

**CITY OF ENUMCLAW**  
**2017**  
**PRELIMINARY BUDGET**

*Prepared by the Finance Department*

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To the citizens of Enumclaw and Enumclaw City Council,

Over the past years my budget message has been cautious and conservative and I am happy to finally be able to say that the ebb and flow of the economy certainly seems to be swinging in the positive side of the economic wave. Throughout 2016 Administration and staff, working in collaboration with City Council finalized our City Comprehensive Plan Update. This plan is utilized by elected officials and staff as a guide to develop budgets, set policies and implement strategies that will enhance the community of Enumclaw for the next decade.

After many years of building moratoriums and stalled economic development due to the Great Recession, we are now seeing growth in our community and I know there are mixed feelings about this. The Growth Management Act catapulted us into an arena of planning for growth that we are mandated to accommodate and the market will grow within the economic boundaries that it can bear. So, knowing that growth is occurring and will continue to occur, we must understand and implement strategies to achieve a balance that address and embrace these changes. But, it will be challenging and require that a few more bold steps be taken to position our city organization to be ready to provide effective public services.

Enumclaw cannot afford to continue to fund its stormwater management program using general taxes. This longstanding practice has led to us being at a competitive disadvantage to other Puget Sound cities that have made the smart and strategic decision to fund stormwater management using an enterprise utility fund. Property owners pay rates in proportion to the impact they have on the public stormwater system. This important decision to use a common municipal utility financing model will relieve the city's general fund of over \$300,000 in expenses. This would finally allow the City of Enumclaw to restore positions long reduced or frozen from the Great Recession.

The positive side that the current growth has brought to our community can be seen in new industry, new businesses and the creation of more jobs in our community; new families to energize our schools. Our sales tax revenue is projected to increase by approximately \$200,000 over 2015. We had \$16 million added in assessed property values due to new construction with Enumclaw receiving its proportional share of approximately \$24,700 in new property tax revenue. Without these financial gains your municipal government would be unable to address infrastructure and service level needs and simple fail to keep pace with inflation. I am extremely grateful to the citizens for the passage of the Enumclaw Transportation Benefit District (TBD) 0.1% sales tax increase in November 2015 as well as

the TBD Board's decision to implement a \$20 vehicle license fee in 2014. These difficult financial decisions will generate roughly \$524,000 annually dedicated solely to street pavement preservation and improvement. Your municipal government would have never been able to begin addressing our streets in a pro-active approach without you. Thank you!

And, there is always the flip side...negative; traffic increases, loss of open space and housing density. A sense of loss from what was and is perceived as "it's the way it has always been." So whichever side of the coin of growth you choose, the one thing that is certain is that growth will continue until the next economic slide slows or stops it. Your elected officials need to make smart, financially prudent decisions that address the evolving changes by putting into place goals and financial strategies allowing us to be nimble and the ability to adjust accordingly, to whatever economic situation. Your municipal government wants to be able to offer you a level of service that continues to make you proud to be a resident of Enumclaw.

Now I know most of government is pretty boring...streets, water, sewer, garbage but there can also be the more warm and fuzzy side as well. For instance, public parks, recreational programs, municipal pool and our senior center, all of which we are very fortunate to have but there are two areas that I continue to pursue that I feel can and will make a positive difference to our community for generations.

#1 The Foothills Trail White River Bridge crossing - For 11 years now as an elected official, I have championed the foothills trail project and under my administration have worked diligently with King County, Pierce County, City of Buckley and Enumclaw City Council to assist in obtaining the necessary funding to "Bridge that Gap". I am pleased to announce that The Foothills Trail White River Bridge has been ranked second on a long list of state wide projects seeking funding through RCO grant program with anticipated support from our state legislature.

#2 The Downtown Plaza and Pavilion - Re-invent and invigorate a grossly underutilized public property on Cole Street bringing vitality, a place for open air markets, concerts and performances, a place for visitors to enjoy and revel in the beauty of our community. I am optimistic that your council, local businesses, Chamber of Commerce and community will join together in our efforts to create an enhanced Downtown Plaza and Pavilion environment that is "a buzz" with activity and creates a sense of place that locals, businesses as well as visitors will enjoy for generations.

In the future the synergy of these two priorities will become more obvious as trail users from Pierce County travel to Enumclaw as well as those who utilize our downtown as the launching point for their

trail experience to the south. A downtown plaza with amenities that encourage visitors to spend time in the town center will be a precious commodity that serves multiple generations. You need only look to surrounding cities such as Issaquah, Buckley and Orting to find excellent examples of where public trails can be woven into the town center fabric of a community.

I have presented to council a budget that is balanced, but only if we join the long list of other Puget Sound cities and change the way we fund stormwater management. It is focused on long term goals addressing areas to not only meet but hopefully exceed public expectations. There are areas that will require some very difficult decisions from your council that help us achieve the goals set forth in the Comprehensive plan and adopted plans

To name a name a few:

Establish a Stormwater Utility Fund

Maintenance and capital funding for our municipal pool

Funding for strategies identified in adopted Park Plan

Public Works programs of work

Staffing Levels

Building and Landscape maintenance

Conceptual design of Cole Street Plaza & Pavilion

Sign Code revisions

Continued implementation of Economic Development Plan

Develop policies arising from recommendations from Food, Beverage and Agriculture Committee

Continue collaboration with King County and Pierce County on the next steps towards completion of the Foothills Trail Bridge across the White River

Review, prioritize and implement the Street maintenance program

Continued review and revisions of city codes and policies

Capture grants wherever possible

Our 2017 budgeted programs of work that will be presented for council consideration for funding will allow for future opportunities that will significantly encourage vitality and increase our financial strength.

The adopted 2017 budget will require once again for your Enumclaw city government to have a “stick to it” attitude and team approach and to put into place the long range financial planning policies that fulfill these strategies.

We have addressed many issues throughout 2016 and with 2017 right around the corner increases in population result in rising service level demands and we must address this imbalance of personnel to increased work demands to stay competitive and responsive. My emphasis has always been to encourage a team approach. Let's revitalize Enumclaw together "...you have a great city of Enumclaw Team:

Your city employees

Your department directors

Your City Council

Your City Administrator

And myself

But we should never forget or take for granted the level of volunteers, the organizations that are working in tandem to make our community stand apart from all others. A community that is dialed-in, participates and shines. When you pull together this all inclusive team to a unified vision, our community will grow to prosper and move about in a manner that retains the charm everyone always refers to as "We are Enumclaw".

I remain dedicated to this community, to guide the Team and community forward, always grateful and willing to work alongside others for the betterment of the community as a whole. We are all here to build a beautiful community that we are proud to call home. So, let us all get to work!

*"If you want to go fast, go alone. If you want to go far, go together " African Proverb*

Best wishes always,

Mayor Liz

## 2017 BUDGET OVERVIEW

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### **Budget Context**

The 2017 Budget proposes to fund core (basic) services at current levels and, similar to 2016, provide an increase in resources to specific departments. The structural imbalance between General Fund revenues and expenditures still remains, primarily due to the city's current policy of funding stormwater management through general taxes, rather than via a stormwater utility as occurs in most other Puget Sound cities. This remains the organization's main obstacle to completing the recovery of general governmental services that were scaled back during the Great Recession. The assessed value from new construction that has occurred in 2015-2016 now appears on the revenue side in higher property tax receipts, with more anticipated over the new two years of residential home construction.

Utility capital projects include the completion of the Golf Course Well and 3 million gallon reservoir replacement that began construction in 2016. New projects for 2017 include rebuilding the Upper Fairway Hills water booster pump station, WWTP ultraviolet disinfection system replacement and upgrade and the \$3.5 million pavement preservation projects of the Enumclaw TBD. The total General Fund budget is \$12,893,453, including contingency, property management and general reserves. The total capital budget is approximately \$11 million, with the majority of this being from water and wastewater utility and TBD projects. The total budget of all city funds is \$54,817,378.

### **Budget Goals**

The following goals have guided the development of the 2017 Budget, as well as the past few years:

1. Maintain essential Public Services
2. Protect and Enhance the City's Fiscal Health and Stability
3. Address Capital Infrastructure and Public Facilities needs
4. Sustain and Enhance a High Quality of Life

### **Economic Outlook**

The Puget Sound regional economic forecast continues to be favorable as we move into 2017. Strong retail sales continue and are the primary driver of the health of the General Fund. Low regional inflation and unemployment and modest increases in personal income and population continue to provide economic stability to the region. Enumclaw continues to experience strong growth in sales tax in 2016 and expects a similar annual sales tax in 2017, although the rate of growth is not likely to continue. The Puget Sound housing market has improved with Enumclaw continuing to experience residential home construction with the full build-out of Suntop Farms, Div. II and infill development at Elk Meadows and Suntop Div. I. The concerns expressed one year ago regarding residential lot inventory no longer exist as the close of 2016 should have nearly 80 finished, ready-to-build lots. Two additional phases of Suntop Div. 3 and Meadow Park, Phase I under construction during fall of 2016 will add an equal amount of lots. Phases 4 and 5 of Suntop are currently under preliminary plat review.

## Revenue Outlook

The 2017 general fund budget assumes limited growth in the local economy and thus revenue projections are assumed to be only slightly higher than 2016 year-end projections for commerce-related taxes. Overall revenue estimates are lower for building permits, plan review and interfund transfers. Permitting of the Enumclaw High School expansion and remodel resulted in a significant one-time revenue infusion.

**Primary Revenue Sources:** The city's three primary revenue sources (sales tax, property tax and utility tax) have now all shown signs of positive economic activity.

- **Property Tax:** The city's 2017 assessed value (AV) of \$1,242,290,604 is about \$68 million higher than in 2016 (\$1,173,567,306). New construction AV amounts to about \$16 million, representing the first substantial increase since the recession. Correspondingly, the property tax levy rate will be \$1.50752 per \$1,000 AV, versus the \$1.5329 of 2016. With the passage of the KCFD 28 levy to their maximum rate of \$1.50 and the projected KCLS rate of \$0.40641, the city's statutory maximum levy rate is \$1.69359 per \$1,000 AV. Since the recommended levy rate is still lower than the maximum statutory levy, there would still be about \$280,000 in unused or "banked" available taxing capacity remaining.
- **Sales Tax:** Sales tax receipts continue to be primarily driven by car sales, restaurants, construction and a variety of retail, with an increasing amount of online sales. The city anticipates sales tax receipts of \$2.5 million in 2017 or \$128,307 more than forecasted in the 2016 budget. The 2016 receipts are again projected to finish strong at nearly \$2.5 million. Car sales, the largest contributor of sales tax, have increased since 2012 and are expected to hold steady again or slightly increase in 2017. Enumclaw continues to be quite healthy from a sales tax perspective.
- **Utility Taxes:** The city imposes utility taxes on all of its utilities. This budget recommends maintaining the current utility tax rates. Estimated revenues are \$1.9 million, or about equal to 2016. Specifically, natural gas and electricity consumption increased after the warm winter of 2014-2015 and are projected to be at normal levels for the neutral Pacific Ocean conditions (neither El Niño nor La Niña) for the upcoming winter of 2016-2017. An increase in 2017 could occur due to the effect of utility rate increases yet to be decided for water, sewer and solid waste.

**Secondary Revenue Sources:** Secondary revenue sources (REET, utility connection fees, and developer paid impact fees) are directly related to development activity. Secondary revenues sources are important because it is these sources of revenue the City uses to pay for (or use as a grant match) capital projects listed in the City's 6 year Capital Improvement Program. The REET fund balances are now in a position to fund such capital projects.

Developer paid impact fees (assessed on new construction) for parks and transportation plummeted during the recession. It appears that 2013 was the low point for these fees and increases experienced in 2016 are expected to continue in 2017.

**Other Revenue Sources:** State shared revenues such as liquor profits, liquor taxes and motor vehicle fuel tax are expected to remain at current levels. Local Criminal Justice tax revenues have performed very well as they are based on the overall taxable sales within King County. Enumclaw jail revenue decreased significantly in 2016 as aggressive prosecution in the municipal court has resulted in a higher portion of the jail census being Enumclaw prisoners and thus fewer beds available to contract out. Board of prisoner and work release revenue for 2017 is projected to remain at a decreased level, approximately \$150,000 (50%) lower than in previous years.

## **Expenditures**

In general, expenditures continue to grow at a rate roughly equal to inflation on the cost of services and supplies used in the delivery of city services. The growth in employee cost, particularly health care premiums, continues to be of long term concern. The budget includes cost-of-living-adjustments (COLA) of 1.8% for non-represented staff and AFSCME based on the CPI-U for this past June. Both AFSCME and the Police Guild contracts expire at the end of 2017 and remain unsettled.

## **General Fund**

2017 General Fund (GF) operating revenues are estimated at \$8,785,403. 2017 General Fund operating expenditures are estimated at \$9,168,157. Ending Fund Balance is \$1,628,428 and reserve levels set by policy are met with this preliminary budget.

The 2017 beginning fund balance is sufficient enough to: 1) continue to fund core services at current levels; 2) fund 7 capital projects, at a total cost of \$73,750; 3) exceed the GF 8% reserve policy; and 4) set aside \$150,000 for LEOFF I retiree medical care liability.

Staff upgrades are proposed for the Public Works and Parks Departments.

## **Utilities**

The City's utilities are relatively stable and are generally in a better financial position than a year ago. The Water and Wastewater Utilities continue to receive notable connection fee revenue from the current residential housing activity. Annual rate adjustments of 2.2% (estimated, actual to be based on CPI-U released for October) for the Water and Wastewater utilities would automatically go into effect in January. The rate studies currently underway for the Water, Wastewater and potential Stormwater utilities may recommend adjustments of a different level and should be completed during the budget review period.

The Water Utility meets its reserve requirement and is making principal and interest payments on the \$300,000 interfund loan. The utility experienced normal water consumption this summer and thus operating revenue is down from 2015, but slightly more than budgeted. Capital facilities charge (connection charge) revenue is projected to come in above the budgeted amount as a result of new construction and redevelopment activity. Engineering staff

will continue to be extremely busy in 2017 as both the 3 million gallon reservoir replacement and golf course well projects are currently under construction.

Wastewater Utility reserves now meet our reserve policy but still are not sufficient to provide for capital funding. Operating revenue continues to pay down the principal of the \$800,000 interfund loan. Completion of the Comprehensive Wastewater Facilities Plan identified future capital projects and the rate study currently underway will recommend necessary increases to rates and charges in order to accomplish them. Critical projects at the treatment plant are proposed for 2017, most notably the upgrade to the ultraviolet (UV) disinfection system.

The Natural Gas Utility's strategic hedging transactions for gas supply have enabled the utility to project only inflationary rate increases needed for future operations, and no rate adjustment is proposed for 2017. Completion of the Automated Meter Reading (AMR) system will occur in late 2016. The Gas System Plan completed in 2016 identifies a list of necessary capital improvement projects to be considered for 2017, and future rate increases may be necessary to accomplish these projects.

The Solid Waste Utility is excited to complete the implementation of the automated residential garbage collection program. Garbage carts were purchased earlier this year through a state loan program to replace customer-owned cans that are not compatible with automated collection. The new automated collection truck was received in September with cart distribution to occur in early October. For 2017, the King County tipping rate will increase significantly, from \$120.17/ton to \$134.59/ton, a 12% increase. This will translate into a city rate increase beyond inflationary levels. Public Works will provide a recommended rate increase in October 2016 to maintain adequate reserves and cover operating and debt service expenditures.

## **Organizational Changes**

The Mayor recommends the following organization moves into 2017:

- Administration recommends the creation of a Stormwater Utility. Expenditures associated with managing and maintaining the stormwater system within the city are being accounted for separately within the Street Fund, in compliance with our municipal stormwater permit. Funding stormwater management through an enterprise fund would relieve the General Fund of a burden of over \$300,000 that places the City of Enumclaw at a competitive disadvantage to surround cities with stormwater utilities.
- Restore the Senior Center Recreation Program Assistant to full-time (1.0 FTE). This position was reduced to 0.75 FTE in 2010 as part of a larger reduction in force. General Fund revenue has recovered from the recession and restoring this position emphasizes the importance of human services.
- Restore the Parks and Cultural Services Director position (vacant since mid-2010) and eliminate the Recreation Program Supervisor position in favor of a Recreation Coordinator. The director position would ultimately oversee the following areas:
  - Recreation Programs
  - Parks Maintenance
  - Arts & Cultural Programs

- Senior Center operations & Youth Center contract
- Enumclaw Golf Course Lease
- Parks planning and capital project financing
- Restore the full-time Construction Inspector position to Public Works
- Add a full-time Aquatics Assistant
- Add a full-time Geographic Information System (GIS) Specialist to Public Works
- Add a second full-time Maintenance Worker (rover) to be split between the Street, Stormwater and Parks divisions.

### **2017 Budget Initiatives:**

In addition to all of the services afforded through the 2017 Budget, the following initiatives are of note:

- a) Downtown Plaza & Pavilion – The budget recommends that \$20,000 be spent to have a consultant prepare multiple design concepts on city property between Cole Street and Railroad Street as proposed by Mayor Reynolds in 2015. Key elements for consideration would be a market pavilion, outdoor performance area, children’s play structure, spray park, areas for public art and provisions for a future mixed-use structure. The concept would consider the “City Center Promenade” along Railroad Street that was envisioned in the 2000 Downtown Enumclaw Enhancement Plan, adopted by the City Council via Ord. No. 2101. Community feedback has been supportive of this concept. The 2016 funding for the Mixed Use Feasibility Study would be used for this.
- b) Aquatic Center Facility Evaluation - \$7,500 for a consultant with expertise in pool facilities to complete a comprehensive evaluation of the structure, HVAC, electrical and mechanical systems that will be used to guide us in planning for future capital needs on this 40-year old facility.
- c) Restore funding to the Green River College Small Business Assistance Center in the amount of \$5,000. This would match a \$5,000 Port of Seattle grant. We have seen too often how poor business plans in the Cole Street retail area lead to tenant turnover and vacant storefronts. The GRC SBA program helps new and expanding small businesses to be successful and is an important economic development tool.
- d) Increase Youth Center funding to \$65,000, nearing the level provided from 2005-2009 prior to the Great Recession. The 2016 funding was \$60,000.
- e) Provide \$6,140 to match a \$6,140 Port of Seattle grant to fund the Visitor Center.
- f) Provide \$1,500 to the Enumclaw Plateau Historical Society to cover the cost of their city utilities.
- g) Consistent with the Human Services Advisory Board Recommendation:
  - a. Provide \$15,000 to Plateau Outreach Ministries for the Utility Voucher program
  - b. Provide \$5,000 to Plateau Outreach Ministries for the Rental Assistance program (reduced from the \$7,500 HSAB recommendation)
  - c. Provide \$5,000 to Rainier Foothills Wellness Foundation (RWF) for the Neighbors Feeding Neighbors program

### **Council Review**

Staff looks forward to a constructive and collaborative budget review process with Council.

## Reader's Guide

**Mayor's Message** – The message provides insight into the decision making process.

**Table of Contents** – a guide to the key segments of the document.

**Mission & Goals** – Council statement provides guidance, especially for new requests.

**Officials & Committee's** – elected and appointed.

**Finance & Budget Related Policies** – a summary of City policies.

**Accounting & Budgeting** – basic guidelines.

**Budget Calendar** – schedule of events in the budget process.

**Definitions of Revenues & Expenditures** – basic groupings and types.

**Property Tax Composition** – information on these two key revenues.

**List of Funds & Departments**

**Fund Detail, with Significant Expenditure Sources & Uses** – General Fund is broken down by department and lists transfer subsidies to other funds.

**Capital Projects** – Current year additions

**Long Term Debt Summary** – General obligation, revenue and special assessment bonds, state loans and notes.

**Staffing Fund & Department** – ties to FTE listings in Fund Detail section and includes salary ranges.

**Glossary**– Definitions of key terms.

## City of Enumclaw Mayor and City Council

<u>Position</u>	<u>Name</u>	<u>Term</u>	<u>Expiration</u>
Mayor	Liz Reynolds E-mail: <a href="mailto:lreynolds@ci.enumclaw.wa.us">lreynolds@ci.enumclaw.wa.us</a> Phone: 360.615.5606	4 years	12/31/17 (2 <sup>nd</sup> )
Council Position 1	Morgan Irwin	Unexpired 2 year term	12/31/17 (1 <sup>st</sup> )
Council Position 2	Kimberly Lauk	4 years	12/31/19 (1 <sup>st</sup> )
Council Position 3	Mike Sando	4 years	12/31/17 (2 <sup>nd</sup> )
Council Position 4	Chance LaFleur	4 years	12/31/19 (2 <sup>nd</sup> )
Council Position 5	Juanita Carstens	4 years	12/31/17 (1 <sup>st</sup> )
Council Position 6	Jan Molinaro	4 years	12/31/19 (1 <sup>st</sup> )
Council Position 7	Hoke Overland E-mail: <a href="mailto:council@ci.enumclaw.wa.us">council@ci.enumclaw.wa.us</a> Phone: 360.615.5608	4 years	12/31/17 (1 <sup>st</sup> )

## City Officials

<u>Position</u>	<u>Name</u>	<u>Department</u>	<u>Contact</u>
City Administrator	Chris Searcy	Administration	<a href="mailto:csearcy@ci.enumclaw.wa.us">csearcy@ci.enumclaw.wa.us</a> 360.615.5607
Judge	Robert Hamilton	Municipal Court	360.825.7771
City Attorney	Michael Reynolds	Legal	360.802.3888
City Clerk	Maureen Burwell	Administration	<a href="mailto:mburwell@ci.enumclaw.wa.us">mburwell@ci.enumclaw.wa.us</a> 360.615.5608
Chief	James Zoll	Police	<a href="mailto:jimz@police.ci.enumclaw.wa.us">jimz@police.ci.enumclaw.wa.us</a> 360.825.3505
Director	Stephanie McKenzie	Finance	<a href="mailto:smckenzie@ci.enumclaw.wa.us">smckenzie@ci.enumclaw.wa.us</a> 360.615.5629
Acting Director	Jeff Lincoln	Public Works	<a href="mailto:jlincoln@ci.enumclaw.wa.us">jlincoln@ci.enumclaw.wa.us</a> 360.615.5721
Director	Chris Pasinetti	Community Development	<a href="mailto:cpasinetti@ci.enumclaw.wa.us">cpasinetti@ci.enumclaw.wa.us</a> 360.615.5726
Hearing Examiner	Sharon Rice	Community Development	360.825.3593

## City of Enumclaw City Council Committees

### **Committee on Committees**

Chance LaFleur, Chair  
Mike Sando  
Hoke Overland

### **Economic Development**

Hoke Overland, Chair  
Juanita Carstens  
Jan Molinaro

### **Finance**

Morgan Irwin, Chair  
Mike Sando  
Jan Molinaro

### **Community Services & Development**

Mike Sando, Chair  
Kimberly Lauk  
Jan Molinaro

### **Public Safety**

Juanita Carstens, Chair  
Chance LaFleur  
Hoke Overland

### **Public Works**

Chance LaFleur, Chair  
Morgan Irwin  
Kimberly Lauk

### **Industrial Development Corporation**

Exists to facilitate economic development and employment opportunities through financing of industrial development facilities. Board of Directors composed of full City Council. Meets following first regular meeting of the City Council in January and thereafter as needed.

## City of Enumclaw Boards and Commissions

**Arts Commission** – sponsors and conducts programs to further public awareness of and interest in visual and performing arts. Three-year term. Meets first Wednesday of each month, 7:00 p.m. at City Hall.

*Anne Crandall*  
*Ronda Boyd*  
*Janet Berthon*  
*Ryan Overbay*  
*Samantha Rheinford, Chair*  
*Elaine Lynest*  
*Patricia Doyle*  
*Dan Devries*

**Design Review Board** – reviews and approves building designs, landscaping and site plans to ensure aesthetic design. Four-year term. Meets first and third Thursdays, 6:00 p.m. at City Hall.

*Bryan Christiansen, Chair*  
*Dave White*  
*John Blackburn, Vice Chair*  
*Wyatt Lawlis*  
*Bill DuBray*

**Cemetery Board** – establishes rules and regulations to maintain the solemnity of the grounds. Four-year term. Meets quarterly, 4:00 p.m. at the Cemetery Office.

*Vivian Froemke*  
*Mel Bears*  
*Bette Zech*  
*Jim Zoll, Chair*  
*Jodine Burke*

**Civil Service Commission** – governs appointments, advancements, demotions, suspensions and discharges of and police officers. Six-year term. Meets third Wednesday of each month, 4:00 p.m. at City Hall.

*Kaylee Garrett*  
*David Voss, Chair*  
*Albert Willis*  
*Denise Cook, Secretary*

**Library Board** – manages and controls the Library. Five-year term. Meets first Tuesday of each month, 5:30 p.m. at Library.

*Open*  
*Sandy Kanaga*  
*Jim Barchek*  
*Richard Elfers, Chair*  
*Judy Prenevost*

**Human Services Board** – advisory board that identifies and prioritizes social service needs. Four-year term. Meets four times per year, 5:00 p.m. at City Hall.

*Open*  
*Helen Boisejolie*  
*Aaron Brenner, Chair*  
*Stephanie Sackett-Converse*  
*Maria Reichert*  
*Barbara Braun*  
*Linda Rabb*

**Planning Commission** – Research and fact-finding group analyzes, researches, and makes recommendations to City Council on land use and development. Four-year term. Meets fourth Thursday of each month, 7:00 p.m. at City Hall.

*Fred Sears*  
*Leland Blechschmidt*  
*Mike Kuffler*  
*David Hancock, Chair*  
*Open*  
*Lori McDonald*  
*Albert Willis*

**Park Board** – provides guidance, direction and recommendations on planning, acquisition, development and operation of park facilities, community center and recreation programs. Four-year term. Meets second Wednesday of each month, 5:00 p.m. at the City Hall.

*Tom Hassenauer*  
*Sara Stratton*  
*Meg Schrag*  
*Kevin Zahourek*  
*Kelly Hettick*  
*Kim Sales, Chair*  
*David Loney*

## Finance and Budget Related Policies

1. **Coordinate the Comprehensive Plan, budget, capital and long-range planning processes.**
  - i. Capital asset policy #6100
    1. Monitor capital asset transactions
    2. Internal control of major assets
    3. Schedule funding of significant assets
  - ii. Unclaimed property policy #6400
    1. Accurate reporting of receivables
  - iii. The 2013 Budget includes a section summarizing capital facilities and staffing projections for a six year horizon.
2. **Prioritize services and projects that benefit the community.**
  - iv. Purchasing policy #5100
    1. Promote efficient use of City funds
    2. Ensure accountability
    3. Comply with legal requirements
  - v. Purchasing card policy #5200
    1. Promote efficient use of City credit cards
    2. Ensure accountability for purchases
  - vi. Prioritizing City expenditures policy #8300
    1. Categorize significant expenditures with appropriate sources
    2. On going expenditures shall not be funded by one-time revenues
    3. Use of funds is prioritized, the highest use being protection of the public
3. **Leverage resources with other agencies and private interests.**
  - vii. Accounts receivable policy #3200
    1. Track all receivables
    2. Establish reasonable collection periods and procedures
    3. Charge appropriate interest and penalties on past due accounts
    4. Take preemptive action to minimize past due accounts
  - viii. Investment policy #4100
    1. Provide highest return with maximum security
    2. Meet daily cash flow demands
4. **Maintain fiscally responsible fund reserve balances.**
  - ix. Reserve fund policy #8200
    1. Establish minimum recommended reserve levels
    2. Establish allowable uses of reserves
    3. Establish approval process for use of reserves
    4. Establish replacement process for reserves when used
    5. Assign administrative responsibilities
    6. The General Fund maintains an 8% of operating expenditures reserve for unanticipated needs. The Contingency Fund maintains a reserve for general use in case of catastrophic uninsured loss.
5. **Provide understandable and timely budget, financial and analytical reports.**
  - x. The Finance Director provides quarterly reports to administration and council comparing current expenditures with the prior year and budget.

# Accounting and Budgeting Procedures

## Accounting

Accounting records for the City are maintained in accordance with methods prescribed by the State Auditor under the authority of Washington state law, RCW Chapter 43.09.

## Basis of Presentation - Fund Accounting

The accounts of the City are organized on the basis of funds and departments. Each fund is a separate accounting entity with a self-balancing group of accounts. There are three broad fund categories. The preceding pages identify funds by departmental responsibility. The funds are identified by category on the following page.

## Basis of Accounting

Basis of accounting refers to "when" revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of measurements made, regardless of the nature of the measurement.

The **accrual basis** of accounting recognizes transactions when they occur, regardless of the timing of related cash receipts and disbursements. Revenues are recognized when earned, if measurable and expenses are recognized when incurred, if measurable. "Expenses" are defined as "outflows or other using up of assets or incurrence of liabilities during the period that constitute the entity's ongoing major and central operations."

The **modified accrual** basis of accounting is the accrual basis adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments are recognized when they become susceptible to accrual, i.e., when the related funds become both "measurable" and "available" to finance expenditures of the current period. To be considered "available", revenue must be collected during the current period or soon enough thereafter to pay current liabilities.

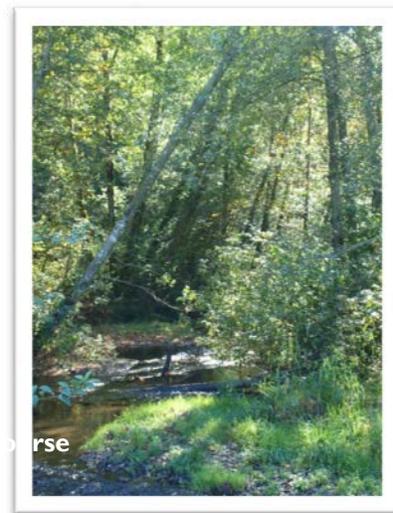
Expenditures are recognized on an accrual basis because they are measurable when they are incurred, that is, when a fund incurs the related liability. Since the recognition of depreciation does not reduce net financial resources, it is not considered to be an expenditure.

Governmental and permanent funds use the modified accrual basis of accounting. Proprietary and fiduciary funds use the accrual basis of accounting.

## Budgets and Budgetary Accounting

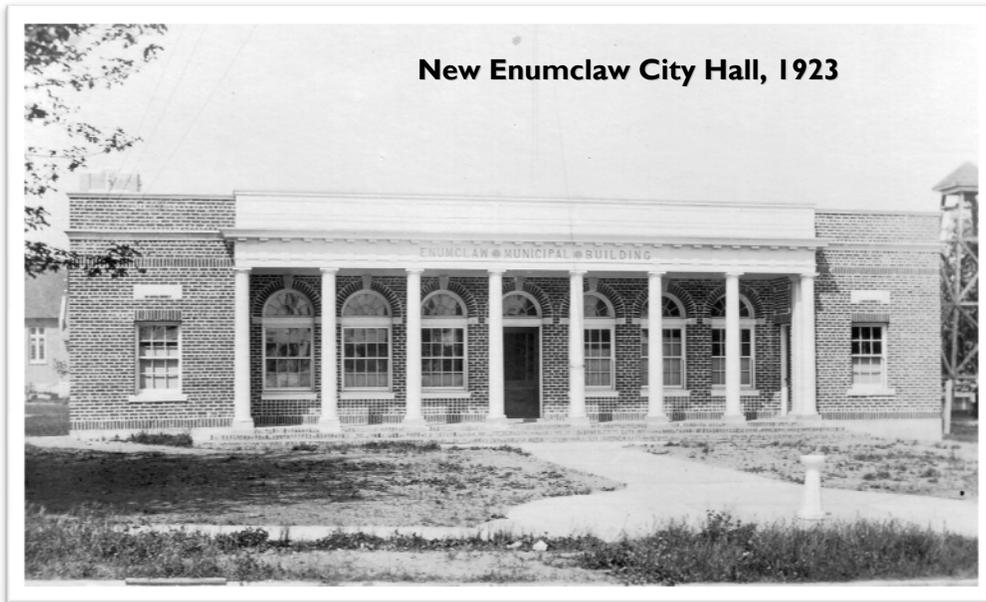
**Scope of Budget** - Annual appropriated budgets are currently adopted for the general, special revenue, debt service, capital project, enterprise, internal service and fiduciary funds on the modified accrual basis of accounting. Construction funds are budgeted on a multi-year basis. For governmental funds, there are no differences between the budgetary basis and generally accepted accounting principles. Budgetary accounts are integrated in fund ledgers for all budgeted funds. Budgets for certain special revenue, debt service, capital project and enterprise funds are adopted at the level of the individual project and for fiscal periods that correspond to the lives of projects.

Legal budgetary control is established at the fund level, i.e., expenditures for a fund may not exceed that fund's total appropriation amount. The City Administrator may authorize transfers of appropriations within a fund, but the City Council must approve, by ordinance, any increase in total fund appropriations. Any unexpended appropriation balances for annually budgeted funds lapse at the end of the year. Appropriations for construction funds are adopted on a "project-length" basis and are carried forward from year to year without re-appropriation, until authorized amounts are fully expended or the designated purpose of the fund has been accomplished.



**Procedures for Adopting the Original Budget** - The City's budget process and the time limits under which the budget must be prepared are defined by the Revised Code of Washington (RCW) 35A.33.

**Amending the Budget** - The City Administrator has authorized the Finance Director to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of a fund 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 the appropriation for a particular fund, it may be done so by ordinance approved by a simple majority.



## 2017 Budget Calendar

Scheduled	Tasks	Legal Deadlines, Requirements
Week of Aug 22nd City Admin./Finance Dir.	Meetings with Department Heads to review budget status and make required adjustments.	
Monday September 26 Finance Director	Estimated revenues to Council	1 <sup>st</sup> Monday in October
Wednesday, Sept 21 City Clerk	Send notice to newspaper of Public Hearing on revenue sources on October 24.	Prior to voting on ordinance
	Send notice to newspaper of Property Tax Levy ( <i>with estimated amount</i> ) Public Hearing dates (10/24, 11/14, 11/28), publish Wednesday October 5 & 12	
	Send notice to newspaper of Budget Workshop meeting dates, publish September 28 & October 5	
	Send notice to newspaper that Preliminary Budget is in Clerk's office, publish October 5 & 12	Publish 1/week, 2 conseq wks no later than 1 <sup>st</sup> 2 weeks in Nov
Monday October 3 City Administrator	Preliminary Budget, including the Budget Message, filed with City Clerk	1 <sup>st</sup> Monday in October
Monday October 3 Finance Director	Preliminary Budget published and available to the public in Clerk's Office by 5:00 PM	1 <sup>st</sup> Monday in October
Monday October 17 City Clerk	Send notice to newspaper for Preliminary Budget Hearings (11/14, 11/28), publish October 26 & November 2	Publish 1/week, 2 conseq weeks
Monday October 24 Council Meeting	<u>First</u> Public Hearing on revenue sources, including setting Property Tax Levy	Prior to voting on ordinance
	<u>First</u> Reading of the Property Tax Levy Ordinance	
Wednesday October 12 1 <sup>st</sup> Council Workshop 7pm	<u>Budget Review</u> Proposed Agenda: City-wide Overview, Council, Administration, Finance, Legal, Police, Municipal Court, Parks, Community Development.	
Wednesday October 19 2 <sup>nd</sup> Council Workshop 7pm	<u>Budget Review</u> Proposed Agenda: Senior/Youth Center, Pool, Debt Funds, General Fund Subsidies, Special Revenue Funds, Public Works	
Wednesday October 26 3 <sup>rd</sup> Council Workshop 7pm	<u>Budget Review</u> – Proposed Agenda: Public Works Cont'd, Internal Service Funds, Capital & Significant Expenditures	
Wednesday November 2 4 <sup>th</sup> Council Workshop 7pm	<u>Budget Review</u> - Proposed Agenda; Citywide Summary, Review & Council Discussion	

### Formal Budget Adoption

Scheduled	Tasks	Legal Deadlines, Requirements
Monday November 14 Council Meeting	<u>First</u> Public Hearing on Preliminary Budget	1 <sup>st</sup> Monday in December
	<u>Second</u> Public Hearing on Property Tax Levy <u>Second</u> Reading of Property Tax Levy Ordinance	
Monday November 23 Council Meeting	<u>First</u> Reading of Budget Ordinance <u>Second</u> & Final Public Hearing on Preliminary Budget <u>Third</u> & Final Public Hearing on Property Tax Levy <u>Third</u> Reading/Adoption of Property Tax Levy Ordinance ( <i>Due to King County Council &amp; Assessor by November 30</i> )	November 30+  November 30
Monday December 12 Council Meeting	<u>Second</u> Reading/Adoption of Budget Ordinance	Prior to Year End

# Revenue and Expenditure Categories

## **REVENUES:**

Taxes: Property, Retail sales, local criminal justice, utilities and gambling taxes.

Licenses & Permits: Business licenses, building permits, street permits, concealed weapons permits and impact fee permits.

Intergovernmental: Grants, entitlements, shared revenues and services to another government; Liquor Board Profits, Maple Valley Court Services and Boarding of Prisoners.

Charges for Goods & Services: Utility charges, park program fees, sale of maps, passport services, zoning & subdivision fees, plan check fees and charges from one fund to another.

Fines & Forfeits: Primarily Municipal Court, traffic infractions, parking infractions, driving under influence, other criminal traffic, other non-traffic misdemeanors and witness fees.

Miscellaneous & Other Sources: Interest, rents, leases, concessions, insurance recoveries and other miscellaneous revenues.

Interfund Transfers: Contributions from one fund to another.

Beginning Fund Balance/Reserves: Excess of revenues over expenditures carried over from the previous year.

## **EXPENDITURES:**

Salaries, Wages and Personnel Benefits: Salaries include regular, overtime, temporary and fire volunteers. Benefits include health, dental and vision insurance, pension contributions, FICA, industrial insurance and unemployment compensation premium.

Supplies: Articles purchased for consumption or resale; office & operating supplies, small tools and equipment, fuel, gas purchased for resale, auto parts and library books.

Services: Consulting fees, custodial services, telephone services, postage, training and travel, conferences, insurance, utility services, repair and maintenance and printing.

Intergovernmental Services/Taxes: Professional Services performed by State Auditor, voter and election charges, City owned utility taxes to General Fund.

Interfund Transfers: Contributions to other funds, often the equivalent of operating subsidies.

Capital Outlays: Major purchases of fixed assets with a cost of \$5,000 or greater.

Interfund Services: Charges for vehicles, equipment, computers and facilities services provided by the Internal Service Funds and General Fund administration, legal and finance.

Ending Fund Balance/Reserves: Estimated current-year excess of revenues over expenditures.

2016 Tax Rates Within The City Of Enumclaw  
(In dollars per \$1,000 of assessed value )

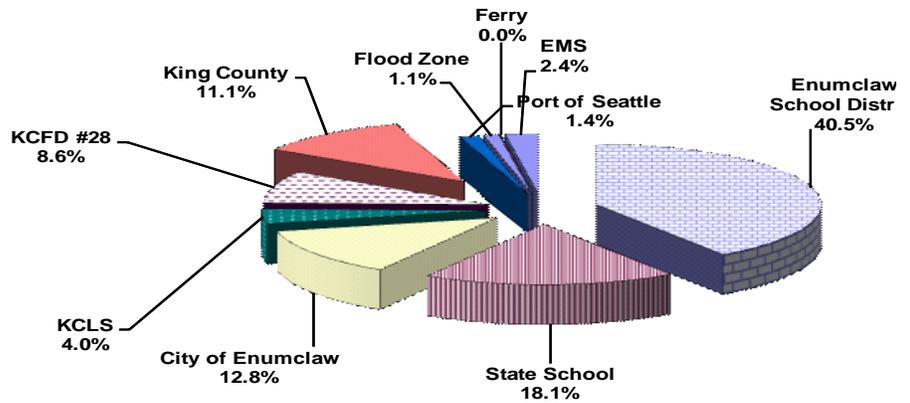
**Property Taxes and Enumclaw**

Property assessed value (AV) is determined by the King County Assessor's Office based on market values. Property tax levies are imposed by six different taxing jurisdictions within Enumclaw. The levies are authorized by the jurisdiction's governing bodies. Levies are set in terms of dollars per \$1,000 of assessed valuation.

<u>Agency/Taxing District</u>	<u>Tax Rate</u>	<u>% Of Total</u>
Enumclaw School District	\$4.84231	40.51%
State School	\$2.16898	18.14%
City of Enumclaw	\$1.52969	12.80%
KCLS	\$0.47714	3.99%
KCFD #28	\$1.02493	8.57%
King County	\$1.32697	11.10%
Port of Seattle	\$0.16954	1.42%
Flood Zone	\$0.12980	1.09%
Ferry	\$0.00279	0.02%
EMS	\$0.28235	2.36%
<b>Total</b>	<b>\$11.95450</b>	<b>100.00%</b>

RCW 84.55 is the governing legislation for property tax in the State of Washington. In 1997 the RCW was modified by Referendum No. 47 which allows the "banking" of unused levy capacity. The difference between the levy increase and the allowed maximum accumulates in a "bank." Any, or all, of this bank may be added to future levies.

In November 2001 Washington State voters approved Initiative 747, again modifying the RCW, reducing the maximum levy increase from 6% to 1%, or the Implicit Price Deflator (IPD), whichever is less. The IPD at September 30, 2016 was .953%. Adjustments for new construction, annexations and corrections are excluded from this calculation.



The City may levy up to \$3.60 per \$1,000 of assessed valuation for general governmental services. The 1% limitation may be exceeded by a "lid lift" if the levy is below the limit and is approved by a simple majority of the voters.

	<b>2017</b>	<b>2016</b>
PY Levy Actual Levy	\$1,824,999	\$1,771,332
New construction and adjustments	24,710	27,518
1% Limit Increase	0	<u>23,778</u>
Regular Levy Base	<u>1,421,722</u>	<u>1,421,722</u>
Banked Capacity	0	0
Total Levy Request	<u>\$1,848,999</u>	<u>\$1,822,628</u>

Assessed Value \$1,242,290,604

**Rate:**

Total Levy Request/ Assessed Value per thousand = Total levy rate

**2017 Rate:** (\$1,848,999/ \$1,242,290,604)\*1000 =1.48838

**2016 Rate:** (\$1,822,628/ \$1,190,797,268)\*1000 =1.53059

## City by Fund:

### **General Fund 001**

Contingency 001.101  
Property Management 001.180

### **Special Revenue Funds:**

Street 110  
Stormwater 110.450  
Lodging Tax 115  
State Growth Management – 2<sup>nd</sup> 130  
State Growth Management – 1<sup>st</sup> 131  
Seized Assets 150  
Jail Administration Group 154  
Drug Education & Enforcement 156  
Impact/Mitigation Fee 158  
Enumclaw Pool 170

### **Debt Service Funds:**

2003 Limited GO Bond 213  
LID Debt Service 215  
LID Guaranty 230

### **Enterprise Funds:**

Water Utility 410  
Wastewater Utility 420  
Natural Gas Utility 430  
Solid Waste Utility 440  
Water/Sewer Revenue Bond 455  
Enumclaw Expo Center 490

### **Internal Service Funds:**

Equipment Rental 520  
Data Processing 530  
Facilities Maintenance 535

### **Fiduciary Fund:**

Schlotfeldt Library Endowment 621

### **Permanent Funds:**

Cemetery Endowment 701  
Lafromboise Memorial 722

## City by Department:

### **City Council**

General Fund Dept 010

### **Municipal Court**

General Fund Dept 020

### **Administration**

General Fund Dept 03X  
General Fund Dept 090  
Contingency Fund 101  
Lodging Tax Fund 115  
2nd ¼% REET Fund 130  
1st ¼% REET Fund 131  
Property Mgt Fund 180  
Data Processing Fund 530

### **Finance**

General Fund Dept 040  
Debt Funds 213/215/230

### **City Attorney**

General Fund Dept 050

### **Police**

General Fund Dept 060  
Seized Assets Fund 150  
Jail Administration Group Fund 154

Drug Enforcement Fund 156

### **Community Development**

General Fund Dept 07X  
Impact & Mitigation Fund 158

### **Parks, Recreation & Cultural Services**

Rec/Maint/Art 082/083/084  
Cemetery Endowment Fund 701  
Pool Fund 170

### **Community Services**

Schlotfeldt Library Endowment Fund 621  
Lafromboise Memorial Fund 722  
Human Services Dept 085

### **Public Works**

Street Fund 110  
Stormwater 110.450  
Water Utility Fund 410  
Wastewater Utility Fund 420  
Natural Gas Utility Fund 430  
Solid Waste Utility Fund 440  
Water/Sewer Revenue Bond Fund 455  
Equipment Rental Fund 520  
Facilities Fund 535

## 2017 Budget

General Governmental Operating Funds	Beginning Reserves +	Revenues =	Funds Available -	Expenditures =	Ending Reserve
<b>General (001)</b>	\$ 2,082,932	\$ 8,847,403	\$ 10,930,335	\$ 9,301,907	\$ 1,628,428
Contingency (001.101)	323,692	2,000	325,692	-	325,692
Property Management (001.180)	1,545,726	91,700	1,637,426	5,910	1,631,516
<b>Total General Fund</b>	<b>3,952,350</b>	<b>8,941,103</b>	<b>- 12,893,453</b>	<b>- 9,307,817</b>	<b>3,585,636</b>
<b>Special Revenue Funds</b>					
Street (110)	82,942	895,686	978,628	916,834	61,794
Stormwater Management (110.450)	-	326,455	326,455	326,455	(0)
Transportation Benefit District (112)	352,842	4,034,896	4,387,738	3,941,511	446,227
Lodging Tax (115)	21,231	8,160	29,391	10,000	19,391
2nd 1/4% REET (130)	559,556	201,600	761,156	-	761,156
1st 1/4% REET (131)	734,371	201,600	935,971	45,000	890,971
Seized Assets (150)	3,200	8,190	11,390	7,000	4,390
Jail Administration Group (154)	36,304	300	36,604	16,000	20,604
Drug Ed & Enforcement (156)	29,693	1,650	31,343	1,000	30,343
Impact/Mitigation (158)	328,800	262,948	591,748	40,000	551,748
Pool (170)	25,505	559,992	585,497	542,578	42,919
<b>Total Special Revenue Funds</b>	<b>2,174,446</b>	<b>6,501,477</b>	<b>- 8,675,923</b>	<b>- 5,846,378</b>	<b>2,829,544</b>
<b>Debt &amp; Endowment Funds</b>					
2003 Limited GO Redemption (213)	1,422	65,810	67,232	65,810	1,422
LID Debt Cole & Warner (215)	170,020	41,875	211,895	58,763	153,132
LID Guaranty (230)	30,376	1,000	31,376	-	31,376
Schlotfeldt Endowment (621)	23,366	150	23,516	3,000	20,516
Lafromboise Memorial Trust (722)	125,322	700	126,022	2,000	124,022
Cemetery Endowment (701)	453,593	16,450	470,043	1,500	468,543
<b>Total Debt &amp; Endowment Funds</b>	<b>804,098</b>	<b>125,985</b>	<b>930,083</b>	<b>131,073</b>	<b>799,010</b>
<b>Enterprise Funds</b>					
Water (410)	2,248,137	5,615,486	7,863,623	5,448,191	2,415,432
Wastewater (420)	1,674,085	6,842,421	8,516,506	6,380,320	2,136,186
Natural Gas (430)	1,655,725	3,905,158	5,560,883	4,220,671	1,340,213
Solid Waste (440)	277,379	2,254,551	2,531,930	2,319,266	212,664
Revenue Bond Fund (455)	1,113,507	466,842	1,580,349	1,223,025	357,324
Expo Center (490)	205,124	39,700	244,824	180,500	64,324
<b>Total Enterprise Funds</b>	<b>7,173,956</b>	<b>19,124,158</b>	<b>26,298,114</b>	<b>19,771,972</b>	<b>6,526,141</b>
<b>Internal Service Funds</b>					
Equipment Rental (520)	2,951,792	1,232,811	4,184,603	1,714,994	2,469,609
Data Processing (530)	168,607	653,175	821,782	695,397	126,385
Facilities (535)	372,967	640,453	1,013,420	639,452	373,968
<b>Total Internal Service Funds</b>	<b>3,493,366</b>	<b>2,526,439</b>	<b>- 6,019,805</b>	<b>- 3,049,843</b>	<b>2,969,962</b>
<b>Total All City Funds</b>	<b>\$ 17,598,216</b>	<b>37,219,162</b>	<b>- 54,817,378</b>	<b>- 38,107,084</b>	<b>16,710,294</b>

General Fund	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,636,419	\$ 1,677,356	\$ 1,677,356	\$ 2,082,932	\$ 405,576	24%
Taxes	6,258,839	6,414,258	6,507,266	6,600,310	186,052	3%
Licenses & Permits	432,087	346,000	451,300	421,000	75,000	22%
Intergovernmental	200,439	203,285	209,784	224,403	21,118	10%
Charges for Services	790,296	715,683	840,532	660,350	(55,333)	-8%
Fines & Forfeitures	137,164	141,000	129,633	132,300	(8,700)	-6%
Interest, Rentals & Other	58,013	46,685	42,496	37,350	(9,335)	-20%
Transfers In & Interfunds*	715,508	773,104	733,104	709,690	(63,414)	-8%
<b>Total Revenues</b>	<u>8,592,346</u>	<u>8,640,015</u>	<u>8,914,115</u>	<u>8,785,403</u>	<u>145,388</u>	<u>2%</u>
Golf Lease Revenue	-	20,000	22,000	22,000	2,000	10%
Capital & Project Revenues	95,156	40,000	-	40,000	-	
<b>Total Resources</b>	<u>10,323,921</u>	<u>10,377,371</u>	<u>10,613,471</u>	<u>10,930,335</u>	<u>552,964</u>	<u>5%</u>
<b>Expenditures</b>						
Salaries	3,946,690	3,943,065	3,864,137	4,065,448	122,383	3%
Personnel Benefits	1,550,865	1,642,378	1,612,339	1,680,213	37,835	2%
Supplies	198,958	228,796	226,854	236,075	7,279	3%
Services/Charges	947,478	1,117,724	1,022,082	1,135,328	17,604	2%
Intgov't Svc/Taxes**	113,399	96,786	86,701	91,585	(5,201)	-5%
Interfund Services	860,575	931,833	931,833	958,779	26,946	3%
Operating Transfers Out	996,080	775,872	775,872	1,000,729	224,857	29%
<b>Total Operating Expenditures</b>	<u>8,614,044</u>	<u>8,736,455</u>	<u>8,519,818</u>	<u>9,168,157</u>	<u>431,702</u>	<u>5%</u>
Golf Equipment Leases	11,437	-	-	-	-	
Capital & Project Expenditures	21,084	70,000	10,721	133,750	63,750	
<b>Total Expenditures</b>	<u>8,646,565</u>	<u>8,806,455</u>	<u>8,530,539</u>	<u>9,301,907</u>	<u>495,452</u>	<u>5.6%</u>
					<b>Reserve Goal</b>	
Available Ending Balance		787,665	1,244,567	738,195		
Designated-Petty Cash	6,780	6,780	6,780	6,780	6,780	
Designated-LEOFF One	100,000	150,000	150,000	150,000	150,000	
Designated (8% Expenditures)	689,123	626,471	681,585	733,453	733,453	
<b>Ending Fund Balance</b>	<u>\$ 1,677,356</u>	<u>\$ 1,570,916</u>	<u>\$ 2,082,932</u>	<u>\$ 1,628,428</u>	<u>890,233</u>	
<b>Operating Revenues less Operating Expenditures</b>	<u>\$ (21,698)</u>	<u>\$ (96,440)</u>	<u>\$ 394,297</u>	<u>\$ (382,754)</u>		
<b>Contingency Fund</b>						
<b>Revenues</b>						
Beginning Fund Balance	\$ 319,978	\$ 321,692	\$ 321,692	\$ 323,692		
Interest & Other	1,715	2,007	2,000	2,000		
<b>Total Resources</b>	<u>321,692</u>	<u>323,700</u>	<u>323,692</u>	<u>325,692</u>		
<b>Restricted Fund Balance</b>	<u>\$ 321,692</u>	<u>\$ 323,700</u>	<u>\$ 323,692</u>	<u>\$ 325,692</u>		

General Fund Significant Revenue Detail				Fund 001	
	2016	2017	\$	%	
	Budget	Budget	Change	Change	
<b>General Fund</b>					
Beginning Fund Balance - Operating	\$ 1,677,357	\$ 2,082,932	\$ 405,575	24.2%	
General Property Tax	1,822,628	1,871,659	\$ 49,031	2.7%	
General Sales Tax	2,371,693	2,500,000	128,307	5.4%	
Utility Taxes:					
Water Fund	246,000	238,392	(7,608)	-3.1%	
Natural Gas Fund	254,857	232,815	(22,042)	-8.6%	
Wastewater Fund	335,000	342,032	7,032	2.1%	
Solid Waste Fund	164,000	176,412	12,412	7.6%	
Electric Utility Tax	552,406	600,000	47,594	8.6%	
Telecommunications Utility Tax	345,674	310,000	(35,674)	-10.3%	
Other Taxes	322,000	329,000	7,000	2.2%	
<b>Total Taxes</b>	<b>6,414,258</b>	<b>6,600,310</b>	<b>186,052</b>	<b>0</b>	
Business Licenses/Franchise	202,000	217,000	15,000	7.4%	
Permits	144,000	204,000	60,000	41.7%	
State Entitlements	177,185	197,803	20,618	11.6%	
Operating Grants & Other	26,100	26,600	500	1.9%	
Intergovt Payments for Services	203,285	224,403	21,118	10.4%	
General Government	15,000	28,000	13,000	86.7%	
Public Safety	434,300	367,550	(66,750)	-15.4%	
Community Development	128,000	128,000	-	0.0%	
Parks And Recreation	138,383	136,800	(1,583)	-1.1%	
<b>Total Charges For Services</b>	<b>715,683</b>	<b>660,350</b>	<b>(55,333)</b>	<b>-7.7%</b>	
Interfund General Services <i>(detail below)</i>	733,104	709,690	(23,414)	-3.2%	
Municipal Court Fines & Forfeitures	141,000	132,300	(8,700)	-6.2%	
Miscellaneous Revenue:					
Investment Interest	13,880	10,000	(3,880)	-28.0%	
Other Interest	2,600	3,300	700	26.9%	
Rents/Leases/Concessions	18,685	16,500	(2,185)	-11.7%	
Other Misc Revenue	11,520	7,550	(3,970)	-34.5%	
<b>Total Misc Revenue</b>	<b>46,685</b>	<b>37,350</b>	<b>(9,335)</b>	<b>-20.0%</b>	
Transfers-In	40,000	40,000	-	0.0%	
Golf Revenue	20,000	22,000	2,000	10.0%	
Project Revenue	-	-	-		
<b>Total General Fund</b>	<b>\$ 10,337,372</b>	<b>\$ 10,930,335</b>	<b>\$ 592,963</b>	<b>5.7%</b>	

2016 General Fund Indirect Cost Allocation Plan (ICAP)			
Operating Fund Charges	2015	2016	2017
Property Management	\$ 320	\$ 365	\$ 348
Transportation Benefit District	-	-	814
Pool	33,606	42,902	38,473
Water	201,384	173,040	175,203
Wastewater	175,719	180,403	172,359
Natural Gas	135,084	165,486	162,041
Solid Waste	141,071	170,908	160,452
Exposition Center	56,648	-	-
<b>Total Expenditures</b>	<b>\$ 743,833</b>	<b>\$ 733,104</b>	<b>\$ 709,690</b>
<b>General Fund Revenues</b>			
Administration	287,803	284,569	244,304
Finance	369,908	379,471	394,801
Legal	86,122	69,064	70,585
<b>Total Revenues</b>	<b>\$ 743,832</b>	<b>\$ 733,104</b>	<b>\$ 709,690</b>
<i>* Charges based on percentage of expenditures and staff</i>			

2016 General Fund Department Expenditure Budget by Type										Comparison by Department			
Summary for General Fund Departments	Salaries	Personnel Benefits	Supplies	Services	Inter-Gov't Services	Transfers	Interfund	Projects & Capital	Ending Reserve	2017 Budget		Adopted 2016 Budget	
										\$	%	\$	%
<b>Council</b>	27,300	2,367	500	400	300		-	-	-	30,867	0.3%	31,080	0.3%
<b>Municipal Court</b>	128,694	66,904	5,850	175,400	-		34,040	-	-	410,888	3.8%	398,961	3.8%
<b>Administration</b>	230,062	75,415	7,600	84,900	-		55,876	20,000	-	473,853	4.3%	459,901	4.4%
<b>Finance</b>	463,360	206,711	5,850	23,583	38,000		78,779	-	-	816,283	7.5%	814,940	7.8%
<b>Legal</b>	-	-	-	138,300	-		-	-	-	138,300	1.3%	145,699	1.4%
<b>Police</b>	2,399,512	959,762	157,600	184,940	-		524,173	-	-	4,225,987	38.7%	4,182,665	40.2%
<b>Community Development</b>	316,999	128,625	5,000	72,850	4,850		50,467	26,000	-	604,791	5.5%	596,500	5.7%
<b>Parks &amp; Recreation</b>	331,591	128,458	43,175	319,915	25		93,509	40,000	-	956,673	8.8%	805,666	7.7%
<b>Senior &amp; Youth Services</b>	161,930	60,265	10,500	116,900	900		118,303	-	-	468,798	4.3%	451,031	4.3%
<b>Golf</b>	-	-	-	500	-	-	-	-	-	500	0.0%	500	0.0%
<b>Non-Departmental</b>	6,000	51,706	-	17,640	47,510	1,000,729	3,632	47,750	1,628,428	2,803,395	25.6%	2,512,784	24.2%
<b>Total Dollars</b>	4,065,448	1,680,213	236,075	1,135,328	91,585	1,000,729	958,779	133,750	1,628,428	10,930,335	100.0%	10,399,728	100.0%

*City Council  
General Fund Department 010*

## WHO

The Enumclaw City Council has seven members who are elected to four-year terms by the citizens of Enumclaw. The City of Enumclaw operated under the Mayor-Council form of government. In this form, the elected Mayor serves as the City's chief administrative officer, and an elected seven member council serves as the City's legislative body

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## PURPOSE

It is the responsibility of the Council to provide effective city government representation for the citizens, determine policy, enact ordinance and resolutions, approve contracts, and authorize the payment of all obligations incurred by the city. After reviewing the Administration's revenue estimates and expenditure requests, it is the responsibility of the Council to adopt an annual budget.

*Municipal Court  
General Fund Department 020*

## WHO

The City of Enumclaw has its own Municipal Court and also hosts Maple Valley court services. The employees in the court implement services to the citizens of Enumclaw by providing access to justice for all and ensuring that all individuals are afforded due process of law as recognized by the Constitutions of the United States and the State of Washington.

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## PURPOSE

As a court of limited jurisdiction, the Municipal Court is authorized by the laws of the State of Washington to preside over all criminal misdemeanors and gross misdemeanors, as well as traffic, non-traffic and parking infractions occurring within the city limits of Enumclaw. All cases filed are processed in accordance with court procedure and the laws of the State of Washington, under the direction of the presiding judge.

<b>City Council Dept 010</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Expenditures</b>						
Salaries	\$ 27,300	\$ 27,300	\$ 27,300	\$ 27,300	\$ -	0%
Personnel Benefits	2,312	2,330	2,351	2,367	37	2%
Supplies	283	450	460	500	50	11%
Services/Charges	240	1,000	370	400	(600)	-60%
Intergov't Expenditures	-	-	300	300	300	
<b>Total Council Expenditures</b>	<u>\$ 30,134</u>	<u>\$ 31,080</u>	<u>\$ 30,781</u>	<u>\$ 30,867</u>	<u>\$ (213)</u>	-1%
<b>Staffing in FTE's</b>	7.00	7.00	7.00	7.00		

<b>Municipal Court Dept 020</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Charges for Services	\$ 70,980	\$ 57,500	\$ 73,500	\$ 61,500	4,000	7%
Fines & Forfeitures	137,164	141,000	129,500	132,300	(8,700)	-6%
Interest, Rentals & Other	1,496	2,000	1,840	1,500	(500)	-25%
<b>Total Court Revenues</b>	<u>\$ 209,640</u>	<u>\$ 200,500</u>	<u>\$ 204,840</u>	<u>\$ 195,300</u>	<u>\$ (5,200)</u>	-3%
<b>Expenditures</b>						
Salaries	\$ 119,158	\$ 126,780	\$ 123,720	\$ 128,694	\$ 1,914	2%
Personnel Benefits	53,747	60,235	64,572	66,904	6,669	11%
Supplies	5,135	5,350	4,550	5,850	500	9%
Services/Charges	172,791	173,050	161,287	175,400	2,350	1%
Interfund Services	35,223	33,546	33,546	34,040	494	1%
<b>Operating Expenditures</b>	386,054	398,961	387,675	410,888	11,927	3%
Projects & Capital Outlay	-	-	-	-	-	
<b>Total Court Expenditures</b>	<u>\$ 386,054</u>	<u>\$ 398,961</u>	<u>\$ 387,675</u>	<u>\$ 410,888</u>	<u>\$ 11,927</u>	3%
<b>Staffing in FTE's</b>	2.00	2.20	2.20	2.20		
<b>Contracted Employees (hours vary)</b>	3.00	3.00	3.00	3.00		

# City Administration & City Clerk's Office General Fund 03x

## WHO

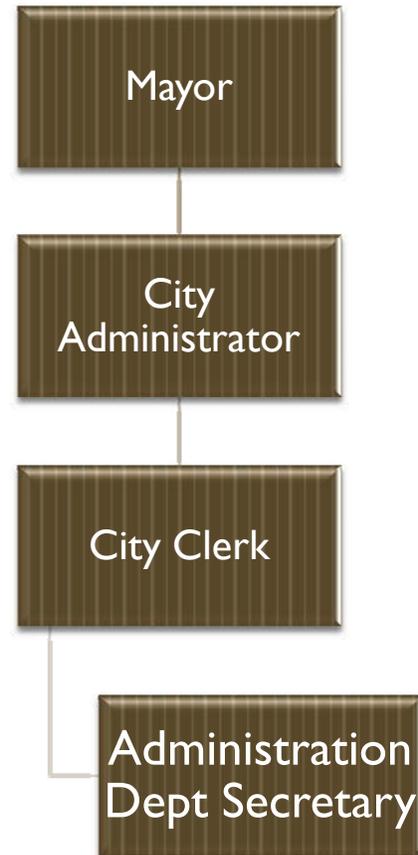
Under the direction of the City Administrator, the City Administration provides leadership and management of all departments, and ensures that city departments carry out the city's mission, plans, policies and guidelines as adopted by the Enumclaw City Council. Within the Administration Department are many reporting relationships. Among these are two key city functions – Mayor and Office of the City Clerk.

## PURPOSE

- Inform the Council on City issues, problems and future needs.
- Provide high quality, excellent public services by administrative direction and management of all departments,
- Review policies involving municipal government management.
- Implement City Policies and procedures in effective and timely, and appropriate manner. Clarify and protect the rights and responsibilities of employees.
- Develop the City's budget.
- Monitor legislation and assure that the city is complying with State and Federal regulations.
- Coordinate Council preparations, agendas, recording, and information for efficient city meetings.
- Responsible for Records Management, Special Permits, Insurance Claims, and Disclosure of Public Records.

## STRATEGIC PRIORITIES

- Pursue excellence in serving the public by assuring high-quality services.
- Increase city's financial stability by balancing long-term revenues and expenditures and implementing efficiencies where practical.



### 2016 Highlights

- ✓ Labor negotiations with Fraternal Order of Police and AFSCME
- ✓ WCIA Audit
- ✓ Represent City at King County Municipal Solid Waste Management Advisory Committee
- ✓ Represent City at WRIA Watershed Ecosystem Forum
- ✓ Draft Policies & Procedures Manual

### 2017 Key Projects

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<b>Administration Department 030</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Franchise Fees	\$ 160,282	\$ 162,000	\$ 175,000	\$ 175,000	\$ 13,000	8%
Interfund Charges	276,844	284,569	284,569	244,304	(40,265)	-14%
Interest & Other	650	650	650	650	-	0%
<b>Total Admin Revenues</b>	<b>\$ 437,776</b>	<b>\$ 447,219</b>	<b>\$ 460,219</b>	<b>\$ 419,954</b>	<b>\$ (27,265)</b>	<b>-6%</b>
<b>Expenditures</b>						
Salaries	231,422	222,265	221,435	230,062	7,797	4%
Personnel Benefits	64,321	70,922	72,948	75,415	4,493	6%
Supplies	6,888	9,300	6,100	7,600	(1,700)	-18%
Services/Charges	55,837	107,575	71,524	84,900	(22,675)	-21%
Interfund Services	45,339	49,839	49,839	55,876	6,037	12%
<b>Operating Expenditures</b>	<b>403,807</b>	<b>459,901</b>	<b>421,846</b>	<b>453,853</b>	<b>(6,048)</b>	<b>-1%</b>
Downtown Plaza & Pavillion Design	-	-	-	20,000	20,000	
<b>Total Admin Expenditures</b>	<b>\$ 403,807</b>	<b>\$ 459,901</b>	<b>\$ 421,846</b>	<b>\$ 473,853</b>	<b>\$ 13,952</b>	<b>3%</b>

<b>Staffing in FTE's</b>	3.50	3.00	3.00	3.50
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<b>Property Management Department 180</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,651,334	\$ 1,491,678	\$ 1,491,678	\$ 1,545,726	\$ 54,048	4%
Taxes	4,630	5,000	5,000	5,000	-	100%
Rentals	57,699	57,700	57,700	57,700	-	0%
Interest & Other	9,576	8,442	8,500	9,000	558	7%
Parks Levy	22,325	20,000	20,000	20,000	-	0%
<b>Total Revenues</b>	<b>94,229</b>	<b>91,142</b>	<b>91,200</b>	<b>91,700</b>	<b>54,606</b>	<b>60%</b>
<b>Total Resources</b>	<b>\$ 1,745,563</b>	<b>\$ 1,582,821</b>	<b>\$ 1,582,878</b>	<b>\$ 1,637,426</b>	<b>\$ 54,606</b>	<b>3%</b>
<b>Expenditures</b>						
Services	3,161	3,600	5,200	5,333	1,733	48%
Interfund Services	724	790	790	577	(213)	-27%
Transfer - Pool Fund	25,000	-	-	-	-	NA
Transfer Street		13,375	13,375			
Transfer - Facilities	225,000	17,787	17,787	-	(17,787)	0%
<b>Operating Expenditures</b>	<b>\$ 253,885</b>	<b>\$ 35,552</b>	<b>\$ 37,152</b>	<b>\$ 5,910</b>	<b>\$ (16,267)</b>	<b>-46%</b>
Available	1,462,829	1,481,722	1,480,179	1,545,969	64,248	4%
Designated-O&M @ 50% of rentals	28,850	28,850	28,850	28,850	-	0%
Restricted KC Parks Special Levy	-	36,697	36,697	56,697	20,000	55%
<b>Restricted Fund Balance</b>	<b>\$ 1,491,678</b>	<b>\$ 1,547,269</b>	<b>\$ 1,545,726</b>	<b>\$ 1,631,516</b>	<b>84,248</b>	<b>5%</b>

# Finance Department General Fund Department 040

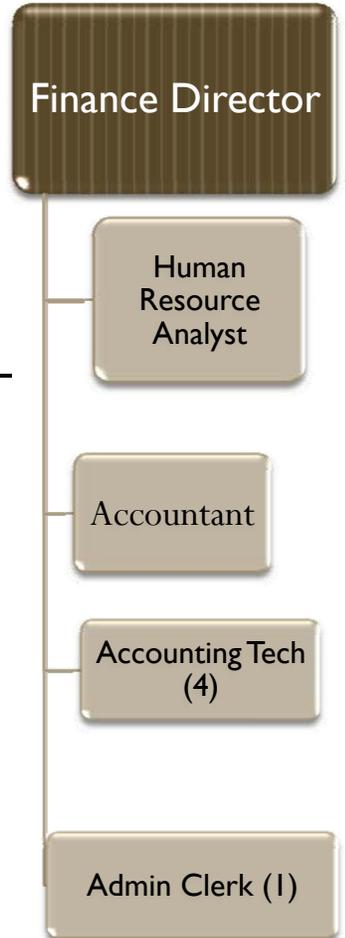
## WHO

The Finance Department supports other City Departments with financial and analytical support. The front counter in the Finance Department is the main service point for citizens at City Hall. Finance collects utility payments and assists citizens with Passport processing and pet licensing.

## PURPOSE

Finance supports other departments and citizens by:

- Provide financial record keeping to include; budgeting, accounting, reporting, audit assistance, grant accounting, accounts receivable, ongoing balancing and control, and capital asset control.
- Prepare and monitor budgetary and financial information. This includes internal services; user rate analysis; revenue forecasting; preparation of operating and capital budget; analyzing optimal fund balances and reserve requirements; and preparing various city, state and federal financial reports and analyses.
- Provide cash control, investment of city funds and debt service payment processing.
- Provide financing through issuance of bonds, inter-fund loans, etc.
- Process payroll, which includes federal and state reporting for taxes, retirement, and miscellaneous deduction.
- Process vendor payments.
- Administer utility billing for water, sewer, gas, solid waste and storm water; provide customer service, and management of delinquent accounts.
- Administration of Local Improvement District (LID) records and payment management.



## STRATEGIC PRIORITIES

- Provide a high level of customer service to all

<b>Finance Department 040</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Charges for Services	\$ 15,599	\$ 15,000	\$ 28,000	\$ 28,000	\$ 13,000	87%
Interfund Charges	355,822	379,471	379,471	394,801	15,330	4%
Intergovernmental	-	-	-	-	-	
<b>Total Finance Revenues</b>	<u>\$ 371,420</u>	<u>\$ 394,471</u>	<u>\$ 407,471</u>	<u>\$ 422,801</u>	<u>\$ 28,330</u>	7%
<b>Expenditures</b>						
Salaries	429,368	454,768	428,328	463,360	8,592	2%
Personnel Benefits	194,555	218,263	190,242	206,711	(11,552)	-5%
Supplies	6,453	5,850	5,975	5,850	-	0%
Services/Charges	22,506	22,380	21,072	23,583	1,203	5%
Intgov't Svc/Taxes	37,631	37,200	38,000	38,000	800	2%
Interfund Services	70,071	76,480	76,479	78,779	2,299	3%
<b>Operating Expenditures</b>	760,585	814,940	760,096	816,283	1,343	0%
Project Expenditures	-	-	-	-	-	
<b>Total Finance Expenditures</b>	<u>\$ 760,585</u>	<u>\$ 814,940</u>	<u>\$ 760,096</u>	<u>\$ 816,283</u>	<u>\$ 1,343</u>	0%

<b>Staffing in FTE's</b>	7.00	7.00	7.00	7.00
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<b>Legal</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Interfund Revenues</b>	<u>\$ 82,842</u>	<u>\$ 69,064</u>	<u>\$ 69,064</u>	<u>\$ 70,585</u>	<u>\$ 1,521</u>	2%
<b>Expenditures</b>						
Services/Charges	139,597	145,699	138,550	138,300	(7,399)	-5%
<b>Total Legal Expenditures</b>	<u>\$ 139,597</u>	<u>\$ 145,699</u>	<u>\$ 138,550</u>	<u>\$ 138,300</u>	<u>\$ (7,399)</u>	-5%

<b>Contracted Employees</b>	1.00	1.00	1.00	1.00
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# Enumclaw Police Department

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## WHO

The Police Department provides 24-hour law enforcement support to the City of Enumclaw. With patrol, investigations, corrections, and communications staff members, the department is a Public Safety Answering Point (PSAP) for the Southeast King County area. The department also operates a 25-bed 1-year corrections facility.

## WHAT

Handling over 8,200 calls for service each year, communications staff dispatches Emergency 911 (E911) calls for Police, Fire, and Medical, monitors City gas alarms, dispatches for Fire District 28 and after hours dispatching for the National Park Service.

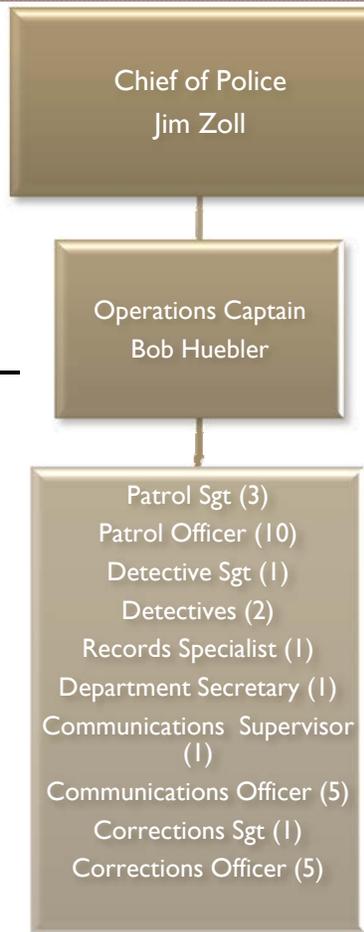
Our mission is to provide quality, professional, effective and proactive law enforcement in partnership with the community. By doing so, we commit to a standard of excellence which ensures a safe and secure environment in which to live, work and visit.

We remain committed to safeguarding the lives and property of those we serve and to reduce the incidence and fear of crime through enhanced public safety services. It is our Commitment to Excellence that we affect a positive impact on the quality of life in our community.

## LONG-TERM PRIORITIES

Department goals are to provide effective and professional law enforcement Services to assist in preserving the communities well being.

For 2017 and beyond, the department will continue providing professional public Safety services and building upon advanced technology capability by implementing next generation E911 services as they are phased in and working with information technology (IT) staff members to capitalize on continued technology support for Public Safety systems.



## 2016 Highlights

- ✓ Completed work with Police Dept. security upgrade-key card door locks.
- ✓ Completed Prison Rape Elimination Act (PREA) audit.
- ✓ Completed Livescan fingerprint system upgrade.
- ✓ Completed NVR and Security server upgrades.

## 2017 Key Projects

- Complete scheduled vehicle and equipment replacement.
- Continue with E911 PSAP discussions of the King County E911 System.
- Continue working with IT staff on technology updates including GIS and Records Management software configuration..
- Work with King County Radio office with the Puget Sound Emergency Radio Network (PSERN) project. .

Police Department	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>						
Taxes	315,343	315,000	323,100	321,000	6,000	2%
Licenses & Permits	3,683	4,000	4,300	4,000	-	0%
Intergovernmental	153,231	178,785	178,646	179,403	618	0%
Charges for Services	221,606	206,800	205,025	156,050	(50,750)	-25%
Room & Board of Prisoners	210,529	170,000	150,000	150,000	(20,000)	-12%
Interest & Other	1,925	1,120	1,650	1,600	480	43%
<b>Total Police Revenues</b>	<b>\$ 906,317</b>	<b>\$ 875,705</b>	<b>\$ 862,721</b>	<b>\$ 812,053</b>	<b>\$ (63,652)</b>	<b>-7%</b>

<b>Expenditures</b>						
Regular Salary	2,325,800	2,256,679	2,256,661	2,287,012	30,333	1%
Overtime & Temporary Labor	127,390	114,500	112,500	112,500	(2,000)	-2%
Personnel Benefits	942,293	973,433	965,698	959,762	(13,671)	-1%
Supplies	129,451	149,496	154,300	157,600	8,104	5%
Services/Charges	145,338	184,420	174,190	184,940	520	0%
Interfund Services	462,605	504,137	504,136	524,173	20,036	4%
<b>Operating Expenditures</b>	<b>4,132,877</b>	<b>4,182,665</b>	<b>4,167,485</b>	<b>4,225,987</b>	<b>43,322</b>	<b>1%</b>
Project & Capital Outlay	-	-	-	-	-	-
<b>Total Combined Expenditures</b>	<b>\$ 4,132,877</b>	<b>\$ 4,182,665</b>	<b>\$ 4,167,485</b>	<b>\$ 4,225,987</b>	<b>\$ 43,322</b>	<b>1%</b>

Operations	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Expenditures</b>						
Regular Salary	\$ 1,584,095	\$ 1,563,096	\$ 1,530,867	\$ 1,585,982	22,886	1%
Overtime & Temporary Labor	57,515	73,500	68,500	70,500	(3,000)	-4%
Personnel Benefits	607,791	624,825	615,592	652,083	27,258	4%
Supplies	50,166	68,546	72,350	72,450	3,904	6%
Services/Charges	67,273	94,770	88,540	93,790	(980)	-1%
Interfund Services	462,605	504,137	504,136	524,173	20,036	4%
<b>Operating Expenditures</b>	<b>2,829,445</b>	<b>2,928,875</b>	<b>2,879,985</b>	<b>2,998,978</b>	<b>70,103</b>	<b>2%</b>
Capital Expenditures	-	-	-	-	-	-
<b>Total Operations</b>	<b>\$ 2,829,445</b>	<b>\$ 2,928,875</b>	<b>\$ 2,879,985</b>	<b>\$ 2,998,978</b>	<b>\$ 70,103</b>	<b>2%</b>

Jail Services	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Expenditures</b>						
Regular Salary	\$ 397,805	\$ 357,020	\$ 380,237	\$ 359,381	2,361	1%
Overtime & Temporary Labor	39,999	15,000	15,000	15,000	-	0%
Personnel Benefits	181,936	195,749	192,287	158,124	(37,625)	-19%
Supplies	78,405	77,650	78,650	81,150	3,500	5%
Services/Charges	16,466	20,630	20,630	20,630	-	0%
<b>Operating Expenditures</b>	<b>714,610</b>	<b>666,050</b>	<b>686,804</b>	<b>634,285</b>	<b>(31,765)</b>	<b>-5%</b>
Capital Expenditures	-	-	-	-	-	-
<b>Total Jail Services</b>	<b>\$ 714,610</b>	<b>\$ 666,050</b>	<b>\$ 686,804</b>	<b>\$ 634,285</b>	<b>\$ (31,765)</b>	<b>-5%</b>

Communications	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Expenditures</b>						
Regular Salary	\$ 343,900	\$ 336,562	\$ 345,557	\$ 341,649	5,087	2%
Overtime & Temporary Labor	29,876	26,000	29,000	27,000	1,000	4%
Personnel Benefits	152,567	152,858	157,819	147,240	(5,618)	-4%
Supplies	880	3,300	3,300	4,000	700	21%
Services/Charges	61,599	69,020	65,020	70,520	1,500	2%
<b>Operating Expenditures</b>	<b>588,822</b>	<b>587,740</b>	<b>600,696</b>	<b>590,409</b>	<b>2,669</b>	<b>0%</b>
Capital Expenditures	-	-	-	-	-	-
<b>Total Communication Services</b>	<b>\$ 588,822</b>	<b>\$ 587,740</b>	<b>\$ 600,696</b>	<b>\$ 590,409</b>	<b>\$ 2,669</b>	<b>0%</b>

<b>Staffing in FTE's</b>	31.50	32.00	32.00	32.05
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# Community Development

## General Fund Departments 072, 073

### WHO

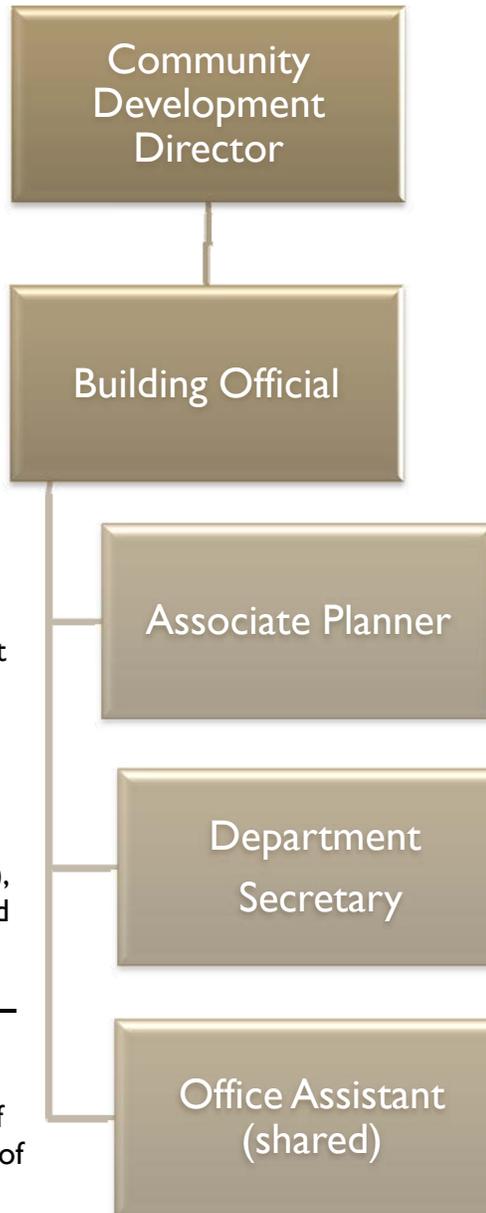
The employees in Community Development implement the long term vision provided by the City's Comprehensive Plan and Development Regulations. The Department reviews building and land use permits, processes business licenses, develops comprehensive plan amendments and updates, assists the public, and provides staff support for the Planning Commission, Design Review Board and City Council.

### PURPOSE

- Guide the public process setting the comprehensive plan and development regulations
- Ensure compliance with mandatory state and local laws including the State Building Code, State Environmental Protection Act (SEPA), Growth Management Act (GMA), and Shoreline Management Act (SMA)

### STRATEGIC PRIORITIES

- Encourage development that enhances and preserves the quality of life and vibrant small town character of Enumclaw
- Implement planning processes that are open and transparent to the community
- Provide a high level of customer service and assistance to citizens and developers



### 2016 Highlights

- ✓ Completed Comprehensive Plan Update
- ✓ Started New Permit Tracking System
- ✓ Started Impact Fee Assessments
- ✓ Hired New Associate Planner
- ✓ High level of permit activity
- ✓ Deferred Impact Fee Ordinance
- ✓ Adopt New Impact Fee Ordinance (cont. to 2017)

### 2017 Key Projects

- ✓ Implement Economic development strategies:
  - Single Family Design Standards
  - Deferred Impact Fee code amendments for Medical and Light Industrial Uses
- ✓ Code enforcement process and forms
- ✓ Regulatory compliance activities
- ✓ SR 410 Property Rezone
- ✓ Farmers Market Zoning Code Amendments
- ✓ Planning Department Fee Resolution amendments
- ✓ Sign Code Amendments for Supreme Court Compliance

### Changes/Notes

- Full Time Code Enforcement Officer

<b>Community Development All Divisions</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Building Permits	\$ 224,007	\$ 140,000	\$ 230,000	\$ 150,000	\$ 10,000	7%
Business Licenses	44,115	40,000	42,000	42,000	2,000	5%
Planning Charges for Services	20,750	42,500	52,350	27,500	(15,000)	-35%
Building Charges for Services	117,677	85,500	200,500	100,500	15,000	18%
Intergovernmental	22,018	-	5,690	20,000	20,000	NA
<b>Operating Revenues</b>	<b>\$ 428,567</b>	<b>\$ 308,000</b>	<b>\$ 530,540</b>	<b>\$ 340,000</b>	<b>\$ 32,000</b>	<b>10%</b>
Project Revenues (Detail below)	-	-	-	-	-	
<b>Total Revenues</b>	<b>\$ 428,567</b>	<b>\$ 308,000</b>	<b>\$ 530,540</b>	<b>\$ 340,000</b>	<b>\$ 32,000</b>	<b>10%</b>
<b>Expenditures</b>						
Salaries	292,432	319,950	290,052	316,999	(2,951)	-1%
Personnel Benefits	101,576	113,347	117,053	128,625	15,278	13%
Supplies	6,350	8,700	5,700	5,000	(3,700)	-43%
Services/Charges	111,735	77,150	42,778	72,850	(4,300)	-6%
Intgov't Svc/Taxes	3,995	4,850	4,150	4,850	-	0%
Interfund Services	47,132	52,502	52,502	50,467	(2,035)	-4%
<b>Operating Expenditures</b>	<b>563,220</b>	<b>576,500</b>	<b>512,235</b>	<b>578,791</b>	<b>2,291</b>	<b>0%</b>
Project Expenditures (Detail below)	-	20,000	-	26,000	6,000	
<b>Total Expenditures</b>	<b>\$ 563,220</b>	<b>\$ 596,500</b>	<b>\$ 512,235</b>	<b>\$ 604,791</b>	<b>\$ 8,291</b>	<b>1%</b>
<b>Projects/Capital Revenue &amp; Expenditure Detail</b>						
<b>Revenues</b>						
Transfer In Impact Fees	\$ -	\$ -	\$ -	\$ -		
<b>Expenditures</b>						
Downtown Mixed Use Market Feasibility	\$ -	\$ 20,000	\$ -	\$ -		
Sign Code Revision	-	-	-	26,000		
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 26,000</b>		
<b>Staffing in FTE's</b>	<b>4.50</b>	<b>4.40</b>	<b>4.40</b>	<b>4.50</b>		

# Park and Recreation Department

## General Fund Department 082

### WHO

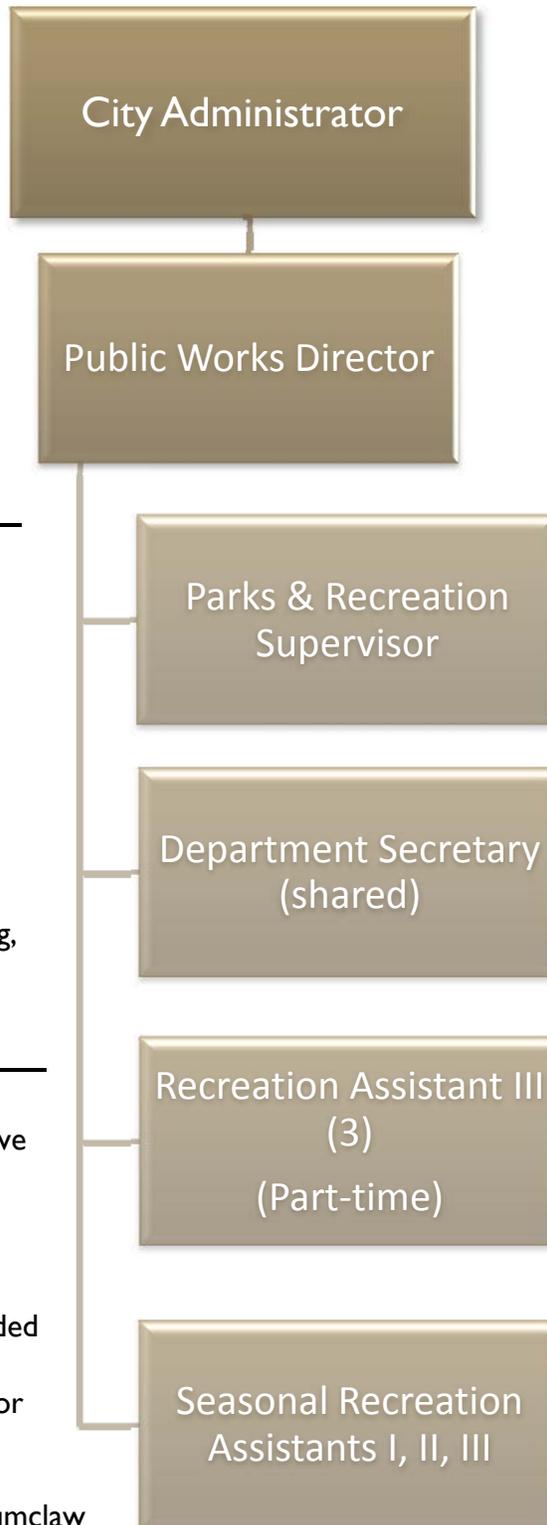
The Recreation Programming section of the Park and Recreation Department provides a variety of cultural and recreational programs to City Residents and the larger community. These programs include classes ranging from Judo to Art, sports camps, Camp Commotion, sports leagues and specialized recreation. The section also guides the development and implementation of the Park and Recreation Plan, staffs the Park Board, and schedules playfields.

### PURPOSE

- Provide a variety of recreational opportunities for the community
- Develop and implement park use policies, fees and scheduling priorities
- Guide the public process setting the Park and Recreation Plan
- Support and promote performing, visual and other arts in the Community

### STRATEGIC PRIORITIES

- Look for opportunities to improve and develop the park and trail system to further enhance the City's quality of life
- Emphasize recreational opportunities that are not provided elsewhere in the community
- Strive to provide programming for all citizens, regardless of age or ability
- Improve quality of life within Enumclaw by providing opportunities to experience art and culture.



### 2016 Highlights

- ✓ Community Garden Fence
- ✓ Camp Commotion
- ✓ Farmer's Park Disc Golf Course
- ✓ Girls Volleyball League
- ✓ Specialized Recreation programs for youth & adults with disabilities

### 2017 Key Projects

- Summer Teen Camp
- Increase in specialized recreation program offerings to include youth
- Park Plan Update
- RCO and/or CDBG Grant applications

### Changes/Notes

- Summer Teen Camp is new
- CDBG Grant-MacFarland Park Restrooms
- RCO Grant-Letter of intent for YAF (Youth Athletic Facilities) Program. Funding has not yet been appropriated by the Legislature for this grant.

# Parks Maintenance

## General Fund Department 083

### WHO

The Parks Maintenance section of the Park and Recreation Department is responsible for grounds, ball field and play structure maintenance at all city parks and maintenance of the city trail system.

### PURPOSE

- Maintain athletic fields and play structures in a safe condition for users
- Maintain parks grounds to a level that is financially and aesthetically acceptable to the public
- Maintain Boise Creek Sixplex to a level that user groups find attractive and to the level required by the agreement with the Enumclaw School District

### STRATEGIC PRIORITIES

- Look for opportunities to improve and develop the park and trail system to further enhance the City's quality of life



### 2016 Highlights

- ✓ Topdressing (330 tons of sand) at Boise 6-plex outfields.
- ✓ Disc golf course at Farmers Park.
- ✓ Approximately 700 games played at the 6-plex.
- ✓ New irrigation controller Cole St. Planters.
- ✓ 162 cubic yards of new surfacing added to the play structures.
- ✓ Installed new signs at the playgrounds.
- ✓ 9 stage and tent rentals.

### 2017 Key Projects

- ✓ Pet waste stations.
- ✓ Add engineered wood fiber to play structures
- ✓ Infield drainage at the Boise 6-plex.

### Changes/Notes

<b>Parks, Recreation &amp; Maint Dept</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Charges for Services	\$ 133,101	\$ 138,383	\$ 131,145	\$ 136,800	\$ (1,583)	-1%
Intergovernmental Revenue	12,500	\$ 12,500	12,500	12,500	-	0%
Interest & Other	26,128	27,135	21,426	20,300	(6,835)	-25%
<b>Operating Revenues</b>	<b>171,729</b>	<b>178,018</b>	<b>165,071</b>	<b>169,600</b>	<b>(8,418)</b>	<b>-5%</b>
Project Revenues (Detail below)	-	40,000	-	40,000	-	
<b>Total Parks Revenues</b>	<b>\$ 171,729</b>	<b>\$ 218,018</b>	<b>\$ 165,071</b>	<b>\$ 209,600</b>	<b>\$ (8,418)</b>	<b>-4%</b>
<b>Expenditures</b>						
Salaries	\$ 239,340	\$ 266,540	\$ 247,748	\$ 331,591	65,051	24%
Personnel Benefits	79,655	85,147	95,443	128,458	43,311	51%
Supplies	36,469	38,150	41,529	43,175	5,025	13%
Services/Charges	200,022	285,750	290,099	319,915	34,165	12%
Intergovernmental Services	352	350	324	25	(325)	-93%
Interfund Services	89,113	89,729	89,729	93,509	3,780	4%
<b>Operating Expenditures</b>	<b>644,951</b>	<b>765,666</b>	<b>764,872</b>	<b>916,673</b>	<b>151,007</b>	<b>20%</b>
Project Expenditures (Detail below)	21,084	40,000	-	40,000	-	
<b>Total Parks Expenditures</b>	<b>\$ 666,035</b>	<b>\$ 805,666</b>	<b>\$ 764,872</b>	<b>\$ 956,673</b>	<b>\$ 151,007</b>	<b>19%</b>
<b>Staffing in FTE's</b>	<b>2.70</b>	<b>2.76</b>	<b>2.76</b>	<b>4.42</b>		

<b>Projects/Capital Revenue &amp; Expenditure Detail</b>						
<b>Revenues</b>						
474-KC CDBG Grant McFarland/Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer in Impact Fees	-	40,000	-	40,000	-	
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	
<b>Expenditures</b>						
Boise Sixplex Drainage	\$ -	\$ 20,000	\$ -	\$ 20,000		
Elk Meadows Park Design	-	20,000	-	20,000		
Machinery & Equipment	21,084	-	-	-		
473-Playstructures/Plan (Impact Fees)	-	-	-	-		
<b>Total Expenditures</b>	<b>\$ 21,084</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	

<b>Division A Recreation</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>Dollar Change</b>	<b>% Diff</b>
<b>Expenditures</b>						
Salaries	115,787	\$ 120,380	\$ 115,190	\$ 155,599	35,219	29%
Personnel Benefits	41,895	43,466	44,779	63,118	19,652	45%
Supplies	13,667	14,450	16,529	18,175	3,725	26%
Services/Charges	84,483	85,630	88,029	93,695	8,065	9%
Intergovernmental Services	352	50	24	25	(25)	-50%
Interfund Services	77,724	78,534	78,534	83,378	4,844	6%
<b>Total Recreation Expenditures</b>	<b>\$ 333,909</b>	<b>\$ 342,510</b>	<b>\$ 343,085</b>	<b>\$ 413,990</b>	<b>71,480</b>	<b>21%</b>

<b>Division B Parks Grounds &amp; Facilities Maint</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Expenditures</b>						
Salaries	\$ 104,055	\$ 125,266	\$ 110,399	\$ 142,806	17,540	14%
Personnel Benefits	36,110	39,903	48,796	62,538	22,635	57%
Supplies	22,691	23,600	24,800	24,900	1,300	6%
Services/Charges	113,979	191,370	199,870	216,820	25,450	13%
Intergovernmental Services	-	300	300	-	(300)	-100%
Interfund Services	841	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 277,677</b>	<b>\$ 380,439</b>	<b>\$ 384,165</b>	<b>\$ 447,064</b>	<b>66,625</b>	<b>18%</b>
<b>Staffing in FTE's</b>	<b>2.25</b>	<b>2.42</b>	<b>2.42</b>	<b>3.92</b>		

<b>Division C Art</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Expenditures</b>						
Salaries	\$ 19,498	\$ 20,894	\$ 22,159	\$ 33,186	12,292	59%
Personnel Benefits	1,650	1,778	1,868	2,802	1,024	58%
Supplies	111	100	200	100	-	0%
Services/Charges	1,560	8,750	2,200	9,400	650	7%
Interfund Services	10,547	11,195	11,195	10,131	(1,064)	-10%
<b>Total Expenditures</b>	<b>\$ 33,366</b>	<b>\$ 42,717</b>	<b>\$ 37,622</b>	<b>\$ 55,619</b>	<b>12,902</b>	<b>30%</b>
<b>Staffing in FTE's</b>	<b>0.34</b>	<b>0.34</b>	<b>0.34</b>	<b>0.50</b>		

# Community Services – Senior Center

General Fund Department 085/086

## WHO

The Enumclaw senior activity center mission statement:

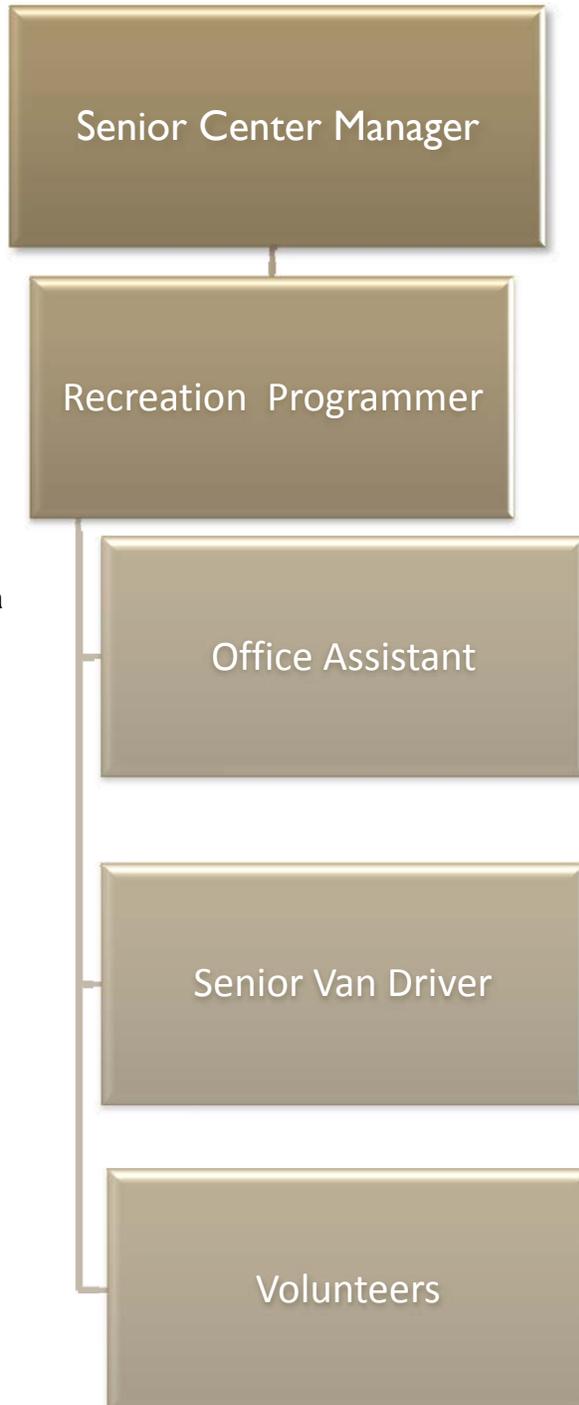
To provide a focal point in our community for quality recreational and social services which foster independence and positive lifestyles for older residents and to provide support and resources to older adults and their families within our community.

## PURPOSE

Providing nutritious meals, health programs, information and resources, social engagement, transportation, and a variety of other services for seniors as well as assistance to families of seniors as they care give for aging parents.

## STRATEGIC PRIORITIES

A long-term plan to address the Aging demographic trend and its potential impact on all areas of our community, public works, Commerce, tax base, human Services.



## Highlights:

**Neighbors Feeding Neighbors** Hot meal delivery program enters its 4<sup>th</sup> year of serving community Elders

**Bras For the Cause** Breast Cancer Fundraiser Community Event 5<sup>th</sup> year

**Simply Soup Community Dinner** Enters its 7<sup>th</sup> successful year.

Maintenance of Award-Winning programming to **decrease Social Isolation** amongst our Community's Seniors

<b>Human Services Senior &amp; Youth Center Division 085 &amp; 086</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Intergovernmental Revenue	12,690	12,500	12,948	12,500	-	0%
Interest & Other	2,053	1,300	1,600	1,500	200	15%
<b>Total Resources</b>	<b>\$ 14,743</b>	<b>\$ 13,800</b>	<b>\$ 14,548</b>	<b>\$ 14,000</b>	<b>\$ 200</b>	<b>1%</b>
<b>Expenditures</b>						
Sr. Center Salaries	148,479	148,284	150,393	161,930	13,646	9%
Sr. Center Personnel Benefits	53,508	57,274	54,321	60,265	2,991	5%
Sr. Center Supplies	8,139	11,500	8,240	10,500	(1,000)	-9%
Sr. Center Services/Charges	19,079	19,200	19,182	20,400	1,200	6%
Intergovernmental Services	827	-	841	900	900	
Sr. Center Interfund Services	72,670	86,765	86,766	89,732	2,967	3%
<b>Sr. Center Subtotal</b>	<b>302,703</b>	<b>323,022</b>	<b>319,743</b>	<b>343,727</b>	<b>20,705</b>	<b>6%</b>
Plateau Outreach- cash subsidy	18,750	15,000	15,000	20,000	5,000	
Neighbors Feeding Neighbors - cash subsidy	5,000	-	-	5,000	5,000	
Women, Infant, Children (WIC)- cash subsidy	-	5,000	5,000	-	(5,000)	
<b>Outside Agency Subtotal</b>	<b>23,750</b>	<b>20,000</b>	<b>20,000</b>	<b>25,000</b>	<b>5,000</b>	<b>25%</b>
Youth Services-direct cash subsidy	45,000	60,000	60,000	65,000	5,000	8%
Youth Services - charges/services	5,705	6,200	6,000	6,500	300	5%
Youth Center Interfund Services	31,593	31,809	31,809	28,571	(3,238)	-10%
<b>Youth Center Subtotal</b>	<b>82,298</b>	<b>98,009</b>	<b>97,809</b>	<b>100,071</b>	<b>2,062</b>	<b>2%</b>
<b>Operating Expenditures</b>	<b>408,751</b>	<b>441,031</b>	<b>437,552</b>	<b>468,798</b>	<b>27,767</b>	<b>6%</b>
Projects & Capital Outlay*	-	10,000	10,721	-	(10,000)	
<b>Total Expenditures</b>	<b>\$ 408,751</b>	<b>\$ 451,031</b>	<b>\$ 448,273</b>	<b>\$ 468,798</b>	<b>\$ 17,767</b>	<b>4%</b>
<b>Staffing in FTE's</b>	<b>2.62</b>	<b>2.62</b>	<b>2.62</b>	<b>2.87</b>		

*General Fund Non-Departmental  
09\**

**Fund 001 Department 09\***

**Purpose**

This department of the General Fund accounts for General Fund support to other Funds, LEOFF 1 medical expenditures, expenditures to other municipalities for services (Animal Control, Election Services, etc.) and other services that do not fall under the classification of other General Fund departments.

<b>Non Departmental Transfers &amp; Other Governments</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Transfer In -	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Expenditures</b>						
Salary	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%
Benefits	517	512	515	510	(2)	0%
Services/Charges	5,053	5,800	5,000	5,000	(800)	-14%
Intgov't Svc/Taxes	70,594	54,386	43,386	47,510	(6,876)	-13%
Interfund Services	6,107	7,027	7,027	3,632	(3,395)	-48%
LEOFF 1 Medical/Salary	58,380	60,915	49,196	51,196	(9,719)	-16%
<b>Total General</b>	<b>146,651</b>	<b>134,640</b>	<b>111,124</b>	<b>113,848</b>	<b>-20,792</b>	<b>-15%</b>
<b>Staffing in FTE's</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>		
Visitor Center @ ECC	10,000	10,000	10,000	6,140	(3,860)	-39%
Historical Society	-	-	-	1,500	1,500	NA
Green River Community College	-	-	-	5,000	5,000	NA
<b>Total Outside Agencies</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>12,640</b>	<b>2,640</b>	<b>26%</b>
Street & Stormwater Operations	\$ 600,000	\$ 588,100	\$ 588,100	\$ 690,693	\$ 102,593	17%
Pool Property Tax @.16/1000	203,352	187,772	187,772	198,766	10,994	6%
Pool Support	-	-	-	45,460	45,460	NA
Cole Street Bond	-	-	-	65,810	65,810	NA
Media Services - DP	37,017	-	-	-	-	
Expo	155,711	-	-	-	-	NA
<b>Total Transfers &amp; Loans</b>	<b>\$ 996,080</b>	<b>\$ 775,872</b>	<b>\$ 775,872</b>	<b>\$ 1,000,729</b>	<b>\$ 224,857</b>	<b>29%</b>
Capital - Pool	-	-	-	20,350	20,350	NA
Capital - Data Processing	-	-	-	27,400	27,400	NA
<b>Total Expenditures</b>	<b>\$ 1,152,731</b>	<b>\$ 920,512</b>	<b>\$ 896,996</b>	<b>\$ 1,174,967</b>	<b>\$ 272,607</b>	<b>30%</b>

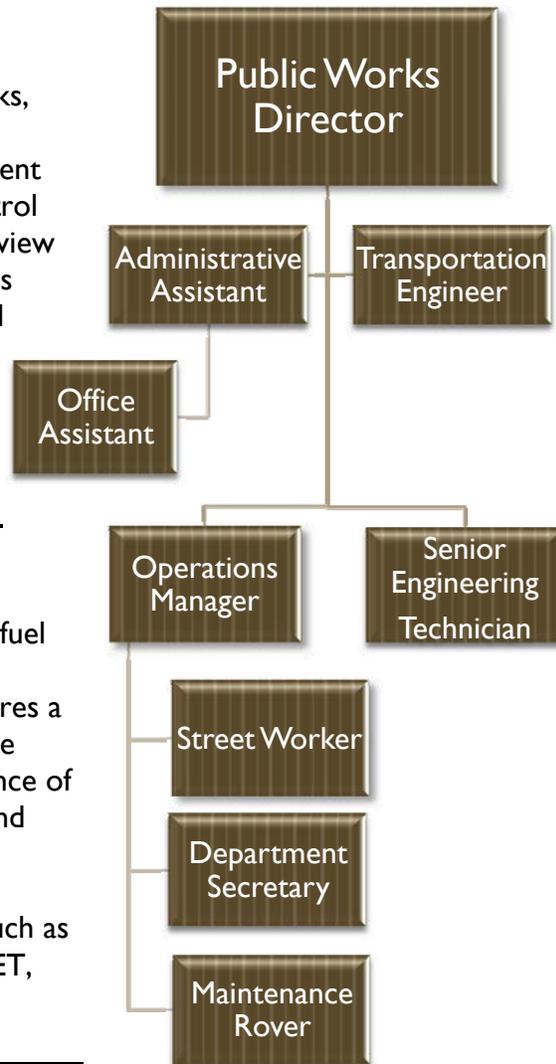
<b>Golf Department 190</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
L-T Rent	\$ 24,150	\$ 20,000	\$ 22,000	\$ 22,000	2,000	
<b>Expenditures</b>						
Services	\$ 876	\$ 500	\$ 2,100	\$ 500	-	
Capital Lease*	11,437	-	-	-	-	
<b>Operating Expenditures</b>	<b>\$ 12,313</b>	<b>\$ 500</b>	<b>\$ 2,100</b>	<b>\$ 500</b>	<b>-</b>	
<b>Fund Balance/Subsidy</b>	<b>\$ 11,837</b>	<b>\$ 19,500</b>	<b>\$ 19,900</b>	<b>\$ 21,500</b>	<b>\$ 2,000</b>	

\* Capital Lease paid off January 2015.

# Street Fund 110

## WHO

The Public Works Department is responsible for the operation and maintenance of public streets, sidewalks, and alleys. The Engineering Division manages capital improvements, pavement rehabilitation projects, and traffic control devices and performs development review of new street designs. The Operations Division performs street, sidewalk and alley maintenance, snow & ice removal, street sweeping, roadside mowing, and traffic control device maintenance.



## PURPOSE

- The fund collects state-shared fuel tax revenue based on census population estimates and requires a general fund subsidy to fund the basic operations and maintenance of the public streets, sidewalks, and street lighting. Capital and rehabilitation projects require revenue from other sources such as grants, vehicle license fees, REET, and/or impact fees.

## STRATEGIC PRIORITIES

- The Street Fund requires a significant subsidy from the General Fund in order to fund the current level of operations and maintenance. Priorities are maintaining the City's street and sidewalk network.
- Separating the City stormwater program from the street fund into its own fund and reducing reliance on general fund subsidies.

## 2016 Highlights

- ✓ Completed spot concrete street and sidewalk repairs.
- ✓ Graded gravel alleys.
- ✓ Completed annual stormwater management program update.
- ✓ Updated the EMC to include required provisions for low impact development.
- ✓ Completed annual striping program using private contractor.
- ✓ Final loan payment made on Roosevelt Ave improvements that were completed in 1996.
- ✓ Federal funding opportunity offered for trail project in 6-yr TIP.

## 2017 Key Projects

- Maintain NPDES stormwater permit compliance.
- Complete design of federally funded trail project.
- Complete a federally required ADA Self-Assessment and Transition Plan.

## Changes/Notes

- Capital projects for pavement rehabilitation are now being completed under TBD Fund 112.

Street Fund 110	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>						
Beginning Fund Balance	\$ 6,434	\$ 265,675	\$ 265,675	\$ 82,942	\$ (182,733)	-69%
Licenses & Permits	3,670	3,000	3,500	3,500	500	17%
Taxes	234,110	247,602	269,164	263,862	16,260	7%
Charges for Services	19,073	13,000	13,550	13,000	-	0%
Interest & Other	1,723	1,238	1,495	1,450	212	17%
Intergov't Loans/Grants	-	50,000	25,000	-	(50,000)	
Transfers-In General Fund	600,000	568,100	568,100	381,398	(186,702)	-33%
<b>Operating Revenues</b>	<b>858,576</b>	<b>882,940</b>	<b>880,809</b>	<b>663,210</b>	<b>(219,730)</b>	<b>-25%</b>
<b>Project Revenues</b>	<b>1,823,639</b>	<b>641,108</b>	<b>623,886</b>	<b>232,476</b>	<b>(408,632)</b>	<b>-64%</b>
<b>Total Street Revenues</b>	<b>\$ 2,688,649</b>	<b>\$ 1,789,723</b>	<b>\$ 1,770,370</b>	<b>\$ 978,628</b>	<b>\$ (811,095)</b>	<b>-45%</b>

<b>Expenditures</b>						
Salaries	250,193	259,033	328,820	255,863	(3,170)	-1%
Personnel Benefits	115,507	116,676	137,206	99,801	(16,875)	-14%
Supplies	32,850	32,250	48,336	32,950	700	2%
Street Lighting	152,000	157,000	162,000	165,000	8,000	5%
Services/Charges	17,344	54,950	40,162	19,650	(35,300)	-64%
Intgov't Svc/Taxes	33,166	46,500	32,993	10,000	(36,500)	-78%
Interfund Services	150,980	144,665	144,664	72,594	(72,071)	-50%
<b>Operating Expenditures</b>	<b>752,040</b>	<b>811,074</b>	<b>894,181</b>	<b>655,858</b>	<b>(155,216)</b>	<b>-19%</b>
<b>Transfer out Return to REET</b>		<b>233,300</b>	<b>233,300</b>	<b>-</b>	<b>-</b>	
Projects & Capital Outlay (Detail below)	1,639,589	616,855	521,143	260,976	(355,879)	-58%
Debt Service	31,346	31,089	38,804	-	(31,089)	-100%
<b>Total Street Expenditures</b>	<b>\$ 2,422,974</b>	<b>\$ 1,692,318</b>	<b>\$ 1,687,428</b>	<b>\$ 916,834</b>	<b>\$ (542,184)</b>	<b>-32%</b>

**Reserve Goal**

Available Fund Balance (Goal 2.5%)	\$ 219,921	\$ 47,489	\$ 24,805	\$ 17,436	16,396
Assigned for Debt 1/2 Annual	15,673	15,545	19,402	14,025	-
Committed for O&M @ 4%	30,082	32,443	35,767	26,234	26,234
Reserved-Paths & Trails 0.42% of MVFT	-	1,928	2,968	4,098	4,098
<b>Ending Fund Balance</b>	<b>\$ 265,675</b>	<b>\$ 97,405</b>	<b>\$ 82,942</b>	<b>\$ 61,794</b>	<b>\$ 46,729</b>

**Projects/Capital Revenue & Expenditure Detail**

<b>Revenues</b>						
Debt Proceeds	-	225,000	225,000	-	(225,000)	
REET Transfer Stormwater Outfall Repair	-	16,500	16,500	-	(16,500)	
GF Transfer Rate Study	-	20,000	20,000	-	(20,000)	
REET Transfer Wood Stave Pipe Abandonment	-	15,000	-	15,000	-	
705 Impact Fee Transfer Project 705	-	261,028	261,028	-	(261,028)	
705 SR 410 Channelization - GRANT	1,414,848	67,722	65,500	1,500	(66,222)	
759 Prop MGt Transfer Sidewalk Repair	-	13,375	13,375	-	(13,375)	
759 REET Transfer Sidewalk Repair	-	22,483	22,483	-	(22,483)	
761 DOT Grant	-	-	-	215,976	215,976	
Fund 180/REET/Impact Fees	263,409	-	-	-	-	
Transfer in-110 Street	145,382	-	-	-	-	
	-	-	-	-	-	
<b>Total Project Revenues</b>	<b>1,823,639</b>	<b>641,108</b>	<b>623,886</b>	<b>232,476</b>	<b>(408,632)</b>	
<b>Expenditures</b>						
Vactor (\$225K) and Bucket Truck (25\$)	-	250,000	251,538	-	(250,000)	
Stormwater Outfall Repair	-	16,500	16,500	-	(16,500)	
Rate Study	-	20,000	20,000	-	(20,000)	
Railroad St Wood Stave Pipe Abandonment Plan	-	15,000	-	15,000	-	
705 SR 410 Channelization	1,639,589	249,497	197,202	-	(249,497)	
759 Sidewalk and Pavement Replacement	-	35,858	35,903	-	(35,858)	
761 Foothills Trail	-	-	-	215,976	-	
ADA Self-Assessment	-	30,000	-	30,000	-	
<b>Total Project Expenditures</b>	<b>1,639,589</b>	<b>616,855</b>	<b>521,143</b>	<b>260,976</b>	<b>(355,879)</b>	
<b>Project Net</b>	<b>\$ 184,051</b>	<b>\$ 24,253</b>	<b>\$ 102,743</b>	<b>\$ (28,500)</b>	<b>\$ (52,753)</b>	

<b>Staffing in FTE's</b>	3.82	3.62	4.62	2.92
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# Stormwater Management 110.450

## WHO

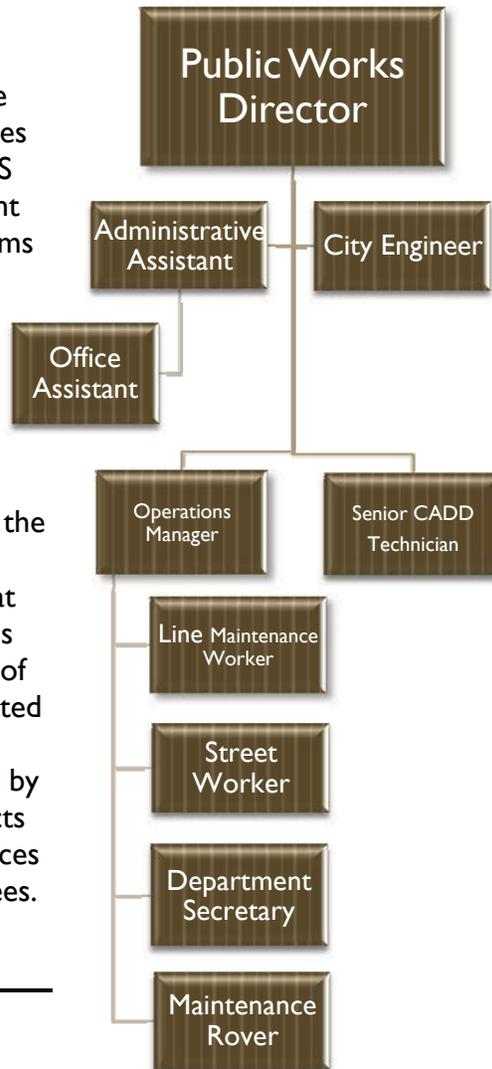
The Public Works Department is responsible for the operation and maintenance of the City's storm drainage system. The Engineering Division manages capital improvement projects and NPDES permit compliance, including development review. The Operations Division performs street sweeping, maintenance of public storm drainage catch basins, pipes, ditches and ponds.

## PURPOSE

- The fund separately accounts for the cost of owning and operating a stormwater collection system that protects properties from damages due to flooding and is protective of the environment. Except for limited periodic state grants, the Stormwater Fund is 100% funded by the General Fund. Capital projects require revenue from other sources such as grants, REET or impact fees.

## STRATEGIC PRIORITIES

- Implement a proactive stormwater management program to maintain NPDES permit compliance through public education and outreach, public involvement and participation, illicit discharge detection and elimination, controlling runoff from development and construction sites, system operation and maintenance, reduction of TMDL pollutants, and water quality monitoring.
- Separating the City stormwater program from the street fund into its own fund and reducing reliance on general fund subsidies.



## 2016 Highlights

- ✓ Developed and implemented IDDE in-house training manual and trained staff.
- ✓ Catch basin cleaning program.
- ✓ EHS/COE partnership: two day classroom education and interactive booth at the STEM Expo to educate the public about stormwater.

## 2017 Key Projects

- Maintain NPDES permit compliance.
- Develop plan for final abandonment of wood stave pipeline in Railroad Street that has created two sinkholes in the last three years.

## Changes/Notes

- Low Impact Development maintenance standards, levels of service and inspection procedures must be developed and adopted in 2017.

<b>Stormwater Management Fund 110 Department 450</b>	<b>Budget 2017</b>
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<b>Revenues</b>	
Licenses & Permits	1,500
Taxes	
Charges for Services	15,660
Interest & Other	-
Intergov't Loans/Grants	-
Transfers-In General Fund	<u>309,295</u>
<b>Operating Revenues</b>	<b>326,455</b>
Project Revenues (Detail below)	<u>-</u>
<b>Total Stormwater Revenues</b>	<b>\$ <u>326,455</u></b>

<b>Expenditures</b>	
Salaries	130,236
Personnel Benefits	60,159
Supplies	6,250
Services/Charges	2,600
Intgov't Svc/Taxes	33,500
Interfund Services	<u>65,660</u>
<b>Operating Expenditures</b>	<b>298,405</b>
Debt Service	28,050
Projects & Capital Outlay (Detail below)	<u>-</u>
<b>Total Stormwater Expenditures</b>	<b>\$ <u>326,455</u></b>

Ending Balance (0)

<b>Projects/Capital Revenue &amp; Expenditure Detail</b>
--

<b>Revenues</b>	
	<u>-</u>
<b>Total Project Revenues</b>	<b>-</b>
<b>Expenditures</b>	
	<u>-</u>
<b>Total Project Expenditures</b>	<b>-</b>
<b>Project Net</b>	<b>\$ <u>-</u></b>

<b>Staffing in FTE's</b>	<b>2.53</b>
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## *Transportation Benefit District - Fund 112*

The Transportation Benefit District is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district. The TBD is funded via a \$20 annual vehicle fee per registered vehicle within the district.

RCW 35.21.225 governs formation of TBDs by cities.

<b>Transportation Benefit District Fund 112</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 35,707	\$ 149,992	\$ 149,992	\$ 352,842	\$ 202,850	135%
Vehicle Fees	225,323	227,130	232,000	233,000	5,870	3%
TBD Sales Tax	-	168,000	168,000	294,000	126,000	75%
Debt Proceeds	-	-	-	2,750,000	2,750,000	
Grants	503,797	452,680	-	757,596	304,916	67%
Misc Revenue	351	-	300	300	300	
<b>Total TBD Revenues</b>	<b>\$ 765,179</b>	<b>\$ 997,802</b>	<b>\$ 550,292</b>	<b>\$ 4,387,738</b>	<b>\$3,389,936</b>	<b>340%</b>
<b>Expenditures</b>						
Salary & Benefits	7,653	2,000	2,000	17,850	15,850	793%
Services/Charges	13,846	12,000	5,110	5,110	(6,890)	-57%
Intgov't Svc/Taxes	4,544	-	600	-		
Projects & Capital Outlay <i>(Detail below)</i>	593,605	573,733	189,740	3,918,551	3,344,818	583%
	-	-	-	-	-	
<b>Total TBD Expenditures</b>	<b>\$ 619,648</b>	<b>\$ 587,733</b>	<b>\$ 197,450</b>	<b>\$ 3,941,511</b>	<b>\$3,344,818</b>	<b>569%</b>
<b>Ending Fund Balance</b>	<b>\$ 145,531</b>	<b>\$ 410,069</b>	<b>\$ 352,842</b>	<b>\$ 446,227</b>		

**Projects/Capital Revenue & Expenditure Detail**

<b>Revenues</b>					
<b>Expenditures</b>					
756 Overlay Project	\$ -	\$ 21,053	\$ 20,000	\$ 418,725	
746 Semanski St Overlay Project TIB	593,605	-	-	-	
757 Pavement Preservation	-	-	169,740	2,947,146	
758 Roadways Project	-	552,680	-	552,680	
<b>Total Project Expenditures</b>	<b>593,605</b>	<b>573,733</b>	<b>189,740</b>	<b>3,918,551</b>	

<b>Staffing in FTE's</b>			0.20	0.40
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*Lodging Tax - Fund 115*

*Schlotfeldt Endowment - Fund 621*

*Cemetery Endowment – Fund 701*

*Lafromboise Memorial – Fund 722*

### **Fund 115 Purpose**

Fund created to collect lodging tax revenues to be used to promote tourism within the City of Enumclaw.

### **Fund 621 Purpose**

Established in 1963 to account for donations and related earnings from the Schlotfeldt family to support the pioneer history of the City. This fund is dedicated to the maintenance of the historical library collection.

### **Fund 701 Purpose**

Established to support the long-term maintenance of the cemetery once it is fully completed in terms of cemetery lot sales. Cemetery lot sales and investment earnings provide the revenue source for this fund.

### **Fund 722 Purpose**

Established in 1987 to account for a \$100,000 estate donation from which investment earnings are used to finance library expenditures stipulated by the Library Board.

<b>Lodging Tax Fund 115</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 19,583	\$ 23,071	\$ 23,071	\$ 21,231	\$ (1,840)	-8%
Hotel/Motel Tax	10,885	8,000	8,000	8,000	-	0%
Interest & Other	169	157	160	160	3	2%
<b>Total Revenues</b>	<u>11,054</u>	<u>8,157</u>	<u>8,160</u>	<u>8,160</u>	<u>(1,837)</u>	<u>-23%</u>
<b>Total Resources</b>	<u>\$ 30,636</u>	<u>\$ 31,228</u>	<u>\$ 31,231</u>	<u>\$ 29,391</u>	<u>\$ (3,677)</u>	<u>-12%</u>
<b>Expenditures</b>						
Community Grants	7,511	10,000	10,000	10,000	-	0%
Miscellaneous	-	-	-	-	-	NA
<b>Operating Expenditures</b>	<u>\$ 7,511</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>0%</u>
<b>Ending Fund Balance</b>	<u>\$ 23,126</u>	<u>\$ 21,228</u>	<u>\$ 21,231</u>	<u>\$ 19,391</u>	<u>\$ (3,677)</u>	<u>-17%</u>

<b>Schlotfeldt Endowment Fund 621</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 26,076	\$ 26,216	\$ 26,216	\$ 23,366	\$ (2,850)	-11%
Interest & Other	200	150	150	150	-	0%
<b>Total Revenues</b>	<u>200</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>-</u>	<u>0%</u>
<b>Total Resources</b>	<u>\$ 26,276</u>	<u>\$ 26,366</u>	<u>\$ 26,366</u>	<u>\$ 23,516</u>	<u>\$ (2,850)</u>	<u>-11%</u>
<b>Expenditures</b>						
Enumclaw Historical Society	-	6,000	3,000	3,000	(3,000)	0%
<b>Operating Expenditures</b>	<u>-</u>	<u>6,000</u>	<u>3,000</u>	<u>3,000</u>	<u>(3,000)</u>	<u>0%</u>
<b>Ending Fund Balance</b>	<u>\$ 26,276</u>	<u>\$ 20,366</u>	<u>\$ 23,366</u>	<u>\$ 20,516</u>	<u>\$ 150</u>	<u>1%</u>

<b>Lafromboise Memorial Fund 722</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 125,913	\$ 125,796	\$ 125,796	\$ 125,322	\$ (474)	-0.4%
Interest & Other	961	790	700	700	(90)	-11%
<b>Total Revenues</b>	<u>961</u>	<u>790</u>	<u>700</u>	<u>700</u>	<u>(90)</u>	<u>-11%</u>
<b>Total Resources</b>	<u>\$ 126,874</u>	<u>\$ 126,586</u>	<u>\$ 126,496</u>	<u>\$ 126,022</u>	<u>\$ (564)</u>	<u>0%</u>
<b>Expenditures</b>						
Services/Charges	788	1,289	1,174	2,000	711	55%
<b>Operating Expenditures</b>	<u>788</u>	<u>1,289</u>	<u>1,174</u>	<u>2,000</u>	<u>711</u>	
<b>Ending Fund Balance</b>	<u>\$ 126,087</u>	<u>\$ 125,297</u>	<u>\$ 125,322</u>	<u>\$ 124,022</u>	<u>\$ (1,275)</u>	<u>-1.0%</u>

<b>Cemetery Endowment Fund 701</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 441,038	\$ 443,393	\$ 443,393	\$ 453,593	\$ 10,200	2%
Charges for Services	10,143	13,000	9,500	14,250	1,250	10%
Interest & Other	3,340	2,200	2,200	2,200	-	0.0%
<b>Total Revenues</b>	<u>13,482</u>	<u>15,200</u>	<u>11,700</u>	<u>16,450</u>	<u>1,250</u>	<u>8%</u>
<b>Total Resources</b>	<u>\$ 454,520</u>	<u>\$ 458,593</u>	<u>\$ 455,093</u>	<u>\$ 470,043</u>	<u>\$ 11,450</u>	<u>2%</u>
<b>Expenditures</b>						
Services/Charges	-	1,500	1,500	1,500	-	0.0%
<b>Operating Expenditures</b>	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>	
<b>Ending Fund Balance</b>	<u>\$ 454,520</u>	<u>\$ 457,093</u>	<u>\$ 453,593</u>	<u>\$ 468,543</u>	<u>\$ 11,450</u>	<u>3%</u>

*REET Funds  
Funds 130 & 131*

**130-2<sup>nd</sup> 1/4% Real Estate Excise Tax**

**Purpose** – REET revenues fund qualifying expenses; planning for specific projects, acquisition, construction, repair of streets, sidewalks, lighting systems, traffic signals, water, storm and sewer systems. Parks are excluded from the acquisition option. Projects must be included in the capital facilities plan section of the comprehensive plan. See RCW 82.46.035

**131-1st 1/4% Real Estate Excise Tax**

**Purpose** – REET revenues fund qualifying expenses similar to Second ¼% REET, plus parks acquisition and trails projects. Also included are facilities for recreation, law enforcement, fire protection, libraries, administration and judicial functions. Facility repairs must be significant. Projects must be included in the capital facilities plan section of the comprehensive plan. See RCW 82.46.010.



Warner Avenue

<b>Real Estate Excise Tax-2nd Fund 130</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 258,987	\$ 332,824	\$ 332,824	\$ 559,556	\$ 226,732	68%
Taxes	193,354	180,000	200,000	200,000	20,000	11%
Transfer-in	125,386	47,815	47,815	-	(47,815)	0%
Interest & Other	1,883	1,321	1,400	1,600	279	21%
<b>Total Revenues</b>	<b>320,623</b>	<b>229,136</b>	<b>249,215</b>	<b>201,600</b>	<b>(27,536)</b>	<b>-12%</b>
<b>Total Resources</b>	<b>\$ 579,610</b>	<b>\$ 561,960</b>	<b>\$ 582,039</b>	<b>\$ 761,156</b>	<b>\$ 199,196</b>	<b>35%</b>
<b>Expenditures</b>						
Transfer Out - Cole St LID	65,810	-	-	-	-	0%
Transfer Out - 110 Street	180,976	22,483	22,483	-	(22,483)	0%
<b>Operating Expenditures</b>	<b>\$ 246,786</b>	<b>\$ 22,483</b>	<b>\$ 22,483</b>	<b>\$ -</b>	<b>\$ (22,483)</b>	<b>0%</b>
Available Fund Balance	282,824	488,427	508,506	709,188	220,760	0%
Assigned Fund Balance	50,000	51,050	51,050	51,969	919	0%
<b>Ending Fund Balance</b>	<b>\$ 332,824</b>	<b>\$ 539,477</b>	<b>\$ 559,556</b>	<b>\$ 761,156</b>	<b>221,679</b>	<b>41%</b>

<b>Real Estate Excise Tax-1st Fund 131</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 281,083	\$ 426,986	\$ 426,986	\$ 734,371	\$ 307,385	72%
Taxes	193,354	180,000	200,000	200,000	20,000	11%
Transfer-in	125,386	185,485	185,485	-	(185,485)	0%
Interest & Other	2,228	1,413	1,400	1,600	187	13%
<b>Total Revenues</b>	<b>320,968</b>	<b>366,898</b>	<b>386,885</b>	<b>201,600</b>	<b>(165,298)</b>	<b>-45%</b>
<b>Total Resources</b>	<b>\$ 602,051</b>	<b>\$ 793,884</b>	<b>\$ 813,871</b>	<b>\$ 935,971</b>	<b>\$ 142,087</b>	<b>18%</b>
<b>Expenditures</b>						
Transfer Out - 530 DP Fund	70,000	36,000	36,000	45,000	9,000	25%
Transfer Out - 110 Street	77,815	31,500	31,500	-	(31,500)	0%
Transfer Out - 170 Pool Fund	27,250	12,000	12,000	-	(12,000)	-100%
<b>Operating Expenditures</b>	<b>\$ 175,065</b>	<b>\$ 79,500</b>	<b>\$ 79,500</b>	<b>\$ 45,000</b>	<b>\$ (34,500)</b>	<b>-43%</b>
Available Fund Balance	291,986	578,334	598,321	805,971	175,668	30%
Designated PD Radios	85,000	85,000	85,000	85,000	-	0%
Assigned Fund Balance	50,000	51,050	51,050	51,969	919	0%
<b>Ending Fund Balance</b>	<b>\$ 426,986</b>	<b>\$ 714,384</b>	<b>\$ 734,371</b>	<b>\$ 890,971</b>	<b>176,587</b>	<b>25%</b>

**Note 1: Assigned Fund Balance increased annually by CPI**

# Police Department

## Funds 150, 154, and 156

### FUND 150 – SEIZED ASSETS FUND

Purpose and Description – Drug offenses and crimes resulting from illegal drug use are destructive to society; the nature of drug trafficking results in many property crimes and crimes of violence. The forfeiture of real assets where a nexus exists between the commercial production or sale of the substances and the real property will provide a significant deterrent to crime by removing the profit incentive of drug-trafficking, and will provide a revenue source that will partially defray the large costs incurred by government as a result of these crimes. Established by Ordinance 1659.

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### FUND 154 – JAIL ADMINISTRATIVE GROUP (JAG) FUND

Purpose and Description – This fund consists of the city portion of funds that were originally designed to support a regional correctional facility. These funds were returned in 2009 and may be used for specific correctional purposes. Established by Resolution 1344.

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### FUND 156 – DRUG EDUCATION & ENFORCEMENT

Purpose and Description – Revenue source, from driving under the influence citations, and can be used for drug and alcohol enforcement and education assessments.

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<b>Seized Assets Fund 150</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,725	\$ 1,010	\$ 1,010	\$ 3,200	\$ 2,190	217%
Share of Federally Foreited Property	-	1,000	-	-	(1,000)	-100%
Confiscated Property Sales	2,932	7,000	2,000	3,000	(4,000)	-57%
Interest & Other	<u>12</u>	<u>5,286</u>	<u>5,190</u>	<u>5,190</u>	<u>(96)</u>	<u>-2%</u>
<b>Total Revenues</b>	<b>2,944</b>	<b>13,286</b>	<b>7,190</b>	<b>8,190</b>	<b>(5,096)</b>	<b>-38%</b>
<b>Total Resources</b>	<b>\$ 4,669</b>	<b>\$ 14,296</b>	<b>\$ 8,200</b>	<b>\$ 11,390</b>	<b>\$ (2,906)</b>	<b>-20%</b>
<b>Expenditures</b>						
Supplies	2614	5000	3,000	3,000	\$ (2,000)	-40%
Services/Charges	1041	4005	2,000	4,000	(5)	0%
Intgov't Svc/Taxes	0	200	-	-	(200)	-100%
Transfer Out - Fund 530	-	-	-	-	-	-
<b>Operating Expenditures</b>	<b><u>3,655</u></b>	<b><u>9,205</u></b>	<b><u>5,000</u></b>	<b><u>7,000</u></b>	<b><u>(2,205)</u></b>	<b><u>-24%</u></b>
<b>Ending Fund Balance</b>	<b>\$ 1,014</b>	<b>\$ 5,091</b>	<b>\$ 3,200</b>	<b>\$ 4,390</b>	<b>\$ (701)</b>	<b>-14%</b>

<b>Jail Administration Group Fund 154</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 69,945	\$ 63,593	\$ 63,593	\$ 36,304	\$ (27,288)	-43%
Interest & Other	<u>529</u>	<u>471</u>	<u>300</u>	<u>300</u>	<u>(171)</u>	<u>-36%</u>
<b>Total Revenues</b>	<b>529</b>	<b>471</b>	<b>300</b>	<b>300</b>	<b>(171)</b>	<b>-36%</b>
<b>Total Resources</b>	<b>\$ 70,473</b>	<b>\$ 64,063</b>	<b>\$ 63,893</b>	<b>\$ 36,604</b>	<b>\$ (27,459)</b>	<b>-43%</b>
<b>Expenditures</b>	<b><u>7,155</u></b>	<b><u>35,000</u></b>	<b><u>27,588</u></b>	<b><u>16,000</u></b>	<b><u>(19,000)</u></b>	<b><u>-54%</u></b>
<b>Ending Fund Balance</b>	<b>\$ 63,318</b>	<b>\$ 29,063</b>	<b>\$ 36,304</b>	<b>\$ 20,604</b>	<b>\$ (8,459)</b>	<b><u>-29%</u></b>

<b>Drug Education &amp; Enforcement Fund 156</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 32,924	\$ 28,358	\$ 28,358	\$ 29,693	\$ 1,335	5%
Fines & Forfeitures	1,291	1,500	1,200	1,500	-	0%
Interest & Other	<u>244</u>	<u>212</u>	<u>150</u>	<u>150</u>	<u>(62)</u>	<u>-29%</u>
<b>Total Revenues</b>	<b>1,536</b>	<b>1,712</b>	<b>1,350</b>	<b>1,650</b>	<b>(62)</b>	<b>-4%</b>
<b>Total Resources</b>	<b>\$ 34,459</b>	<b>\$ 30,070</b>	<b>\$ 29,708</b>	<b>\$ 31,343</b>	<b>1,273</b>	<b>4%</b>
<b>Expenditures</b>						
Supplies & Services	6,025	3,200	15	1,000	(2,200)	-69%
Capital Outlay	-	-	-	-	-	-
<b>Operating Expenditures</b>	<b>6,025</b>	<b>3,200</b>	<b>15</b>	<b>1,000</b>	<b>(2,200)</b>	<b>-69%</b>
<b>Ending Fund Balance</b>	<b>\$ 28,434</b>	<b>\$ 26,870</b>	<b>\$ 29,693</b>	<b>\$ 30,343</b>	<b>\$ 3,473</b>	<b><u>13%</u></b>

*Impact Mitigation Fees  
Fund 158*

**PURPOSE**

Receipt and administration of mitigation and impact fees for parks and streets.

Administration of projects related to the Wetlands Mitigation Banking Program, primarily community development projects.

<b>Impact/Mitigation Fund 158 - Total All</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 241,856	\$ 454,065	\$ 454,065	\$ 328,800	\$ (125,265)	-28%
Charges for Services	360,101	185,850	134,343	261,198	75,348	41%
Transfer-in	-	-	-	-	-	0%
Interest & Other	2,108	1,421	1,420	1,750	329	0%
<b>Total Revenues</b>	<b>362,209</b>	<b>187,271</b>	<b>135,763</b>	<b>262,948</b>	<b>75,677</b>	<b>40%</b>
<b>Total Resources</b>	<b>\$ 604,065</b>	<b>\$ 641,335</b>	<b>\$ 589,828</b>	<b>\$ 591,748</b>	<b>(49,588)</b>	<b>-8%</b>
<b>Expenditures</b>						
Transfers Out	150,000	301,028	261,028	40,000	(261,028)	0%
<b>Operating Expenditures</b>	<b>150,000</b>	<b>301,028</b>	<b>261,028</b>	<b>40,000</b>	<b>(261,028)</b>	<b>0%</b>
<b>Ending Fund Balance</b>	<b>\$ 454,065</b>	<b>\$ 340,307</b>	<b>\$ 328,800</b>	<b>\$ 551,748</b>	<b>\$ 211,440</b>	<b>62%</b>

#### **Parks Mitigation Detail - 451**

<b>Revenues</b>						
Beginning Fund Balance	\$ 102,663	\$ 155,739	\$ 155,739	\$ 217,957	62,218	40%
Charges for Services	52,380	42,225	61,598	76,167	33,942	80%
Interest & Other	696	621	620	750	129	21%
<b>Total Revenues</b>	<b>53,076</b>	<b>42,846</b>	<b>62,218</b>	<b>76,917</b>	<b>34,071</b>	<b>80%</b>
<b>Total Resources</b>	<b>\$ 155,739</b>	<b>\$ 198,585</b>	<b>\$ 217,957</b>	<b>\$ 294,874</b>	<b>96,289</b>	<b>48%</b>
<b>Expenditures</b>						
Transfer Out	-	40,000	-	40,000	-	0%
<b>Ending Fund Balance</b>	<b>\$ 155,739</b>	<b>\$ 158,585</b>	<b>\$ 217,957</b>	<b>\$ 254,874</b>	<b>96,289</b>	<b>61%</b>

#### **Street Mitigation Detail - 651**

<b>Revenues</b>						
Beginning Fund Balance	\$ 139,193	\$ 298,325	\$ 298,325	\$ 110,842	(187,483)	-63%
Charges for Services	307,721	143,625	72,745	185,031	41,406	29%
Transfer in	-	-	-	-	-	0%
Interest & Other	1,412	800	800	1,000	200	0%
<b>Total Revenues</b>	<b>309,132</b>	<b>144,425</b>	<b>73,545</b>	<b>186,031</b>	<b>41,606</b>	<b>29%</b>
<b>Total Resources</b>	<b>\$ 448,325</b>	<b>\$ 442,750</b>	<b>\$ 371,870</b>	<b>\$ 296,873</b>	<b>(145,877)</b>	<b>-33%</b>
<b>Expenditures</b>						
Transfer to Fund 110	150,000	261,028	261,028	-	(261,028)	0%
<b>Operating Expenditures</b>	<b>150,000</b>	<b>261,028</b>	<b>261,028</b>	<b>-</b>	<b>(261,028)</b>	<b>0%</b>
<b>Ending Fund Balance</b>	<b>\$ 298,325</b>	<b>\$ 181,722</b>	<b>\$ 110,842</b>	<b>\$ 296,873</b>	<b>\$ 115,151</b>	<b>63%</b>

# POOL

Fund 170

## WHO

The Parks and Recreation Department operates and maintains the Enumclaw Aquatic Center. The Enumclaw Aquatic Center hosts a variety of water programs for all ages and abilities, including swimming lessons, public swim lessons, fitness classes and several events during the year including Movie Night. The Aquatic Center is open 96 hours per week and closes only a few days each year.

Current marketing activities include: Activity Guide, Website, Facebook Promotional sales, Print advertising Fliers, and Email

## PURPOSE

- Provide a variety of water programs for all ages and abilities
- Provide a health and wellness facility for the community.

## STRATEGIC PRIORITIES

- Continue regular repair and maintenance of facilities to keep facility in good working order
- Develop a long term schedule for system improvements to prevent the need for emergency repairs
- Establish a Capital Reserve policy for long-term capital needs
- Look for additional opportunities to increase user base
- Continue to implement existing effective marketing activities, take advantage of new opportunities



## 2016 Highlights

- ✓ Facility Maintenance
- ✓ Complete Bulkhead Refurbishment

## 2017 Key Projects

- ✓ Facility Maintenance
- ✓ Heat Exchanger Piping Repair
- ✓ Comprehensive Facility Assessment

<b>Pool Fund 170</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 39,788	\$ 36,050	\$ 36,050	\$ 25,505	\$ (10,546)	-29%
Charges for Services	198,711	231,000	229,000	235,000	4,000	2%
Donations, Interest & Other	82,739	62,625	63,700	63,300	675	1%
Transfer- General Fund Support	25,000	-	-	42,576		
Transfer-Property Tax @.16/1000	178,352	187,771	187,771	198,766	10,995	6%
<b>Total Revenues</b>	<b>484,802</b>	<b>481,396</b>	<b>480,471</b>	<b>539,642</b>	<b>15,670</b>	<b>3%</b>
Capital/Project Revenue	52,250	67,000	67,000	20,350	-	0%
<b>Total Resources</b>	<b>\$ 576,840</b>	<b>\$ 584,446</b>	<b>\$ 583,521</b>	<b>\$ 585,497</b>	<b>\$ 5,124</b>	<b>1%</b>
<b>Expenditures</b>						
Salaries	197,504	200,827	195,958	212,021	11,194	6%
Personnel Benefits	68,166	71,618	66,319	100,733	29,115	41%
Supplies	28,551	25,400	26,420	25,600	200	1%
Services/Charges*	131,802	132,100	128,361	123,700	(8,400)	-6%
Intgov't Svc/Charges	715	500	800	700	200	40%
Interfund Services	60,767	71,020	71,020	59,473	(11,547)	-16%
<b>Operating Expenditures</b>	<b>487,505</b>	<b>501,465</b>	<b>488,878</b>	<b>522,227</b>	<b>20,762</b>	<b>4%</b>
Projects & Capital Outlay**	53,286	77,451	69,139	20,351	(57,100)	-74%
<b>Total Expenditures</b>	<b>\$ 540,791</b>	<b>\$ 578,916</b>	<b>\$ 558,017</b>	<b>\$ 542,578</b>	<b>\$ (36,338)</b>	<b>-6%</b>
					<b>Reserve Goal</b>	
Available Fund Balance	(2,734)	(32,981)	(12,933)	(0)		
Committed for Capital -8% Op Rev	38,784	38,512	38,438	42,919	43,171	
<b>Ending Fund Balance</b>	<b>\$ 36,050</b>	<b>\$ 5,530</b>	<b>\$ 25,505</b>	<b>\$ 42,919</b>	<b>\$ 43,171</b>	

#### Projects & Capital Outlay Detail

<b>Revenues</b>				
Transfer In GF	25,000			20,350
Transfer In - REET	27,250	12,000	12,000	-
Grants KCYF	-	55,000	55,000	-
<b>Total Revenues</b>	<b>52,250</b>	<b>67,000</b>	<b>67,000</b>	<b>20,350</b>
<b>Expenditures**</b>				
Bulkhead Retrofit	53,286	65,451	57,139	-
Heat Exchange Pipe Repair	-	12,000	12,000	-
Pool Condition Assessment				7,500
Equipment	-	-	-	12,851
<b>Total Expenditures</b>	<b>\$ 53,286</b>	<b>\$ 77,451</b>	<b>\$ 69,139</b>	<b>\$ 20,351</b>
<b>Staffing in FTE's</b>	<b>1.25</b>	<b>1.31</b>	<b>1.21</b>	<b>2.21</b>

*Debt Service*  
*Funds 213, 215 & 230*

**213-2003 Limited Tax Cole Street G.O.  
Bonds Fund**

**Purpose and Description** – Debt service associated with the \$760 thousand bank financing. Authorized by Ordinance 2181.



Cole Street

**215-LID Debt Service Fund**

**Purpose and Description** – Cole Street Local Improvement District (LID) formed in 2003, Warner Street LID in January 2006, Y Bar S LID January 2011

**230-LID Guaranty Fund**

**Purpose and Description** – Guaranty against local improvement district (LID) bond default, required by RCW 35.54.010. Ending fund balance must be a minimum of 10% to 12% of outstanding LID debt.

<b>2003 Limited GO Bond Redemption 213</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,421	\$ 1,421	\$ 1,421	\$ 1,422	\$ 1	0%
Transfer-In	65,810	65,810	65,810	65,810	0	0%
<b>Total Revenues</b>	<b>\$ 67,230</b>	<b>\$ 67,230</b>	<b>\$ 67,231</b>	<b>\$ 67,232</b>	<b>1</b>	<b>0%</b>
<b>Debt Service</b>	65,810	65,810	65,809	65,810	0	0%
<b>Ending Fund Balance</b>	<b>\$ 1,421</b>	<b>\$ 1,421</b>	<b>\$ 1,422</b>	<b>\$ 1,422</b>	<b>\$ 1</b>	<b>0%</b>

<b>LID Debt Warner, YBarS 215</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 170,117	\$ 160,896	\$ 160,896	\$ 170,020	\$ 9,124	6%
Transfer In	\$ 19,116	\$ -	-	-	-	-
Special Assessments	82,943	68,350	68,466	41,875	(26,475)	-39%
<b>Total Resources</b>	<b>\$ 272,176</b>	<b>\$ 229,246</b>	<b>\$ 229,362</b>	<b>\$ 211,895</b>	<b>(17,351)</b>	<b>-8%</b>
Debt Service	\$ 111,280	\$ 59,342	\$ 59,342	\$ 58,763	(579)	-1%
<b>Ending Fund Balance</b>	<b>\$ 160,896</b>	<b>\$ 169,904</b>	<b>\$ 170,020</b>	<b>\$ 153,132</b>	<b>\$ (16,772)</b>	<b>\$ (0)</b>

<b>LID Guaranty Fund 230</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 112,468	\$ 94,786	\$ 94,786	\$ 30,376	\$ (64,410)	-68%
Interest & Other	2,031	1,400	1,400	1,000	(400)	-29%
<b>Total Resources</b>	<b>\$ 114,498</b>	<b>\$ 96,186</b>	<b>\$ 96,186</b>	<b>\$ 31,376</b>	<b>(64,810)</b>	<b>-67%</b>
Transfer-LID 215/213	19,116	65,810	19,116	65,810	-	0%
<b>Total Expenditures</b>	19,116	65,810	65,810	-	(65,810)	-100%
<b>Ending Fund Balance</b>	<b>\$ 95,382</b>	<b>\$ 30,376</b>	<b>\$ 30,376</b>	<b>\$ 31,376</b>	<b>\$ 1,000</b>	<b>3%</b>

## WHO

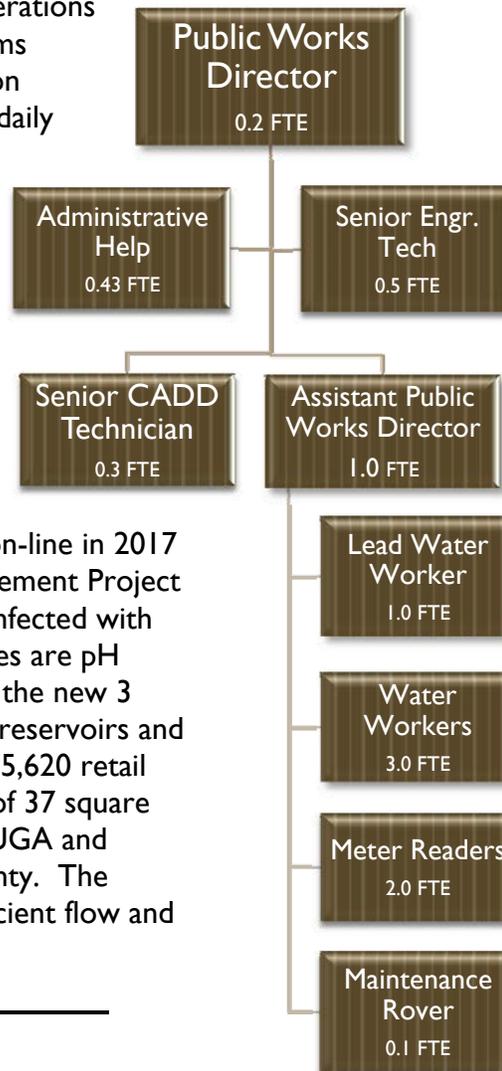
The Public Works Department is responsible for the operation and maintenance of public water system. The Engineering Division manages system operations and capital improvement projects and performs development review. The Operations Division performs routine maintenance and monitors daily operation of the system and meter reading. The Finance Department provides utility billing, accounting and customer service for all accounts.

## PURPOSE

- The water utility has three of its own sources of supply and an emergency intertie with the City of Tacoma. A fourth source will come on-line in 2017 when the 2014 Water System Improvement Project is completed. All source water is disinfected with chlorine gas and the two spring sources are pH adjusted for corrosion control. With the new 3 MG reservoir the utility will have five reservoirs and 142 miles of distribution main serving 5,620 retail customers over a water service area of 37 square miles, including the entire city limits, UGA and portions of unincorporated King County. The distribution system also provides sufficient flow and pressure for fire protection.

## STRATEGIC PRIORITIES

- A significant portion of utility revenue will continue to be needed for meeting ongoing debt service payments through 2017. Until this debt is retired capital expenditures from reserves will be limited.
- Two major future priorities are replacing the over 7 miles of galvanized water main still in service in the water system and converting the manual water meter reading system to automated reading.



## 2016 Highlights

- ✓ Started construction on the 3 MG reservoir and 2014 Water System Improvement Projects.
- ✓ Completed a rate and charge study.

## 2017 Key Projects

- Complete the 3 MG reservoir and 2014 Water System Improvement Projects.
- Implement deferred emergency/public information radio station.
- Complete the Upper Fairway Hill BPS rehabilitation and expand the 1175 pressure zone.
- Replace all remaining tone based telemetry equipment with current technology.
- Renew the King County franchise for the water system outside the City limits.

## Changes/Notes

- An annual rate increase tied to the CPI-U for the Seattle region is set forth in city code and has been factored into budgeted revenue.

<b>Water Utility Fund 410</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,300,385	\$ 1,951,658	\$ 1,951,658	\$ 2,248,137	\$ 296,479	15%
Charges for Services	3,141,652	2,992,800	3,003,800	2,997,900	5,100	0%
Interest & Other	43,493	45,000	41,028	47,000	2,000	4%
<b>Total Operating Revenues</b>	<b>3,185,146</b>	<b>3,037,800</b>	<b>3,044,828</b>	<b>3,044,900</b>	<b>303,579</b>	<b>10%</b>
Capital Connection Fees	212,563	100,207	147,000	291,910	191,703	191%
Y Bar S Watermain Replacement	50,880	50,880	50,880	50,880	-	0%
Loans/Grants	190,388	6,909,473	4,971,677	2,227,796	(4,681,677)	-68%
<b>Total Other Sources</b>	<b>453,831</b>	<b>7,060,560</b>	<b>5,169,557</b>	<b>2,570,586</b>	<b>(4,489,974)</b>	<b>-64%</b>
<b>Total Resources</b>	<b>\$ 4,939,362</b>	<b>\$ 12,050,018</b>	<b>\$ 10,166,043</b>	<b>\$ 7,863,623</b>	<b>\$ (2,302,420)</b>	<b>-19%</b>
<b>Expenditures</b>						
Salaries	398,886	522,569	388,484	474,692	(47,877)	-9%
Personnel Benefits	208,706	286,294	233,022	255,162	(31,132)	-11%
Supplies	123,286	121,350	128,372	137,900	16,550	14%
Services/Charges	179,067	192,400	204,313	167,500	(24,900)	-13%
City Taxes	251,325	246,000	243,100	245,600	(400)	0%
Public Utility/B&O/Excise Taxes	155,972	154,000	153,000	154,000	-	0%
Intgov't Services & Taxes	16,719	16,000	14,500	16,300	300	2%
Interfund Services	323,418	310,693	310,693	311,443	750	0%
<b>Operating Expenditures</b>	<b>1,657,380</b>	<b>1,849,306</b>	<b>1,675,484</b>	<b>1,762,597</b>	<b>(86,709)</b>	<b>-5%</b>
Projects & Capital Outlay*	128,636	6,951,833	5,015,590	2,703,296	(4,248,537)	-61%
Debt Service	390,603	388,092	388,092	901,954	513,862	132%
Interfund Loan	93,283	121,813	121,813	80,344		
Transfer Out - Fund 455, other	717,803	716,927	716,927	-	(716,927)	-100%
<b>Total Expenditures</b>	<b>\$ 2,987,704</b>	<b>\$ 10,027,971</b>	<b>\$ 7,917,906</b>	<b>\$ 5,448,191</b>	<b>(4,579,780)</b>	<b>-46%</b>
					<b>Reserve Goal</b>	
Available Fund Balance (Goal 2.5%)	781,487	461,001	1,025,351	873,368	44,065	
Assigned for Loans 1/2 Annual	195,932	497,541	194,046	450,977	450,977	
Committed for O&M @ 20%	331,476	369,861	335,097	352,519	352,519	
Committed for Y Bar S Reserve	391,700	442,580	442,580	493,460	493,460	
Committed for Construction-1%FA	251,063	251,063	251,063	245,107	251,063	
<b>Ending Fund Balance</b>	<b>\$ 1,951,658</b>	<b>\$ 2,022,046</b>	<b>\$ 2,248,137</b>	<b>\$ 2,415,432</b>	<b>\$1,592,085</b>	

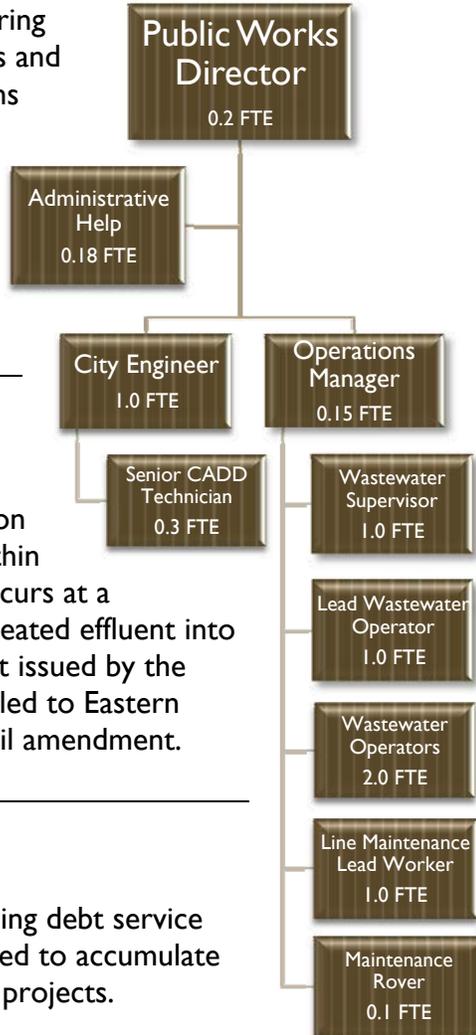
<b>Projects &amp; Capital Outlay Detail</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Grants	190,388	-	-			
Construction Loans	-	6,909,473	4,971,677	2,227,796		
<b>Total Revenues</b>	<b>190,388</b>	<b>6,909,473</b>	<b>4,971,677</b>	<b>2,227,796</b>		
<b>Expenditures</b>						
728 - City Reservoir Improvements	119,992	5,142,682	3,617,400	1,537,796		
729 - Water System Improvements	8,644	1,747,238	1,354,277	690,000		
Equipment/Improvements	-	61,913	43,913	475,500		
<b>Total Expenditures</b>	<b>128,636</b>	<b>6,951,833</b>	<b>5,015,590</b>	<b>2,703,296</b>		
<b>Project Net</b>	<b>61,752</b>	<b>(42,360)</b>	<b>(43,913)</b>	<b>(475,500)</b>		

<b>Staffing in FTE's</b>	8.03	8.03	7.54	6.88
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# Wastewater Utility Fund 420

## WHO

The Public Works Department is responsible for the operation and maintenance of public wastewater collection and treatment system. The Engineering Division manages capital improvement projects and performs development review. The Operations Division performs routine line maintenance of the collection system and daily operation of the wastewater treatment plant. The Finance Department provides utility billing, accounting and customer service for all accounts.



## PURPOSE

- The wastewater utility has nine pump stations and 47 miles of gravity collection main serving 3,470 retail customers within the city limits and UGA. Treatment occurs at a centralized plant prior to discharging treated effluent into the White River under a NPDES permit issued by the WDOE. Dewatered bio-solids are hauled to Eastern Washington for land application as a soil amendment.

## STRATEGIC PRIORITIES

- The utility is faced with significant ongoing debt service payments through 2026 and has struggled to accumulate funding for both operations and capital projects.
- Key projects include reducing inflow and infiltration, increasing capacity of the treatment plant UV disinfection system, installing a new meter for controlling flows to the plants' biological process, and continued WWTP process control refinements to lower phosphorus discharge concentrations.

## 2016 Highlights

- ✓ Replaced the pumps at the Rainier Lift Station.
- ✓ Completed an update of the General Sewer Plan.
- ✓ Replaced the vector truck.
- ✓ Completed a rate and charge study.
- ✓ Refinanced 2011 bonds.

## 2017 Key Projects

- Complete needed upgrades at the WWTP.
- Begin flow monitoring program to identify sources of stormwater inflow into the sewer system.
- Develop a plan to address new NPDES permit and Puyallup River TMDL discharge limitations expected to be formalized in 2017.

## Changes/Notes

- An annual rate increase tied to the CPI-U for the Seattle region is set forth in city code and has been factored into budgeted revenue.

<b>Wastewater Utility Fund 420</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,628,151	\$ 1,589,004	\$ 1,589,004	\$ 1,674,085	\$ 85,081	5%
Charges for Services	4,135,296	4,166,020	4,243,000	4,280,400	114,380	3%
Interest & Other	33,622	33,500	37,300	37,300	3,800	11%
<b>Total Operating Revenues</b>	<u>4,168,918</u>	<u>4,199,520</u>	<u>4,280,300</u>	<u>4,317,700</u>	<u>203,261</u>	<u>5%</u>
Capital Connection Fees	251,504	142,900	145,800	477,721	334,821	234%
Capital Grants/Transfer In	-	337,168	337,168	2,047,000	1,709,832	507%
<b>Total Other Sources</b>	<u>251,504</u>	<u>480,068</u>	<u>482,968</u>	<u>2,524,721</u>	<u>2,044,653</u>	<u>426%</u>
<b>Total Resources</b>	<u>\$ 6,048,573</u>	<u>\$ 6,268,592</u>	<u>\$ 6,352,272</u>	<u>\$ 8,516,506</u>	<u>2,247,914</u>	<u>36%</u>
<b>Expenditures</b>						
Salaries	438,930	463,683	492,963	528,978	65,295	14%
Personnel Benefits	203,510	234,465	238,615	259,978	25,513	11%
Supplies	54,371	68,000	58,290	86,000	18,000	26%
Services/Charges	368,352	425,625	450,300	432,425	6,800	2%
City Taxes	330,831	335,000	340,000	343,400	8,400	3%
Public Utility/B&O/Excise Taxes	95,954	102,000	100,000	102,700	700	1%
Intgov't Services & Taxes	13,899	19,000	14,700	17,700	(1,300)	-7%
Interfund Services	395,174	387,222	387,222	342,853	(44,369)	-11%
<b>Operating Expenditures</b>	<u>1,901,021</u>	<u>2,034,995</u>	<u>2,082,090</u>	<u>2,114,034</u>	<u>79,039</u>	<u>4%</u>
Projects & Capital Outlay*	358,757	304,785	310,677	2,047,000	1,742,215	572%
Debt Service	1,472,167	1,471,237	1,481,641	1,502,043	30,806	2%
Interfund Loans	233,826	310,344	310,344	256,401	(53,943)	-17%
Transfer Out - Fund 455, other	493,797	493,435	493,435	460,842	(32,593)	-7%
<b>Total Expenditures</b>	<u>\$ 4,459,569</u>	<u>\$ 4,614,796</u>	<u>\$ 4,678,187</u>	<u>\$ 6,380,320</u>	<u>1,765,524</u>	<u>38%</u>
					<b>Reserve Goal</b>	
Available Fund Balance (Goal 2.5%)	155,516	219,162	239,450	699,986	52,851	
Assigned for PWTFLL 1/2 Annual	755,907	735,619	735,619	751,022	751,022	
Committed for O&M @ 16%	304,163	325,599	325,599	338,245	338,245	
Committed for Construction-1%FA	373,417	373,417	373,417	346,933	346,933	
<b>Ending Fund Balance</b>	<u>\$ 1,589,004</u>	<u>\$ 1,653,796</u>	<u>\$ 1,674,085</u>	<u>\$ 2,136,186</u>	<u>\$ 1,436,200</u>	

1,589,004      1,653,796      1,674,085      2,018,214

<b>Staffing in FTE's</b>	6.93	6.93	7.43	7.86
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<b>Projects &amp; Capital Outlay Detail</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>
<b>Revenues</b>				
Transfer In -	-	-	-	-
760 Debt Proceeds	-	337,168	337,168	2,047,000
<b>Total Revenues</b>	<u>-</u>	<u>337,168</u>	<u>337,168</u>	<u>2,047,000</u>
<b>Expenditures</b>				
749 - Sewer Plan & WWTP O&M Update	152,513	19,785	19,803	-
751 - WWTP Improvements	206,245	-	5,874	-
760 - WWTP UV & Misc Improvements	-	-	-	2,047,000
Equipment & Machinery	-	285,000	285,000	-
<b>Total Expenditures</b>	<u>358,757</u>	<u>304,785</u>	<u>310,677</u>	<u>2,047,000</u>
<b>Project Net</b>	<u>(358,757)</u>	<u>32,383</u>	<u>26,491</u>	<u>-</u>

# Natural Gas Utility Fund 430

## WHO

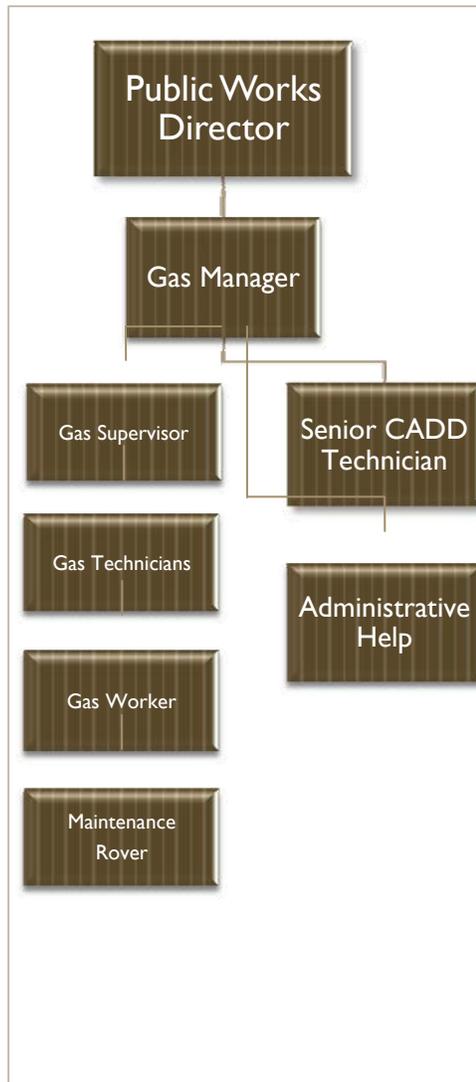
The Public Works Department is responsible for the operation and maintenance of the natural gas distribution system. The Engineering Division provides mapping of system facilities. The Operations Division performs routine maintenance of the system and daily operation of the distribution mains, service lines, valves, pressure regulating devices and cathodic protection system. The Finance Department provides utility billing, accounting and customer service for all accounts.

## PURPOSE

- The utility has 21 district regulator stations and 94.7 miles of distribution main serving 4,383 retail customers within a 44.3 square mile service area including the city limits, UGA and portions of unincorporated King County. Gas is wheeled through the system and delivered to the City of Buckley.

## STRATEGIC PRIORITIES

- The utility continues to focus on compliance with state and federal pipeline safety regulations. The Gas Utility Distribution Integrity Management Plan (DIMP) has placed more emphasis on public awareness. Management continues to address unaccounted for gas through more accurate metering of large customers and testing of Northwest Pipeline and PSE custody transfer meters.



## 2016 Highlights

- ✓ 0 loss time or OSHA reportable accidents.
- ✓ 0 findings during WUTC inspections.
- ✓ Installed over 8K ft of new PE gas main.
- ✓ Upgraded Warner Regulator Station
- ✓ Continued meter replacements.
- ✓ UAF remains less than 2%.
- ✓ AMI Replacement Project.
- ✓ Gas Comp Plan
- ✓ Semanski main Uprate

## 2017 Key Projects

- Warner Ave H.P. extension
- Reg station and farm tap elimination on SR 164.
- Meter replacement program
- Mud Mtn Telemetry

## Changes/Notes

NOAA's Climate Prediction Center expects that we will experience Neutral or La Nada conditions for the upcoming winter. This would mean more normal precipitation and temperatures with a chance of extreme weather.

<b>Natural Gas Utility Fund 430</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,833,762	\$ 1,802,407	\$ 1,802,407	\$ 1,655,725	(146,682)	-8%
Charges for Services	3,803,073	3,953,484	3,791,431	3,880,258	(73,226)	-2%
Intergovernmental Revenue	-	-	-	-	-	-
Capital Connection Fees	58,944	2,500	41,523	2,500	-	0%
Interest & Other	39,027	38,000	32,900	22,400	(15,600)	-41%
<b>Total Revenues</b>	<b>3,901,044</b>	<b>3,993,984</b>	<b>3,865,854</b>	<b>3,905,158</b>	<b>(235,508)</b>	<b>-6%</b>
<b>Total Resources</b>	<b>\$ 5,734,805</b>	<b>\$ 5,796,391</b>	<b>\$ 5,668,261</b>	<b>\$ 5,560,883</b>	<b>(235,508)</b>	<b>-4%</b>
<b>Expenditures</b>						
Salaries	534,978	559,172	543,118	585,039	25,867	5%
Personnel Benefits	227,207	247,337	242,095	268,046	20,709	8%
Natural Gas Purchases	1,758,845	2,000,000	1,800,000	2,000,000	-	0%
Supplies	120,265	129,140	134,705	152,740	23,600	18%
Services/Charges	95,119	121,960	90,608	111,560	(10,400)	-9%
City Taxes	228,184	237,000	230,000	230,000	(7,000)	-3%
Public Utility/B&O/Excise Taxes	129,969	153,000	140,000	140,000	(13,000)	-8%
Intgov't Services & Taxes	16,345	20,000	21,000	16,000	(4,000)	-20%
Interfund Services	296,690	310,671	310,671	326,286	15,615	5%
<b>Operating Expenditures</b>	<b>3,407,603</b>	<b>3,778,280</b>	<b>3,512,197</b>	<b>3,829,671</b>	<b>51,390</b>	<b>1%</b>
Projects & Capital Outlay ( <i>detail below</i> )	344,225	558,648	500,339	391,000	(167,648)	-30%
Debt Service	181,125	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 3,932,953</b>	<b>\$ 4,336,928</b>	<b>\$ 4,012,536</b>	<b>\$ 4,220,671</b>	<b>(116,258)</b>	<b>-3%</b>
<b>Reserve Goal</b>						
Available Fund Balance (Goal 2.5%)	714,424	372,036	568,298	286,418	95,742	
Assigned for Debt Service 1/2 Annual	91,038	-	-	-	-	
Committed for O&M @ 25%	915,525	1,006,561	1,006,561	957,418	957,418	
Committed for Gas Rate Stability	50,000	50,000	50,000	50,000	50,000	
Committed for Construction	30,866	30,866	30,866	46,377	46,377	
<b>Ending Fund Balance</b>	<b>\$ 1,801,853</b>	<b>\$ 1,459,463</b>	<b>\$ 1,655,725</b>	<b>\$ 1,340,213</b>	<b>\$ 1,149,536</b>	
<b>Staffing in FTE's</b>	<b>7.38</b>	<b>7.52</b>	<b>7.22</b>	<b>7.82</b>		

<b>Projects &amp; Capital Outlay Detail</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Transfer-In	-	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>						
717 NG Improvements	18,067	81,918	3,523	-		
747 AMR Replacement	275,285	246,000	276,000	15,000		
752 MIT Allotment	20,015	-	-	-		
753 Gas System Comp Plan	25,551	-	-	-		
Machinery and Improvements	5,307	230,730	220,816	376,000		
<b>Total Expenditures</b>	<b>344,225</b>	<b>558,648</b>	<b>500,339</b>	<b>391,000</b>		
<b>Project Net</b>	<b>(344,225)</b>	<b>(558,648)</b>	<b>(500,339)</b>	<b>(391,000)</b>		

# Solid Waste Utility Fund 440

## WHO

The Public Works Department is responsible for the operation of the solid waste collection system. The Operations Division performs daily operation of the garbage, commingled recycling, commercial cardboard recycling and yard waste collection routes and oversees container maintenance and procurement. The Finance Department provides utility billing, accounting and customer service for all accounts.

## PURPOSE

- The utility provides for residential and commercial collection of garbage and recyclables serving 3,518 retail customers within the city limits.
- To provides yard waste collection for 2,695 customers and operates a commercial cardboard recycling program. The yard waste collection program also accepts food scraps and soiled paper.

## STRATEGIC PRIORITIES

- Implementing automated residential garbage collection creates efficiency and capacity for future growth without additional staff.
- Reducing the back log of maintenance and repair of dumpsters.



## 2016 Highlights

- ✓ Safety- 0 accidents.
- ✓ Implemented residential automated garbage collection.

## 2017 Key Projects

- Refurbishing commercial dumpsters.
- Harkness Annexation effective in September.
- Continue involvement in the King County Solid Waste Transfer Station Plan process.

## Changes/Notes

<b>Solid Waste Utility Fund 440</b>	<b>Actuals 2015</b>	<b>Budget 2016</b>	<b>Yr End Est 2016</b>	<b>Budget 2017</b>	<b>\$ Diff</b>	<b>% Diff</b>
<b>Revenues</b>						
Beginning Fund Balance	\$ 200,128	\$ 293,647	\$ 293,647	\$ 277,379	\$ (16,268)	-6%
Intergovernmental	23,978	23,978	20,342	20,400	(3,578)	-15%
Charges for Services	2,047,951	2,034,700	2,041,200	2,205,151	170,451	8%
Capital Fees	7,355	3,800	5,300	4,800	1,000	26%
Debt Proceeds		172,190	172,190	-	(172,190)	-100%
Interest & Other	<u>22,172</u>	<u>23,200</u>	<u>23,383</u>	<u>24,200</u>	<u>1,000</u>	4%
<b>Total Revenues</b>	<u>2,101,456</u>	<u>2,257,868</u>	<u>2,262,415</u>	<u>2,254,551</u>	<u>(3,317)</u>	0%
<b>Total Resources</b>	<u>\$ 2,301,584</u>	<u>\$ 2,551,515</u>	<u>\$ 2,556,062</u>	<u>\$ 2,531,930</u>	<u>(19,585)</u>	-1%
<b>Expenditures</b>						
Salaries	291,946	295,103	296,851	298,921	3,818	1%
Personnel Benefits	153,131	161,310	165,649	171,900	10,590	7%
Supplies	24,576	51,400	49,507	75,900	24,500	48%
Services/Charges	237,881	239,500	239,869	244,700	5,200	2%
City Taxes	163,836	164,000	164,000	180,000	16,000	10%
Intgov't Services & Taxes	182,710	179,000	179,000	189,000	10,000	6%
Tipping Fees	524,702	530,000	530,000	607,535	77,535	15%
Interfund Services	<u>429,170</u>	<u>458,172</u>	<u>458,172</u>	<u>531,990</u>	<u>73,818</u>	16%
<b>Operating Expenditures</b>	<u>2,007,952</u>	<u>2,078,485</u>	<u>2,083,048</u>	<u>2,299,946</u>	<u>221,461</u>	11%
Machinery & Equipment		202,500	190,322		(202,500)	
Debt Service		5,313	5,313	19,320	14,007	
<b>Total Expenditures</b>	<u>\$ 2,007,952</u>	<u>\$ 2,286,298</u>	<u>\$ 2,278,683</u>	<u>\$ 2,319,266</u>	<u>18,961</u>	1%
					<b>Reserve Goal</b>	
Available Fund Balance (Goal 1%)	116,141	78,154	89,905	5,669	22,999	
Committed for O&M @ 8%	157,770	166,279	166,644	183,996	183,996	
Assigned for Containers @1%	<u>19,721</u>	<u>20,785</u>	<u>20,830</u>	<u>22,999</u>	<u>22,999</u>	
<b>Ending Fund Balance</b>	<u>\$ 293,632</u>	<u>\$ 265,217</u>	<u>\$ 277,379</u>	<u>\$ 212,664</u>	<u>\$229,995</u>	

2,551,515

<b>Staffing in FTE's</b>	5.03	5.08	5.08	5.02
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Revenue Bond Fund Fund 455	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,119,137	\$ 1,115,218	\$ 1,115,218	\$ 1,113,507	\$ (1,712)	0%
Transfer In-Water Fund 410	717,803	716,927	716,927	-	(716,927)	-100%
Transfer In-Sewer Fund 420	493,797	493,435	493,435	460,842	(32,593)	-7%
Interest & Other	6,706	5,500	6,000	6,000	500	9%
<b>Total Revenues</b>	<u>1,218,306</u>	<u>1,215,863</u>	<u>1,216,363</u>	<u>466,842</u>	<u>(750,732)</u>	<u>-62%</u>
<b>Total Resources</b>						
	<u>\$ 2,337,443</u>	<u>\$ 2,331,081</u>	<u>\$ 2,331,581</u>	<u>\$ 1,580,349</u>	<u>(750,732)</u>	<u>-32%</u>
Debt Service 2005 Revenue Bond	759,625	757,499	757,499	759,500	2,001	0%
Debt Service 2011 Revenue Bond	462,600	460,575	460,575	463,525	2,950	1%
<b>Total Expenditures</b>	<u>\$ 1,222,225</u>	<u>\$ 1,218,074</u>	<u>\$ 1,218,074</u>	<u>\$ 1,223,025</u>	<u>(745,781)</u>	<u>-61%</u>
Available for Debt Service			-		-	
Restricted for Bond Requirements	1,115,218	1,113,007	1,113,507	357,324	(755,683)	-68%
<b>Ending Fund Balance</b>	<u>\$ 1,115,218</u>	<u>\$ 1,113,007</u>	<u>\$ 1,113,507</u>	<u>\$ 357,324</u>	<u>(755,683)</u>	<u>-68%</u>

Enumclaw Expo Center Fund 490	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>					
Beginning Fund Balance	\$ 319,977	\$ 319,977	\$ 205,124	\$ (114,853)	-36%
Interest & Other	16,743	17,943	200	(16,543)	-99%
Transfer In	-	-	-	-	NA
<b>Total Revenues</b>	<u>16,743</u>	<u>17,943</u>	<u>200</u>	<u>(16,543)</u>	<u>-99%</u>
Capital Grant	-	300,000	39,500	39,500	
<b>Total Resources</b>	<u>\$ 336,720</u>	<u>\$ 637,920</u>	<u>\$ 244,824</u>	<u>\$ (91,896)</u>	<u>-27%</u>
<b>Expenditures</b>					
Insurance Premium	16,743	16,743	-	(16,743)	-100%
<b>Operating Expenditures</b>	<u>16,743</u>	<u>16,743</u>	<u>-</u>	<u>(16,743)</u>	<u>-100%</u>
<b>Capital Expenditures</b>					
Fieldhouse Improvements	110,000	108,743	-	(110,000)	-100%
Expo Improvements (Commerce Grar	-	300,000	180,500	180,500	
Fencing & Gate	-	7,310	-	-	
	-	-	-	-	
<b>Total Expenditures</b>	<u>\$ 126,743</u>	<u>\$ 432,796</u>	<u>\$ 180,500</u>	<u>53,757</u>	<u>42%</u>
<b>Ending Fund Balance</b>	<u>\$ 209,977</u>	<u>\$ 205,124</u>	<u>\$ 64,324</u>	<u>\$ (145,653)</u>	<u>-69%</u>

\* 2017 Insurance premium payments to City will be credited to the expenditure account to offset WCIA expenditure.

## Equipment Rental Fund 520

### WHO

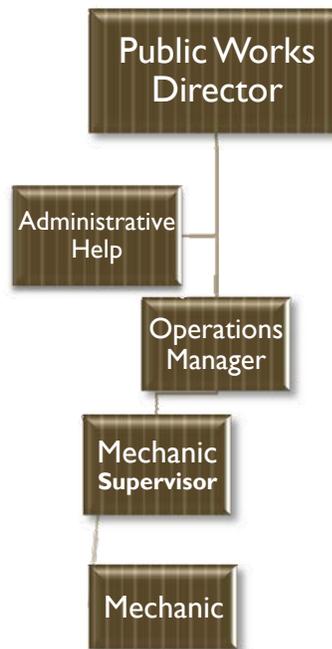
The Public Works Department is responsible for the maintenance of the city's vehicle and equipment fleet. Two mechanics provide this service at the City Shops. Administrative help documents the cost of parts, fuel, insurance and repair of each vehicle and assigns the actual cost of such to the respective departments.

### PURPOSE

- Equipment Rental staff maintain the city's vehicle and equipment fleet and also coordinate necessary major out-of-shop repair and manage the city's fuel supply contract. They also coordinate the disposal of surplus property and operate the city's Compressed Natural Gas (CNG) fueling station (city use only). The city's standby generators are also fueled and maintained by ER.
- A replacement reserve is accumulated within this fund for the purpose of having sufficient capital to replace vehicles and equipment at the end of their scheduled life.
- Mechanics also provide routine preventive maintenance for KCFD #28 on a contract basis.

### STRATEGIC PRIORITIES

- Re-evaluate the schedule and anticipated cost of each vehicle in the replacement reserve and make any necessary inflationary adjustments to keep department contributions as steady as possible.
- Review the benefits of procuring alternate fuel or hybrid vehicles.



### 2016 Highlights

- ✓ Replaced Vactor Truck
- ✓ Replace 3 patrol vehicles.
- ✓ Replaced Residential Garbage Truck.
- ✓ Replace PD crown vic.
- ✓

### 2017 Key Projects

- Replace PD patrol crown vic.
- Replace PW residential yard waste and residential recycle refuse trucks
- Replace PW bucket truck.
- Replace Slope Mower
- Replace PW Gas department vehicle

### Changes/Notes

New mechanic was hired in July for upcoming retirement spring of 2017.

Equipment Rental Fund 520	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>						
Beginning Fund Balance	\$ 1,854,708	\$ 2,457,555	\$ 2,456,267	\$ 2,951,792	\$ 494,237	20%
Interfund Services (Detail Below)	830,034	763,176	763,216	875,367	112,191	15%
Intergovernmental Services	12,058	-	4,585	-	-	
Interest & Other	70,274	9,510	31,737	20,019	10,509	111%
<b>Total Revenues</b>	<b>912,366</b>	<b>772,686</b>	<b>799,538</b>	<b>895,386</b>	<b>122,700</b>	<b>16%</b>
Loan Repayment	321,799	210,000	427,105	337,425	127,425	61%
Transfers In	-	-	-	-	-	NA
<b>Total Other Sources</b>	<b>321,799</b>	<b>210,000</b>	<b>427,105</b>	<b>337,425</b>	<b>127,425</b>	<b>61%</b>
<b>Total Resources</b>	<b>\$ 3,088,873</b>	<b>\$ 3,440,241</b>	<b>\$ 3,682,910</b>	<b>\$ 4,184,603</b>	<b>\$ 744,362</b>	<b>22%</b>
<b>Expenditures</b>						
Salaries	175,633	201,379	200,935	239,397	38,018	19%
Personnel Benefits	68,026	99,824	81,619	97,295	(2,529)	-3%
Fuel	115,069	175,000	140,000	175,000	-	0%
Other Supplies	142,155	153,900	155,329	159,900	6,000	4%
Services/Charges	33,907	34,700	40,485	40,100	5,400	16%
Intgov't Services & Taxes	924	1,100	1,100	1,100	-	0%
Interfund Services	23,409	22,568	22,567	21,936	(632)	-3%
<b>Operating Expenditures</b>	<b>559,123</b>	<b>688,470</b>	<b>642,035</b>	<b>734,728</b>	<b>46,258</b>	<b>7%</b>
Interfund Loans/Transfer Out	-	-	-	-	-	0%
Capital Outlay (detail below)	72,196	420,100	89,083	980,266	560,166	133%
<b>Total Expenditures</b>	<b>631,318</b>	<b>1,108,570</b>	<b>731,118</b>	<b>1,714,994</b>	<b>606,424</b>	<b>55%</b>
					<b>Reserve Goal</b>	
Available	417,101		365,174	-		
Committed for O&M @ 8%	44,730	55,078	51,363	58,778	58,778	
Governmental Funds Balance	1,080,194	1,117,847	887,339	843,791	843,791	
Enterprise Funds Balance	915,530	1,158,746	1,647,916	1,567,040	1,567,040	
<b>Ending Fund Balance</b>	<b>\$ 2,457,555</b>	<b>\$ 2,331,671</b>	<b>\$ 2,951,792</b>	<b>\$ 2,469,609</b>	<b>\$ 2,469,609</b>	

**Projects/Capital Expenditure Detail**

<b>Expenditures</b>						
Utility Vehicles	-	301,000	-	942,466		
Police Vehicles	72,196	119,100	89,083	37,800		
<b>Total Expenditures</b>	<b>72,196</b>	<b>420,100</b>	<b>89,083</b>	<b>980,266</b>		

Staffing in FTE's	2.50	2.50	3.50	3.50
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**2015 Equipment Rental Charge Detail**

Operating Fund Charges*	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	Percentage Op Expd**
Administration	\$ 2,326	\$ 2,087	\$ 2,087	\$ 2,059	0.24%
Police	158,229	156,057	156,057	197,307	22.54%
Community Development	2,444	2,671	2,671	3,481	0.40%
Parks	48,596	51,268	51,268	55,867	6.38%
Senior Center	12,182	13,376	13,376	14,041	1.60%
Street	117,633	113,769	113,769	51,932	5.93%
Stormwater	-	-	-	51,932	
Pool	-	-	-	-	0.00%
Water	60,881	60,132	60,132	66,674	7.62%
Wastewater	81,558	51,226	51,226	44,317	5.06%
Gas	83,708	57,161	57,161	58,592	6.69%
Solid Waste	252,394	248,457	248,457	316,321	36.14%
Expo Center	2,751	-	-	-	0.00%
Data Processing	1,789	1,283	1,283	1,256	0.14%
unscheduled services	-	-	39	49	0.01%
Facilities	5,543	5,690	5,690	11,539	1.32%
<b>Total Citywide Charges</b>	<b>\$ 830,034</b>	<b>\$ 763,176</b>	<b>\$ 763,216</b>	<b>\$ 875,367</b>	<b>94.07%</b>

\*Actual charges may be higher due to unplanned repairs & maintenance

# Information and Media Services

## Fund 530

### WHO

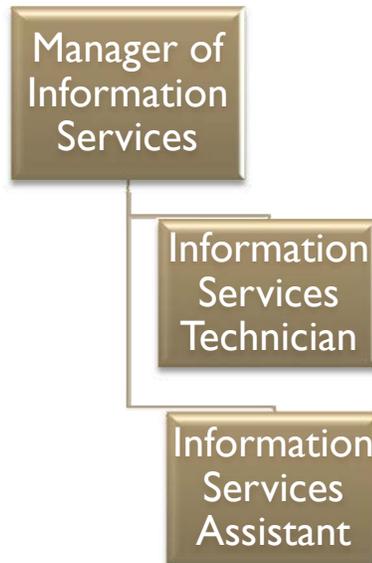
The Information Services Department is responsible for the design, procurement, implementation, and support of the city's information technology infrastructure and end user computing environment. Through cost effective, centralized management of all I.T resources, the Information Services Department coordinates strategic technology direction, develops common standards and architectures and provides technology solutions that ensure each department can efficiently deliver public services.

### PURPOSE

- Ensure city employees are provided appropriate, secure, cost effective technology related tools that increase their efficiency in delivering services and information to the citizens of Enumclaw.
- Maintain and support all city information technology resources including hardware, software, telecom, infrastructure, data, web and media services.
- Reduce the cost of technology through centralized procurement, vendor consolidation, hardware and software standardization and the utilization of government contracts.

### STRATEGIC PRIORITIES

- Enable innovation and collaboration across all city departments through the use of enterprise grade technology resources.
- Create an architectural framework that reduces redundancy, increases standardization and improves operations.
- Utilize technology to provide the citizens of the City of Enumclaw secure, transparent access to services and information.



### 2016 Highlights

- Procurement and installation of new Administration copier.
- Replacement of PD NetMotion VPN Server.
- Hiring of new IS Assistant Shaye Hogerhuis.
- Completion of phase I of city card entry system.
- Eden SQL server replacement.
- Tablet computer implementation for City Council and PD.
- Remodel and furniture installation in City Hall for IS office.
- Planning for citywide GIS implementation.
- Replacement of PD NVR and additional cameras.
- Video arraignment system replacement.
- Completed testing and began deployment of Windows 10.
- City Hall server rack replacement.
- Phase 2 of Office 2013 implementation.
- Implementation of new permit tracking system.

### 2017 Key Projects

- PD file server replacement.
- Phase 2 card entry system implantation.
- Phase 3 of Office 2013 implementation.
- Video monitoring and camera improvements for city and PD.
- Additional coverage for wireless network in city buildings.
- Improvements to fiber distribution between City Hall and PD.
- Improvements to ECTV audio recording and still camera replacement.
- Replacement of city weather station.
- Replacement of PD SPAM/virus filter appliance.

Information Services Fund 530	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>						
Beginning Fund Balance	\$ 22,295	\$ 120,095	\$ 120,095	\$ 168,607	\$ 48,512	40%
Interfund Services	523,798	581,927	581,927	501,556	(80,371)	-14%
Comcast Franchise Fees	11,190	12,000	12,000	12,000	-	NA
Interest & Other	33,853	49,994	50,294	41,219	(8,774)	0%
Intergovernmental	26,344	26,944	26,944	26,000	(944)	-4%
<b>Total Revenues</b>	595,185	670,865	671,165	580,775	(90,090)	-13%
Project Revenues	107,017	36,000	36,000	72,400	36,400	101%
<b>Total Resources</b>	<u>\$ 724,496</u>	<u>\$ 826,960</u>	<u>\$ 827,260</u>	<u>\$ 821,782</u>	<u>(5,178)</u>	-1%
<b>Expenditures</b>						
Salaries	117,545	99,513	147,053	173,996	74,483	75%
Personnel Benefits	49,641	81,899	67,742	77,776	(4,123)	-5%
Supplies	94,269	83,800	84,900	82,900	(900)	-1%
Services/Charges	236,148	274,625	273,958	281,525	6,900	3%
<b>Operating Expenditures</b>	497,603	539,837	573,653	616,197	76,360	14%
Capital Outlay	106,797	85,000	85,000	79,200	(5,800)	-7%
<b>Total Expenditures</b>	<u>\$ 604,401</u>	<u>\$ 624,837</u>	<u>\$ 658,653</u>	<u>\$ 695,397</u>	<u>\$ 70,560</u>	11%
<b>Reserve</b>						
Available						
Restricted Comcast Reserves	-	16,886	20,939	26,139	26,139	
Designated for O&M @ 16%	79,617	185,237	147,668	100,246	98,591	
<b>Ending Fund Balance</b>	<u>\$ 120,095</u>	<u>\$ 202,123</u>	<u>\$ 168,607</u>	<u>\$ 126,385</u>	<u>\$ 124,730</u>	

#### Projects/Capital Revenue & Expenditure Detail

<b>Revenues</b>				
Transfer In - Seized Assets	-	-	-	
Transfer in - REET	-	36,000	36,000	45,000
Transfer in - General Fund	107,017	-	-	27,400
<b>Total Revenues</b>	<u>107,017</u>	<u>36,000</u>	<u>36,000</u>	<u>72,400</u>
<b>Expenditures</b>				
Machinery & Equipment	106,797	49,000	49,000	34,200
Card Entry Tier 1 & 2	-	36,000	36,000	45,000
<b>Total Expenditures</b>	<u>106,797</u>	<u>85,000</u>	<u>85,000</u>	<u>79,200</u>
<b>Project Net</b>	<u>220</u>	<u>(49,000)</u>	<u>(49,000)</u>	<u>(6,800)</u>

Staffing in FTE's	2.00	2.50	3.00	3.00

Operating Fund Charges*	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	Ending Reserves as %
Municipal Court	22,247	20,269	20,269	18,706	3.73%
Administration	17,992	24,165	24,164	29,599	5.90%
Finance	29,401	34,884	34,883	33,073	6.59%
Police	182,557	195,061	193,025	162,630	32.40%
Community Development	24,208	27,786	27,786	21,890	4.36%
Parks	15,490	14,545	14,544	8,244	1.64%
Civil Service	6,107	7,027	7,027	3,632	0.72%
Street	18,189	18,235	18,234	7,175	1.43%
Stormwater				7,175	
Arts	8,812	8,466	8,465	6,227	1.24%
Pool	17,647	19,881	19,881	12,695	2.53%
Youth Center/Senior Center	18,213	20,328	20,328	19,339	3.85%
Water	22,146	34,174	34,174	25,642	5.11%
Wastewater	45,397	57,570	57,569	52,406	10.44%
Natural Gas	49,481	67,435	67,436	64,426	12.84%
Solid Waste	13,457	9,535	9,535	6,451	1.29%
Expo Center	13,299	-	-	-	0.00%
Equipment Rental	23,409	22,568	22,568	22,567	4.50%
<b>Total Citywide Charges</b>	<u>\$ 528,055</u>	<u>\$ 581,927</u>	<u>\$ 579,888</u>	<u>\$ 501,877</u>	<u>98.6%</u>

\* Charges based on technology usage

# Facilities Maintenance Fund 535

## WHO

The Public Works Department is responsible for janitorial and building maintenance services of certain city buildings. A Facilities Maintenance Worker provides this service while janitorial services are performed by custodians. Administrative help documents the property value for insurance purposes and allocates the cost of this and liability insurance to the respective departments.

## PURPOSE

- Allocate the city's insurance premiums to the various departments and maintain a risk management reserve sufficient to cover the cost of the city's annual premium to be paid in January of each year. Allocate janitorial and facilities maintenance service costs to the appropriate departments.
- Buildings associated with the Expo Center, Golf Course, Pool, and Wastewater Treatment Plant perform their own janitorial and building maintenance work or contract separately for such and do not contribute to this portion of the fund.

## STRATEGIC PRIORITIES

Prepare a maintenance plan for all city buildings, identifying both routine maintenance schedules and replacement schedules of major components for use in the city's Capital Facilities Plan.



## 2016 Highlights

- ✓ Replaced A/C roof top unit at Police Station.
- ✓ Replaced cooktop and ovens at Senior Center.
- ✓ Replaced roofs at lift station and gazebo.
- ✓ Installation of keycard entry locks at City Hall and the Police Station.

## 2017 Key Projects

- Repair brick and motor steps at City Hall.
- Replace areas of carpet at City Hall.

## Changes/Notes

Facilities Fund 535	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	\$ Diff	% Diff
<b>Revenues</b>						
Beginning Fund Balance	\$ 423,417	\$ 397,213	\$ 397,213	\$ 372,967	\$ (24,246)	-6%
Interfund Services (Detail Below)	533,440	583,145	583,385	639,453	56,308	10%
Interest & Other	1,049	1,300	1,000	1,000	(300)	-23%
<b>Total Revenues</b>	<u>534,489</u>	<u>584,445</u>	<u>584,385</u>	<u>640,453</u>	<u>56,008</u>	<u>10%</u>
Project Revenues	225,000	17,787	17,787	-	(17,787)	-100%
<b>Total Resources</b>	<u>\$ 1,182,906</u>	<u>\$ 999,445</u>	<u>\$ 999,385</u>	<u>\$ 1,013,420</u>	<u>\$ 13,975</u>	<u>1%</u>
<b>Expenditures</b>						
Salaries	103,274	138,881	140,836	146,289	7,408	5%
Personnel Benefits	43,975	60,230	62,340	66,202	5,972	10%
Supplies	39,010	31,950	36,992	33,900	1,950	6%
Insurance Services*	299,775	311,242	310,703	327,573	16,331	5%
Services/Charges	84,529	54,900	45,990	47,900	(7,000)	-13%
Intgov't Services & Taxes	-	11,500	5,557	6,000	(5,500)	-48%
Interfund Services	5,543	5,690	6,213	11,588	5,898	104%
<b>Operating Expenditures</b>	<u>576,106</u>	<u>614,393</u>	<u>608,631</u>	<u>639,452</u>	<u>25,059</u>	<u>4%</u>
Projects & Capital Outlay*	209,589	17,787	17,787	-	(17,787)	-100%
<b>Total Expenditures</b>	<u>\$ 785,695</u>	<u>\$ 632,180</u>	<u>\$ 626,418</u>	<u>\$ 639,452</u>	<u>\$ 7,272</u>	<u>1%</u>
					<b>ReserveGoal</b>	
Available	(9,964)	(42,956)	(32,387)	(38,469)	6,395	
Designated for O&M @ 16%	92,177	95,221	90,354	97,437	102,312	
Designated for Risk Management	315,000	315,000	315,000	315,000	315,000	
<b>Ending Fund Balance</b>	<u>\$ 397,213</u>	<u>\$ 367,265</u>	<u>\$ 372,967</u>	<u>\$ 373,968</u>	<u>\$ 423,707</u>	

**Staffing in FTE's**      1.42      1.42      2.89      2.89

**Projects/Capital Revenue & Expenditure Detail**

<b>Revenues</b>						
Transfer in - Property Mgt Fund	225,000	17,787	17,787	-		
<b>Total Revenues</b>	<u>225,000</u>	<u>17,787</u>	<u>17,787</u>	<u>-</u>		
<b>Expenditures</b>						
Police Dispatch Center	-	17,787	17,787	-		
Stevenson Xerxa/Chamber Roof	209,589	-	-	-		
PD Lobby Ventillation	-	-	-	-		
<b>Total Expenditures</b>	<u>209,589</u>	<u>17,787</u>	<u>17,787</u>	<u>-</u>		
<b>Project Net</b>	<u>15,411</u>	<u>-</u>	<u>-</u>	<u>-</u>		

**2015 Facilities Charge Detail**

Operating Fund Charges*	Actuals 2015	Budget 2016	Yr End Est 2016	Budget 2017	% Diff
Municipal Court	\$ 12,976	\$ 13,277	\$ 13,277	\$ 15,334	2.4%
Administration	25,021	23,587	23,587	24,218	3.8%
Finance	40,670	41,596	41,596	45,706	7.1%
Police	121,779	153,019	153,019	160,198	25.1%
Community Development	20,480	22,046	22,046	25,096	3.9%
Parks	14,146	12,722	12,722	19,267	3.0%
Arts	1,735	2,730	2,730	3,904	0.6%
Youth Center/Senior Center	73,867	84,871	84,871	91,022	14.2%
Property Management	404	425	425	229	0.0%
Street	14,400	12,661	12,661	13,487	2.1%
Stormwater	-	-	-	6,553	1.0%
Pool	8,706	8,237	8,237	8,305	1.3%
Water	38,072	43,347	43,347	44,449	7.0%
Wastewater	92,103	98,024	98,024	74,218	11.6%
Natural Gas	23,311	20,588	20,588	41,653	6.5%
Solid Waste	19,863	29,272	29,272	49,071	7.7%
Expo Center	25,908	16,743	16,743	16,743	2.6%
<b>Total Citywide Charges</b>	<u>\$ 533,440</u>	<u>\$ 583,145</u>	<u>\$ 583,145</u>	<u>\$ 639,453</u>	<u>100.0%</u>

\* Charges based on data from insurance documents

# CITY OF ENUMCLAW

## H. Long –Term Debt and Leases

### General obligation bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both governmental and business-type activities. The original amount of general obligation bonds issued in prior years was \$2,269,500, \$1.5 million of this debt is in the Natural Gas Fund.

General obligation bonds are direct obligations and pledge the full faith and credit of the City. These bonds generally are issued as 20-year serial bonds. General obligation bonds are created by a 60% majority vote of the people and, therefore, financed by a special tax levy; or created by ordinance, adopted by the City Council and normally financed from general fund revenues.

Name of Issuance	Purpose	Maturity Range	Interest Rate	Original Amount	Debt Outstanding
2003 LTGO Cole Street	Governmental Activities	5/22/03 to 6/1/18	3.60%	759,500	\$ 156,671
					\$ 156,671

Governmental Activities			
Year Ending December 31	Principal	Interest	Total Requirement
			\$ -
2016	60,989	4,821	65,810
2017	63,214	2,595	65,809
2018	32,468	436	32,904
	-	-	-
Total	\$ 156,671	\$ 7,852	\$ 164,523

### Government Loans

In 2008 the City drew loan funds for public work trust fund construction loan agreements with the State Department of Community Development and drinking water loans through the Environmental Protection Agency. Loans for governmental activity purposes are financed through the street fund and loans for business-type activity purposes are financed through the water and wastewater funds.

Name of Issuance	Purpose	Maturity Range	Interest Rate	Original Amount	Debt Outstanding
Roosevelt Ave PWTF Loan	Governmental Activities	11/11/96 to 7/1/16	1.00%	584,850	\$ 30,782
Waterline PWTF Loan	Business-type Activities	4/22/96 to 7/1/18	1.00%	7,000,000	1,130,364
Y Bar S Acquisition	Business-type Activities	10/01/09 to 10/01/29	1.50%	730,248	502,632
WWTP Expansion PWTF	Business-type Activities	9/15/03 to 9/15/23	5.00%	24,700,000	13,224,898
					\$ 14,888,676

# CITY OF ENUMCLAW

Governmental Activities				Business-type			
Year Ending December 31	Principal	Interest	Total Requirement	Year Ending December 31	Principal	Interest	Total Requirement
2016	30,782	308	31,090	2016	1,820,548	84,969	1,905,517
	-	-	-	2017	1,820,548	73,591	1,894,139
	-	-	-	2018	1,820,548	62,218	1,882,766
Total	\$ 30,782	\$ 308	\$ 31,090	2019	1,443,761	50,845	1,494,605
				2020	1,443,761	43,240	1,487,000
				2021-2025	6,090,807	104,939	6,195,746
				2026-2028	417,708	4,987	422,695
				Total	\$ 14,857,680	\$ 424,789	\$ 15,282,468

### **Special Assessment Bonds**

The City also issues special assessment debt to provide funds for the construction of water and wastewater utilities in residential areas without existing infrastructure, and to make street improvements. Special assessment bonds are created by ordinance, adopted by council and financed by assessment on property owners. Debt service requirements for LID assessment bonds are met by assessments levied against property owners. The City has no financial obligation for defaults by property owners on special assessment debt, except for insuring the funding of the guaranty fund. The assessments are liens against the property and subject to foreclosure. Special assessment bonds are serial bonds but are called “yearly based on assessments received.” As of December 31, 2015 the City has called bonds ahead of the estimated schedule of redemption. The YBARS LID is a combination of a Drinking Water State Revolving Loan and an interfund investment.

### **Revenue Bonds**

The City also issued bonds where the government pledged income derived from the acquired or constructed assets to pay debt service. Revenue bonds are created by ordinance, adopted by the City Council and financed from enterprise fund revenues. The original amount of revenue bonds issued was \$12,700,000. The water/wastewater revenue bonds are issued to finance capital projects.

Name of Issuance	Purpose	Maturity Range	Interest Rate	Original Amount	Debt Outstanding
2005 Water/Wastewater Refund	Business-type Activities	6/3/05 to 9/1/17	2.6% to 4%	7,040,000	\$ 1,430,000
2011 Water/Wastewater	Business-type Activities	2/1/11 to 9/1/30	2% to 4.5%	5,660,000	4,790,000
					<u>\$ 6,220,000</u>

## CITY OF ENUMCLAW

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Business-type Activities			
Year Ending December 31	Principal	Interest	Total Requirement
2016	935,000	225,275	1,160,275
2017	975,000	247,425	1,222,425
2018	255,000	208,425	463,425
2019	260,000	198,225	458,225
2020	275,000	186,525	461,525
2021-2025	370,000	804,150	1,174,150
2026-2030	<u>3,150,000</u>	<u>357,500</u>	<u>3,507,500</u>
Total	\$ 6,220,000	\$ 2,227,525	\$ 8,447,525

To service revenue debt, \$1,115,218 was available in the Revenue Bond Reserve Fund as of December 31, 2015.

Water and Wastewater revenue bond covenants require that revenue available for debt service (*defined as operating and non-operating revenues less expenses requiring payment to outside entities*) exceed the annual debt payment of both principle and interest by a ratio of 1.25 times the maximum annual debt service. There are numerous limitations and restrictions contained in the various bond indentures. The City is in compliance with all significant limitations and restrictions.

# CITY OF ENUMCLAW

## **Changes in Long-Term Liabilities**

Changes in the City's long-term liabilities for the year ended December 31, 2015 are as follows:

<b>Governmental Activities:</b>	<b>Balance January 1, 2015</b>	<b>Additions</b>	<b>Reductions</b>	<b>Balance December 31, 2015</b>	<b>Due Within One Year</b>
Bonds Payable					
General Obligation Bonds	\$ 215,514	\$ -	\$ 58,842	\$ 156,672	\$ 60,989
Special Assessment Bonds	<u>48,610</u>	<u>-</u>	<u>48,610</u>	<u>0</u>	<u>-</u>
Total Bonds Payable	264,124	-	107,452	156,672	60,989
Capital Leases	3,337	-	3,337	0	-
Government Loans	61,563	-	30,782	30,781	30,781
Compensated Absences	<u>807,597</u>	<u>9,851</u>	<u>8,845</u>	<u>808,603</u>	<u>266,839</u>
Governmental Activities L-T Liabilities	<u>\$ 1,136,621</u>	<u>\$ 9,851</u>	<u>\$ 150,416</u>	<u>\$ 996,056</u>	<u>\$ 358,609</u>
<b>Business-type Activities</b>					
Bonds Payable					
Revenue Bonds	\$ 7,125,000	\$ -	\$ 905,000	\$ 6,220,000	\$ 935,000
Less Deferred Amounts for Premiums/Discounts	67,434	38,921	32,966	73,390	-
General Obligation Bonds	<u>175,000</u>	<u>-</u>	<u>175,000</u>	<u>-</u>	<u>-</u>
Total Bonds Payable	7,367,434	38,921	1,112,966	6,293,390	935,000
Compensated Absences	284,690	8,967	20,142	273,515	90,260
Government Loans	<u>16,678,446</u>	<u>-</u>	<u>1,820,977</u>	<u>14,857,469</u>	<u>1,820,335</u>
Business-type Activities L-T Liabilities	<u>\$ 24,330,570</u>	<u>\$ 47,888</u>	<u>\$ 2,954,085</u>	<u>\$ 21,424,373</u>	<u>\$ 2,845,595</u>

Internal service funds predominantly serve the governmental funds. Accordingly, long-term liabilities are included as part of the above totals for governmental activities. At year-end \$58,426 of internal service fund compensated absences are included in the above amounts.

Compensated absences are liquidated by the applicable fund for both governmental and business-type activities.

All bond issues comply with arbitrage regulations as monitored by the Finance Department and outside counsel.

# Capital Overview

## Capital Assets

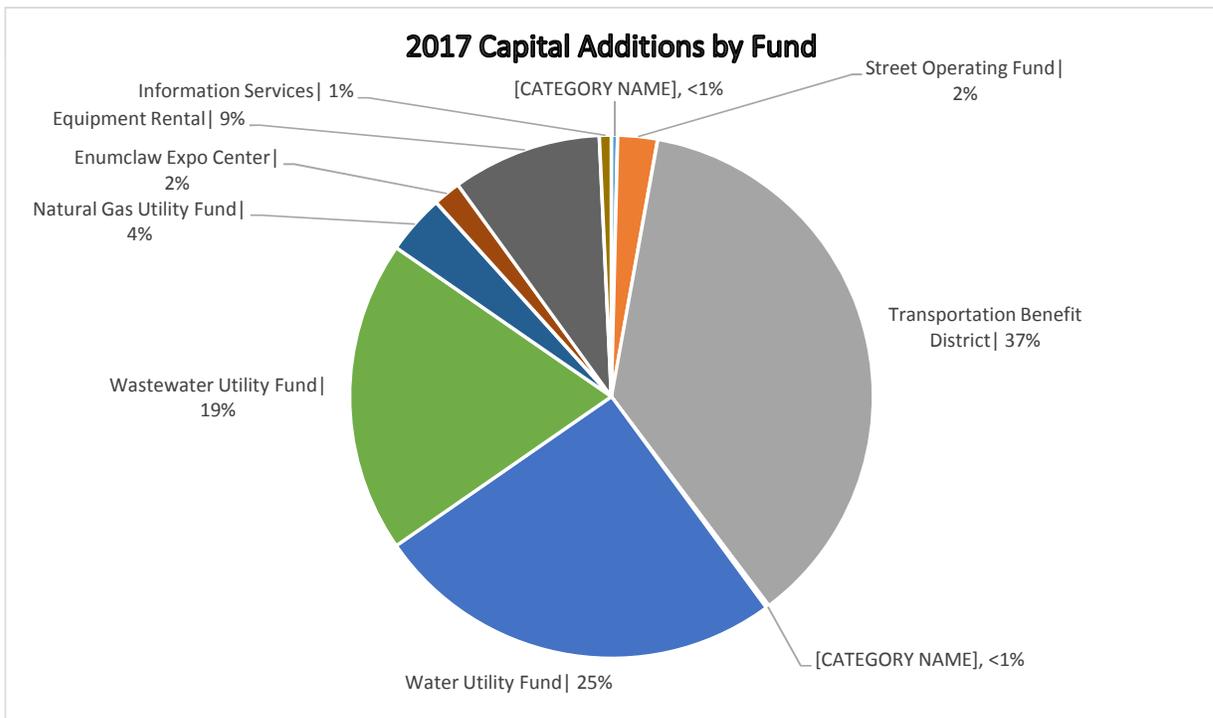
The City of Enumclaw maintains capital asset records to identify and account for the long-lived assets of the City. Capital assets include land, buildings, machinery & equipment and infrastructure valued in excess of \$5,000. In the governmental funds, assets are expensed as they are purchased. In the proprietary funds, depreciation is charged using the straight-line method over the estimated useful life of the asset.

Capital expenditures are not directly related to day-to-day operations of the City, but capital projects can have a significant impact on operating revenues and expenditures. For example, construction of a trail system has a capital expense in one or two years, but will require ongoing maintenance for many years. All capital projects are reviewed in terms of both one-time capital cost and ongoing operating costs prior to approval.

Capital expenditures can be found throughout the city funds, but are primarily concentrated in the:

- Street Operating Fund (110)
- Transportation Benefit District (112)
- Water Utility Fund (410)
- Wastewater Utility Fund (420)
- Natural Gas Utility Fund (430)
- Enumclaw Expo Center (490)
- Equipment Rental Fund (520)

See below for greater detail into the capital asset additions by fund.



## Capital Overview

Type	Description	2016 Rollover	2017 Adopted Budget	Total Capital Projects
<i>General Fund: Park, Recreation &amp; Maintenance Department</i>				
	<i>Revenue Source</i> Transfer in Impact Fees	40,000	-	40,000
		<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>
	<i>Expenditure</i> Boise Sixplex Drainage	20,000	-	20,000
	Elks Meadows Park Design	20,000	-	20,000
		<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<i>Street Operating Fund</i>				
	<i>Revenue Source</i> REET Transfer Wood Stave Pipe Abandonment	15,000	-	15,000
	Paid Out of Street Reserve Funds	30,000	-	30,000
	Department of Transportation Grant	-	215,976	215,976
		<b>\$ 45,000</b>	<b>\$ 215,976</b>	<b>\$ 260,976</b>
	<i>Expenditure</i> ADA Self Assessment	30,000	-	30,000
	Railroad St Wood Stave Pipe Abandonment Plan	15,000	-	15,000
	Foothills Battersby Ave Trail Improvements	-	215,976	215,976
		<b>\$ 45,000</b>	<b>\$ 215,976</b>	<b>\$ 260,976</b>
<i>Transportation Benefit District</i>				
	<i>Revenue Source</i> SW TIB Grant	452,680	304,916	757,596
	Paid out of TBD Reserve Funds	-	410,955	410,955
	SW GO Bond	-	2,750,000	2,750,000
	Total Revenue	<b>\$ 452,680</b>	<b>\$ 3,465,871</b>	<b>\$ 3,918,551</b>
	<i>Expenditure</i>	-	-	-
	Pavement Preservation Projects	552,680	3,365,871	3,918,551
	Total Expenditure	<b>\$ 552,680</b>	<b>\$ 3,365,871</b>	<b>\$ 3,918,551</b>
<i>Pool Fund</i>				
	<i>Revenue Source</i> GF Transfer In for Pool Condition Assessment	-	7,500	7,500
	GF Transfer In for Pool Vacuum	-	5,000	5,000
	GF Transfer in for Pool Covers	-	7,851	7,851
		<b>\$ -</b>	<b>\$ 20,351</b>	<b>\$ 20,351</b>
	<i>Expenditure</i> Pool Condition Assessment	-	7,500	7,500
	Pool Vacuum	-	5,000	5,000
	Pool Covers	-	7,851	7,851
		<b>\$ -</b>	<b>\$ 20,351</b>	<b>\$ 20,351</b>

## Capital Overview

Type	Description	2016 Rollover	2017 Adopted Budget	Total Capital Projects
<i>Water Utility Fund</i>				
<i>Revenue Source</i>	Construction Loans	2,227,796	-	2,227,796
	Paid Out of Water Utility Reserve Funds	18,000.00	457,500	475,500
		<b>\$ 2,245,796</b>	<b>\$ 457,500</b>	<b>\$ 2,703,296</b>
<i>Expenditure</i>	Emergency Radio	18,000	-	\$ 18,000
	City Reservoir Improvements	1,537,796	-	\$ 1,537,796
	Water System Improvements	690,000	-	\$ 690,000
	Vacuum Truck	-	25,000	\$ 25,000
	Tone Equipment Conversion	-	65,000	\$ 65,000
	UFH BPS Replacement and Zone 1175 Expansion	-	357,500	\$ 357,500
	GIS System for Utility	-	10,000	\$ 10,000
		<b>\$ 2,245,796</b>	<b>\$ 457,500</b>	<b>\$ 2,703,296</b>
<i>Wastewater Utility Fund</i>				
<i>Revenue Source</i>	Revenue Bond Refunding	-	2,047,000	\$ 2,047,000
		<b>\$ -</b>	<b>\$ 2,047,000</b>	<b>\$ 2,047,000</b>
<i>Expenditure</i>	WWTP UV & Misc Improvements	-	2,047,000	\$ 2,047,000
		<b>\$ -</b>	<b>\$ 2,047,000</b>	<b>\$ 2,047,000</b>
<i>Natural Gas Utility Fund</i>				
<i>Revenue Source</i>	Paid Out of Natural Gas Utility Reserve Funds	-	391,000	391,000
		<b>\$ -</b>	<b>\$ 391,000.00</b>	<b>\$ 391,000.00</b>
<i>Expenditure</i>	Gas RTU Replacement	-	30,000	30,000
	Warner Reinforcement for Suntop	-	180,000	180,000
	New Construction and Repair of Gas Mains	-	75,000	75,000
	Vacuum Truck	-	25,000	25,000
	AMI Repeater	-	15,000	15,000
	Mobile Pipeline Welder	-	10,000	10,000
	Backhoe Thumb	-	6,000	6,000
	GIS System for Utility	-	50,000	50,000
		<b>\$ -</b>	<b>\$ 391,000</b>	<b>\$ 391,000</b>
<i>Enumclaw Expo Center</i>				
<i>Revenue Source</i>	Paid Out of Expo Center Reserve Funds	-	141,000	141,000
	Commerce Grant	-	39,500	39,500
		<b>\$ -</b>	<b>\$ 180,500.00</b>	<b>\$ 180,500.00</b>

<i>Expenditure</i> Expo Improvements	-	180,500	180,500
	\$ - \$	180,500 \$	180,500

## Capital Overview

Type	Description	2016 Rollover	2017 Adopted Budget	Total Capital Projects
<i>Equipment Rental</i>				
<i>Revenue Source</i>	Paid Out of Equipment Rental Reserve Funds	-	980,266	980,266
		\$ - \$	980,266.00 \$	980,266.00
<i>Expenditure</i>	Police Vehicles	-	37,800	37,800
	Service Truck	-	50,000	50,000
	Two Garbage Trucks	-	616,000	616,000
	Ford 6640 Tractor (Side Mower)	-	181,466	181,466
	Ford F-150 Police Vehicle	-	45,000	45,000
	New Bucket Truck	-	50,000	50,000
		\$ - \$	980,266 \$	980,266
<i>Information Services</i>				
<i>Revenue Source</i>	Transfer In for PD Server & Software	-	11,000	11,000
	Transfer In for Wireless Improvements	-	5,500	5,500
	Transfer in for Video Camera Improvements	-	6,900	6,900
	Comcast Fee Reserves	-	6,800	6,800
	Transfer In for PD Video Camera Improvements	-	4,000	4,000
	Transfer In for Card Entry System	-	45,000	45,000
		\$ - \$	79,200 \$	79,200
<i>Expenditure</i>	Card Entry Tier 1 &2	-	45,000	45,000
	Police Department Server Replacement	-	11,000	11,000
	Wireless Improvements	-	5,500	5,500
	Citywide Video Camera Improvements	-	6,900	6,900
	ECTV	-	6,800	6,800
	Police Department Video Camera Improvements	-	4,000	4,000
		\$ - \$	79,200 \$	79,200
<b>Total Capital Program</b>				
		\$ 2,883,476 \$	7,737,664 \$	10,621,140

PROPOSED 2017 Budget

Updated 09/29/2016 JB

Department/Fund - FTE Count	Court 020	Admin 031	Finance 040	Police 060	CD/ Plan 072	Blding 073	Parks/Rec 082 083	Civil Service 093	Streets 110	Street Storm Water 110.450	TBD 112	Cultural Prgrms 084	Pool 170	Senior Center 085	Water 410	Sewer 420	Gas 430	Solid Waste 440	Equip Rental 520	DP 530	Facilities 535	Total	
<b>Court - 2.2</b>																							
Court Administrator	1.00																						1.00
Court Clerk III	1.00																						1.00
Bailiff	0.20																						0.20
<b>Administration - 2.50</b>																							
City Administrator		1.00																					1.00
City Clerk		1.00																					1.00
Economic Dev/Grant Writer																							-
Department Secretary		0.50																					0.50
<b>Finance 7.0</b>																							
Finance Director			1.00																				1.00
Accountant			1.00																				1.00
HR Analyst			1.00																				1.00
Accounting Tech III/Payroll			1.00																				1.00
Accounting Technician III			1.00																				1.00
Accounting Technician II			1.00																				1.00
Admin Clerk II			1.00																				1.00
<b>Information Services 3.0</b>																							
Manager of Information Services																							1.00
IT Tech																							1.00
IT TECH																							1.00
<b>Civil Service .10</b>																							
ECSC Secy & Examiner								0.10															0.10
<b>Police - 32.05</b>																							
Chief				1.00																			1.00
Admin Assistant				1.00																			1.00
Police Captain				1.00																			1.00
Sergeant				4.00																			4.00
Officers				10.00																			10.00
Detective				2.00																			2.00
Jail Sergeant				1.00																			1.00
Corrections Officer/Jailer				5.00																			5.00
Communications Supervisor				1.00																			1.00
Comm Officer/Dispatcher				5.00																			5.00
Records Specialist				1.00																			1.00
<b>Community Development - 4.5</b>																							
Community Development Director					0.80	0.10	0.05						0.05										1.00
Building Official						1.00																	1.00
Associate Planner					0.80	0.20																	1.00
Department Secretary					0.30	0.70																	1.00
Department Secretary					0.50		0.25		0.05						0.08	0.08	0.04						1.00
<b>Parks 3.92</b>																							
Parks & Rec Director							1.00																1.00
Parks & Recreation Assistant							1.00																1.00
Parks Dept Secretary (Vacant)																							-
Parks Mtnce Lead								0.90					0.10										1.00
<b>Pool 2.21</b>																							
Aquatics Coordinator													1.00										1.00
Aquatics Rec Assistant													1.00										1.00

Department/Fund - FTE Count	Court 020	Admin 031	Finance 040	Police 060	CD/ Plan 072	Blding 073	Parks/Rec 082 083	Civil Service 093	Streets 110	Street Storm Water 110.450	TBD 112	Cultural Prgrms 084	Pool 170	Senior Center 085	Water 410	Sewer 420	Gas 430	Solid Waste 440	Equip Rental 520	DP 530	Facilities 535	Total	
<b>Arts Commission - .50</b>																							
Arts Coordinator												0.50											0.50
<b>Senior Center - 2.87</b>																							
Senior Center Director														1.00									1.00
Recreation Program Asst														1.00									1.00
Van Driver														0.47									0.47
Office Assistant														0.40									0.40
<b>PW Admin/Engineers - .40 (112)</b>																							
Public Works Director							0.02		0.05	0.05			0.01		0.20	0.20	0.20	0.10	0.10			0.07	1.00
Civil Engineer III/Stormwater										0.10						0.90							1.00
Civil Engineer I/Transportation									0.80		0.20												1.00
Construction Inspector									0.20		0.20				0.20	0.20	0.20						1.00
GIS Specialist				0.05	0.10										0.25	0.10	0.50						1.00
Senior Engineer Tech									0.10						0.30	0.30	0.30						1.00
Senior Engineer Tech										1.00													1.00
Assistant Public Works Director															0.50	0.50							1.00
Administrative Assistant									0.05						0.25	0.05	0.25	0.05	0.25			0.10	1.00
<b>Shops Operation -</b>																							
Operations Manager							0.20		0.15	0.05			0.05			0.15		0.20				0.20	1.00
Department Secretary									0.02						0.10	0.050	0.330	0.330	0.150			0.02	1.00
<b>Street Fund - 2.92</b>																							
<b>Storm Water Fund - 2.53</b>																							
Street Lead									0.50	0.50													1.00
Rover #2							0.50		0.50														1.00
<b>Water Utility - 6.88</b>																							
Water Worker															3.00								3.00
Meter Reader															2.00								2.00
<b>Wastewater Utility - 7.86</b>																							
Supervisor																1.00							1.00
Line Maintenance Lead									0.25	0.25						0.50							1.00
Line Maintenance Worker									0.25	0.25						0.50							1.00
Wastewater Operator																2.00							2.00
Wastewater Lead																1.00							1.00
<b>Natural Gas Utility - 7.82</b>																							
Gas Utility Manager																	1.00						1.00
Gas Supervisor																	1.00						1.00
Gas Tech PC																	1.00						1.00
Gas Tech Corr																	1.00						1.00
Gas Tech Weld																	1.00						1.00
Gas Worker																	1.00						1.00
<b>Solid Waste Utility - 5.02</b>																							
Solid Waste Worker																		4.00					4.00
Rover										0.33						0.33		0.34					1.00
<b>Equipment Rental - 3.5</b>																							
Mechanic Supervisor																					1.00		1.00
Mechanic																					1.00		1.00
Mechanic (June-Dec 2016)																					1.00		1.00
<b>Facilities Fund - 2.89</b>																							
Custodian																						1.50	1.50
Facilities Maintenance Lead																						1.00	1.00
<b>TOTALS</b>	2.20	2.50	7.00	32.05	2.500	2.00	2.30	1.62	0.10	2.920	2.530	0.400	0.50	2.21	2.87	6.880	7.860	7.820	5.020	3.500	3.00	2.89	100.67