11.592.035.83.04	DOE - LOAN INTEREST - COAL CREEK	-	-	-	760	-		-	-100.0%
404.11.592.035.83.10	INT ON LONG TERM EXTERNAL DEBT	19,373	17,150	14,894	14,894	12,604		12,604	-15.4%
404.11.592.035.89.00	INVESTMENT SERVICE FEES	160	149	150	150	150		150	0.0%
404.11.592.C35.83.00	SRF LT LOAN INTEREST	2,156	1,892	1,624	1,624	1,351		1,351	-16.8%
Total Debt Service Interest		21,689	22,651	21,668	22,428	22,262	-	22,262	-0.7%
Capital Outlays									
404.11.594.035.41.00	PROFESSIONAL SERVICES	145,520	47,462	-	-	-	25,000	25,000	0.0%
404.11.594.035.44.00	ADVERTISING	2,401	-	-	-	-	-	-	0.0%
404.11.594.035.62.00	BUILDINGS AND STRUCTURES	-	-	25,000	25,000	-	-	-	-100.0%
404.11.594.035.64.00	MACHINERY & EQUIPMENT	101,947	64,127	10,000	10,000	4,000	99,900	103,900	939.0%
404.11.594.035.65.00	CONSTRUCTION PROJECTS	-	864,795	140,000	259,873	-	700,000	700,000	169.4%
Total Capital Outlays		249,868	976,384	175,000	294,873	4,000	824,900	828,900	181.1%
Transfers Out									
404.11.597.000.05.47	TRANSFER OUT - FUND 407	32,500	-	-	-	-	-	-	0.0%
Total Transfers Out		32,500	-	-	-	-	-	-	0.0%
Total PW Wastewater Administration (11)		3,103,486	3,947,762	3,147,382	3,258,211	3,044,059	907,502	3,951,561	21.3%
Wastewater Treatment Plant (WWTP) (16)									
WWTP - Training									
404.16.535.040.43.00	TRAVEL/HOTEL/PER DIEMS	-	570	6,300	6,300	-		-	-100.0%
404.16.535.040.49.00	MISCELLANEOUS	925	833	8,900	8,900	-		-	-100.0%
Total WWTP - Training		925	1,403	15,200	15,200	-	-	-	-100.0%
WWTP Maintenance									
404.16.535.050.31.00	OFFICE & OPERATING SUPPLIES	53,604	59,699	82,000	82,000	82,000	20,000	102,000	24.4%
404.16.535.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	400	-	2,000	2,000	2,000		2,000	0.0%
404.16.535.050.45.00	RENTALS	815	707	600	600	600		600	0.0%
404.16.535.050.48.00	REPAIR & MAINT- FACILITIES	34,858	56,505	58,300	30,300	-	11,000	11,000	-63.7%
404.16.535.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,000	17,300	18,300	0.0%
404.16.535.050.48.02	REPAIR & MAINT - IT SOFTWARE/HARD	-	-	-	-	-	27,050	27,050	0.0%
404.16.535.050.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-		-	0.0%
Total WWTP Maintenance		89,677	116,911	142,900	114,900	85,600	75,350	160,950	40.1%

FUND:		404 - WASTEWATER FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (11, 16, 17 18)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-time	2019 Total Adopted Budget	% Change 2018-2019
WWTP Operations									
404.16.535.080.11.00	SALARIES AND WAGES	272,124	288,473	312,730	312,730	319,520		319,520	2.2%
404.16.535.080.11.05	SALARIES AND WAGES	2,314	8,579	8,975	8,975	10,374		10,374	15.6%
404.16.535.080.11.07	SALARIES AND WAGES	-	-	11,425	11,425	11,425		11,425	0.0%
404.16.535.080.12.00	OVERTIME	8,438	8,286	9,000	9,000	9,000		9,000	0.0%
404.16.535.080.21.00	PERSONNEL BENEFITS	168,596	165,632	180,532	180,532	185,696		185,696	2.9%
404.16.535.080.21.05	PART TIME PERSONNEL BENEFITS	493	1,758	1,050	1,050	1,844		1,844	75.6%
404.16.535.080.24.00	UNIFORMS & CLOTHING	3,600	1,761	3,000	3,000	3,000		3,000	0.0%
404.16.535.080.31.00	OFFICE & OPERATING SUPPLIES	220,716	209,159	206,400	206,400	219,900		219,900	6.5%
404.16.535.080.32.00	FUEL CONSUMED	2,339	2,291	6,000	6,000	6,000		6,000	0.0%
404.16.535.080.35.00	SMALL TOOLS & MINOR EQUIPMENT	2,148	19,575	4,000	4,000	4,000	11,800	15,800	295.0%
404.16.535.080.41.00	PROFESSIONAL SERVICES	44,346	98,328	66,000	365,000	37,000		37,000	-89.9%
404.16.535.080.42.00	COMMUNICATIONS	17,106	18,241	17,000	17,000	17,000		17,000	0.0%
404.16.535.080.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	6,300		6,300	0.0%
404.16.535.080.44.00	ADVERTISING	739	2,591	-	-	-		-	0.0%
404.16.535.080.45.00	RENTALS	-	523	-	-	-		-	0.0%
404.16.535.080.47.00	PUBLIC UTILITY SERVICE	128,332	177,481	180,000	183,308	180,000		180,000	-1.8%
404.16.535.080.48.00	REPAIR & MAINT- FACILITIES	7,454	8,113	-	-	-		-	0.0%
404.16.535.080.49.00	MISCELLANEOUS	25,520	28,031	25,050	25,050	-		-	-100.0%
404.16.535.080.49.01	REGISTRATION	-	-	-	-	8,900		8,900	0.0%
404.16.535.080.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	17,000		17,000	0.0%
Total WWTP Operations		904,265	1,038,822	1,031,162	1,333,470	1,036,959	11,800	1,048,759	-21.4%
Total Wastewater Treatment Plant (WWTP) (16)		994,867	1,157,136	1,189,262	1,463,570	1,122,559	87,150	1,209,709	-17.3%
Wastewater Collection (17)									
WW Collection Training									
404.17.535.040.49.00	MISCELLANEOUS	31	62	-	-	-		-	0.0%
Total Collections Maintenance		31	62	-	-	-	-	-	0.0%
Collections Maintenance									
404.17.535.050.31.00	OFFICE & OPERATING SUPPLIES	52,750	14,724	43,600	43,600	43,600		43,600	0.0%
404.17.535.050.34.00	ITEMS PURCH'D FOR INV & RESALE	-	-	2,000	2,000	2,000		2,000	0.0%
404.17.535.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	2,000	2,000	2,000	3,000	5,000	150.0%
404.17.535.050.41.00	PROFESSIONAL SERVICES	-	890	-	-	-		-	0.0%
404.17.535.050.48.00	REPAIR & MAINT- FACILITIES	7,808	349,787	16,500	99,160	5,000		5,000	-95.0%
404.17.535.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	11,500		11,500	0.0%
404.17.535.050.48.02	REPAIR & MAINT - IT SOFTWARE/HARD	-	-	-	-	6,000		6,000	0.0%
404.17.535.050.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-		-	0.0%
Total Collections Maintenance		60,558	365,401	64,100	146,760	70,100	3,000	73,100	-50.2%
Collections Operations									
404.17.535.080.11.00	SALARIES AND WAGES	128,370	137,053	156,761	156,761	160,261		160,261	2.2%
404.17.535.080.11.05	SALARIES AND WAGES	-	1,104	-	-	-		-	0.0%
404.17.535.080.12.00	OVERTIME	1,674	290	3,500	3,500	3,500		3,500	0.0%
404.17.535.080.21.00	PERSONNEL BENEFITS	72,526	88,459	95,052	95,052	96,581		96,581	1.6%
404.17.535.080.21.05	PART TIME PERSONNEL BENEFITS	-	256	-	-	-		-	0.0%
404.17.535.080.24.00	UNIFORMS & CLOTHING	1,948	570	2,000	2,000	2,000		2,000	0.0%
404.17.535.080.31.00	OFFICE & OPERATING SUPPLIES	1,648	2,648	1,600	1,600	1,600		1,600	0.0%
404.17.535.080.32.00	FUEL CONSUMED	5,016	6,429	9,200	9,200	9,200		9,200	0.0%
404.17.535.080.35.00	SMALL TOOLS & MINOR EQUIPMENT	713	-	-	-	-		-	0.0%
404.17.535.080.41.00	PROFESSIONAL SERVICES	6,217	4,321	9,000	106,000	4,000		4,000	-96.2%
404.17.535.080.42.00	COMMUNICATIONS	7,945	8,828	9,000	9,000	9,000		9,000	0.0%
404.17.535.080.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	450	450	450		450	0.0%
404.17.535.080.45.00	RENTALS	10,946	10,124	2,000	2,000	10,000		10,000	400.0%
404.17.535.080.47.00	PUBLIC UTILITY SERVICE	36,581	41,473	45,000	45,000	45,000		45,000	0.0%
404.17.535.080.48.00	REPAIR & MAINT- FACILITIES	-	49	-	-	-		-	0.0%
404.17.535.080.49.00	MISCELLANEOUS	5,346	6,087	6,450	6,450	-		-	-100.0%
404.17.535.080.49.01	REGISTRATION	-	-	-	-	450		450	0.0%
404.17.535.080.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-		-	0.0%
Total Collections Operations		278,930	307,691	340,013	437,013	342,042	-	342,042	-21.7%

FUND:		404 - WASTEWATER FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (11, 16, 17 18)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-time	2019 Total Adopted Budget	% Change 2018-2019
Total Wastewater Collections (17)		339,519	673,154	404,113	583,773	412,142	3,000	415,142	-28.9%
Wastewater Poplar Tree Plant (PTP) (18)									
PTP Training									
404.18.535.040.43.00	TRAVEL/HOTEL/PER DIEMS	50	100	-	-	-	-	-	0.0%
404.18.535.040.49.00	MISCELLANEOUS	17	81	-	-	-	-	-	0.0%
Total PTP Maintenance		67	181	-	-	-	-	-	0.0%
PTP Maintenance									
404.18.535.050.31.00	OFFICE & OPERATING SUPPLIES	6,348	1,710	13,500	13,500	13,500	-	13,500	0.0%
404.18.535.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	600	600	1,000	-	1,000	66.7%
404.18.535.050.48.00	REPAIR & MAINT- FACILITIES	504	107	43,000	43,000	3,000	-	3,000	-93.0%
404.18.535.050.48.02	REPAIR & MAINT - IT SOFTWARE/HARD	-	-	-	-	3,500	-	3,500	0.0%
404.18.535.050.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-	-	-	0.0%
Total PTP Maintenance		6,852	1,817	57,100	57,100	21,000	-	21,000	-63.2%
PTP Operations									
404.18.535.080.11.00	SALARIES AND WAGES	29,713	28,564	42,755	42,755	45,791	-	45,791	7.1%
404.18.535.080.11.05	SALARIES AND WAGES	43,582	42,738	43,376	43,376	46,297	-	46,297	6.7%
404.18.535.080.21.00	PERSONNEL BENEFITS	14,171	15,068	21,073	21,073	22,322	-	22,322	5.9%
404.18.535.080.21.05	PERSONNEL BENEFITS	11,351	11,195	11,684	11,684	11,992	-	11,992	2.6%
404.18.535.080.21.07	PERSONNEL BENEFITS-U&I TAXES	344	8	-	-	-	-	-	0.0%
404.18.535.080.24.00	UNIFORMS & CLOTHING	176	92	500	500	500	-	500	0.0%
404.18.535.080.24.05	UNIFORMS & CLOTHING	92	92	-	-	-	-	-	0.0%
404.18.535.080.31.00	OFFICE & OPERATING SUPPLIES	7,342	3,032	5,500	5,500	5,500	-	5,500	0.0%
404.18.535.080.32.00	FUEL CONSUMED	2,689	2,886	5,000	5,000	5,000	-	5,000	0.0%
404.18.535.080.35.00	SMALL TOOLS & MINOR EQUIPMENT	67	-	-	-	-	-	-	0.0%
404.18.535.080.41.00	PROFESSIONAL SERVICES	3,224	2,354	12,000	12,000	12,000	-	12,000	0.0%
404.18.535.080.42.00	COMMUNICATIONS	758	802	1,000	1,000	1,000	-	1,000	0.0%
404.18.535.080.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	225	225	-	-	-	-100.0%
404.18.535.080.44.00	ADVERTISING	255	212	500	500	500	-	500	0.0%
404.18.535.080.47.00	PUBLIC UTILITY SERVICE	1,689	1,851	2,100	2,100	2,100	-	2,100	0.0%
404.18.535.080.48.00	REPAIR & MAINT- FACILITIES	41	15	-	-	-	-	-	0.0%
404.18.535.080.49.00	MISCELLANEOUS	2,516	33	3,825	3,825	-	-	-	-100.0%
404.18.535.080.49.01	REGISTRATION	-	-	-	-	225	-	225	0.0%
404.18.535.080.49.04	GOVT PERMIT/RECORDING FEE	-	-	-	-	-	-	-	0.0%
Total PTP Maintenance		118,010	108,942	149,538	149,538	153,227	-	153,227	2.5%
Total Poplar Tree Plantation (PTP) (18)		124,929	110,940	206,638	206,638	174,227	-	174,227	-15.7%
TOTAL EXPENDITURES		\$ 4,562,801	\$ 5,888,992	\$ 4,947,395	\$ 5,512,192	\$ 4,752,987	\$ 997,652	\$ 5,750,639	4.3%
ENDING CASH, DECEMBER 31		4,312,826	4,833,519	4,696,943	4,840,131	5,559,406	(997,652)	4,561,754	-5.8%
TOTAL APPROPRIATION		\$ 8,875,627	\$ 10,722,511	\$ 9,644,338	\$ 10,352,323	\$ 10,312,393	\$ -	\$ 10,312,393	-0.4%

WATER Water Fund 405

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
PUBLIC WORKS - WATER						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Community Development Director	0.00	0.10	0.10	0.10	0.20	0.10
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Water Superintendent	1.00	1.00	1.00	1.00	1.00	0.00
Engineering Tech. III	0.40	0.45	0.49	0.49	0.49	0.00
Engineering Tech II	0.00	0.00	0.00	0.00	0.49	0.49
Maintenance Tech -Electrical	1.00	1.00	1.00	1.00	1.00	0.00
Water Treatment Plant Operator II	1.00	1.00	1.00	1.00	1.00	0.00
Water Treatment Plant Operator I	2.00	2.00	2.00	2.00	2.00	0.00
Water Distribution Operator I	1.00	0.00	0.00	0.00	0.00	0.00
Water Distribution Operator II	1.00	2.00	2.00	2.00	2.00	0.00
Meter Reader	1.00	0.00	0.00	0.00	0.00	0.00
Water Distribution Operator I/Meter Reader	1.00	2.00	2.00	2.00	2.00	0.00
Public Works Maintenance Aide (Seasonal)	0.00	0.68	0.00	0.68	0.68	0.00
Vehicle Maintenance Tech.	0.46	1.00	1.00	1.00	1.00	0.00
Utility Customer Service Rep. Seasonal	0.00	0.23	0.00	0.00	0.00	0.00
Utility Customer Service Rep. I	1.00	1.00	1.00	1.00	1.00	0.00
Utility Customer Service Rep. II	1.00	1.00	1.00	1.00	1.00	0.00
Total Water Employees (FTE)	12.36	13.91	12.99	13.67	14.36	0.69

Mission and Responsibilities

The Water Division is responsible for the procurement, treatment and distribution of potable water, meeting all State standards for the City of Chehalis and associated service areas. Water Treatment includes the operations of the intakes, delivery of water to the treatment plant, production of potable water that meets or exceeds all State and Federal drinking water standards. The treatment process utilizes filtration, disinfection and fluoridation and requires constant monitoring and analysis to ensure that the water quality is maintained, and that the City meets all State and Federal standards and maintains regulatory compliance.

Water system operation and maintenance includes planning, design, construction, management, cross-connection control and monitoring, and customer service for the City's flow planning. In cooperation with the City's Fire Department and Lewis County Fire District 6, this Division provides fire hydrants installation and maintenance, improvements and hydraulic/fire flow planning. The Water Division's Equipment and Electrical Maintenance Program provides maintenance on electronic and control circuitry, machinery, equipment and facilities. The Administration and planning function is provided through management and supervision of the services provided by the Division in addition to planning, reporting to various regulatory entities, capital improvement planning, capacity analysis and related functions.

2018 Accomplishments

- Continued performing large meter and backflow testing
- Continued the water leak detection program on 10+ miles of water pipe
- Continued to respond to customer complaints/concerns
- Continued water meter replacement program
- Began the Water System Plan Update

2019 Goals and Objectives:

- Replace Water System Infrastructure on Pacific Avenue, in connection with the Stormwater Project
- Replace seventy-year-old High Level Pump Station
- Permit and Design Chehalis River Pump Line Replacement in order to provide a back-up water source, due to aging force main.
- Complete the Water System Plan Update
- Continue performing large meter and backflow testing
- Continue the water leak detection program on 10+ miles of water pipe
- Continue to respond to customer complaints/concerns
- Continue water meter replacement program
- Prindle Street waterline replacement from Prindle Street to Cascade Avenue-Market Intersection

Significant Changes 2019:

Significant changes since the last fiscal year include; The Water System Plan will be completed in 2019, in accordance with the Washington Administrative Code (WAC) 246-290-100 and the Washington State Department of Health (DOH) requirements of every 6 years. Subsequent reports will be required every 10 years. This Plan documents and evaluates the City's water system and includes recommendations for future projects and the rescheduling of previous projects that have not yet been completed. City staff is working with a consulting engineer Gibbs & Olson to evaluate the existing water system and provide recommendations regarding how the city should prepare for the future.

Three employees have stated they will be retiring in 2019. The positions effected will be the Water Treatment Plant Operator I, Water Treatment Operator II, and Water Distribution Operator II. Succession planning and recruitments will be needed. The cost of the vacation/sick leave due to the retiring employees will be calculated nearer to the date of the separation. Budget amendments will likely be needed in the water division towards midyear to reflect the transition.

In addition, the budget reflects a larger allocation of the Community Development Director's time as his responsibilities expand to include more Public Works related activities and projects in preparation for the planned retirement of the current Director in the second half of 2019.

The Proposed 2019 Budget includes:

\$ 350,000 For the High-Level Pump Station replacement, engineering services and construction.

\$ 450,000 For Pacific Avenue water line replacement cost share with storm water division project. Along with this project is a water line replacement on Prindle Street, from Pacific Avenue to Cascade Avenue, no storm water system replacement.

\$ 250,000 For Chehalis pump line which includes engineering services for design and environmental permitting

WATER FUND
SUMMARY BY REVENUES AND EXPENDITURE CATEGORY

			2018	2018	2019	%
	2016 Actual	2017 Actual	Original Budget	Amended Budget	Adopted Budget	Change 2018-2019
REVENUE SOURCE						
Charges for goods and services	\$ 3,019,505	\$ 3,059,350	\$ 2,814,784	\$ 2,814,784	\$ 2,742,940	-2.6%
Fines/Forfeiture	29,942	31,479	31,000	31,000	27,720	-10.6%
Interest Earnings	14,518	38,610	15,000	16,400	45,402	176.8%
Other Misc. Revenues	1,660	1,213	1,000	1,000	1,220	22.0%
Interfund Loan Payment	-	-	-	16,800	68,095	305.3%
Other Financing	-	2,050,000	-	-	-	0.0%
Agency Deposits	425	448	100	100	270	170.0%
Proceeds from Sale of Assets	2,153	1,440	-	-	-	0.0%
TOTAL REVENUES	\$ 3,068,203	\$ 5,182,540	\$ 2,861,884	\$ 2,880,084	\$ 2,885,647	0.2%
EXPENDITURES						
Salaries & Wages	\$ 712,648	\$ 765,359	\$ 830,352	\$ 855,054	\$ 990,481	15.8%
Benefits	353,939	387,298	419,292	443,861	506,820	14.2%
Supplies	246,068	261,805	361,770	361,770	345,069	-4.6%
Services	601,642	649,917	694,810	698,250	703,758	0.8%
Capital Outlay	1,673,821	745,821	256,000	290,570	1,463,100	403.5%
Debt Service	148,438	146,769	227,126	343,576	321,662	-6.4%
Interfund Loan	-	-	-	279,430	-	-100.0%
Interfund Service	129,923	(22,809)	134,111	(61,744)	(61,750)	0.0%
Transfers Out	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 3,866,479	\$ 2,934,160	\$ 2,923,461	\$ 3,210,767	\$ 4,269,140	33.0%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 5,643,056	\$ 4,844,780	\$ 4,515,851	\$ 7,192,608	\$ 6,861,925	-4.6%
Net Revenues over (under) Expenditures	(798,276)	2,248,380	(61,577)	(330,683)	(1,383,493)	318.4%
ENDING CASH, DECEMBER 31	\$ 4,844,780	\$ 7,093,160	\$ 4,454,274	\$ 6,861,925	\$ 5,478,432	-20.2%

FUND: 405 - WATER FUND					REVENUES				
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Charges for Goods & Services									
405.343.040.21	RESIDENTIAL	\$ 1,176,551	\$ 1,360,294	\$ 1,118,700	\$ 1,118,700	\$ 1,120,670		\$ 1,120,670	0.2%
405.343.040.22	COMMERCIAL	1,637,773	1,436,261	1,474,650	1,474,650	1,480,460		1,480,460	0.4%
405.343.040.25	WHOLESALE	23,416	32,693	22,374	22,374	22,420		22,420	0.2%
405.343.040.29	OTHER SALES	7,389	6,206	3,800	3,800	6,950		6,950	82.9%
405.343.040.30	UTILITY HOOK UP/CONNECTION	135,021	195,879	160,000	160,000	94,440		94,440	-41.0%
405.343.040.51	COUNTY FILING FEE	-	225	-	-	330		330	0.0%
405.343.040.91	SERVICE FEE-TURN ONS/OFFS, ETC	16,669	11,585	14,000	14,000	12,130		12,130	-13.4%
405.343.040.93	ADMINISTRATIVE FEE	412	166	260	260	650		650	150.0%
405.343.040.96	OTHER A/R-BAL INSTALL CHGS	22,274	16,041	21,000	21,000	4,890		4,890	-76.7%
Total Charges for Goods & Services		3,019,505	3,059,350	2,814,784	2,814,784	2,742,940	-	2,742,940	-2.6%
Fines/Forfeiture									
405.359.000.00	LATE PAYMENT FEES-NSFs	29,942	31,479	31,000	31,000	27,720		27,720	-10.6%
Total Fines/Forfeiture		29,942	31,479	31,000	31,000	27,720	-	27,720	-10.6%
Interest Earnings									
405.361.011.00	INTEREST EARNINGS	14,518	38,610	15,000	15,000	40,710		40,710	171.4%
405.361.040.02	OTHER INTEREST - INTERFUND LOAN	-	-	-	1,400	4,692		4,692	235.1%
Total Interest Earnings		14,518	38,610	15,000	16,400	45,402	-	45,402	176.8%
Other Misc. Revenues									
405.369.080.00	CASH OVERAGES/SHORTAGES	-	60	-	-	(20)		(20)	0.0%
405.369.081.00	CASHIER OVERAGES/SHORTAGES	(19)	-	-	-	(10)		(10)	0.0%
405.369.090.01	OTHER MISC REVENUE-NON TAXED	-	-	1,000	1,000	-		-	-100.0%
405.369.091.00	MISCELLANEOUS INCOME	30	451	-	-	-		-	0.0%
405.369.091.01	MISCELLANEOUS INCOME	-	38	-	-	-		-	0.0%
405.369.091.04	OTHER MISC REV - TAXED	1,649	664	-	-	1,250		1,250	0.0%
Total Other Misc. Revenues		1,660	1,213	1,000	1,000	1,220	-	1,220	22.0%
Interfund Loans									
405.381.020.00	INTERFUND PRINCIPAL REPAYMENT	-	-	-	16,800	68,095		68,095	305.3%
Total Interfund Loans		-	-	-	16,800	68,095	-	68,095	305.3%
Other Financing Source									
405.391.020.00	DRINKING WATER - SRF LOAN	-	850,000	-	-	-		-	0.0%
405.391.020.01	DRINKING WATER - SRF LOAN	-	1,200,000	-	-	-		-	0.0%
Total Other Financing Source		-	2,050,000	-	-	-	-	-	0.0%
Agency Deposits									
405.389.000.00	OTHER NON-REVENUES	260	-	-	-	-		-	0.0%
405.389.010.06	LATECOMER DEPOSITS	-	382	-	-	-		-	0.0%
405.389.030.04	DUE TO STATE - SALES TAX	165	66	100	100	270		270	170.0%
Total Agency Deposits		425	448	100	100	270	-	270	170.0%
Proceeds from Sale of Assets									
405.395.010.00	PROCEEDS FROM SALES OF CAP ASSETS	2,153	1,440	-	-	-		-	0.0%
405.395.020.00	INS RECOVERY - CAPITAL ASSETS	-	-	-	-	-		-	0.0%
Total Proceeds from Sale of Assets		2,153	1,440	-	-	-	-	-	0.0%
TOTAL REVENUES		\$ 3,068,203	\$ 5,182,540	\$ 2,861,884	\$ 2,880,084	\$ 2,885,647	\$ -	\$ 2,885,647	0.2%
BEGINNING CASH, JANUARY 1		5,643,056	4,844,780	4,515,851	7,192,608	6,861,925	-	6,861,925	-4.6%
TOTAL REVENUE APPROPRIATION		\$ 8,711,259	\$ 10,027,320	\$ 7,377,735	\$ 10,072,692	\$ 9,747,572	\$ -	\$ 9,747,572	-3.2%

FUND:		405 - WATER FUND				EXPENDITURES				
DEPARTMENT:		VARIOUS (10, 14, 15,19)								
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019	
EXPENDITURES										
Public Works Water Division General (10)										
General Administration (534.010)										
405.10.534.010.11.00	SALARIES AND WAGES	\$ 96,901	\$ 102,391	\$ 106,866	\$ 110,628	\$ 135,785	\$ 7,360	\$ 143,145	29.4%	
405.10.534.010.11.02	ADMIN SUPPORT SALARIES & WAGES	13,173	13,719	11,321	11,321	11,544		11,544	2.0%	
405.10.534.010.21.00	PERSONNEL BENEFITS	40,138	44,130	47,897	55,821	59,734	563	60,297	8.0%	
405.10.534.010.21.02	ADMIN SUPPORT PERSONNEL BENEFIT	7,619	7,860	6,475	6,475	6,803		6,803	5.1%	
405.10.534.010.31.00	OFFICE & OPERATING SUPPLIES	2,530	2,188	2,000	2,000	2,000		2,000	0.0%	
405.10.534.010.32.00	FUEL CONSUMED	1,024	1,216	1,200	1,200	1,200		1,200	0.0%	
405.10.534.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	2,076	1,000	1,000	1,000	1,000	2,000	100.0%	
405.10.534.010.41.00	PROFESSIONAL SERVICES	22,387	1,530	1,980	1,980	1,980	35,000	36,980	1767.7%	
405.10.534.010.42.00	COMMUNICATIONS	2,775	5,563	2,000	2,000	7,256		7,256	262.8%	
405.10.534.010.43.00	TRAVEL/HOTEL/PER DIEMS	-	15	1,000	1,000	500		500	-50.0%	
405.10.534.010.44.00	ADVERTISING	87	-	500	500	405		405	-19.0%	
405.10.534.010.46.00	INSURANCE	36,000	44,597	49,000	51,880	51,979		51,979	0.2%	
405.10.534.010.47.00	PUBLIC UTILITY SERVICE	1,974	2,456	2,700	2,700	2,751		2,751	1.9%	
405.10.534.010.48.00	REPAIR & MAINT- FACILITIES	1,438	1,561	2,000	2,000	1,000		1,000	-50.0%	
405.10.534.010.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	300		300	0.0%	
405.10.534.010.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	700		700	0.0%	
405.10.534.010.49.00	MISC - LATECOMER DEPOSITS	5,499	6,396	12,800	12,800	800		800	-93.8%	
405.10.534.010.49.01	REGISTRATION	-	-	-	-	2,000		2,000	0.0%	
405.10.534.010.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	10,000		10,000	0.0%	
405.10.534.010.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	-		-	0.0%	
405.10.534.010.51.00	INTERGOVT PROF SERVICES	-	2,025	-	-	-		-	0.0%	
405.10.534.010.53.00	EXTERNAL TAXES & OPER ASSESS	154,419	152,129	136,700	136,700	136,700		136,700	0.0%	
405.10.534.010.53.01	TAXES & OPER ASSESSMT - GF	178,733	189,919	157,820	157,820	160,514		160,514	1.7%	
Total Water Utility Administration		564,697	579,771	543,259	557,825	594,951	43,923	638,874	14.5%	
Water Engineering Services (534.021)										
405.10.534.021.11.00	SALARIES AND WAGES	29,618	31,327	33,875	33,875	58,003		58,003	71.2%	
405.10.534.021.11.06	SALARIES AND WAGES	95	1,040	-	-	-		-	0.0%	
405.10.534.021.21.00	PERSONNEL BENEFITS	16,673	17,836	20,519	20,519	38,755		38,755	88.9%	
405.10.534.021.21.06	PERSONNEL BENEFITS	38	416	-	-	-		-	0.0%	
405.10.534.021.24.00	UNIFORMS & CLOTHING	83	83	111	111	321		321	189.2%	
405.10.534.021.31.00	OFFICE & OPERATING SUPPLIES	673	503	784	784	2,009		2,009	156.3%	
405.10.534.021.32.00	FUEL CONSUMED	414	517	686	686	1,372		1,372	100.0%	
405.10.534.021.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	4,000	4,000	-	10,388	10,388	159.7%	
405.10.534.021.41.00	PROFESSIONAL SERVICES	359	446	736	736	1,471		1,471	99.9%	
405.10.534.021.42.00	COMMUNICATIONS	-	-	49	49	98		98	100.0%	
405.10.534.021.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	392		392	0.0%	
405.10.534.021.44.00	ADVERTISING	172	104	392	392	588		588	50.0%	
405.10.534.021.46.00	INSURANCE	551	474	525	525	1,348		1,348	156.8%	
405.10.534.021.48.00	REPAIR & MAINT- FACILITIES	58	-	702	702	-		-	-100.0%	
405.10.534.021.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	784		784	0.0%	
405.10.534.021.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	392		392	0.0%	
405.10.534.021.49.00	MISCELLANEOUS	1,408	1,562	2,842	2,842	-		-	-100.0%	
405.10.534.021.49.01	REGISTRATION	-	-	-	-	980		980	0.0%	
405.10.534.021.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	7,987		7,987	0.0%	
405.10.534.021.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	-		-	0.0%	
Total Water Engineering Services		50,142	54,308	65,221	65,221	114,500	10,388	124,888	91.5%	
Vehicle Maintenance Shop (534.050)										
405.10.534.050.11.00	SALARIES AND WAGES	-	1,857	-	-	-		-	0.0%	
405.10.534.050.11.05	PART TIME SALARIES AND WAGES	-	1,301	-	-	1,976		1,976	0.0%	
405.10.534.050.11.06	SALARIES AND WAGES	33,865	38,377	56,724	56,724	56,332		56,332	-0.7%	
405.10.534.050.12.00	OVERTIME	589	1,488	-	-	-		-	0.0%	
405.10.534.050.12.06	OVERTIME	1,784	161	500	500	500		500	0.0%	
405.10.534.050.21.00	PERSONNEL BENEFITS	294	1,083	-	-	-		-	0.0%	
405.10.534.050.21.05	PART TIME PERSONNEL BENEFITS	-	279	-	-	351		351	0.0%	
405.10.534.050.21.06	PERSONNEL BENEFITS	16,907	22,811	32,107	32,107	39,991		39,991	24.6%	
405.10.534.050.24.06	UNIFORMS & CLOTHING	184	184	-	-	-		-	0.0%	

FUND:		405 - WATER FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (10, 14, 15,19)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
405.10.534.050.31.00	OFFICE & OPERATING SUPPLIES	848	145	-	-	-	-	-	0.0%
405.10.534.050.41.00	PROFESSIONAL SERVICES	699	621	-	-	-	-	-	0.0%
405.10.534.050.48.00	REPAIR & MAINT- FACILITIES	-	-	-	-	-	-	-	0.0%
405.10.534.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	-	-	-	0.0%
405.10.534.050.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-	-	-	0.0%
405.10.534.050.49.00	MISCELLANEOUS	-	36	-	-	-	-	-	0.0%
405.10.534.050.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	-	-	-	0.0%
Total Vehicle Maintenance Shop		55,170	68,343	89,331	89,331	99,150	-	99,150	11.0%
Customer Service Operations (534.070)									
405.10.534.070.11.00	SALARIES AND WAGES	126,855	133,740	188,528	209,468	238,956	-	238,956	14.1%
405.10.534.070.11.05	PART TIME SALARIES AND WAGES	-	-	11,520	11,520	-	11,520	11,520	0.0%
405.10.534.070.12.00	OVERTIME	107	274	500	500	500	-	500	0.0%
405.10.534.070.21.00	PERSONNEL BENEFITS	73,640	87,989	111,873	128,518	153,543	-	153,543	19.5%
405.10.534.070.21.05	PART TIME PERSONNEL BENEFITS	-	-	932	932	-	932	932	0.0%
405.10.534.070.24.00	UNIFORMS & CLOTHING	423	445	500	500	500	-	500	0.0%
405.10.534.070.31.00	OFFICE & OPERATING SUPPLIES	8,260	4,492	5,000	5,000	5,000	-	5,000	0.0%
405.10.534.070.31.02	OFFICE & OPERATING SUPPLIES	6,901	3,794	8,000	8,000	8,000	-	8,000	0.0%
405.10.534.070.32.00	FUEL CONSUMED	2,159	3,673	4,500	4,500	4,500	-	4,500	0.0%
405.10.534.070.35.00	SMALL TOOLS & MINOR EQUIPMENT	9,048	4,221	4,700	4,700	2,700	-	2,700	-42.6%
405.10.534.070.41.00	PROFESSIONAL SERVICES	38	-	500	500	-	-	-	-100.0%
405.10.534.070.42.00	COMMUNICATIONS	17,407	11,788	10,000	10,000	10,000	-	10,000	0.0%
405.10.534.070.43.00	TRAVEL/HOTEL/PER DIEMS	15	-	2,200	2,200	1,000	-	1,000	-54.5%
405.10.534.070.45.00	RENTALS	10,755	8,990	11,000	11,000	11,000	-	11,000	0.0%
405.10.534.070.46.00	INSURANCE	5,605	6,321	6,170	6,730	6,730	-	6,730	0.0%
405.10.534.070.47.00	PUBLIC UTILITY SERVICE	-	-	-	-	100	-	100	0.0%
405.10.534.070.48.00	REPAIR & MAINT- FACILITIES	7,282	7,812	15,000	15,000	500	-	500	-96.7%
405.10.534.070.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	500	-	500	0.0%
405.10.534.070.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	12,000	-	12,000	0.0%
405.10.534.070.49.00	MISCELLANEOUS	201	2,413	3,000	3,000	1,000	-	1,000	-66.7%
405.10.534.070.49.01	REGISTRATION	-	-	-	-	1,400	-	1,400	0.0%
405.10.534.070.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	600	-	600	0.0%
405.10.534.070.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	-	-	-	0.0%
Total Customer Service Operations		268,696	275,952	383,923	422,068	458,529	12,452	470,981	11.6%
Customer Services Operations Contra Expenses (534.071)									
405.10.534.071.1C.00	WAGE CONTRA EXP	70,359	(71,494)	52,975	(80,014)	(80,010)	-	(80,010)	0.0%
405.10.534.071.2C.00	BENEFIT CONTRA EXP	39,078	(47,208)	29,655	(52,296)	(52,300)	-	(52,300)	0.0%
405.10.534.071.3C.00	SUPPLIES CONTRA EXP	5,546	(17,596)	1,627	(11,552)	(11,550)	-	(11,550)	0.0%
405.10.534.071.4C.00	SERVICES CONTRA EXP	14,940	(22,575)	9,272	(25,359)	(25,360)	-	(25,360)	0.0%
Total Customer Services Operations Contra Expenses		129,923	(158,873)	93,529	(169,221)	(169,220)	-	(169,220)	0.0%
Water Division Operations (534.080)									
405.10.534.080.32.00	FUEL CONSUMED	556	489	-	-	-	-	-	0.0%
405.10.534.080.41.00	PROFESSIONAL SERVICES	125	1,125	-	-	-	-	-	0.0%
405.10.534.080.44.00	ADVERTISING	67	-	-	-	-	-	-	0.0%
405.10.534.080.47.00	PUBLIC UTILITY SERVICE	200	-	500	500	-	-	-	-100.0%
405.10.534.080.48.00	REPAIR & MAINT- FACILITIES	-	-	500	500	-	-	-	-100.0%
405.10.534.080.49.00	MISCELLANEOUS	2,574	352	2,000	2,000	-	-	-	-100.0%
Total Water Division Operations		3,522	1,966	3,000	3,000	-	-	-	-100.0%
Water Division Contra Expense Offsets,(General Fund) (534.091)									
405.10.534.091.1A.00	WAGE CONTRA OFFSETS	-	68,523	3,315	57,571	57,570	-	57,570	0.0%
405.10.534.091.2A.00	BENEFIT CONTRA OFFSETS	-	36,614	1,362	30,045	30,040	-	30,040	0.0%
405.10.534.091.3A.00	SUPPLIES CONTRA OFFSETS	-	2,285	13,164	970	970	-	970	0.0%
405.10.534.091.4A.00	SERVICES CONTRA OFFSETS	-	28,642	22,741	18,891	18,890	-	18,890	0.0%
Total Water Division Contra Expense Offsets (General Fund)		-	136,064	40,582	107,477	107,470	-	107,470	0.0%
Water Utility Interfund Loans (581.010)									
405.10.581.010.07.00	INTERFUND LOAN - ISSUED TO 407	-	-	-	279,430	-	-	-	-100.0%
Total Water Utility Interfund Loans		-	-	-	279,430	-	-	-	-100.0%

FUND:		405 - WATER FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (10, 14, 15,19)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
Due to State (586.00)									
405.10.589.030.00.04	DUE TO STATE - SALES TAX	165	66	100	100	100		100	0.0%
Total Due to State		165	66	100	100	100	-	100	0.0%
Debt Service Payment - Principal (591.034)									
405.10.591.034.72.00	REDEMPTION OF L/T DEBT	21,000	22,000	23,000	23,000	27,000	-	27,000	17.4%
405.10.591.034.78.00	PWTF- LOAN PRINCIPAL SRFL #4	50,001	50,001	50,001	50,001	50,001		50,001	0.0%
405.10.591.034.78.01	PWTF- LOAN PRINCIPAL PH IV	63,076	63,076	63,076	63,076	63,076		63,076	0.0%
405.10.591.034.78.02	DWSRF LOAN PRINC - REDUNDANT FLO	-	-	60,600	60,600	60,600		60,600	0.0%
405.10.591.034.78.03	WSRF-LOAN PRINCIPAL HIGH LEVEL R	-	-	-	101,150	85,850		85,850	-15.1%
Total Debt Service Payment - Principal		134,077	135,077	196,677	297,827	286,527	-	286,527	-3.8%
Debt Service Payment - Interest (592.034)									
405.10.592.034.83.00	INTEREST/OTHER DEBT SVC COSTS	4,400	3,325	2,225	2,225	1,050		1,050	-52.8%
405.10.592.034.83.03	WSFR- LOAN INTEREST-HIGH LEVEL R	-	-	-	15,300	11,590		11,590	-24.2%
405.10.592.034.89.00	INVESTMENT SERVICE FEES	242	213	-	-	200		200	0.0%
405.10.592.T34.83.00	PWTF-WTRRB INTEREST LONG TERM	6,250	5,000	3,751	3,751	2,500		2,500	-33.4%
405.10.592.T34.83.01	PWTF-WTRRB INT ON LONG TERM EX	3,469	3,154	2,839	2,839	2,524		2,524	-11.1%
405.10.592.T34.83.02	DWSRF - LOAN INT - REDUNDANT FLOC	-	-	21,634	21,634	17,271		17,271	-20.2%
Total Debt Service Payment - Interest		14,361	11,692	30,449	45,749	35,135	-	35,135	-23.2%
Capital Outlays (594.034)									
405.10.594.034.41.00	PROFESSIONAL SERVICES	-	-	200,000	200,000	-	545,000	545,000	172.5%
405.10.594.034.41.01	PROFESSIONAL SVCS - HIGH LEVEL	93,331	15,670	-	-	-	-	-	0.0%
405.10.594.034.41.02	PROFESSIONAL SVCS - FLOCCULATION	202,197	37,776	-	-	-	-	-	0.0%
405.10.594.034.44.02	ADVERTISING	594	-	1,000	1,000	-	1,000	1,000	0.0%
405.10.594.034.62.00	BUILDINGS AND STRUCTURES	-	-	25,000	25,000	-	-	-	-100.0%
405.10.594.034.64.00	MACHINERY & EQUIPMENT	109,659	26,734	30,000	30,000	-	117,100	117,100	290.3%
405.10.594.034.65.00	CONSTRUCTION PROJECTS	-	-	-	-	-	800,000	800,000	0.0%
405.10.594.034.65.01	CONSTRUCTION PROJECTS-HIGH LEVE	616,960	96,964	-	34,570	-	-	-	-100.0%
405.10.594.034.65.02	CONSTRUCTION PROJECTS-FLOC TRA	651,080	568,677	-	-	-	-	-	0.0%
Total Capital Outlays		1,673,821	745,821	256,000	290,570	-	1,463,100	1,463,100	403.5%
Total Public Works Water Division- General (10)		2,894,574	1,850,187	1,702,071	1,989,377	1,527,142	1,529,863	3,057,005	53.7%
Public Works - Water Filter Plant (14)									
Water Filter Plant Training									
405.14.534.040.43.00	TRAVEL/HOTEL/PER DIEMS	-	30	2,500	2,500	-	-	-	-100.0%
405.14.534.040.49.00	MISCELLANEOUS	118	366	2,500	2,500	-	-	-	-100.0%
Total Water Filter Plant Training		118	396	5,000	5,000	-	-	-	-100.0%
Water Filter Plant Maintenance									
405.14.534.050.31.00	OFFICE & OPERATING SUPPLIES	5,377	9,334	15,000	15,000	12,000		12,000	-20.0%
405.14.534.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	702	1,344	3,000	3,000	3,000		3,000	0.0%
405.14.534.050.41.00	PROFESSIONAL SERVICES	59	-	-	-	-		-	0.0%
405.14.534.050.48.00	REPAIR & MAINT- FACILITIES	39,199	47,444	56,000	56,000	53,000		53,000	-5.4%
405.10.534.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,000		1,000	0.0%
405.10.534.050.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	2,000		2,000	0.0%
Total Water Filter Plant Maintenance		45,337	58,122	74,000	74,000	71,000	-	71,000	-4.1%
Water Filter Plant Operations									
405.14.534.080.11.00	SALARIES AND WAGES	119,766	134,086	133,020	133,020	119,004	26,748	145,752	9.6%
405.14.534.080.11.05	SALARIES AND WAGES	-	-	8,400	8,400		8,600	8,600	2.4%
405.14.534.080.12.00	OVERTIME	18,210	19,688	25,000	25,000	25,000		25,000	0.0%
405.14.534.080.21.00	PERSONNEL BENEFITS	63,566	68,506	65,215	65,215	63,777	2,046	65,823	0.9%
405.14.534.080.21.05	PERSONNEL BENEFITS	-	-	2,800	2,800		2,800	2,800	0.0%
405.14.534.080.24.00	UNIFORMS & CLOTHING	368	368	900	900	900		900	0.0%
405.14.534.080.31.00	OFFICE & OPERATING SUPPLIES	2,149	3,915	20,000	20,000	10,000		10,000	-50.0%
405.14.534.080.31.RP	OFFICE & OPERATING SUPPLIES/RESA	64,013	66,124	80,000	80,000	80,000		80,000	0.0%
405.14.534.080.32.00	FUEL CONSUMED	2,591	2,230	4,500	4,500	4,500		4,500	0.0%
405.14.534.080.41.00	PROFESSIONAL SERVICES	30,593	73,892	80,000	80,000	55,000		55,000	-31.3%
405.14.534.080.42.00	COMMUNICATIONS	3,765	4,570	6,000	6,000	6,000		6,000	0.0%

FUND:		405 - WATER FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (10, 14, 15,19)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
405.14.534.080.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	1,600		1,600	0.0%
405.14.534.080.47.00	PUBLIC UTILITY SERVICE	12,783	14,348	14,040	14,040	14,307		14,307	1.9%
405.14.534.080.48.00	REPAIR & MAINT- FACILITIES	-	-	-	-	-		-	0.0%
405.14.534.080.48.01	REPAIR & MAINT- EQUIPMENT	-	-	-	-	-		-	0.0%
405.14.534.080.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%
405.14.534.080.49.00	MISCELLANEOUS	8,522	2,023	2,000	2,000	-		-	-100.0%
405.14.534.080.49.01	REGISTRATION	-	-	-	-	2,500		2,500	0.0%
405.14.534.080.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	2,000		2,000	0.0%
Total Water Filter Plant Operations		326,326	389,750	441,875	441,875	384,588	40,194	424,782	-3.9%
Total Water Filter Plant (14)		371,781	448,268	520,875	520,875	455,588	40,194	495,782	-4.8%
Water Distribution (15)									
Water Distribution Training (534.040)									
405.15.534.040.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	3,200	3,200	-		-	-100.0%
405.15.534.040.49.00	MISCELLANEOUS	278	62	1,500	1,500	-		-	-100.0%
Total Water Distribution Training		278	62	4,700	4,700	-	-	-	-100.0%
Water Distribution Maintenance (534.050)									
405.15.534.050.11.00	SALARIES AND WAGES	668	-	-	-	-		-	0.0%
405.15.534.050.11.05	PART TIME SALARIES AND WAGES	86	-	-	-	-		-	0.0%
405.15.534.050.12.00	OVERTIME	-	420	-	-	-		-	0.0%
405.15.534.050.21.00	PERSONNEL BENEFITS	380	106	-	-	-		-	0.0%
405.15.534.050.21.05	PART TIME PERSONNEL BENEFITS	17	-	-	-	-		-	0.0%
405.15.534.050.31.00	OFFICE & OPERATING SUPPLIES	30,195	27,218	50,000	50,000	40,000		40,000	-20.0%
405.15.534.050.34.00	ITEMS PURCH'D FOR INV & RESALE	90,209	103,357	130,000	130,000	130,000		130,000	0.0%
405.15.534.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	5,746	9,720	10,000	10,000	9,000		9,000	-10.0%
405.15.534.050.41.00	PROFESSIONAL SERVICES	-	26	-	-	-		-	0.0%
405.15.534.050.45.00	RENTALS	414	449	500	500	500		500	0.0%
405.15.534.050.48.00	REPAIR & MAINT- FACILITIES	7,907	5,284	20,850	20,850	18,950		18,950	-9.1%
405.15.534.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,500		1,500	0.0%
405.15.534.050.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	400		400	0.0%
Total Water Distribution Maintenance		135,622	146,580	211,350	211,350	200,350	-	200,350	-5.2%
Water Distribution Operations (534.080)									
405.15.534.080.11.00	SALARIES AND WAGES	199,203	212,852	168,033	168,033	171,420	8,759	180,179	7.2%
405.15.534.080.11.05	SALARIES AND WAGES	12,400	13,406	18,800	18,800	7,464	-	7,464	-60.3%
405.15.534.080.12.00	OVERTIME	3,874	4,316	5,000	5,000	5,000		5,000	0.0%
405.15.534.080.12.05	OVERTIME	-	20	-	-	1,308		1,308	0.0%
405.15.534.080.21.00	PERSONNEL BENEFITS	103,659	103,833	92,740	92,740	92,626	670	93,296	0.6%
405.15.534.080.21.05	PERSONNEL BENEFITS	2,442	2,614	5,000	5,000	-	5,000	5,000	0.0%
405.15.534.080.24.00	UNIFORMS & CLOTHING	736	590	900	900	900		900	0.0%
405.15.534.080.31.00	OFFICE & OPERATING SUPPLIES	112	397	200	200	200		200	0.0%
405.15.534.080.32.00	FUEL CONSUMED	7,869	9,055	9,000	9,000	9,000		9,000	0.0%
405.15.534.080.41.00	PROFESSIONAL SERVICES	8,228	13,535	27,000	27,000	27,000		27,000	0.0%
405.15.534.080.42.00	COMMUNICATIONS	2,179	2,099	3,000	3,000	3,000		3,000	0.0%
405.15.534.080.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	1,000		1,000	0.0%
405.15.534.080.47.00	PUBLIC UTILITY SERVICE	17,916	19,118	18,000	18,000	18,342		18,342	1.9%
405.15.534.080.48.00	REPAIR & MAINT- FACILITIES	590	-	1,500	1,500	-		-	-100.0%
405.15.534.080.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	1,500		1,500	0.0%
405.15.534.080.49.00	MISCELLANEOUS	6,963	6,707	7,500	7,500	-		-	-100.0%
405.15.534.080.49.01	REGISTRATION	-	-	-	-	1,500		1,500	0.0%
405.15.534.080.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	8,000		8,000	0.0%
Total Water Distribution Operations		366,171	388,542	356,673	356,673	348,260	14,429	362,689	1.7%
Total Water Distribution(15)		502,071	535,184	572,723	572,723	548,610	14,429	563,039	-1.7%
Water Intake (19)									
Water Intake Maintenance Training (534.040)									
405.19.534.040.43.00	TRAVEL/HOTEL/PER DIEMS	45	-	-	-	-		-	0.0%
405.19.534.040.49.00	MISCELLANEOUS	242	21	-	-	-		-	0.0%
total Water Intake Maintenance Training		287	21	-	-	-	-	-	0.0%

FUND:		405 - WATER FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (10, 14, 15,19)							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
Water Intake Maintenance (534.050)									
405.19.534.050.31.00	OFFICE & OPERATING SUPPLIES	1,754	2,829	2,200	2,200	2,200		2,200	0.0%
405.19.534.050.35.00	SMALL TOOLS & MINOR EQUIPMENT	393	-	1,000	1,000	1,000		1,000	0.0%
405.19.534.050.48.00	REPAIR & MAINT- FACILITIES	2,737	1,844	15,000	15,000	1,500		1,500	-90.0%
405.19.534.050.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,000		1,000	0.0%
405.19.534.050.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%
Total Water Intake Maintenance		4,884	4,673	18,200	18,200	5,700	-	5,700	-68.7%
Water Intake Operations (534.080)									
405.19.534.080.11.00	SALARIES AND WAGES	47,922	44,913	54,333	54,333	72,540	14,230	86,770	59.7%
405.19.534.080.12.00	OVERTIME	7,532	9,983	7,000	7,000	7,000		7,000	0.0%
405.19.534.080.21.00	PERSONNEL BENEFITS	26,588	27,981	31,955	31,955	36,151	1,089	37,240	16.5%
405.19.534.080.24.00	UNIFORMS & CLOTHING	184	184	300	300	300		300	0.0%
405.19.534.080.31.00	OFFICE & OPERATING SUPPLIES	-	78	1,000	1,000	1,000		1,000	0.0%
405.19.534.080.32.00	FUEL CONSUMED	2,545	2,890	4,000	4,000	4,000		4,000	0.0%
405.19.534.080.42.00	COMMUNICATIONS	1,035	1,156	1,500	1,500	1,500		1,500	0.0%
405.19.534.080.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	100		100	0.0%
405.19.534.080.47.00	PUBLIC UTILITY SERVICE	7,076	8,642	9,504	9,504	9,504		9,504	0.0%
405.19.535.080.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	-		-	0.0%
405.19.534.080.49.01	REGISTRATION	-	-	-	-	200		200	0.0%
Total Water Intake Operations		92,882	95,827	109,592	109,592	132,295	15,319	147,614	34.7%
Total Water Intake (19)		98,053	100,521	127,792	127,792	137,995	15,319	153,314	20.0%
TOTAL EXPENDITURES		\$ 3,866,479	\$ 2,934,160	\$ 2,923,461	\$ 3,210,767	\$ 2,669,335	\$ 1,599,805	\$ 4,269,140	33.0%
ENDING CASH, DECEMBER 31		4,844,780	7,093,160	4,454,274	6,861,925	7,078,237	(1,599,805)	5,478,432	-20.2%
TOTAL APPROPRIATION		\$ 8,711,259	\$ 10,027,320	\$ 7,377,735	\$ 10,072,692	\$ 9,747,572	\$ -	\$ 9,747,572	-3.2%

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STORM & SURFACE WATER

Storm & Surface Water Fund 406 Public Works Storm/Surface Water 06

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018 Amended to 2019 Budget
STORM WATER						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Street/Stormwater Superintendent	0.50	0.50	0.50	0.50	0.50	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Community Development Director	0.00	0.15	0.05	0.05	0.15	0.10
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Storm/Wastewater Collection Specialist	1.00	1.00	1.00	1.00	1.00	0.00
Storm/Wastewater Collection Specialist	0.00	0.50	0.50	0.50	0.50	0.00
Engineering Tech. III	0.13	0.06	0.03	0.03	0.20	0.17
Engineering Tech II	0.00	0.00	0.00	0.00	0.20	0.20
Equipment Operator I	0.25	0.25	0.25	0.25	0.25	0.00
Equipment Operator II	0.25	0.25	0.25	0.25	0.25	0.00
PW Property Maint. Aide (Seasonal)	0.26	0.26	0.00	0.26	0.26	0.00
Vehicle Maintenance Tech.	0.00	0.00	0.00	0.00	1.00	1.00
Total Storm Water Employees (FTE)	2.89	3.42	2.98	3.24	4.81	1.57

Mission and Responsibilities:

The Storm & Surface Water Utility provides planning, design, construction, operation and maintenance for the City's storm drainage system. It also monitors, controls and regulates all discharges that could impact the system or nearby receiving waters. The Storm drainage maintenance includes cleaning, televising, repair and replacing of collection lines and related facilities, cleaning ditches and other drainage channels. The administration and planning function is provided through the management and supervision of all operations and functions of the utility such as capital improvement, planning, reports and regulatory compliance.

2018 Accomplishments:

- Replaced 160' of 64" x 43" culvert on SW Kelly Ave by tennis courts
- Removed numerous hazards and blockages from storm drainage system
- Installed new storm line on SW Pacific Avenue behind Best Western
- Replaced failing section of 12" pipe on National Avenue
- Installed new basin and drainage piping on SW Aust Manor
- Responded to customer complaints/concerns
- Identified and replaced several failing brick catch basins
- Cleaned catch basins throughout the city

2019 Goals and Objectives:

- Continue to repair/replace storm infrastructure as necessary
- Replace failing storm infrastructure on Pacific Avenue between North Street and Park Street
- Continue ditch cleaning
- Use line camera to continue to inventory the storm system, and identify problems
- Continue to respond to customer complaints/concerns in a timely manner

Significant Changes 2019:

\$175,000 for storm line replacement of a problematic 24" clay storm line on Pacific Avenue as part of a larger project has been carried forward to 2019. \$35,000 is included in the budget for the Stormwater portion of a rate study. \$30,000 is included for the Stormwater portion of new billing software. In addition, the budget reflects a larger allocation of the Community Development Director's time as his responsibilities expand to include more Public Works related activities in preparation for the planned retirement of the current Director in the second half of 2019.

STORM WATER FUND
SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

			2018	2018	2019	%
	2016 Actual	2017 Actual	Original Budget	Amended Budget	Adopted Budget	Change 2018-2019
STORM WATER FUND						
REVENUE SOURCE						
Charges for goods and services	\$ 555,528	\$ 681,602	\$ 571,100	\$ 571,100	\$ 786,170	37.7%
Fines/Forfeitures	5,663	5,794	5,000	5,000	5,000	0.0%
Interest Earnings	2,182	5,129	2,000	2,000	9,570	378.5%
Misc. Other Revenues	-	697	-	-	-	0.0%
Agency Deposits	-	25	30	30	30	0.0%
TOTAL REVENUES	\$ 563,373	\$ 693,247	\$ 578,130	\$ 578,130	\$ 800,770	38.5%
EXPENDITURES						
Salaries & Wages	\$ 188,875	\$ 179,635	\$ 189,513	\$ 192,797	\$ 237,747	23.3%
Benefits	82,020	97,290	103,494	104,736	120,479	15.0%
Supplies	21,813	40,955	53,640	53,640	55,762	4.0%
Services	76,918	41,774	51,264	51,264	42,948	-16.2%
Capital Outlay	-	-	230,000	230,000	240,800	4.7%
Interfund Service	23,403	70,192	68,440	88,788	88,790	0.0%
Transfers out	18,000	-	-	-	-	0.0%
TOTAL EXPENDITURES	\$ 411,029	\$ 429,846	\$ 696,351	\$ 721,225	\$ 786,526	9.1%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 682,478	\$ 834,822	\$ 866,832	\$ 1,100,553	\$ 957,458	-13.0%
Net Revenue Over (under) Expenditures	152,344	263,401	(118,221)	(143,095)	14,244	-110.0%
ENDING CASH, DECEMBER 31	\$ 834,822	\$ 1,098,223	\$ 748,611	\$ 957,458	\$ 971,702	1.5%

FUND: 406 -STORM AND SURFACE WATER FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Changes 2018-2019
REVENUE SOURCE									
Charges for Services									
406.343.010.01	SINGLE FAMILY RESIDENTIAL	\$ 179,113	\$ 185,956	\$ 189,000	\$ 189,000	\$ 246,340	\$ -	\$ 246,340	30.3%
406.343.010.02	CLOSED NON-SINGLE FAMILY RESID	289,096	324,129	297,000	297,000	435,740	-	435,740	46.7%
406.343.010.03	OPEN NON-SINGLE FAMILY RESID	77,755	86,302	79,000	79,000	96,690	-	96,690	22.4%
406.343.010.30	UTILITY HOOK UP/CONNECTION	5,819	76,976	2,100	2,100	2,100	-	2,100	0.0%
406.343.010.93	ADMINISTRATIVE FEE	-	313	-	-	300	-	300	0.0%
406.343.010.96	OTHER ACCTS REC-REPAIRS,ETC	3,745	7,926	4,000	4,000	5,000	-	5,000	25.0%
Total Charges for Services		555,528	681,602	571,100	571,100	786,170	-	786,170	37.7%
Fines/Forfeitures									
406.359.000.00	LATE PAYMENT FEES	5,663	5,794	5,000	5,000	5,000	-	5,000	0.0%
Total Fines/Forfeitures		5,663	5,794	5,000	5,000	5,000	-	5,000	0.0%
Interest Earnings									
406.361.011.00	INTEREST EARNINGS	2,182	5,129	2,000	2,000	9,570	-	9,570	378.5%
Total Interest Earnings		2,182	5,129	2,000	2,000	9,570	-	9,570	378.5%
Misc. Other Revenues									
406.369.010.00	SALE OF SCRAP OR JUNK	-	697	-	-	-	-	-	0.0%
Total Misc. Other Revenues		-	697	-	-	-	-	-	0.0%
Agency Deposits									
406.389.030.04	DUE TO STATE - SALES TAX	-	25	30	30	30	-	30	0.0%
Total Agency Deposits		-	25	30	30	30	-	30	0.0%
TOTAL REVENUES		\$ 563,373	\$ 693,247	\$ 578,130	\$ 578,130	\$ 800,770	\$ -	\$ 800,770	38.5%
BEGINNING CASH, JANUARY 1		682,478	834,822	866,832	1,100,553	957,458	-	957,458	-13.0%
TOTAL REVENUE APPROPRIATION		\$ 1,245,851	\$ 1,528,069	\$ 1,444,962	\$ 1,678,683	\$ 1,758,228	\$ -	\$ 1,758,228	4.7%

FUND:		406 - STORM AND SURFACE WATER FUND				EXPENDITURES			
DEPARTMENT:		06 - STORMWATER							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
SSWU Engineering Services									
406.06.531.020.11.00	SALARIES AND WAGES	\$ 3,381	\$ 2,530	\$ 2,074	\$ 2,074	\$ 4,696		\$ 4,696	126.4%
406.06.531.020.21.00	PERSONNEL BENEFITS	1,891	1,833	1,256	1,256	3,342		3,342	166.1%
406.06.531.020.24.00	UNIFORMS & CLOTHING	15	11	7	7	13		13	85.7%
406.06.531.020.31.00	OFFICE & OPERATING SUPPLIES	162	66	48	48	82		82	70.8%
406.06.531.020.32.00	FUEL CONSUMED	74	69	42	42	56		56	33.3%
406.06.531.020.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	1,148	-	-	424		424	0.0%
406.06.531.020.41.00	PROFESSIONAL SERVICES	63	78	45	45	60		60	33.3%
406.06.531.020.42.00	COMMUNICATIONS	-	2	3	3	4		4	33.3%
406.06.531.020.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	-	-	16		16	0.0%
406.06.531.020.44.00	ADVERTISING	31	6	24	24	24		24	0.0%
406.06.531.020.46.00	INSURANCE	179	190	200	200	228		228	14.0%
406.06.531.020.48.00	REPAIR & MAINT- FACILITIES	8	-	43	43	-		-	-100.0%
406.06.531.020.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	32		32	0.0%
406.06.531.020.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	16		16	0.0%
406.06.531.020.49.00	MISCELLANEOUS	250	146	174	174	-		-	-100.0%
406.06.531.020.49.01	REGISTRATION	-	-	-	-	40		40	0.0%
406.06.531.020.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	326		326	0.0%
406.06.531.020.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	326		326	0.0%
Total SSWU Engineering Services		6,054	6,079	3,916	3,916	9,685	-	9,685	147.3%
SSWU Administration									
406.06.531.031.11.00	SALARIES AND WAGES	58,275	70,915	63,099	66,383	89,258	7,360	96,618	45.5%
406.06.531.031.11.02	SALARIES AND WAGES	13,173	13,719	11,321	11,321	11,544		11,544	2.0%
406.06.531.031.12.00	OVERTIME	-	-	-	-	-		-	0.0%
406.06.531.031.12.05	OVERTIME	-	-	-	-	-		-	0.0%
406.06.531.031.21.00	PERSONNEL BENEFITS	21,737	27,615	25,292	26,534	36,179	563	36,742	38.5%
406.06.531.031.21.02	PERSONNEL BENEFITS	7,618	7,859	6,475	6,475	6,803		6,803	5.1%
406.06.531.031.31.00	OFFICE & OPERATING SUPPLIES	786	1,386	1,200	1,200	1,200		1,200	0.0%
406.06.531.031.32.00	FUEL CONSUMED	569	758	850	850	850		850	0.0%
406.06.531.031.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	201	500	500	500	1,000	1,500	200.0%
406.06.531.031.41.00	PROFESSIONAL SERVICES	77	108	1,000	1,000	500		500	-50.0%
406.06.531.031.42.00	COMMUNICATIONS	2,276	4,401	2,500	2,500	2,545		2,545	1.8%
406.06.531.031.43.00	TRAVEL/HOTEL/PER DIEMS	-	-	100	100	100		100	0.0%
406.06.531.031.44.00	ADVERTISING	-	197	200	200	200		200	0.0%
406.06.531.031.46.00	INSURANCE	6,228	6,369	6,750	6,750	6,878		6,878	1.9%
406.06.531.031.47.00	PUBLIC UTILITY SERVICE	1,965	2,457	2,600	2,600	2,650		2,650	1.9%
406.06.531.031.48.00	REPAIR & MAINT- FACILITIES	865	764	1,700	1,700	-		-	-100.0%
406.06.531.031.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	700		700	0.0%
406.06.531.031.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	1,000		1,000	0.0%
406.06.531.031.49.00	MISCELLANEOUS	218	175	500	500	-		-	-100.0%
406.06.531.031.49.01	REGISTRATION	-	-	-	-	200		200	0.0%
406.06.531.031.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	200		200	0.0%
406.06.531.031.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	326		326	0.0%
406.06.531.031.53.00	EXTERNAL TAXES & OPER ASSESS	11,732	12,870	10,325	10,325	10,325		10,325	0.0%
Total SSWU Administration		125,519	149,794	134,412	138,938	171,958	8,923	180,881	30.2%
SSWU Training									
406.06.531.034.43.00	TRAVEL/HOTEL/PER DIEMS	-	30	300	300	300		300	0.0%
406.06.531.034.49.00	MISCELLANEOUS	68	21	800	800	-		-	-100.0%
406.06.531.034.49.01	REGISTRATION	-	-	-	-	800		800	0.0%
406.06.531.034.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	-		-	0.0%
406.06.531.034.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	326		326	0.0%
Total SSWU Training		68	51	1,100	1,100	1,426	-	1,426	29.6%
SSWU Maintenance									
406.06.531.035.11.00	SALARIES AND WAGES	101,292	82,730	103,519	103,519	111,134	6,755	117,889	13.9%
406.06.531.035.11.05	SALARIES AND WAGES	2,292	4,821	8,000	8,000	6,000		6,000	-25.0%
406.06.531.035.11.06	SALARIES AND WAGES	10,396	4,621	-	-	-		-	0.0%
406.06.531.035.12.00	OVERTIME	66	299	1,500	1,500	1,000		1,000	-33.3%

FUND: 406 - STORM AND SURFACE WATER FUND		EXPENDITURES							
DEPARTMENT: 06 - STORMWATER									
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
406.06.531.035.12.06	OVERTIME	-	-	-	-	-	-	-	0.0%
406.06.531.035.21.00	PERSONNEL BENEFITS	44,438	56,794	68,744	68,744	71,761	98	71,859	4.5%
406.06.531.035.21.05	PERSONNEL BENEFITS	417	854	1,120	1,120	1,120	-	1,120	0.0%
406.06.531.035.21.06	PERSONNEL BENEFITS	5,331	1,269	-	-	-	-	-	0.0%
406.06.531.035.24.00	UNIFORMS & CLOTHING	573	1,055	600	600	600	-	600	0.0%
406.06.531.035.24.06	UNIFORMS & CLOTHING	-	-	-	-	-	-	-	0.0%
406.06.531.035.31.00	OFFICE & OPERATING SUPPLIES	5,927	22,162	30,000	30,000	30,500	-	30,500	1.7%
406.06.531.035.32.00	FUEL CONSUMED	5,537	8,253	8,000	8,000	8,150	-	8,150	1.9%
406.06.531.035.35.00	SMALL TOOLS & MINOR EQUIPMENT	720	-	1,000	1,000	1,000	-	1,000	0.0%
406.06.531.035.41.00	PROFESSIONAL SERVICES	3,724	495	-	-	-	-	-	0.0%
406.06.531.035.42.00	COMMUNICATIONS	-	33	100	100	100	-	100	0.0%
406.06.531.035.44.00	ADVERTISING	696	-	100	100	100	-	100	0.0%
406.06.531.035.45.00	RENTALS	-	-	2,000	2,000	2,000	-	2,000	0.0%
406.06.531.035.47.00	PUBLIC UTILITY SERVICE	3,097	1,196	7,000	7,000	5,000	-	5,000	-28.6%
406.06.531.035.48.00	REPAIR & MAINT- FACILITIES	44,586	243	2,000	2,000	-	-	-	-100.0%
406.06.531.035.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	1,000	-	1,000	0.0%
406.06.531.035.48.02	R & M - SOFTWARE/HARDWARE	-	-	-	-	1,000	-	1,000	0.0%
406.06.531.035.49.00	MISCELLANEOUS	630	-	250	250	250	-	250	0.0%
406.06.531.035.49.01	REGISTRATION	-	-	-	-	-	-	-	0.0%
406.06.531.035.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	-	-	-	0.0%
406.06.531.034.49.04	GOVT PERMIT & RECORDING FEES	-	-	-	-	326	-	326	0.0%
Total SSWU Maintenance		229,722	184,825	233,933	233,933	241,041	6,853	247,894	6.0%
SSWU Operations									
406.06.531.038.31.00	OFFICE & OPERATING SUPPLIES	73	804	-	-	-	-	-	0.0%
406.06.531.038.31.01	OFFICE & OPERATING SUPPLIES	7,965	6,108	12,000	12,000	12,000	-	12,000	0.0%
406.06.531.038.48.00	REPAIR & MAINT- FACILITIES	225	11,968	12,500	12,500	5,000	-	5,000	-60.0%
Total SSWU Operations		8,263	18,880	24,500	24,500	17,000	-	17,000	-30.6%
SSWU Contra Expense Offsets (General Fund)									
406.06.531.091.1A.00	WAGE CONTRA OFFSETS	13,332	9,883	6,993	14,433	14,430	-	14,430	0.0%
406.06.531.091.2A.00	BENEFIT CONTRA OFFSETS	6,771	4,693	3,914	7,788	7,790	-	7,790	0.0%
406.06.531.091.3A.00	SUPPLIES CONTRA OFFSETS	864	316	215	246	250	-	250	1.6%
406.06.531.091.4A.00	SERVICES CONTRA OFFSETS	2,436	3,152	1,324	4,944	4,940	-	4,940	-0.1%
Total SSWU Contra Expense Offsets (General Fund)		23,403	18,044	12,446	27,411	27,410	-	27,410	0.0%
SSWU Contra Expense Offsets (Water Fund)									
406.06.531.099.1A.00	WAGE CONTRA OFFSETS	-	22,535	26,584	27,714	27,710	-	27,710	0.0%
406.06.531.099.2A.00	BENEFIT CONTRA OFFSETS	-	14,916	18,241	16,901	16,900	-	16,900	0.0%
406.06.531.099.3A.00	SUPPLIES CONTRA OFFSETS	-	4,445	9,524	5,246	5,250	-	5,250	0.1%
406.06.531.099.4A.00	SERVICES CONTRA OFFSETS	-	10,252	1,645	11,516	11,520	-	11,520	0.0%
Total SSWU Contra Expense Offsets (Water Fund)		-	52,148	55,994	61,377	61,380	-	61,380	0.0%
SSWU Due to State									
406.06.589.030.00.04	DUE TO STATE - SALES TAX	-	25	50	50	50	-	50	0.0%
Total SSWU Due to State		-	25	50	50	50	-	50	0.0%
SSWU Capital Outlays									
406.06.594.031.62.00	BUILDINGS AND STRUCTURES	-	-	25,000	25,000	-	35,000	35,000	40.0%
406.06.594.031.64.00	MACHINERY & EQUIPMENT	-	-	30,000	30,000	-	30,800	30,800	2.7%
406.06.594.031.65.00	CONSTRUCTION PROJECT	-	-	175,000	175,000	-	175,000	175,000	0.0%
406.06.594.031.65.41	CONSTRUCTION PROJECT-ENGINEERIN	-	-	-	-	-	-	-	0.0%
Total SSWU Capital Outlays		-	-	230,000	230,000	-	240,800	240,800	4.7%
Transfers Out									
406.06.597.000.05.01	TRANSFER OUT - FUND 001	18,000	-	-	-	-	-	-	0.0%
Total Transfers Out		18,000	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES		\$ 411,029	\$ 429,846	\$ 696,351	\$ 721,225	\$ 529,950	\$ 256,576	\$ 786,526	9.1%
ENDING CASH, DECEMBER 31		834,822	1,098,223	748,611	957,458	1,228,278	(256,576)	971,702	1.5%
TOTAL APPROPRIATION		\$ 1,245,851	\$ 1,528,069	\$ 1,444,962	\$ 1,678,683	\$ 1,758,228	\$ -	\$ 1,758,228	4.7%

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AIRPORT

Airport Fund 407 Department 09

Employees:

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Adopted Budget	Change from 2018
						Amended to 2019 Budget
AIRPORT						
Airport Director	1.00	1.00	1.00	0.00	0.00	0.00
Community Development Director	0.00	0.15	0.15	0.15	0.25	0.10
Airport Operations Coordinator	0.00	0.00	0.00	1.00	1.00	0.00
Airport Maintenance Technician	1.00	1.00	1.00	1.00	1.00	0.00
Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	0.00
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Summer Intern	0.25	0.25	0.25	0.25	0.25	0.00
Total Airport Employees (FTE)	4.25	4.40	4.40	4.40	4.60	0.20

Mission and Responsibilities:

The Airport provides a safe, convenient, secure, properly maintained and professionally managed airport facility that exceeds the expectations of our residents and visitors. The Airport also meets all Federal standards and maintains regulatory compliance.

2018 Accomplishments:

- Completed a Commercial Development Master Plan for the Airport in cooperation with WH Pacific, which was approved by the City Council
- Negotiated an Offer to Lease for 16.22 Acres of non-aeronautical Airport property, which was approved by the City Council
- Presented an aviation-based STEM program to five local high schools and at least two of the schools are working on implementation of the program
- Hired a new Office Manager so the office is now fully staffed
- Completed a taxiway asphalt repair along the west side of the airfield
- Purchased a new 16' mower deck for use at the Airport
- Initiated Taxiway Realignment Project. Bid awarded to Sterling Breen Crushing, Inc. for construction slated to begin in 2019.
- Completed expenditure of .09 Grant funds for Discover! Children's Museum infrastructure. Infrastructure completed included preparing a parking lot with drainage, running of electrical conduit and installation of paved parking spaces with an access road.
- Leap the Levee was completed for the third consecutive year. This 5K run helps raise awareness for local events or groups such as the Discover! Children's Museum. All proceeds from the run are donated to a local cause. This year was Discover! Children's Museum.
- The airport helped host the Experimental Aircraft Association (EAA) and their Young Eagles Day on July 28th. This event typically coincides with Chehalis Fest and was a great success again this

year. The EAA flew over 200 Young Eagle Flights this year with nearly all of those occurring on the weekend of Chehalis Fest.

2019 Goals and Objectives:

- Complete the Taxiway Realignment Project for runways 16 and 34. This will increase the safety of aircraft entering the active runway and aircraft landing at the airport. This will also standardize the entry onto the active runway
- Complete the transition process to an above ground fuel storage system with an updated fuel terminal for improved efficiency and environmental safety
- Purchase a new tractor to replace the Airports existing tractor used for pulling the 16' mower deck. This is used to mow the perimeter of the 5000-foot runway and is essential for keeping the facilities manicured, which is imperative to help keep wildlife clear of the runway for the safety of pilots and passengers
- Perform bathroom facilities maintenance on the exterior restrooms. Currently the facilities are adequate, however they requiring some minor cosmetic and structural refurbishment
- Begin update of the Airport Layout Plan (ALP). This will bring us fully up to date on all developments that have taken place on airport property since 2007 (ALP) and 2001 (Airport Master Plan). This document is now out of date and when updated, will reflect the new taxiway design and the latest commercial area developments

Significant Changes 2019:

Significant changes since the last fiscal year include:

- Estimated revenue is increased significantly due to FAA funding for the Taxiway Realignment Project
- Estimated expenditures are increased significantly primarily due to the Taxiway Realignment Project
- Professional services have been decreased due to completion of the Commercial Development Master Plan in 2018
- Operating rentals and leases were increased by \$6,000 due to an expected need to rent heavy equipment for maintenance in 2019
- The Community Development Director now has a larger role in the management of the Airport operations and projects, so there is an increased allocation of his time in the proposed budget.
- Debt servicing costs increased significantly due to switching our loan for Tract 5A from Security State Bank to the Water Fund. This reduced the interest rate and shortened the term saving us nearly \$60,000 over the life of the loan

AIRPORT FUND
SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

AIRPORT FUND	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
<u>REVENUE SOURCE</u>						
Intergovernmental Revenues	\$ 976,415	\$ 962,587	\$ 308,000	\$ 308,000	\$ 2,644,795	758.7%
Charges for Goods and Services	487,047	483,650	488,350	487,000	471,073	-3.3%
Interest Earnings	5,825	11,853	-	-	3,140	0.0%
Rents and Leases	1,005,852	1,062,375	1,111,150	1,112,500	1,121,347	0.8%
Miscellaneous Other Revenues	569	265	700	700	375	-46.4%
Interfund Loan	-	-	-	279,430	-	-100.0%
Agency Deposits	168,093	175,934	182,059	182,059	182,443	0.2%
Other Financing Source	23,000	307,290	-	-	-	0.0%
Transfers in	32,500	-	-	-	-	0.0%
TOTAL REVENUES	\$ 2,699,301	\$ 3,003,954	\$ 2,090,259	\$ 2,369,689	\$ 4,423,173	86.7%
<u>EXPENDITURES</u>						
Salaries & Wages	\$ 224,437	\$ 213,579	\$ 234,074	\$ 192,712	\$ 252,501	31.0%
Benefits	107,725	108,037	122,122	112,534	146,666	30.3%
Supplies	406,806	399,935	438,500	438,500	438,500	0.0%
Services	347,174	198,647	216,220	216,220	231,950	7.3%
Capital Outlay	1,093,581	1,601,779	619,973	619,973	2,973,678	379.6%
Debt Service	340,707	1,598,831	59,854	336,014	31,377	-90.7%
Interfund Loan Repayment	-	-	-	16,800	68,095	305.3%
Custodial Disbursement	169,214	174,129	182,014	182,014	183,059	0.6%
Interfund Service	93,019	155,110	84,512	103,465	103,460	0.0%
TOTAL EXPENDITURES	\$ 2,782,663	\$ 4,450,047	\$ 1,957,269	\$ 2,218,232	\$ 4,429,286	99.7%
<u>CHANGES IN FUND BALANCE</u>						
Beginning Cash, January 1	\$ 1,901,080	\$ 1,817,718	\$ 237,914	\$ 371,625	\$ 523,082	40.8%
Net Revenues Over (under) Expenditures	(83,362)	(1,446,093)	132,990	151,457	(6,113)	-104.0%
ENDING CASH, DECEMBER 31	\$ 1,817,718	\$ 371,625	\$ 370,904	\$ 523,082	\$ 516,969	-1.2%

FUND:		407 - AIRPORT FUND				REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
SOURCE									
Intergovernmental Revenues									
407.331.020.00	FAA AIRPORT IMPROVEMENT GRANT	\$ 727,807	\$ 108,672	\$ -	\$ -	\$ -	\$ 2,505,611	\$ 2,505,611	0.0%
407.334.002.70	STATE RCO GRANT	-	803,771	-	-	-	-	-	0.0%
407.334.003.60	STATE DOT GRANTS	-	40,472	-	-	-	-	-	0.0%
407.334.020.70	STATE RCO GRANT	227,629	-	-	-	-	-	-	0.0%
407.334.036.00	STATE DOT Grants	4,952	-	-	-	-	139,184	139,184	0.0%
407.337.009.38	DISTRESSED COUNTIES - DISCOVERY!	16,027	9,672	308,000	308,000	-	-	-	-100.0%
Total Intergovernmental Revenues		976,415	962,587	308,000	308,000	-	2,644,795	2,644,795	758.7%
Charges for Goods and Services									
407.344.050.00	FUEL SALES	484,827	480,885	486,000	486,000	470,073	-	470,073	-3.3%
407.344.050.01	FUEL FOR RENTAL CARS	-	10	-	-	-	-	-	0.0%
407.322.040.00	RIGHT-OF-WAY OCCUPANCY PERMITS	1,455	1,350	1,350	-	-	-	-	0.0%
407.347.030.00	CULTURE & RECREATION REVENUE	765	1,405	1,000	1,000	1,000	-	1,000	0.0%
Total Charges for Goods and Services		487,047	483,650	488,350	487,000	471,073	-	471,073	-3.3%
Interest Earnings									
407.361.011.00	INTEREST EARNINGS	5,825	11,853	-	-	3,140	-	3,140	0.0%
Total Interest Earnings		5,825	11,853	-	-	3,140	-	3,140	0.0%
Rents & Leases									
407.362.010.00	RENTAL CAR FEES	1,622	1,950	1,000	1,000	1,000	-	1,000	0.0%
407.362.020.00	PARKING/DEPOSITS	109	67	150	150	150	-	150	0.0%
407.362.050.00	HANGARS	79,925	82,426	85,000	85,000	92,323	-	92,323	8.6%
407.362.050.01	CAPITAL LEASE RECEIPTS	924,116	977,932	1,025,000	1,025,000	1,023,944	-	1,023,944	-0.1%
407.362.090.00	OTHER RENTS/USES	80	-	-	1,350	3,930	-	3,930	191.1%
Total Rents and Leases		1,005,852	1,062,375	1,111,150	1,112,500	1,121,347	-	1,121,347	0.8%
Other Misc. Revenues									
407.359.000.00	FINES & PENALTIES	-	-	-	-	-	-	-	0.0%
407.369.091.00	MISCELLANEOUS INCOME	150	190	300	300	300	-	300	0.0%
407.369.091.04	OTHER MISC REV - TAXED	-	75	-	-	75	-	75	0.0%
407.367.000.00	DONATIONS	419	-	400	400	-	-	-	-100.0%
Total Miscellaneous		569	265	700	700	375	-	375	-46.4%
Interfund Loan									
407.381.010.05	INTERFUND LOAN PROCEED -405	-	-	-	279,430	-	-	-	-100.0%
Total Interfund Loan		-	-	-	279,430	-	-	-	-100.0%
Agency Deposits									
407.389.030.00	RENTAL CAR TAX	96	115	59	59	82	-	82	39.0%
407.389.030.04	DUE TO STATE - SALES TAX	38,918	39,089	40,000	40,000	39,032	-	39,032	-2.4%
407.389.030.06	LEASEHOLD EXCISE TAX LIABILITY	129,079	136,730	142,000	142,000	143,329	-	143,329	0.9%
Total Agency Deposits		168,093	175,934	182,059	182,059	182,443	-	182,443	0.2%
Other Financing Source									
407.391.090.00	PROCEEDS OF L/T DEBT-FILL PROJECT	-	300,000	-	-	-	-	-	0.0%
407.395.010.00	PROCEEDS FROM SALES OF CAP ASSETS	23,000	7,290	-	-	-	-	-	0.0%
Total Other Financing Source		23,000	307,290	-	-	-	-	-	0.0%
Transfers In									
407.397.000.44	TRANSFER IN - FUND 404	32,500	-	-	-	-	-	-	0.0%
Total Interfund Transfers In		32,500	-	-	-	-	-	-	0.0%
TOTAL REVENUES		\$ 2,699,301	\$ 3,003,954	\$ 2,090,259	\$ 2,369,689	\$ 1,778,378	\$ 2,644,795	\$ 4,423,173	86.7%
BEGINNING CASH, JANUARY 1		1,901,080	1,817,718	237,914	371,625	523,082	-	523,082	40.8%
TOTAL REVENUE APPROPRIATION		\$ 4,600,381	\$ 4,821,672	\$ 2,328,173	\$ 2,741,314	\$ 2,301,460	\$ 2,644,795	\$ 4,946,255	80.4%

FUND		407- AIRPORT FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (09, 9A)							
Account Number	Account Titles	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2109
EXPENDITURES									
General Administration									
407.09.546.010.11.00	SALARIES AND WAGES	\$ 224,437	\$ 209,473	\$ 234,074	\$ 192,712	\$ 155,949		\$ 155,949	-19.1%
407.09.546.010.11.05	SALARIES AND WAGES	-	4,106	-	-	-		-	0.0%
407.09.546.010.21.00	PERSONNEL BENEFITS	107,725	106,793	121,122	111,534	79,333		79,333	-28.9%
407.09.546.010.21.05	PERSONNEL BENEFITS	-	466	-	-	-		-	0.0%
407.09.546.010.24.00	UNIFORMS & CLOTHING	-	778	1,000	1,000	500		500	-50.0%
407.09.546.010.31.00	OFFICE & OPERATING SUPPLIES	12,169	24,659	20,500	20,500	4,000		4,000	-80.5%
407.09.546.010.32.00	FUEL CONSUMED	5,470	7,030	8,000	8,000	1,000		1,000	-87.5%
407.09.546.010.33.00	FUEL PURCHASED FOR RESALE	388,981	366,019	400,000	400,000	400,000		400,000	0.0%
407.09.546.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	186	2,227	10,000	10,000	1,000		1,000	-90.0%
407.09.546.010.41.00	PROFESSIONAL SERVICES	65,130	102,515	88,500	88,500	21,000		21,000	-76.3%
407.09.546.010.42.00	COMMUNICATIONS	6,424	6,117	6,300	6,300	6,300		6,300	0.0%
407.09.546.010.43.00	TRAVEL/HOTEL/PER DIEMS	329	334	3,000	3,000	3,000		3,000	0.0%
407.09.546.010.43.46	PROMOTIONAL HOSTING	-	-	500	500	1,250		1,250	150.0%
407.09.546.010.44.00	ADVERTISING	3,104	3,691	5,000	5,000	5,000		5,000	0.0%
407.09.546.010.45.00	OPERATING RENTALS/LEASES	892	4,004	2,000	2,000	-		-	-100.0%
407.09.546.010.45.01	RENTAL CAR LEASES	3,266	-	-	-	-		-	0.0%
407.09.546.010.46.00	INSURANCE	21,568	22,271	25,000	25,000	27,500		27,500	10.0%
407.09.546.010.47.00	PUBLIC UTILITY SERVICE	19,970	22,470	21,720	21,720	24,000		24,000	10.5%
407.09.546.010.48.00	REPAIR & MAINT- FACILITIES	213,079	13,551	42,000	42,000	-		-	-100.0%
407.09.546.010.48.02	REPAIR & MAINT - IT SOFTWARE/HARDW	-	-	-	-	2,000		2,000	0.0%
407.09.546.010.49.00	MISCELLANEOUS	2,989	6,127	6,800	6,800	1,300		1,300	-80.9%
407.09.546.010.49.01	REGISTRATION	-	-	-	-	4,200		4,200	0.0%
407.09.546.010.49.02	MEMBERSHIP DUES/SUBSCRIPTIONS	-	-	-	-	3,000		3,000	0.0%
407.09.546.010.49.03	MISCELLANEOUS - CC FEES	7,139	7,038	12,150	12,150	12,150		12,150	0.0%
407.09.546.010.51.00	INTERGOVT PROF SERVICES	116	6,799	-	-	-		-	0.0%
407.09.546.010.53.00	EXTERNAL TAXES & OPER ASSESS	2,854	2,687	3,250	3,250	3,250		3,250	0.0%
407.09.546.010.89.00	OTHER DEBT SERVICE COSTS	42	-	-	-	-		-	0.0%
Total Administration		1,085,870	919,155	1,010,916	959,966	755,732	-	755,732	-21.3%
Contra Expense Offsets (General Fund)									
407.09.546.091.1A.00	WAGE CONTRA OFFSETS	46,513	70,103	47,868	49,149	49,150		49,150	0.0%
407.09.546.091.2A.00	BENEFIT CONTRA OFFSETS	29,676	43,627	26,796	31,750	31,750		31,750	0.0%
407.09.546.091.3A.00	SUPPLIES CONTRA OFFSETS	4,801	2,483	1,470	882	880		880	-0.2%
407.09.546.091.4A.00	SERVICES CONTRA OFFSETS	12,029	38,897	8,378	21,684	21,680		21,680	0.0%
Total Contra Expense Offsets (General Fund)		93,019	155,110	84,512	103,465	103,460	-	103,460	0.0%
Educational Activities									
407.09.571.010.41.00	PROFESSIONAL SERVICES	314	1,043	-	-	2,000		2,000	0.0%
Total Educational Activities		314	1,043	-	-	2,000	-	2,000	0.0%
Due to Other Agencies									
407.09.589.030.00.04	DUE TO STATE - SALES TAX	38,919	39,056	40,000	40,000	40,000		40,000	0.0%
407.09.589.030.00.06	LEASEHOLD EXCISE TAX LIABILITY	130,192	134,908	141,955	141,955	143,000		143,000	0.7%
407.09.589.030.00.10	RENTAL CAR TAXES	103	165	59	59	59		59	0.0%
Total Due to Other Agencies		169,214	174,129	182,014	182,014	183,059	-	183,059	0.6%
Debt Service Payments - Principal									
407.09.581.020.05.00	INTERFUND LOAN REPAYMENT - 405	-	-	-	16,800	68,095		68,095	305.3%
407.09.591.046.71.00	PRINCIPAL - G.O. BONDS	242,122	1,532,672	-	-	-		-	0.0%
407.09.591.046.71.01	PRINCIPAL - ARKANSAS WAY	13,671	15,348	15,640	15,640	16,296		16,296	4.2%
407.09.591.046.71.02	LOAN PRINCIPAL - TRACT 5A	-	2,958	21,000	297,105	-		-	-100.0%
Debt Service Payment - Principal		255,793	1,550,978	36,640	329,545	84,391	-	84,391	-74.4%
Debt Service Payment - Interest									
407.09.592.046.83.00	INTEREST - L/T EXTERNAL DEBT	74,084	33,106	-	-	-		-	0.0%
407.09.592.046.83.01	INTEREST - ARKANSAS WAY	10,788	11,335	10,814	10,814	10,389		10,389	-3.9%
407.09.592.046.83.02	LOAN INTEREST - TRACT 5A	-	3,412	12,400	11,055	-		-	-100.0%
407.09.592.046.83.05	INTERFUND LOAN INTEREST - 405 FUND	-	-	-	1,400	4,692		4,692	235.1%
Total Debt Service Payment - Interest		84,872	47,853	23,214	23,269	15,081	-	15,081	-35.2%

FUND		407- AIRPORT FUND				EXPENDITURES			
DEPARTMENT:		VARIOUS (09, 9A)							
Account Number	Account Titles	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2109
Capital Outlays									
407.09.594.046.62.00	BUILDINGS AND STRUCTURES	63,980	924,460	150,000	150,000	-	2,803,678	2,803,678	1769.1%
407.09.594.046.63.00	OTHER IMPROVEMENTS	1,007,391	642,126	279,973	279,973	30,000		30,000	-89.3%
407.09.594.046.63.01	OTHER IMPROVEMENTS - ARKANSAS RI	-	-	120,000	120,000	-	60,000	60,000	-50.0%
407.09.594.046.64.00	MACHINERY & EQUIPMENT	22,210	35,193	70,000	70,000	10,000	70,000	80,000	14.3%
Total Capital Outlays		1,093,581	1,601,779	619,973	619,973	40,000	2,933,678	2,973,678	379.6%
Maintenance									
407.9A.546.010.11.00	SALARIES AND WAGES	-	-	-	-	96,552		96,552	0.0%
407.9A.546.010.21.00	PERSONNEL BENEFITS	-	-	-	-	66,333		66,333	0.0%
407.9A.546.010.24.00	UNIFORMS & CLOTHING	-	-	-	-	500		500	0.0%
407.9A.546.010.31.00	OFFICE & OPERATING SUPPLIES	-	-	-	-	16,500		16,500	0.0%
407.9A.546.010.32.00	FUEL CONSUMED	-	-	-	-	7,000		7,000	0.0%
407.9A.546.010.35.00	SMALL TOOLS & MINOR EQUIPMENT	-	-	-	-	9,000		9,000	0.0%
407.9A.546.010.41.00	PROFESSIONAL SERVICES	-	-	-	-	70,000		70,000	0.0%
407.9A.546.010.45.00	RENTALS	-	-	-	-	-	6,000	6,000	0.0%
407.9A.546.010.48.00	REPAIR & MAINT - FACILITIES	-	-	-	-	32,000		32,000	0.0%
407.9A.546.010.48.01	REPAIR & MAINT - EQUIPMENT	-	-	-	-	8,000		8,000	0.0%
Total Maintenance		-	-	-	-	305,885	6,000	311,885	0.0%
TOTAL EXPENDITURES		\$ 2,782,663	\$ 4,450,047	\$ 1,957,269	\$ 2,218,232	\$ 1,489,608	\$ 2,939,678	\$ 4,429,286	99.7%
ENDING CASH, DECEMBER 31		1,817,718	371,625	370,904	523,082	811,852	(294,883)	516,969	-1.2%
TOTAL APPROPRIATION		\$ 4,600,381	\$ 4,821,672	\$ 2,328,173	\$ 2,741,314	\$ 2,301,460	\$ 2,644,795	\$ 4,946,255	80.4%

FIDUCIARY FUND TYPES

Fiduciary Funds account for assets held in a trustee or agency capacity for others, and therefore, cannot be used to support the City's own programs.

PENSION TRUST FUND

Pension Trust Funds account for the operation of a trust established for employee retirement benefits.

Firemen's Pension Fund – This fund is used to account for the accumulation of resources of pension benefit payments to qualified firefighters and their survivors.

CITY AGENCY FUND

Agency Funds account for funds held in an agency capacity for others by the City.

The City Agency Fund - This fund is used to account for municipal court funds not belonging to the City.

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FIREMAN'S PENSION

Fireman's Pension Fund 611 Department 36

Purpose:

This fund is used solely to pay the pension supplement and medical benefits for retired firefighters that were covered under the City's retirement plan in place before the existence of the state-wide Law Enforcement Officers and Fire Fighters plan (LEOFF 1). There currently three (3) retired pre-LEOFF fighters who are eligible to receive benefits from this fund.

A property tax rate of 22.5 cents per \$1,000 of assessed value is levied for this fund. By law, the amount collected can only be used for the pension supplement and medical benefits for the pre-LEOFF firefighters.

Significant Changes 2019:

No significant changes are planned for this fund. The total 2019 budget for the Firemen's Pension Fund is **\$78,500**.

FIREMEN'S PENSION FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Firemen's Pension Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Taxes	\$ 134,425	\$ 143,492	\$ 133,700	\$ 162,228	\$ 165,126	1.8%
Intergovernmental Revenues	13,272	13,533	13,500	13,500	13,550	0.4%
Interest Earnings	1,461	3,274	1,750	1,750	12,560	617.7%
TOTAL REVENUES	\$ 149,158	\$ 160,299	\$ 148,950	\$ 177,478	\$ 191,236	7.8%
EXPENDITURES						
Benefits	\$ 37,403	\$ 32,990	\$ 78,500	\$ 78,500	\$ 78,500	0.0%
TOTAL EXPENDITURES	\$ 37,403	\$ 32,990	\$ 78,500	\$ 78,500	\$ 78,500	0.0%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 490,266	\$ 602,021	\$ 696,307	\$ 729,330	\$ 828,308	13.6%
Net Revenue Over (under) Expenditures	111,755	127,309	70,450	98,978	112,736	13.9%
ENDING CASH, DECEMBER 31	\$ 602,021	\$ 729,330	\$ 766,757	\$ 828,308	\$ 941,044	13.6%

FUND: 611 - FIREMEN'S PENSION FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUE SOURCE									
Property Taxes									
611.311.010.00	REAL AND PERSONAL PROPERTY TAX	\$ 131,879	\$ 141,837	\$ 132,000	\$ 160,180	\$ 162,675		\$ 162,675	1.6%
611.311.010.01	REAL/PERSONAL PROP TAX DELINQ	2,546	1,655	1,700	2,048	2,451		2,451	19.7%
Total Property Taxes		134,425	143,492	133,700	162,228	165,126	-	165,126	1.8%
Intergovernmental Revenues									
611.336.006.91	FIRE INSURANCE PREMIUM TAX	13,272	13,534	13,500	13,500	13,550		13,550	0.4%
Total Intergovernmental Revenues		13,272	13,534	13,500	13,500	13,550	-	13,550	0.4%
Interest Earnings									
611.361.011.00	INTEREST EARNINGS	1,461	3,274	1,750	1,750	12,560		12,560	617.7%
Total Interest Earnings		1,461	3,274	1,750	1,750	12,560	-	12,560	617.7%
TOTAL REVENUES		\$ 149,158	\$ 160,300	\$ 148,950	\$ 177,478	\$ 191,236	\$ -	\$ 191,236	7.8%
BEGINNING CASH, JANUARY 1		490,266	602,021	696,307	729,330	828,308	-	828,308	13.6%
TOTAL REVENUE APPROPRIATION		\$ 639,424	\$ 762,321	\$ 845,257	\$ 906,808	\$ 1,019,544	\$ -	\$ 1,019,544	12.4%

FUND:		611 - FIREMEN'S PENSION FUND				EXPENDITURES			
DEPARTMENT:		36 FIREMEN'S PENSION							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
EXPENDITURES									
Pension & Medical Benefits									
611.36.517.021.29.01	PENSION & DISABILITY - MEDICAL	\$ 29,524	\$ 26,528	\$ 67,500	\$ 67,500	\$ 67,500		\$ 67,500	0.0%
611.36.517.021.29.02	PENSION & DISABILITY - PENSION	7,879	6,462	11,000	11,000	11,000		11,000	0.0%
Total Pension & Medical Benefits		37,403	32,990	78,500	78,500	78,500	-	78,500	0.0%
TOTAL EXPENDITURES		\$ 37,403	\$ 32,990	\$ 78,500	\$ 78,500	\$ 78,500	\$ -	\$ 78,500	0.0%
ENDING CASH, DECEMBER 31		602,021	729,330	766,757	828,308	941,044	-	941,044	13.6%
TOTAL APPROPRIATION		\$ 639,424	\$ 762,320	\$ 845,257	\$ 906,808	\$ 1,019,544	\$ -	\$ 1,019,544	12.4%

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CITY AGENCY City Agency Fund 633

Purpose:

Funds received by the Municipal Court that do not belong to the City of Chehalis are held in this fund until it can be determined who should receive them. Then they are disbursed to the proper person or entity.

Significant Changes 2019:

No significant changes are planned for this fund.

AGENCY FUND - MUNICIPAL COURT TRUST FUND SUMMARY BY REVENUE AND EXPENDITURE CATEGORY

Agency Fund - Municipal Court Trust Fund	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget	2019 Adopted Budget	% Change 2018-2019
REVENUE SOURCE						
Agency Deposits	\$ 343,781	\$ 268,484	\$ 360,000	\$ 360,000	\$ 360,000	0.0%
TOTAL REVENUES	\$ 343,781	\$ 268,484	\$ 360,000	\$ 360,000	\$ 360,000	0.0%
EXPENDITURES						
Agency Disbursements	\$ 342,221	\$ 267,154	\$ 360,000	\$ 360,000	\$ 360,000	0.0%
TOTAL EXPENDITURES	\$ 342,221	\$ 267,154	\$ 360,000	\$ 360,000	\$ 360,000	0.0%
CHANGES IN FUND BALANCE						
Beginning Cash, January 1	\$ 8,000	\$ 9,560	\$ 9,560	\$ 10,890	\$ 10,890	0.0%
Net Revenue Over (under) Expenditures	1,560	1,330	-	-	-	0.0%
ENDING CASH, DECEMBER 31	\$ 9,560	\$ 10,890	\$ 9,560	\$ 10,890	\$ 10,890	0.0%

FUND: 633 - AGENCY FUND - MUNICIPAL COURT TRUST FUND						REVENUES			
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2018-2019
REVENUES SOURCE									
Agency Deposits									
633.389.000.00	MISC COURT DEPOSITS/PREPMT REC'D	\$ 343,781	\$ -	\$ 360,000	\$ -	\$ -	\$ -	\$ -	0.0%
633.389.030.00	MISC COURT DEPOSITS/PREPMT REC'D	-	268,484	-	360,000	360,000	-	360,000	0.0%
Total Agency Deposits		343,781	268,484	360,000	360,000	360,000	-	360,000	0.0%
TOTAL REVENUES		\$ 343,781	\$ 268,484	\$ 360,000	\$ 360,000	\$ 360,000	\$ -	\$ 360,000	0.0%
BEGINNING CASH, JANUARY 1		8,000	9,560	9,560	10,890	10,890	-	10,890	0.0%
TOTAL REVENUE APPROPRIATION		\$ 351,781	\$ 278,044	\$ 369,560	\$ 370,890	\$ 370,890	\$ -	\$ 370,890	0.0%

FUND:		633 - AGENCY FUND - MUNICIPAL COURT TRUST				EXPENDITURES			
DEPARTMENT:		NON-DEPARTMENTAL							
Account Number	Account Title	2016 Actual	2017 Actual	2018 Original Budget	2018 Amended Budget 9/24/2018	2019 Recurring	2019 One-Time	2019 Total Adopted Budget	% Change 2019-2018
EXPENDITURES									
Custodial Activity									
633.00.589.000.00.00	DUE TO OTHER ENTITIES	\$ 342,221		\$ -	\$ -	\$ -		\$ -	0.0%
633.00.589.030.00.00	DUE TO OTHER ENTITIES	-	267,154	-	-	-		-	0.0%
633.00.589.090.00.00	CUSTODIAL ACTIVITIES	-	-	360,000	360,000	360,000		360,000	0.0%
Total Custodial Activity		342,221	267,154	360,000	360,000	360,000	-	360,000	0.0%
TOTAL EXPENDITURES		\$ 342,221	\$ 267,154	\$ 360,000	\$ 360,000	\$ 360,000	\$ -	\$ 360,000	0.0%
ENDING CASH, DECEMBER 31		9,560	10,890	9,560	10,890	10,890	-	10,890	0.0%
TOTAL APPROPRIATION		\$ 351,781	\$ 278,044	\$ 369,560	\$ 370,890	\$ 370,890	\$ -	\$ 370,890	0.0%

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Supplemental Schedules

City of Chehalis
Summary of Debt Service Payments to Be Made in 2019

Loan ID	Maturity Date	Debt Type	Payment #	Date	1/1/2019 Balance	Total Payment	Principal	Interest	12/31/2019 Balance	Principal Acct#	Interest Acct#	
2011 G.O. Bond (US Bank)		GO	15	6/1/19	680,000.00	12,281.25		12,281.25		200.OC.591.034.71.00	200.OC.592.014.83.00	DSF
2011 G.O. Bond (US Bank)	12/1/2026	GO	16	12/1/19		87,281.25	75,000.00	12,281.25	605,000.00	200.OC.591.034.71.00	200.OC.592.014.83.00	
						99,562.50	75,000.00	24,562.50				
2014 Fire Truck Purchase (SSB) 2017	9/25/2022	GO	Various	Monthly	347,848.79	100,171.92	90,852.96	9,318.96	256,995.83	001.11.591.022.71.00	001.11.592.022.83.00	FIRE
Chip Spreader Purchase (SSB)	10/25/2024	GO	Various	Monthly	224,916.83	42,780.00	35,371.08	7,408.92	189,545.75	1/3 001.K1.591.095.71.00 2/3 003.K1.591.095.71.00	1/3 001.K1.592.095.81.00 2/3 003.K1.592.095.81.00	STREETS DED ST 4%
General Fund Total					1,252,765.62	242,514.42	201,224.04	41,290.38	1,051,541.58			
79 Revenue Bond (Berkadia)	8/1/2019	Revenue		2/1/19	27,000.00	12,675.00	12,000.00	675.00	15,000.00	405.10.591.034.72.00	405.10.592.034.83.00	WATER
79 Revenue Bond (Berkadia)		Revenue		8/1/19		15,375.00	15,000.00	375.00	0.00	405.10.591.034.72.00	405.10.592.034.83.00	
						28,050.00	27,000.00	1,050.00				
99-65199-013, SRFL #4, RRB (DOH)	10/1/2020	Revenue	20	10/1/19	100,001.30	52,500.69	50,000.65	2,500.04	50,000.65	405.10.591.034.78.00	405.10.592.T34.83.00	WATER
05-96300-008 Wtr Ph IV #5 (DOH)	10/1/2026	Revenue		10/1/19	504,607.17	65,598.92	63,075.89	2,523.03	441,531.28	405.10.591.034.78.01	405.10.592.T34.83.01	WATER
DM13-952-179 High Level (DOH)	10/1/2027	Revenue	annual	10/1/19	772,650.00	97,439.75	85,850.00	11,589.75	686,800.00	405.10.591.034.78.03	405.10.592.T34.83.03	WATER
DM13-952-180 Redundant Floc (DOH)	10/1/2037	Revenue	annual	10/1/19	1,151,400.00	77,870.99	60,600.00	17,270.99	1,090,800.00	405.10.591.034.78.02	405.10.592.T34.83.02	WATER
Water Fund Total					2,555,658.47	321,460.35	286,526.54	34,933.81	2,269,131.93			
L0400015 SRFL#1, Reuse (DOE)		Revenue	29	5/1/19	875,938.33	83,270.27	76,680.17	6,590.10	799,258.16	404.11.591.035.72.00	404.11.592.035.83.10	WW
L0400015 SRFL#1 (DOE)	11/1/2024	Revenue	30	11/1/19		83,270.27	77,257.07	6,013.20	722,001.09	404.11.591.035.72.00	404.11.592.035.83.10	
						166,540.54	153,937.24	12,603.30				
L0400016 SRFL #2, CRWRF (DOE)		Revenue	29	6/30/19	94,347.17	9,829.51	9,119.69	709.82	85,227.48	404.11.591.035.72.13	404.11.592.C35.83.00	WW
L0400016 SRFL #2 (DOE)	12/30/2023	Revenue	30	12/30/19		9,829.51	9,188.30	641.21	76,039.18	404.11.591.035.72.13	404.11.592.C35.83.00	
						19,659.02	18,307.99	1,351.03				
L050014A SRFL #3A, CRWRF (DOE)	6/30/2027	Revenue	23	6/30/19	13,860,295.87	815,311.52	815,311.52	0.00	13,044,984.35	404.11.591.035.72.11	N/A	WW
L050014A SRFL #3A (DOE)		Revenue	24	12/30/19		815,311.52	815,311.52	0.00	12,229,672.83	404.11.591.035.72.11	N/A	
						1,630,623.04	1,630,623.04	0.00				
L050014B SRFL #3B, RTB (DOE)		Revenue	20	3/30/19	395,455.97	19,772.80	19,772.80	0.00	375,683.17	404.11.591.035.72.12	N/A	WW
L050014B SRFL #3B (DOE)	9/30/2028	Revenue	21	9/30/19		19,772.80	19,772.80	0.00	355,910.37	404.11.591.035.72.12	N/A	
						39,545.60	39,545.60	0.00				
EL150003 SRFL , I & I (DOE)		Revenue	4	6/30/19	342,009.52	11,767.66	7,642.97	4,124.69	334,366.55	404.11.591.035.78.00	404.11.592.035.83.00	WW
EL150003 SRFL , I & I (DOE)	12/31/2036	Revenue	5	12/31/19		11,767.66	7,735.15	4,032.51	326,631.40	404.11.591.035.78.00	404.11.592.035.83.00	
						23,535.32	15,378.12	8,157.20				
Wastewater Fund Total					15,568,046.86	1,879,903.52	1,857,791.99	22,111.53	13,710,254.87			
Lewis County .09 Loan Arkansas	12/1/2035	Revenue	Various	Various	353,651.44	26,682.60	16,295.93	10,386.67	337,355.51	407.09.591.046.71.01	407.09.592.046.83.01	AIRPORT
Interfund Loan (WA) - Tract 5A Payoff	9/30/2022	Revenue	Various	Monthly	262,629.60	72,787.00	68,095.00	4,692.00	194,534.60	407.09.581.020.05.00	407.09.592.046.83.05	AIRPORT
Airport Fund Total					616,281.04	99,469.60	84,390.93	15,078.67	531,890.11			
Grand Total					19,992,751.99	2,543,347.89	2,429,933.50	113,414.39	17,562,818.49			

Last updated 11/7/18

2019 Salary Schedule - Effective January Payroll**Non-Uniform - 2% for 2019****Police/Sgts. - 4% for 2019****Fire - 2% for 2019****Non-Represented 4.5% for 2019**

Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Accountant	Teamsters Non-Uniform	24A	4,770	5,009	5,259	5,522	5,798
Accounting Technician II	Teamsters Non-Uniform	17A	3,390	3,560	3,738	3,925	4,121
Administrative Assistant (not Fire or Airport)	Teamsters Non-Uniform	17A	3,390	3,560	3,738	3,925	4,121
Airport Operations Coordinator	Non-Represented	5N	5,478	5,752	6,039	6,341	6,658
Airport Office Manager	Non-Represented	2N	3,462	3,636	3,817	4,009	4,209
Airport Property Maintenance Technician	Non-Represented	2N	3,462	3,636	3,817	4,009	4,209
Airport Property Maintenance Worker	Non-Represented	1N	3,140	3,297	3,462	3,636	3,817
Building Official	Teamsters Non-Uniform	24A	4,770	5,009	5,259	5,522	5,798
Chief of Police	Non-Represented	12N	7,935	8,332	8,749	9,187	9,646
City Clerk	Non-Represented	4N	4,732	4,968	5,217	5,478	5,752
City Councilor	Elected	Monthly	100				
City Manager	Non-Represented	Contract	12,377				
Civil Service Secretary	Non-Represented	Hourly Rate	20.00				
Code Inspector	Non-Represented	Hourly Rate	29.00				
Community Corrections Officer (formerly Court Bailiff/Transport Officer)	Non-Represented	13A(*)	2,790	2,929	3,075	3,229	3,390
Community Development Director	Non-Represented	11N	7,556	7,935	8,332	8,749	9,187
Community Services Officer	Teamsters Non-Uniform	18A	3,560	3,738	3,925	4,121	4,327
Court Clerk	Teamsters Non-Uniform	16A	3,229	3,390	3,560	3,738	3,925
Department Administrative Assistant (Fire)	Non-Represented	2N	3,462	3,636	3,817	4,009	4,209
Deputy Police Chief	Non-Represented	10N	7,197	7,556	7,935	8,332	8,749
Development Review Specialist/Permit Technician	Teamsters Non-Uniform	21A	4,121	4,327	4,543	4,770	5,009
Engineering Technician II	Teamsters Non-Uniform	22A	4,327	4,543	4,770	5,009	5,259
Engineering Technician III	Teamsters Non-Uniform	24A	4,770	5,009	5,259	5,522	5,798
Equipment Operator I	Teamsters Non-Uniform	19A	3,738	3,925	4,121	4,327	4,543
Equipment Operator II	Teamsters Non-Uniform	20A	3,925	4,121	4,327	4,543	4,770
Finance Director	Non-Represented	9N	6,854	7,197	7,556	7,935	8,332
Fire Captain	IAFF	22F	5,726	5,896	6,285	6,595	6,907
Fire Chief	Non-Represented	12N	7,935	8,332	8,749	9,187	9,646
Firefighter/Engineer	IAFF	20F	4,839	5,070	5,312	5,567	5,830
Human Resources Admin./Risk Manager	Non-Represented	8N	6,528	6,854	7,197	7,556	7,935
Journeyman Electrician/Equip. Maint. Tech.	Teamsters Non-Uniform	21A	4,121	4,327	4,543	4,770	5,009
Judicial Assistant for Sentence Monitoring	Teamsters Non-Uniform	15A	3,075	3,229	3,390	3,560	3,738
Lead Wastewater Treatment Plant Operator	Teamsters Non-Uniform	24A	4,770	5,009	5,259	5,522	5,798
Maintenance Technician - Electrical, Electronics & Mayor	Teamsters Non-Uniform	21A	4,121	4,327	4,543	4,770	5,009
Municipal Court Administrator	Elected	Monthly	150				
Municipal Court Judge	Non-Represented	3N	4,639	4,871	5,114	5,370	5,639
Municipal Court Judge Pro-Tem	Non-Represented	Contract	3,481				
Municipal Court Judge Pro-Tem	Non-Represented	Hourly Rate	50.00				
Parking Enforcement/Evidence Technician	Teamsters Non-Uniform	16A	3,229	3,390	3,560	3,738	3,925
Permit Technician	Teamsters Non-Uniform	19A	3,738	3,925	4,121	4,327	4,543
Police Officer (Academy graduate)	Teamsters-Police	22P	5,318	5,573	5,850	6,133	6,437
Police Officer (Non-academy graduate)	Teamsters-Police	21P	4,254				
Police Officer Assigned as Detective	Teamsters-Police	23P	5,584	5,852	6,142	6,440	6,759
Police Sergeant	Teamsters-Police	24P	7,153	7,454			
Police Sergeant Assigned as Detective	Teamsters-Police	25P	7,511	7,826			
Poplar Tree Plantation Worker/Utility Worker I	Teamsters Non-Uniform	17A	3,390	3,560	3,738	3,925	4,121
Poplar Tree Plantation Worker/Utility Worker II	Teamsters Non-Uniform	18A	3,560	3,738	3,925	4,121	4,327
Planning and Building Manager	Non-Represented	7N	6,124	6,430	6,752	7,089	7,444
Property/Facilities Manager	Non-Represented	5N	5,478	5,752	6,039	6,341	6,658
Property Maintenance Technician I	Teamsters Non-Uniform	19A	3,738	3,925	4,121	4,327	4,543
Property Maintenance Technician II	Teamsters Non-Uniform	21A	4,121	4,327	4,543	4,770	5,009
Property Maintenance Worker	Teamsters Non-Uniform	15A	3,075	3,229	3,390	3,560	3,738
Public Works Director	Non-Represented	11N	7,556	7,935	8,332	8,749	9,187
Public Works Office Manager	Teamsters Non-Uniform	20A	3,925	4,121	4,327	4,543	4,770
Records Technician	Teamsters Non-Uniform	15A	3,075	3,229	3,390	3,560	3,738
Recreation Assistant	Teamsters Non-Uniform	13A	2,790	2,929	3,075	3,229	3,390
Recreation/Aquatics Manager	Non-Represented	5N	5,478	5,752	6,039	6,341	6,658
Storm/Wastewater Collection Specialist	Teamsters Non-Uniform	19A	3,738	3,925	4,121	4,327	4,543
Street/Stormwater Superintendent	Non-Represented	5N	5,478	5,752	6,039	6,341	6,658
Traffic Control Technician	Teamsters Non-Uniform	20A	3,925	4,121	4,327	4,543	4,770
Utility Customer Service Representative I	Teamsters Non-Uniform	15A	3,075	3,229	3,390	3,560	3,738

Last updated 11/7/18

Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Utility Customer Service Representative II	Teamsters Non-Uniform	16A	3,229	3,390	3,560	3,738	3,925
Vehicle Maintenance Technician	Teamsters Non-Uniform	20A	3,925	4,121	4,327	4,543	4,770
Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Wastewater Laboratory Assistant	Teamsters Non-Uniform	17A	3,390	3,560	3,738	3,925	4,121
Wastewater Laboratory Technician II	Teamsters Non-Uniform	20A	3,925	4,121	4,327	4,543	4,770
Wastewater Superintendent	Non-Represented	8N	6,528	6,854	7,197	7,556	7,935
Wastewater Treatment Operator	Teamsters Non-Uniform	20A	3,925	4,121	4,327	4,543	4,770
Water Distribution Operator I	Teamsters Non-Uniform	18A	3,560	3,738	3,925	4,121	4,327
Water Distribution Operator I / Meter Reader	Teamsters Non-Uniform	18A	3,560	3,738	3,925	4,121	4,327
Water Distribution Operator II	Teamsters Non-Uniform	19A	3,738	3,925	4,121	4,327	4,543
Water Superintendent	Non-Represented	5N	5,478	5,752	6,039	6,341	6,658
Water Treatment Operator I	Teamsters Non-Uniform	19A	3,738	3,925	4,121	4,327	4,543
Water Treatment Operator II	Teamsters Non-Uniform	22A	4,327	4,543	4,770	5,009	5,259

Temporary and Seasonal Hourly Rates - 2019 (change to minimum wage \$12.00 per hour in 2019)					
			Step A	Step B	Step C
Lifeguard	pt1	Pool	12.00	12.60	13.23
Swimming Pool Cashier	pt1	Pool	12.00	12.60	13.23
Lifeguard/Instructor	pt2	Pool	12.60	13.23	13.89
Water Safety Instructor	pt2	Pool	12.60	13.23	13.89
Senior Instructor	pt3	Pool	13.23	13.89	14.58
Senior Lifeguard	pt3	Pool	13.23	13.89	14.58
Swimming Pool Assistant Manager	pt4	Pool	15.18	15.94	16.74
Swimming Pool Manager	pt8	Pool	21.39	22.46	23.58
Recreation Aide	pt1	Parks and Recreation	12.00	12.60	13.23
		Facility,			
Property Maintenance Aide	pt5	Parks and Recreation	13.00	15.00	17.00
Tournament Director	pt12	Parks and Recreation	18.50	19.40	20.35

EMPLOYEES
FULL TIME EQUIVALENTS (FTE)*
By Department and Division Within General Fund and By Fund Elsewhere

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Proposed Budget	Change from 2018 Amended to 2019 Budget
GENERAL FUND						
CITY MANAGER						
City Manager	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Total City Manager Employees (FTE)	2.00	2.00	2.00	2.00	2.00	0.00
CITY CLERK						
City Clerk	1.00	1.00	1.00	1.00	1.00	0.00
Total City Clerk Employees (FTE)	1.00	1.00	1.00	1.00	1.00	0.00
MUNICIPAL COURT						
Judge	0.35	0.35	0.35	0.35	0.35	0.00
Court Administrator	1.00	1.00	1.00	1.00	1.00	0.00
Court Clerk	1.00	1.00	1.00	1.00	1.00	0.00
Judicial Assistant /Sentence Monitor	0.73	0.73	0.73	0.73	0.73	0.00
Court Bailiff	0.10	0.10	0.10	0.10	0.10	0.00
Total Municipal Court Employees (FTE)	3.18	3.18	3.18	3.18	3.18	0.00
FINANCE						
Finance Manager	1.00	1.00	1.00	1.00	1.00	0.00
Financial Analyst	0.00	0.00	0.80	0.80	0.30	-0.50
Payroll Accountant	1.00	1.00	1.00	1.00	1.00	0.00
Accounting Tech II	1.00	1.00	1.00	1.00	1.00	0.00
Total Finance Employees (FTE)	3.00	3.00	3.80	3.80	3.30	-0.50
HUMAN RESOURCES						
Human Resources/Risk Manager	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant*	0.00	0.00	0.00	0.00	0.00	0.00
Total Human Resources Employees (FTE)	1.00	1.00	1.00	1.00	1.00	0.00
FACILITIES AND PARKS						
Public Works Director	0.00	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.00	0.00	0.20	0.20	0.20	0.00
Community Development Director/Engineer	0.00	0.00	0.00	0.00	0.05	0.05
Property/Facilities Manager	0.00	0.00	0.00	1.00	1.00	0.00
Property Maintenance Tech. II	0.00	0.00	0.00	0.00	0.00	0.00
Property Maintenance Tech. I	4.00	5.00	5.00	4.00	4.00	0.00
Property Maintenance Worker	1.00	0.00	0.00	0.00	0.00	0.00
Property Maintenance Aide (seasonal)	0.98	2.10	0.00	0.98	3.10	2.12
Total Facilities & Parks Employees (FTE)	5.98	7.30	5.40	6.38	8.55	2.17
FIRE						
Fire Chief	1.00	1.00	1.00	1.00	1.00	0.00
Department Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Fire Captain	4.00	4.00	4.00	4.00	4.00	0.00
Firefighter/Engineer	7.00	7.00	7.00	7.00	8.00	1.00
Firefighter/Paramedic	1.00	1.00	1.00	1.00	0.00	-1.00
Reserve Firefighter	1.00	0.00	0.00	0.00	0.00	0.00
Civil Service Examiner	0.10	0.10	0.10	0.10	0.00	-0.10
Total Fire Employees (FTE)	15.10	14.10	14.10	14.10	14.00	-0.10
PLANNING AND BUILDING						
Community Development Director/Engineer	1.00	0.60	0.55	0.55	0.05	-0.50
Comprehensive Planner	0.00	0.00	0.00	0.00	0.00	0.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	0.00
Dev Rev Specialist/Bldg. Inspector	1.00	1.00	1.00	1.00	1.00	0.00
Planning and Building Manager	0.00	0.00	0.00	0.00	0.60	0.60
Total Planning & Building Employees (FTE)	3.00	2.60	2.55	2.55	2.65	0.10
POLICE						
Chief of Police	1.00	1.00	1.00	1.00	1.00	0.00

EMPLOYEES
FULL TIME EQUIVALENTS (FTE)*
By Department and Division Within General Fund and By Fund Elsewhere

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Proposed Budget	Change from 2018 Amended to 2019 Budget
Deputy Chief	1.00	1.00	1.00	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	0.00
Records Technician	2.00	2.00	2.00	2.00	2.00	0.00
Police Sergeant	3.00	4.00	4.00	4.00	4.00	0.00
Police Officer	12.00	12.00	12.00	12.00	12.00	0.00
Police Officer (vacant)-1FTE*	0.00	0.00	0.00	0.00	0.00	0.00
Parking Enforcement/Evidence Technician	1.00	1.00	1.00	1.00	1.00	0.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00	0.00
Civil Service Examiner	0.05	0.05	0.05	0.05	0.00	-0.05
Total Police Employees (FTE)	22.05	23.05	23.05	23.05	23.00	-0.05
RECREATION						
Administrative Assistant	1.00	1.50	1.50	1.50	1.50	0.00
Recreation Assistant	0.75	0.00	0.00	0.00	0.00	0.00
Swimming Pool Staff (Seasonal)	2.00	3.00	2.00	2.00	3.00	1.00
Recreational Aides (Seasonal)	2.08	1.00	0.00	2.08	0.00	-2.08
Recreation/Aquatics Manager	1.00	1.00	1.00	1.00	1.00	0.00
Community Development Director	0.00	0.00	0.00	0.00	0.02	0.02
Total Recreation Employees (FTE)	6.83	6.50	4.50	6.58	5.52	-1.06
PUBLIC WORKS - STREETS						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Street/Stormwater Superintendent	0.50	0.50	0.50	0.50	0.50	0.00
Vehicle Maintenance Tech.	1.00	1.00	1.00	1.00	1.00	0.00
Engineering Tech. III	0.11	0.06	0.06	0.06	0.30	0.24
Engineering Tech II	0.00	0.00	0.00	0.00	0.30	0.30
Equipment Operator I	0.75	0.50	0.50	0.50	0.50	0.00
Equipment Operator II	0.75	0.50	0.50	0.50	0.50	0.00
Community Development Director	0.00	0.00	0.05	0.05	0.08	0.03
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Property Maint. Aide (Seasonal)	1.20	0.80	0.00	1.20	0.80	-0.40
Total PW Street Employees (FTE)	4.81	3.81	3.01	4.21	4.48	0.27
TOTAL GENERAL FUND	67.95	67.54	63.59	67.85	68.68	0.83
PUBLIC WORKS - ARTERIAL STREET						
Equipment Operator I	0.00	0.25	0.25	0.25	0.25	0.00
Equipment Operator II	0.00	0.25	0.25	0.25	0.25	0.00
Storm/Wastewater Collection Specialist	0.00	0.50	0.50	0.50	0.50	0.00
Total Arterial Street Employees (FTE)	0.00	1.00	1.00	1.00	1.00	0.00
PUBLIC WORKS - WASTEWATER						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Administrative Assistant (PT)	0.00	0.00	0.00	0.00	0.50	0.50
Wastewater Superintendent	1.00	1.00	1.00	1.00	1.00	0.00
Community Development Director/Engineer	0.00	0.00	0.10	0.10	0.20	0.10
Building and Planning Manager	0.00	0.00	0.00	0.00	0.10	0.10
Engineering Tech. III	0.36	0.43	0.42	0.42	0.46	0.04
Engineering Tech II	0.00	0.00	0.00	0.00	0.46	0.46
Maintenance Tech - Electrical	1.00	1.00	1.00	1.00	1.00	0.00
Lead Wastewater Treatment Plant Operator	1.00	1.00	1.00	1.00	1.00	0.00
WW Treatment Operator II	3.00	3.00	3.00	3.00	3.00	0.00
Wastewater Laboratory Tech. II	1.00	1.00	1.00	1.00	1.00	0.00
Wastewater Laboratory Assistant	0.50	0.00	0.00	0.00	0.00	0.00
Storm/Wastewater Collection Specialist	2.00	2.00	2.00	2.00	2.00	0.00
Poplar Tree Plantation Worker/Utility Worker 1	1.00	1.00	1.00	1.00	1.00	0.00
Poplar Tree Plantation Worker/Utility Worker II	0.50	0.50	0.50	0.50	0.50	0.00
Property Maintenance Aide (Seasonal)	0.00	0.92	0.00	0.92	0.92	0.00
Total Wastewater Employees (FTE)	11.86	12.30	11.42	12.34	13.54	1.20

EMPLOYEES
FULL TIME EQUIVALENTS (FTE)*
By Department and Division Within General Fund and By Fund Elsewhere

Department / Classification	2016 Actual	2017 Actual	2018 Adopted	2018 Amended Budget	2019 Proposed Budget	Change from 2018 Amended to 2019 Budget
PUBLIC WORKS - WATER						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Community Development Director	0.00	0.10	0.10	0.10	0.20	0.10
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Water Superintendent	1.00	1.00	1.00	1.00	1.00	0.00
Engineering Tech. III	0.40	0.45	0.49	0.49	0.49	0.00
Engineering Tech II	0.00	0.00	0.00	0.00	0.49	0.49
Maintenance Tech -Electrical	1.00	1.00	1.00	1.00	1.00	0.00
Water Treatment Plant Operator II	1.00	1.00	1.00	1.00	1.00	0.00
Water Treatment Plant Operator I	2.00	2.00	2.00	2.00	2.00	0.00
Water Distribution Operator I	1.00	0.00	0.00	0.00	0.00	0.00
Water Distribution Operator II	1.00	2.00	2.00	2.00	2.00	0.00
Meter Reader	1.00	0.00	0.00	0.00	0.00	0.00
Water Distribution Operator I/Meter Reader	1.00	2.00	2.00	2.00	2.00	0.00
Public Works Maintenance Aide (Seasonal)	0.00	0.68	0.00	0.68	0.68	0.00
Vehicle Maintenance Tech.	0.46	1.00	1.00	1.00	1.00	0.00
Utility Customer Service Rep. Seasonal	0.00	0.23	0.00	0.00	0.00	0.00
Utility Customer Service Rep. I	1.00	1.00	1.00	1.00	1.00	0.00
Utility Customer Service Rep. II	1.00	1.00	1.00	1.00	1.00	0.00
Total Water Employees (FTE)	12.36	13.91	12.99	13.67	14.36	0.69
STORM WATER						
Public Works Director	0.25	0.20	0.20	0.20	0.20	0.00
Street/Stormwater Superintendent	0.50	0.50	0.50	0.50	0.50	0.00
Public Works Office Manager	0.25	0.25	0.20	0.20	0.20	0.00
Community Development Director	0.00	0.15	0.05	0.05	0.15	0.10
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Storm/Wastewater Collection Specialist	1.00	1.00	1.00	1.00	1.00	0.00
Storm/Wastewater Collection Specialist	0.00	0.50	0.50	0.50	0.50	0.00
Engineering Tech. III	0.13	0.06	0.03	0.03	0.20	0.17
Engineering Tech II	0.00	0.00	0.00	0.00	0.20	0.20
Equipment Operator I	0.25	0.25	0.25	0.25	0.25	0.00
Equipment Operator II	0.25	0.25	0.25	0.25	0.25	0.00
PW Property Maint. Aide (Seasonal)	0.26	0.26	0.00	0.26	0.26	0.00
Vehicle Maintenance Tech.	0.00	0.00	0.00	0.00	1.00	1.00
Total Storm Water Employees (FTE)	2.89	3.42	2.98	3.24	4.81	1.57
AIRPORT						
Airport Director	1.00	1.00	1.00	0.00	0.00	0.00
Community Development Director	0.00	0.15	0.15	0.15	0.25	0.10
Airport Operations Coordinator	0.00	0.00	0.00	1.00	1.00	0.00
Airport Maintenance Technician	1.00	1.00	1.00	1.00	1.00	0.00
Office Manager	1.00	1.00	1.00	1.00	1.00	0.00
Airport Maintenance Worker	1.00	1.00	1.00	1.00	1.00	0.00
Planning and Building Manager	0.00	0.00	0.00	0.00	0.10	0.10
Summer Intern	0.25	0.25	0.25	0.25	0.25	0.00
Total Airport Employees (FTE)	4.25	4.40	4.40	4.40	4.60	0.20
TOTAL CITY-WIDE EMPLOYEES (FTE)	99.31	102.57	96.38	102.50	106.99	4.49