



2015 ANNUAL BUDGET

CITY OF CHENEY, WASHINGTON

MAYOR

Tom Trulove, 2014 – 2017

CITY COUNCIL

Teresa Overhauser, Mayor Pro Tem, 2014 – 2017

Ryan Gaard, 2015

Chris Grover, 2014 – 2017

Doug Nixon, 2012 – 2015

John Taves, 2014 – 2017

Graeme Webster, 2012 – 2015

Jill Weiszmann, 2012 – 2015

**Ryan Gaard appointed 10/14 to replace Bob Stockton*

CITY ADMINISTRATOR

Mark Schuller

STAFF

Finance Director / City Clerk..... Cindy Niemeier
Fire Chief..... Mike Winters
Human Resource Manager.....Mark Schuller
Light Director.....Joe Noland
Municipal Court Administrator.....Terri Cooper
Interim Parks and Recreation Director...Mark Schuller
Police Chief.....John Hensley
Public Works Director.....Todd Ableman
City Attorney.....Stanley Schwartz
Judge..... Honorable Gregory J. Tripp

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OFFICE OF THE MAYOR

TOM TRULOVE, MAYOR

2015 Budget Message

Cheney's 2015 budget shows two distinctly different conditions and two distinctly different trends. In our Enterprise Funds (utilities such as electric, water, sewer, and solid waste) where we locally control their revenue streams and expenditures, we have budgets reflecting careful management, financial strength, and some of the lowest rates in the region and state. In our General Government fund, in which revenues are largely controlled by the State Legislature and where many of our expenditures are required by unfunded mandates, we have some of the most serious challenges ever faced; and without the Legislature reversing their trend of neglect for local government, we look forward to a significant reduction in level and quality of tax-supported services in future years.

The General Fund is mostly supported by taxes, grants, and state-shared revenues. The Legislature has reduced significantly and not replaced revenues they formerly shared. For example, in 2002 we lost over \$400,000 in shared revenue from the motor vehicle excise tax. With liquor privatization, the Legislature has withheld distributions of tax and profits monies promised us by the initiative creating privatization. If they do nothing to correct this, by the end of the 2015-17 biennium, we will have lost another \$419,315 in shared revenue. Other shared revenues have also been cut. These cuts are a significant amount of the General Fund budget of \$6,728,000, especially when local sales and property taxes cover only about 65% of our Police and Fire Department budgets.

In addition to the Legislature's trend of abandoning their partnership with cities, the great recession of 2008 has set us and the state back. Locally we have not yet recovered. Local building is now at a standstill, and the Eastern Washington University budget is under the stress of all state institutions. With Supreme Court rulings on education funding putting additional pressure on state budgets, it is difficult to see much relief from the state in 2015.

We have maintained service levels each year up to this point by taking money from our General Fund reserves which were accumulated over past years to balance each budget. In 2015 all those reserves are gone, so the budget was balanced without using reserves. The result is carefully austere budgets and no capital expenditures for each city department funded from the General Fund. Further cuts by the Legislature or additional unfunded mandates will result in loss of personnel and reduced service levels.

Our Enterprise Funds are a much happier story. Water and Sewer Department budgets have been stabilized with 2014 year-end rate increases which will allow for continued operation and some capital expenditures based on sound business principles. Our Light Department has healthy reserves, and a careful study in the first quarter of 2015 will determine what rate increase may be necessary to cover the increased cost of purchased power. Again, a sound business operation.

2015 will be the first year we have independently operated all aspects of our Solid Waste Division under our solid waste plan approved by the state's Department of Ecology. We have relatively new equipment and facilities and have just negotiated much lower disposal fees which will save us a quarter of a million dollars per year. We have a full service operation with the lowest rates in Spokane County and among the very lowest in the state.

In conclusion, we are extremely proud of our city-run utilities which are financially solvent and serve our citizens well. We are very concerned by actions of the Legislature, past and present, limiting our General Government revenues and options. In 2015 we are coming off of two previous extremely austere years, so have little margin for error. Without the dedication, skill, knowledge, loyalty, and effort of our city employees and support of the City Council, we would have been defeated by the challenges we face. Let us hope for improvements in 2015 and a much better 2016.

CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

CIVIL SERVICE COMMISSION

The commission is composed of three members, each serving a three-year term, who are appointed by the Mayor. The commissioners' duties are in connection with the selection, appointment, and employment of firefighters and police officers, clerical support of each respective department, and the chiefs of such departments. The commission meets the third Tuesday at 5:00 p.m. at the Mayor's Office as needed.

Commissioners: Bob Lincoln, Gary Geschke, Don Nichols
Council Liaison: Graeme Webster; Alternate: Doug Nixon
Staff Liaison: Mark Schuller, Chief Examiner/Secretary

HISTORIC PRESERVATION COMMISSION

This commission consists of seven members who are appointed by the Mayor and confirmed by the City Council. Each member is appointed for a three-year term. The board meets the first Thursday of even-numbered months at 5:15 p.m. in the City Council Chambers and makes recommendations to the Mayor and City Council on policy issues regarding historic buildings.

Board Members: Bettye Hull, Scott Wilbanks, Fred Lauritsen, Charles Mutschler,
Tom Balderree, Martin Seedorf, and Richard Donley
Staff Liaison: Todd Ableman, Public Works Director

BOARD OF PARK COMMISSIONERS

This board consists of seven board members serving three-year terms, who are appointed by the Mayor with confirmation by the City Council. This board meets regularly on the second Wednesday of each month at 6:30 p.m. at the Wren Pierson Community Center, 615 4th Street. It is a quasi policy-making board, whose duty is to provide planning direction for park programs.

Commissioners: Mike Stark, Kelley Cullen, Kerry Pease, Tricia Hughes,
Robert Beamer, Carrie Kreilkamp, and Tony Tobin
Council Liaison: Jill Weiszmann
Staff Liaison: Mark Schuller, Interim Parks and Recreation Director

BOARD OF APPEALS

This board consists of five members who serve four-year terms. Members are appointed by the Mayor with confirmation by the City Council. This board meets as necessary.

Board Members: John Boots, Tom Davis, and John Matthews (two positions vacant)
Council Liaison: (vacant)
Staff Liaison: Todd Ableman, Public Works Director

PLANNING COMMISSION

This seven-member commission is appointed for four-year terms. Members are appointed by the Mayor with confirmation by the City Council. This commission meets the second Monday at 5:30 p.m. in the City Council Chambers. The Commission makes recommendations to the City Council involving city planning and oversees the development of the Comprehensive Plan.

Commissioners: Vincent Barthels, Keith Fauerso, Curt Critchlow, Craig Huber, Dan Turbeville, Kristine Williams, and Vara Lyn Conrath
Council Liaison: Doug Nixon; Alternate: Graeme Webster
Staff Liaisons: Todd Ableman, Public Works Director
Brett Lucas, City Planner

YOUTH COMMISSION

The Youth Commission consists of thirteen members and four alternates that are currently enrolled in grades eight through twelve and reside in the boundaries of the Cheney School District. Each member shall serve a two-year term, except for persons appointed during their senior year at Cheney School District, who will serve a one-year term. The principle functions of the Youth Commission shall be to prepare a comprehensive plan for anticipating and influencing the desires of the youth of the community, and to make its recommendation to City Council.

Members: Rylie Pease, Logan Pratt, Elica Starr, Bailey Towey, Kinsey Pease, Jordan Schoten, Kit Foster, Harrison King, and Mary McCombie
Staff Liaison: Mark Schuller, Interim Parks and Recreation Director

CITY COUNCIL COMMITTEES

The Council Committee structure is established by the Mayor. Currently, in addition to serving on the City Council, Council Members also chair and/or represent the citizens of Cheney on at least one Council Committee. The Mayor polls the Council Members for their interest in participating on both Council Committees and intergovernmental committees prior to making assignments. Council Member attendance at committee meetings is voluntary. Each Council Committee elects its own chairperson. The committees discuss numerous issues throughout the year, some of which will go on to the Council for consideration. Other issues might not proceed to the Council level. As the committees discuss issues and receive input, they generally will make a recommendation to the Council for action. This recommendation is only a suggestion to Council. The full Council will vote on issues brought before them and may or may not vote according to the Committee's recommendation. The City Administrator attends all Committee meetings as a facilitator and acts as a liaison to and from all other Committees. The following Committee information will be in effect from January 1 through December 31, 2015.

Finance Committee

The Finance Committee handles fiscal issues of the City. Budget appropriations, expenditures, and adjustments are the most common issues to come before this committee.

Meetings: Second and fourth Tuesdays, 5:30 p.m., Mayor's Conference Room

Members: Teresa Overhauser (Chair), Doug Nixon, and Chris Grover

Staff: Finance Director Cindy Niemeier and department heads as required

Public Works & Utilities Committee

The Public Works & Utilities Committee discusses topics related to the utilities and public works operations of the City.

Meetings: First Thursday after first Council meeting, 1:00 p.m., Mayor's Conference Rm

Members: Jill Weiszmann (Chair), Graeme Webster, and John Taves

Staff: Light Director Joe Noland and Public Works Director Todd Ableman

General Government Committee

The General Government Committee discusses environmental concerns, planning and zoning regulations, annexations, and quality of life issues.

Meetings: Third Tuesday, 5:00 p.m., Mayor's Conference Room

Members: Doug Nixon (Chair), Teresa Overhauser, and Jill Weiszmann

Staff: Public Works Director Todd Ableman, City Planner Brett Lucas, and Interim Parks and Recreation Director Mark Schuller

Public Safety Committee

The Public Safety Committee deals with law enforcement issues, fire services, emergency management, and police and fire staffing concerns.

Meetings: Third Wednesday, 1:00 p.m., Mayor's Conference Room

Members: Graeme Webster (Chair), Chris Grover, and John Taves

Staff: Court Administrator Terri Cooper, Police Chief John Hensley, and
Fire Chief Mike Winters

BUDGET OVERVIEW

Budgeting is an essential element of the financial planning, control, and evaluation processes of government. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions.

Financial control and evaluation procedures typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded and on comparing estimated and actual revenues and expenditures.

The budget authorizes and provides control of financial operations during the fiscal year. Upon adoption, the expenditure estimates, as modified by the Council, are enacted into law through the passage of an appropriations ordinance. The appropriations constitute maximum expenditure authorizations during the fiscal year, and cannot legally be exceeded until subsequently amended by the Council. Expenditures are monitored through the accounting system to assure budgetary compliance.

The City of Cheney's accounting and budgeting systems are organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities. The funds are segregated for the purpose of carrying on specific activities or attaining certain objectives. Funds are budgeted on a cash basis in accordance with the Revised Code of Washington 36.33.

The budget has been divided into eight departments with those departments being presented as a complete unit. The revenues and expenditures in various funds are being presented under the individual departmental "umbrella." The intent of this document is to allow the reader to more easily study the total budgetary impact of each department.

The City of Cheney is pleased to present a 2015 balanced budget totaling \$23,379,600. The 2015 budget was written with a zero operations increase and all departments continue to find efficiencies and savings within their current budget allocations while continuing to provide to our citizens excellent governmental services.

The city has again reduced the operating costs in the general fund with the continued reassignment of current programs to other departments. The Director of Parks and Recreation Department will continue to be managed by the Human Resources Manager until a permanent replacement can be made in 2015. The Human Resources Manager will continue to be filled by the City Administrator in 2015 as well. Through all of these changes, the City is proudly able to continue serving our citizens with services and programs of the highest quality.

To supplement this document, the City of Cheney is happy to provide copies of the 2015 Budget Ordinance, W-53 and/or the 2015 Salary Ordinance, W-57 by request. For comments, questions, or more detailed information, please contact the Finance Director at cniemeier@cityofcheney.org or 509-498-9215.

City of Cheney, Washington
Summary of Revenues
For the Calendar Year 2015

	Actual					Budget
	2010	2011	2012	2013	2014	2015
General	\$ 6,788,559	\$ 7,353,469	\$ 7,165,773	\$ 6,338,395	\$ 6,846,500	\$ 6,728,000
Street	396,848	427,183	423,358	472,298	453,100	372,700
Arterial Street	937,345	28,708	873,908	67,836	555,100	133,000
Residential Street	370,705	379,334	366,138	395,048	405,100	411,300
Fire Equipment Reserve	1,943	85,308	218	8,492	69,000	9,000
Parks Equipment Reserve	14,962	15,570	2,949	683	41,900	15,000
Police Equipment Reserve	11,380	8,131	56,369	963	27,800	1,000
Street Equipment Reserve	168	126	116	22,341	100	100
EMS Levy	211,449	229,661	233,081	249,079	255,400	258,700
Police Levy	(19)	(14)	1	1	-	-
Bicycle Safety	346	162	336	273	100	100
Criminal Justice	233,678	239,503	295,011	271,649	256,000	247,800
Criminal Justice/CTED	9,067	9,015	9,238	9,752	23,400	39,800
EMS Trauma	2,196	1,744	1,540	1,214	2,900	2,900
Police Outside Jobs	35,896	7,066	10,954	5,457	12,100	12,200
Parks and Recreation	738,243	774,983	834,093	891,415	869,600	873,900
Hotel/Motel	33,260	34,437	31,807	33,687	45,000	75,000
Information Technology	279,243	341,754	273,859	316,221	194,300	144,500
Contributions and Donations	2,318	438	1,688	630	4,900	3,000
City Beautification	7,448	16,358	17,325	19,609	22,000	37,000
General Obligation Reserve	448	59	-	-	-	-
Capital Facilities	72,030	54,692	55,529	99,873	150,200	150,000
Light	7,397,341	7,615,873	7,692,990	7,821,878	8,686,000	8,733,900
Water	1,032,084	1,160,426	1,102,027	1,358,948	1,343,600	1,198,200
Solid Waste	1,342,659	1,454,268	1,315,832	1,315,530	1,446,500	1,275,500
Sewer	1,907,078	2,028,466	1,992,095	1,997,135	2,438,200	2,503,700
Unemployment Compensation	23,961	25,116	26,275	25,266	36,000	40,000
Equipment Rental	9,918	8,241	5,870	10,407	16,000	10,000
Mechanical Shop	54,790	90,596	81,119	90,117	113,300	103,300
Total Revenues	\$ 21,915,340	\$ 22,390,670	\$ 22,869,499	\$ 21,824,194	\$ 24,314,100	\$ 23,379,600

City of Cheney, Washington
Summary of Expenditures
For the Calendar Year 2015

	Actual				Budget
	2011	2012	2013	2014	2015
General	\$ 8,422,376	\$ 7,436,623	\$ 6,662,923	\$ 6,846,500	\$ 6,728,000
Street	462,879	474,180	461,216	452,900	372,700
Arterial Street	38,202	920,354	92,019	555,100	133,000
Residential Street	401,597	258,292	379,318	405,100	411,300
Fire Equipment Reserve	134,254	10,035	17,074	69,000	9,000
Parks Equipment Reserve	134,712	-	-	41,900	15,000
Police Equipment Reserve	11,675	68,881	4,835	27,800	1,000
Street Equipment Reserve	-	-	30,000	100	100
EMS Levy	222,608	216,813	281,244	255,400	258,700
Bicycle Safety	-	-	-	100	100
Criminal Justice	283,514	188,303	247,391	256,300	247,800
Criminal Justice/CTED	16,471	17,895	7,892	23,400	39,800
EMS Trauma	445	674	951	2,900	2,900
Police Outside Jobs	7,366	15,133	5,454	12,100	12,200
Parks and Recreation	822,783	856,217	921,553	869,600	873,900
Hotel/Motel	57,150	25,400	25,850	45,000	75,000
Information Technology	305,598	228,802	297,824	194,300	144,500
Contributions and Donations	2,594	2,507	2,738	4,900	3,000
City Beautification	13,681	11,625	18,842	22,000	37,000
General Obligation Reserve	155,433	-	-	-	-
Capital Facilities	540,837	10,301	-	150,200	150,000
Light	7,099,244	7,763,913	7,914,737	8,686,000	8,733,900
Water	1,174,848	1,215,403	1,309,765	1,127,600	1,198,200
Solid Waste	1,483,985	1,509,700	1,462,409	1,446,500	1,275,500
Sewer	2,534,008	2,697,432	2,664,793	2,438,200	2,503,700
Unemployment Compensation	19,581	21,845	33,743	40,000	40,000
Equipment Rental	10,437	9,813	12,022	16,000	10,000
Mechanical Shop	85,492	80,717	85,729	113,300	103,300
Total Revenues	\$ 24,441,771	\$ 24,040,858	\$ 22,940,322	\$ 24,102,200	\$ 23,379,600

ADMINISTRATION

The Administration provides leadership, direction, and management for all City functions and departments. Administration is responsible for ensuring all municipal operations are consistent with local ordinances and laws of the State of Washington, presenting an annual balanced budget to the City Council, hiring City employees, developing and implementing personnel policy, and managing contracts and agreements, as well as numerous other responsibilities.

This is carried out by the Mayor, who is the Chief Executive Officer of the city under the strong mayor-council form of government. He delegates much of the responsibility for day-to-day operations to the City Administrator, who serves as the City's Chief Operating Officer. Together the Mayor and City Administrator are responsible for officially representing the City at public events and before various local, state, and federal bodies.

The Executive Division includes the Mayor, City Administrator, Human Resource Specialist, Executive Assistant, and Administrative Clerk.

The City Council budget is also included under Administration. The City Council is the legislative body responsible for establishing local laws and policies as well as oversight and control over the City's finances, primarily through the budget process.

Divisions and budgets directly supervised by the Office of the Mayor include:

- Administration
- Legislative
- Public Defender
- Prosecutor
- Legal – City Attorney
- Civil Service
- Wellness
- Library
- LEOFF 1
- City Beautification

2014 Accomplishments

- Brought the Parks and Recreation Department back under fiscal control.
- Led Cheney to be its own independent solid waste entity with approval of its solid waste plan by the DOE.
- Negotiated a deal with the City of Spokane for solid waste disposal at the Waste-to-Energy Plant at a significant cost reduction.
- Reallocated the Human Resource Manager to a Human Resource Specialist position in order to take advantage of competencies of the new City Administrator and a complementary characteristic for the redefined position.
- Made significant changes in the Park Board Ordinance to bring it in line with other boards and committees within the City.
- Successfully dealt with I-502, the legislation legalizing recreational marijuana within the state.

- Negotiated a contract with Medical Lake to provide Municipal Court services for them since the Cheney Municipal Court has the capacity to handle the additional case load.
- Hosted the fourth annual “Cheney Jubilee” festival.
- Continued with Development Code changes.
- Through efforts of the Mayor and Jennifer Ziegler, SR 904 was added to the project lists in both the State House and Senate; but unfortunately, the transportation funding package was not passed.
- Jail contract with Lincoln County continued to reduce incarceration costs.
- Smoothly made the transition from Arlene Fisher to Mark Schuller as City Administrator.
- By doubling up on jobs, not filling vacant positions, and working extra hours, Mark Schuller and the Mayor saved considerable money to put Cheney on a more sound financial basis for the start of the 2015 budget.
- Moved forward with the Itron Fixed Network system to read utility meters remotely.
- Mayor continued to serve on the Board of Trustees for the AWC Employee Benefit Trust, which is the health insurance entity for cities across the state.
- Successfully worked to obtain a seat for Cheney on the Spokane Regional Transportation Council.
- Mayor continued to serve as a member of the State’s Freight Mobility Strategic Investment Board.
- Mayor continued to represent small cities on the Spokane Transit Authority Board.

2015 Goals

- Organize a group to work on economic development strategies.
- Continue to provide cost effective services while navigating a very challenging economy.
- Continue efforts to widen SR 904 and keep it in the transportation package.
- Present the City’s legislative agenda to local, state, and federal legislators and entities.
- Continue with the construction of our 50-Acre Park.
- Continue to implement the economic development plan for the Cheney Industrial and Commerce Park and retail business development.
- Recruit tenants for the ICP and commercial areas.
- Work with local agencies to host regional training events at the Wren Pierson Community Center.
- Implement the Comprehensive Plan and complete the City’s development standards.
- Work with legislators to obtain additional state-shared revenues and reduce unfunded mandates.
- Complete installation of the radio meter-reading system.
- Continue working with NIMS, NRU, and BPA to fulfill short- and long-term power needs at the lowest cost.
- Continue to provide quality legal services to city departments and officials.
- Expand community policing through communication and community participation.
- Continue upgrades to the City’s website and IT networks.
- Develop a social media policy and emergency communications strategy for the city.
- Increase General Fund cash reserves from a minimum of 15% to a target of 20%.
- Maintain “Well City” status.

- Develop an analysis of electric utility rate structure.
- Work with the Cheney Merchants' Association to support and grow retail business within Cheney.
- Assess and start planning for a solid waste transfer station.
- Continue to nurture the close working relationships we have with Eastern Washington University and Cheney School District.
- Continue to keep Cheney on the regional map by participating in area activities.
- Continue to serve on various boards and commissions, and participate in events to ensure that Cheney is considered a serious player.

ADMINISTRATION

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Grant – Public Defender	\$15,000	\$26,800	\$18,000	\$18,000	\$0	0.00%
Personnel Services	1,150	800	0	0	0	0.00%
Public Defender Fees	22,587	26,180	25,000	20,000	-5,000	-25.00%
Executive Charges	298,501	270,292	895,400	904,400	9,000	1.01%
City Beautification	17,325	19,610	22,000	37,000	15,000	68.18%
Total Revenue	\$354,563	\$343,682	\$960,400	\$979,400	\$19,000	1.98%

Expenditure Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Admin Salaries/Benefits	\$324,917	\$358,840	\$415,800	\$282,300	-\$133,500	-32.11%
Admin Maintenance/Operat/Capital	82,396	91,893	94,700	104,400	9,700	10.24%
Legislative	84,660	64,491	76,000	71,900	-4,100	-5.39%
Legal/Prosecutor/Public Defender	166,177	163,154	209,000	209,000	0	0.00%
Wellness	341	37	1,000	1,000	0	0.00%
Library	1,790	1,698	3,000	3,000	0	0.00%
LEOFF 1 Expenses	137,347	129,363	124,600	124,600	0	0.00%
City Beautification	11,625	18,844	22,000	37,000	15,000	68.18%
Total Expenditure	\$809,253	\$828,320	\$946,100	\$833,200	\$-112,900	-11.93%

Position Summary					
	2012	2013	2014	2015	Change
<i>Full Time</i>					
City Administrator	1	1	1	1	0
Human Resources Director	1	0	0	0	0
Human Resource Manager	0	1	1	0	-1
Executive Assistant	1	1	1	1	0
Administrative Clerk	0	.2	.8	.8	0
Intern	1	0	0	0	0
Total FTE Positions	3	3.2	3.8	2.8	-1
<i>Part-Time Elected Officials</i>					
Mayor	1	1	1	1	0
Councilmembers	7	7	7	7	0
Total P-T Elected Positions	8	8	8	8	0

FINANCE

Mission Statement

The mission of the Finance Department is to provide responsible fiscal management and reporting of public funds for citizens within our service area through recognized accounting principles.

Department Overview

The Finance Department is responsible for all fiscal and records management operations of the City, including but not limited to: billings, collections, accounting, purchasing, reporting, payroll, records management, debt administration, budget management, and internal control. To facilitate the aforementioned responsibilities, the Finance Department has been divided into four sub-units: Treasury Division, Accounting Division, Administrative/Support Services Division, and Budget Control & Management Division.

The divisions and budgets supervised by the Finance Department include:

- General Fund
 - Finance
 - Intergovernmental
 - Transfers/Capital/Debt
- Hotel/Motel Fund
- Information Technology
- Capital Facilities Fund
- State Unemployment Compensation Fund
- Equipment Rental Fund

Finance 2014 Accomplishments and Projects

- The City of Cheney finance records and 2013 Annual Financial Report was successfully audited by the Washington State Auditor's Office with no findings. This successful audit marks the 13th consecutive year with no findings.
- Initiated Positive Pay with bank to limit fraud exposure.
- Worked with Itron and SunGard to coordinate the availability and upload of data for use in the fixed network program.
- Implemented the fixed network for monthly utility billing and recording of usage for new and closed utility accounts.
- Continued with internal auditing activities including regular petty cash/change funds audits, and revenue stream auditing.
- Continued Digitizing Ordinances, Resolutions, and Contracts for easier accessibility.
- Continued to successfully operate the business license program including business, peddler, and solicitor licenses.
- Continued to audit sales tax reports to identify, correct, and collect miscoded sales tax.
- Continued to supply billing data to 3rd party contracts for customer utility analysis.
- Worked with all departments to update the City small and attractive asset roster.

Finance 2015 Goals

- Completion of the 2014 Annual Financial Report in an accurate and timely schedule while implementing all new GASB (Government Accounting Standards Board) requirements.
- Continue to update finance policy and procedures.
- Continue to promote CTR to all departments.
- Continue to formulate records management plan by department and begin implementation.
- Continue to look for an inexpensive way to automate public records and council agenda management.
- Review banking practices and make recommendations to limit risk from illegal check presentation.

Information Technology 2014 Accomplishments and Projects

- Replaced and upgraded wireless access points in all City buildings.
- Exploring options for improved file backup process saving the City on both specialized equipment and software.

Information Technology 2015 Goals

- Continue to establish and enforce best practice based policies.
- Continue to strengthen the partnership with Intrinium for IT support.

FINANCE DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

<i>Revenue Summary</i>						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Sale of Copies/Public Records	485	427	800	200	-600	-75.00%
Returned Check Fees	2,805	2,284	2,400	2,000	-400	-16.67%
Billboard Fees	0	3,968	1,300	1,400	100	-7.69%
Finance and Customer Svce Fees	689,501	685,108	625,100	625,100	0	0.00%
Hotel/Motel	31,804	33,687	45,000	75,000	30,000	66.67%
Information Technology	273,859	316,221	194,300	144,500	-49,800	-26.63%
Capital Facilities	55,529	99,872	150,200	150,000	-200	-.13%
Unemployment	26,275	25,266	36,000	40,000	4,000	11.11%
Equipment Rental	5,870	10,407	16,000	10,000	-6,000	-37.50%
Total Revenue	\$1,086,128	\$1,177,240	\$1,071,100	\$1,048,200	\$-22,900	-2.14%

<i>Expenditure Summary</i>						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Salaries/Benefits	\$865,785	\$825,917	\$850,100	\$869,200	\$19,100	2.25%
Overtime	619	620	2,000	500	-1,500	-75.00%
Maintenance & Operations	220,426	259,325	275,800	266,800	-9,000	-3.26%
Intergovernmental	23,983	23,139	25,500	25,000	-500	-1.96%
Transfers/General to Other Funds	222,099	200,000	221,800	143,000	-78,800	-35.53%
Debt	0	11,982	0	12,000	12,000	100.00%
Hotel/Motel	25,400	25,850	45,000	75,000	30,000	66.67%
Information Technology	228,802	297,824	194,300	144,500	-49,800	-25.63%
Capital Facilities	10,301	0	150,200	150,000	-200	-.13%
Unemployment	21,845	33,743	36,000	40,000	4,000	11.11%
Equipment Rental	9,813	12,022	16,000	10,000	-6,000	-37.50%
Total Expenditures	\$1,629,073	\$1,690,422	\$1,816,700	\$1,736,000	\$-80,700	-4.44%

<i>Position Summary</i>					
	2012	2013	2014	2015	Change
Finance Director	1	1	1	1	0
Deputy City Clerk	1	1	1	1	0
Treasury Manager	1	1	1	1	0
Accounting Manager	1	1	1	1	0
Accounting Clerk/Accounts Payable	1	1	1	1	0
Accounting Clerk/Payroll	1	1	1	1	0
Collections Clerk	1	0	0	0	0
Customer Service Representative	4	4	4	4	0
Total FTE Positions	11	10	10	10	0

FIRE

Mission Statement

To serve the community by protecting life, property and the environment. Provide excellent service through prevention, education, preparedness and mitigation; recognizing that our people are the key to our success.

2014 Accomplishments and Projects

- Maintained a five-minute or better response time for our incidents 90% of the time, and four-minute or better over 80% of the time.
- Continued Code Enforcement duties with a clearance rate of 97%.
- Worked with EWU staff to provide safety and security for major events on campus.
- Replaced one cardiac monitor.
- Responded to several large wildfires throughout the state.
- Reworked and refined our response areas and run cards for new CAD system.
- Started equipping and training staff in tactical emergency care using funds from a grant from Spokane County.
- Revamped our supply ordering system to make it more cost effective.
- Made many repairs to equipment in-house in order to save money.
- Ensured compliance with new State laws regarding firefighter safety.

2015 Goals

- Continue to work towards improving our response times to emergencies.
- Maintain equipment, records, and training based on NFPA, OSHA, and NIOSH standards.
- Replace outdated and unserviceable equipment.
- Update/replace aging medical equipment.
- Provide additional/continued training to staff based on national standards.
- Increase participation in volunteer firefighter program.
- Continue to search out opportunities for grant funding.
- Continue to develop and maintain partnerships throughout the community (EWU, service clubs, Cheney School District, etc.).
- Begin planning for replacement of Engine 1.
- Re-evaluate our equipment needs for the future to be more cost effective.
- Apply for grant funding to replace 2.5" hose.
- Continue to work within budgetary constraints and provide quality service to the community.

FIRE DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Fireworks Permits	\$10	\$60	\$0	\$0	\$0	0.00%
Public Safety Contract	392,600	429,100	420,900	431,500	10,600	2.52%
Fire Protection Services	63,284	25,741	0	0	0	0.00%
Fire Equipment Reserve	218	156	69,000	9,000	-60,000	-86.96%
EMS Levy	233,081	249,080	255,400	260,000	4,600	1.80%
EMS Trauma	1,540	1,208	2,900	2,900	0	0.00%
Total Revenue	\$690,733	\$705,345	\$748,200	\$703,400	\$-44,800	-5.99%

Expenditure Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Salaries/Benefits	\$1,207,119	\$1,200,663	\$1,230,800	1,274,800	\$44,000	3.57%
Overtime	118,937	73,738	43,800	52,000	8,200	18.72%
Maintenance/Operations	305,512	301,559	336,800	298,000	-38,800	-11.52%
Capital	460	-	28,300	0	-28,300	-100.00%
Total Expenditures	\$1,632,028	\$1,575,960	\$1,639,700	\$1,624,800	\$-14,900	-.91%

➤ In large overtime in 2012 was reimbursed overtime from participation in state mobilization fire efforts.

Position Summary					
	2012	2013	2014	2015	Change
<i>Full Time</i>					
Fire Chief	1	1	1	1	0
Battalion Chief	3	3	3	3	0
Lieutenant	3	3	3	3	0
Firefighter 2	2	2	2	2	0
Firefighter – Probationary	1	1	1	1	0
Administrative Secretary	1	1	1	1	0
Total FTE Positions	11	11	11	11	0
<i>Part-Time</i>					
Residents	6	6	6	6	0
Volunteers	8	8	8	8	0
Total Part-Time Positions	14	14	14	14	0

LIGHT

Mission Statement

The mission of the Light Department is to provide its electric customers a safe and reliable supply of electric energy at the lowest practical cost.

Areas of Responsibility

- Power resources – power and transmission contracts with BPA
- Distribution system maintenance, operation and construction and fleet maintenance
- Electrical Engineering – design of new projects, consultation
- Customer service -- connecting and disconnecting accounts, meter reading
- Energy services and conservation – Conservation program, BPA pilot programs, advice to consumers on use of electricity
- Administration and general – personnel, budgeting, purchasing, contracts, facility management including City Hall and Utility Building

2014 Accomplishments

- Replaced 30 poles in our system
- Installed 45 new electrical meters
- Rejuvenated oil in power transformer at Four Lakes Sub
- Installed ITRON Fixed Network for meter reading
- Contracted tree clearance program
- Planning for ADA bathroom at City Hall
- Installed new service to our first customer in the Industrial Park

2015 Goals

- Replace 30 old poles in our system
- Continue to find and implement efficiency measures in Light Department
- Implement GIS-based pole inventory system
- Replace 15 year old digger derrick line truck
- Install electric services at Harvest Bluff
- Continue to expand and improve Fixed Network for meter reading
- Complete ADA bathroom in City Hall
- Researching resources for our Tier Two power needs

2015 Capital Projects

• Replace direct buried UG secondary	\$50,000
• Replace 15 year old Digger/Derrick Truck	250,000
• Replacement 1950's pole trailer	13,000
• New power monitors and ITRON repeaters	17,000
• Replace old wood street lights Vine st to 2 nd on 904	50,000
• Replace backyard poles north of Oakland street	120,000
• Replace poles (1972) on Alki street	110,000
• Reroute F-1 around CTC sign	<u>100,000</u>
Total	<u>\$710,000</u>

FIBER OPTIC NETWORK

Mission Statement

The mission of Fiber Optic Network and Telephone System Department is to provide city departments and special development projects with a high speed, wide bandwidth communications facility which will provide an economic development stimulus to the community.

Areas of Responsibility

- Computer network, outside fiber optic plant and broadband connectivity to Spokane

Ongoing Activities

- Managing fiber network
- Pole transfers from Avista and Inland power pole change outs
- Researching dark fiber leases and opportunities for bandwidth exchange

LIGHT DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Beginning Fund Balance	\$0	\$0	\$710,500	\$869,200	158,700	22.34%
Banner Permits	2,790	1,710	1,600	0	-1,600	-100.00%
Conservation/BPA	80,711	69,820	135,800	50,000	-85,800	-63.18%
Charges for Utilities/Services	7,311,804	7,573,972	7,364,500	7,632,300	267,800	3.64%
Miscellaneous Revenue	179,964	112,124	113,600	117,400	3,800	3.35%
Capital Contributions	120,722	64,251	60,000	65,000	5,000	8.33%
Total Revenue	\$7,691,341	\$7,821,877	\$8,386,000	\$8,733,900	\$347,900	4.15%

Expenditure Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Salaries/Benefits	\$931,844	\$1,007,704	\$1,043,000	\$1,105,800	\$62,800	6.02%
Overtime	37,243	32,995	28,500	28,400	-100	-.35%
Purchased Power	4,677,670	4,989,046	5,432,800	5,487,300	54,500	1.00%
Maintenance/Operations	1,532,793	1,379,752	1,536,700	1,402,400	-134,300	-8.74%
Capital/Depreciation	584,360	594,842	345,000	710,000	365,000	105.80%
Total Expenditures	\$7,763,910	\$8,004,339	\$8,386,000	\$8,733,900	\$347,900	4.15%

*Capital Expenditures in 2014 and 2015 are shown as budget only. Actual capital purchases are not shown in the financial statements as expensed in the year purchased. Rather, they are depreciated over the life of the asset allowing the current users to pay for the capital equipment/infrastructure rather than current users paying for future use on equipment/infrastructure. The capital/depreciation dollar amounts shown in 2012 and 2013 are the depreciation expense for use of the capital equipment/infrastructure in those years.

Position Summary					
	2012	2013	2014	2015	Change
<i>Full-Time</i>					
Light Department Director	1	1	1	1	0
Administrative Secretary	1	.5	.5	.5	0
Administrative Secretary	.2	.5	.5	.5	0
Janitorial/maintenance	1	1	1	1	0
Lineman – Foreman	1	1	1	1	0
Lineman	4	4	4	4	0
Meter Technician	1	1	1	1	0
Fiber Optics/IT	.33	0	0	0	0
Total Full-Time Positions	9.53	9	9	9	0
<i>Part-time</i>					
Intern (Mapping/GIS)	.25	0	0	0	0
Janitorial – Summer	.25	0	0	0	0
Engineer	.20	.20	.20	.20	0
Total Part-Time Positions	.70	.20	.20	.20	0

MUNICIPAL COURT

Mission Statement

The mission of Cheney Municipal Court is to serve our citizens, adhering to the highest standards, by processing all cases timely and impartially using effective and efficient case management techniques, effectively monitoring enforcement of judgments, and exercising sound financial stewardship of public funds.

2014 Accomplishments

- Audits:
 - State auditors selected the court as the department of emphasis for the 2014 (2013 records) financial audit with a 100% clean audit, virtually unheard of in court audits.
 - Audited by Washington State Patrol NCIC ACCESS (criminal history information center) as part of the police ACCESS audit with a 100% clean audit. Washington State Patrol published the findings and publicly praised the court for its success.
- Office of Public Defense Grant increase, received \$18,000.
- Successfully secured Medical Lake court services contract resulting in:
 - \$16,000 revenue for 2014 and \$48,000 in annual revenue thereafter
 - Stabilized staffing needs and restored customer service window hours
- Implemented Promissory Note authorized by RCW 10.101 resulting in increased public defense revenues, estimated at \$20,000.
- Reduced jail costs through the use of jail alternatives resulting in a \$51,000 refund from Spokane County along with a reduction in 2014 monthly invoice amounts.
- Youth Court hosts Spring Safety Program. \$500 in grant funds along with a Cheney High School match of \$2,500 brought an internationally known social media safety expert to Cheney High School. Faculty were so impressed they are bringing the speaker back in 2015.
- Domestic Violence Victim Advocate. ARMS provides advocacy services at no cost to the city.
- Probation MRT Classes. More classes added, group & individual sessions held weekly.
- Electronic forms-on-demand created for most commonly used court forms.

2015 Goals

- Continue to promote and expand the Cheney Youth Court
- Promote and expand Probation Services programs to increase probation revenues and bolster group dynamics
- Continue to add and expand educational programs that promote offender compliance, good citizenry, and reduce recidivism among defendants monitored by Cheney Probation Services.
- Continue to seek other jail alternative and jail cost reduction opportunities
- Implement Plain-paper Warrants to eliminate the need to order expensive three-part forms
- Implement AH/DV Protection Order Docket providing access to Anti-Harassment and Stalking protection orders for citizens of Cheney and EWU students
- Electronic Filing of EWU Criminal and Infraction Tickets

MUNICIPAL COURT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Court Administrative Fees	\$3,050	\$5,705	\$5,000	\$6,300	\$1,300	26.00%
Traffic School	390	690	400	400	0	0.00%
Court Services/Medical Lake	0	0	0	48,000	48,000	0.00%
Adult Probation Charges	74,675	70,401	78,000	60,000	-18,000	-23.08%
Housing/Monitoring	19,554	19,112	12,000	11,400	-600	-.05%
Booking Fees	3,804	1,746	2,000	1,000	-1,000	-50.00%
Criminal Conviction Fee	2,278	0	0	0	0	0.00%
Mandatory Insurance Cost-Admin	3,499	2,030	2,000	2,000	0	0.00%
Traffic Infractions	40,038	36,843	38,000	41,000	3,000	7.89%
Other Infractions	5,854	3,728	2,500	3,600	1,100	44.00%
Parking Infractions	21,854	19,955	18,000	28,000	10,000	55.56%
Parking Infractions/EWU Meters	72,811	58,770	72,000	56,000	-16,000	-22.22%
Parking Infractions/Handicapped	4,769	5,059	5,000	4,000	-1,000	-20.00%
DUI Crime Victim	4,253	3,139	2,500	3,400	900	36.00%
Other Criminal Traffic	8,154	6,893	8,800	7,000	-1,800	-20.45%
Investigative Fund Assessment	3,849	2,802	3,500	2,400	-1,100	-31.43%
Other Non-Traffic Misdmr	8,239	9,548	9,000	7,400	-1,600	-17.78%
Court Cost Recoupments	382	0	0	0	0	0.00%
D/M Interest Income	3,232	3,365	3,000	3,800	800	26.67%
Non-Revenue/Trauma/JIS	170	15	0	0	0	0.00%
Criminal Justice Funding	74,020	90,327	92,000	93,600	1,600	1.74%
Total Revenue	\$354,875	\$340,128	\$353,700	\$379,300	\$25,600	7.24%

Expenditure Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Salaries/Overtime/Benefits	\$253,439	\$275,131	242,700	\$266,800	\$24,100	9.93%
Maintenance/Operations	72,512	70,874	59,200	52,300	-6,900	-11.66%
Total Expenditures	\$325,951	\$346,005	\$301,900	\$319,100	\$17,200	5.70%

Position Summary					
	2012	2013	2014	2015	Change
<i>Full Time</i>					
Court Administrator	1	1	1	1	0
Deputy Court Clerk	1	1	1	1	0
Probations Officer	1	1	1	1	0
Customer Service Representative	.5	0	0	0	0
Total FTE Positions	3.5	3	3	3	0

PARKS AND RECREATION

Mission Statement

The purpose of this fund is to operate and maintain the city's park facilities as well as to provide and manage recreational programs and special events for the city.

Department Overview

The areas of responsibility include operation and maintenance of nine city parks, two open space areas, the city's swimming pool, and the Wren Pierson Community Center. Current recreational programs include youth programs, preschool classes, athletics, swimming lessons, senior activities, specialized recreation, special events, facility management, and adult programs.

2014 Accomplishments

- Realized record numbers of participants in youth sports programs.
- Paid off a large portion of the interfund loan from the Cheney Light Department.
- Increased access to the Cheney Outdoor Pool by receiving sponsorships for free swim days from local businesses and organizations and through continued participation in the "Make a Splash" program through the Spokane Parks Foundation.
- Continued to plan for the construction of the 50-acre park by working with Taylor engineering to layout the irrigation system and infrastructure to support it and installed the irrigation system.
- The Shining Stars Inclusive Theatre hosted its third production featuring the play Little Mermaid. This theatre program featured individuals with and without developmental disabilities performing side by side in a full scale musical production with over 200 people in attendance.
- Completed the Parks comprehensive plan obtaining approval from the Park Board for submittal to the Cheney Planning Commission for review and approval.
- Partnered with the Cheney School District on two 21st Century Grants to provide staff for after school programs at the middle schools and Betz Elementary.
- Supported the Carl Ruud Community Garden by providing weeding and mowing throughout the growing season. There were about 25 gardens planted this year.
- The Youth Commission hosted three middle school dances with over 600 teens in attendance at the three events. The Youth Commission also organized and ran the annual Christmas Tree Lighting at the Cheney Public Library serving cookies and hot chocolate to the community on a very cold night.

2015 Goals

- Recruit and select a new Parks & Recreation Director.
- Maintain the Parks and Recreation operation under tight fiscal control.
- Complete Phase I of the 50-acre park site. This has been funded through a \$500,000 Washington Wildlife and Recreation Program grant, a \$35,000 Sprite Spark Parks Grant, REET funds, and a \$10,000 donation from Farmers Insurance.
- Continue to pursue grant funding to develop parks, enhance programs, and support initiatives with Parks and Recreation.
- Perform an analysis of our recreation programs to determine opportunities for improvement.

- Continue to strengthen relationships with the Cheney School District and EWU as a means to share resources and provide excellent opportunities for recreation and programs for the community.

Capital Requests for 2015

- Complete final construction of Phase I of the 50 acre park site. This has been funded through a \$500,000 Washington Wildlife and Recreation Program grant, a \$35,000 Sprite Spark Parks Grant, and a \$10,000 donation from Farmers Insurance.

PARKS AND RECREATION DEPARTMENT FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Beginning Fund Balance	\$0	\$0	\$18,600	\$0	-\$18,600	-100.00%
Taxes	434,441	468,673	469,000	485,000	16,000	3.41%
Child Care Food Program	5,679	8,328	4,000	4,400	400	10.00%
21 ST Century Grant	20,230	14,908	22,300	22,300	0	0.00%
Work Study Reimbursement	713	1,235	1,400	1,400	0	0.00%
Swimming Pool Fees	50,348	43,161	49,000	44,000	-5,000	-1.02%
Recreation Program Fees	246,784	279,074	262,700	278,000	15,300	5.82%
Wren Pierson Rental	16,122	27,699	40,700	31,800	-8,900	-21.87%
Miscellaneous Revenue	12,832	1,113	1,500	1,000	-500	-33.33%
Contributions/Donations	44,943	47,225	400	6,000	5,600	1,400.00%
Park Capital Reserve	2,298	683	41,900	15,000	-26,900	-64.20%
Contribution and Donations	1,688	630	3,800	3,000	-800	-21.05%
Total Revenue	\$836,078	\$892,729	\$915,300	\$891,900	-\$23,400	-2.56%

Expenditure Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Salaries/Benefits	\$353,974	\$382,058	\$379,000	\$417,200	\$38,700	10.08%
Overtime	5,183	5,957	2,000	2,000	0	0.00%
Part-Time/Seasonal Employees	225,991	262,416	234,700	201,900	-32,800	-13.98%
Maintenance/Operations	273,010	273,481	252,900	255,800	2,900	1.15%
Capital	4,712	0	0	15,000	15,000	0.00%
Debt Service	566	377	0	0	0	0.00%
Intergovernmental	130,000	0	0	0	0	0.00%
Ending Fund Balance	0	0	4,800	0	-4,800	-100.00%
Total Expenditures	\$993,436	\$924,289	\$873,400	\$891,900	\$18,500	2.12%

Position Summary					
	2012	2013	2014	2015	Change
Full Time					
Parks and Recreation Director	1	1	0	1	1
Recreation Supervisor	1	1	1	1	0
Administrative Clerk	1	1	1	1	0
Parks Field Supervisor	1	1	1	1	0
Total FTE Positions	4	4	3	4	1
Part-Time/Seasonal					
After School Program	12	12	12	12	0
Day Camp	12	10	10	10	0
Summer Pool Staffing	20	20	20	20	0
Seasonal Parks Staff	5	5	5	5	0
Total Part-time/Seasonal Employees	49	57	47	47	0

** There are a number of recreation instructors utilized throughout the year for recreation programs – some are paid program staff and others are contract employees.

POLICE DEPARTMENT

Mission Statement

To provide accountable, responsive, and professional police services. We will educate and empower our community through innovative and cooperative programs.

Department Overview

The Cheney Police Department is a full-service law enforcement agency that provides routine, emergency and investigative police services. In fulfilling this mission, the department has embraced a community policing philosophy, which has proven very successful in addressing crime and its causes, and quality of life issues. Community policing involves forming partnerships between the police department and the residents and businesses. This alliance identifies problems, issues and needs, then formulates and implements courses of action to address them.

2014 Accomplishments and Projects

- Obtained WASPC re-accreditation.
- Replaced an aging audio recording system using grant funding from SRECS.
- Obtained a 100% compliance rating with all State/County jail inspections as well as WSP ACCESS audits.
- Completed the radio system conversion to 800MHz through the SRECS project.
- Upgraded AS400 i-series computer.

2015 Goals

- Explore strategies to add additional police officers to enhance officer safety and meet service demands.
- Upgrade aging TASER technology.
- The police department will recruit, select, background and hire at least two reserve police officers.
- Upgrade E-911 phone system to NG-911 compatibility in partnership with Spokane E-911.
- Develop new Mission Statement that reflects the current police department customer service and crime fighting philosophies.

POLICE DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Animal Licenses	\$11,985	\$11,226	\$2,000	\$0	-\$2,000	-100.00%
School Resource Officer	64,049	89,833	114,000	116,300	2,300	2.02%
Pistol Permits	1,938	1,826	2,500	2,000	-500	-20.00%
Fingerprint Fees	900	720	800	800	0	0.00%
Dispatch Services	88,511	89,750	95,300	97,000	1,700	1.78%
Airway Heights Access	15,000	15,000	15,000	15,000	0	0.00%
Police Equipment Reserve	48,868	963	27,800	1,000	-26,800	-95.40%
Criminal Justice	114,284	157,064	164,000	154,200	-9,800	-5.98%
Criminal Justice/CTED	17,895	7,891	23,400	23,800	400	1.68%
Police Outside Jobs	10,983	5,456	12,100	12,200	100	.83%
Total Revenue	\$374,413	\$379,729	\$456,900	\$422,300	\$-34,600	-7.57%

Expenditure Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Salaries/Benefits	\$1,823,017	\$1,820,276	\$1,921,200	\$2,026,900	\$105,700	5.50%
Overtime	63,391	71,265	44,700	54,700	10,000	22.37%
Maintenance & Operations	309,457	352,464	335,400	329,900	-5,500	-1.64%
Capital	11,522	717	27,800	0	-27,800	-100.00%
Intergovernmental	100,438	106,073	110,500	100,400	-10,100	-9.14%
Lease Payment	11,694	11,982	33,400	45,400	12,000	35.93%
Total Expenditures	\$2,319,519	\$2,362,777	\$2,473,000	\$2,557,300	\$84,300	3.41%

Position Summary					
	2012	2013	2014	2015	Change
Police Chief	1	1	1	1	0
Commander	1	1	1	1	0
Lieutenant	0	0	0	0	0
Sergeant	3	3	4	4	0
Senior Patrol Officer	1	1	0	0	0
Corporal	4	4	0	0	0
Officer First Class	3	3	0	0	0
Patrol Officer	1	1	8	8	0
Officer - Probationary	0	0	0	0	0
Director of Communications	1	1	1	1	0
Dispatcher	5	5	5	5	0
Total FTE Positions	20	20	20	20	0

PUBLIC WORKS

Mission Statement

The mission of the Cheney Public Works Department is to provide and maintain adequate building, planning, transportation, solid waste, and water services through effective and efficient use of personnel, equipment and materials in accordance with federal, state and city standards.

Public Works

Public Works provides administrative oversight and management for 3 departments within the general fund and 9 individual funds. Public Works is divided into five main divisions: Building and Planning; Solid Waste; Street; Water; and Sewer.

Building and Planning

2014 Accomplishments

- Implementation of permitting software
- CMC 6,21,22, and 23 Update

2015 Goals

- Zoning Map update

Solid Waste

2014 Accomplishments

- Solid Waste Plan
- Disposal Agreement w/ City of Spokane
- Cheney Clean Sweep

2015 Goals

- Cheney Clean Sweep

Street

2014 Accomplishments

- 2014 Residential Street Preservation Project

2015 Goals

- 2015 Residential Street Preservation Project

Water

2014 Accomplishments

- 2014 CDBG Watermain Replacement Project

2015 Goals

- 2015 CDBG Watermain Replacement Project
- Well Rehabilitation

Sewer

2014 Accomplishments

- Clarifier Gear box replacement

Capital Requests for 2015

Transportation

- 2015 Residential Street and Sidewalk Project
- 2015 Betz / Washington Pedestrian Crossing Improvement Program

PUBLIC WORKS DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Public Works Administration	\$379,637	\$322,227	\$425,900	\$454,800	\$28,900	6.79%
Planning						
Conditional Use Fee	-	900	-	1,000	1,000	0.00%
Zoning & Subdivision Fees	-	1,425	-	-	-	0.00%
Short Plat Application	1,250	2,310	-	1,000	1,000	0.00%
Final Plat	-	-	-	1,000	1,000	0.00%
Lot Line Adjustment	-	-	-	100	100	0.00%
Binding Site Plan	-	2,030	-	-	-	0.00%
Building Plan Review Fee	86,830	19,965	60,000	60,000	-	0.00%
Plan Review /Sign and Garage	1,950	300	-	300	300	0.00%
Environmental Review	-	-	-	200	200	0.00%
Historic Preservation	1,750	-	-	-	-	0.00%
Technology Fee	1,261	1,281	-	4,000	4,000	0.00%
Building						
Building Permit Fees	154,563	89,624	100,000	100,000	-	0.00%
Plumbing Permits	9,682	8,264	10,000	9,000	-1,000	-10.00%
Mechanical Permits	12,307	10,098	10,000	8,000	-2,000	-20.00%
Streets						
Beginning Fund Balance	-	-	30,000	38,000	8,000	26.67%
Taxes	366,077	394,939	370,100	385,100	15,000	4.05%
Intergovernmental & Grants	1,091,021	291,397	750,900	347,300	-403,600	-53.75%
Misc & Other Non-Revenue	3,495	41,457	5,700	3,800	-1,900	-33.33%
Transfers In	200,000	230,000	221,800	143,000	-78,800	-35.53%
Water						
Grants	-	131,384	125,000	-	-125,000	-100.00%
Charges for Services	1,081,105	1,181,247	1,153,000	1,177,600	24,600	2.13%
Misc & Other Non-Revenue	20,921	46,316	15,600	20,600	5,000	32.05%
Solid Waste						
Intergovernmental	-	29,557	-	-	-	0.00%
Charges for Services	1,293,127	1,284,368	1,296,000	1,275,000	-21,000	-1.62%
Misc & Other Charges	2,455	1,606	2,000	500	-1,500	-75.00%
Sewer						
Sewer Beginning Fund Balance	-	-	487,300	238,200	-249,100	-51.12%
Licenses & Permits	-	450	500	500	-	0.00%
Charges for Services	1,919,788	1,941,276	1,921,400	2,238,000	316,600	16.48%
Misc & Other Charges	72,307	55,409	29,000	27,000	-2,000	-6.90%
Mechanical Shop						
Mechanical Shop Charges	81,118	90,116	103,300	103,300	-	0.00%
Total Revenue	\$6,789,507	\$6,153,509	\$7,117,500	\$6,637,300	-\$480,200	-6.75%

Expenditure Summary						
	2012 Actual	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
<i>PWKS Administration</i>						
Salaries/Benefits	\$285,153	\$250,799	\$362,200	\$383,900	21,700	5.99%
Maintenance/Operations	65,747	71,428	66,700	70,900	4,200	6.30%
Capital	28,737	-	-	-	-	0.00%
<i>Planning</i>						
Salaries/Benefits	253,356	89,515	63,900	48,600	-15,300	-23.94%
Overtime	1,083	120	1,400	1,400	-	0.00%
Maintenance/Operations	42,448	7,424	37,600	26,900	-10,700	-28.46%
<i>Building</i>						
Salaries/Benefits	277,263	239,003	159,700	144,200	-15,500	-9.71%
Maintenance/Operations	51,331	14,687	18,600	21,600	3,000	16.13%
<i>Streets</i>						
Salaries/Benefits	235,023	239,449	238,000	192,700	-45,300	-19.03%
Overtime	10,376	8,621	6,000	6,000	-	0.00%
Maintenance/Operations	229,281	243,147	209,100	174,000	-35,100	-16.79%
Capital	1,166,393	471,339	925,200	544,300	-380,900	-41.17%
Ending Fund Balance	-	-	200	200	-	0.00%
<i>Water</i>						
Salaries/Benefits	317,152	308,609	346,300	358,900	12,600	3.64%
Overtime	1,620	44	6,500	6,500	-	0.00%
Maintenance/Operations	581,623	703,281	672,300	711,700	039,400	5.86%
Depreciation	302,828	288,146	-	-	-	0.00%
Capital	-	-	166,000	-	-166,000	-100.00%
Debt	12,288	9,689	102,500	100,700	-1,800	-1.76%
Ending Fund Balance	-	-	-	20,400	20,400	0.00%
<i>Solid Waste</i>						
Salaries/Benefits	299,774	339,730	364,000	413,100	49,100	13.49%
Overtime	1,304	2,097	2,000	3,500	1,500	75.00%
Maintenance/Operations	1,042,447	958,385	932,000	826,900	-105,100	-11.28%
Depreciation	166,082	162,196	-	-	-	0.00%
Capital	-	-	-	-	-	0.00%
Ending Fund Balance	-	-	-	32,000	32,000	0.00%
<i>Sewer</i>						
Salaries/Benefits	741,280	786,566	800,400	846,100	45,700	5.71%
Overtime	10,494	10,452	17,800	17,800	-	0.00%
Maintenance/Operations	1,017,553	947,669	885,500	932,800	47,300	5.34%
Depreciation	904,354	902,404	-	-	-	0.00%
Capital	-	-	27,200	-	-27,200	-100.00%
Debt Service	20,138	17,698	707,300	707,000	-300	-.04%
<i>Mechanical Shop</i>						
Salaries/Overtime/Benefits	623	1,187	-	500	500	0.00%
Maintenance/Operations	80,083	84,451	103,300	102,800	-500	-.48%
Total Expenditures	\$8,230,301	\$7,158,226	\$7,221,700	\$6,695,400	\$-526,300	-7.29%

Position Summary					
Position Titles	2012	2013	2014	2015	Change
Public Works Director	1	1	1	1	0
Engineer Tech	1	1	1	0.8	-.2
Administrative Secretary	1.3	1.3	0	0	0
Administrative Clerk	0.5	0.5	0.5	0.5	0
GIS/Permit Technician	0	0	.7	.7	0
Public Works Office Manager	0	0	.5	.5	0
Building Inspector	2	2	1	1.2	.2
Senior Planner	1	1	1	1	0
Community Development Director	1	1	0	0	0
Permit Technician	1	0	0	0	0
Code Enforcement Officer	1	0	0	0	0
Public Works Operations Supervisor	0	0	1	1	0
Street Supervisor	1	1	0	0	0
Street Equipment Operator	2	2	3	3	0
Water Supervisor	1	1	0	0	0
Water Equipment Operator	3	3	2	2	-0
Water Distribution III Operator	0	0	1	1	0
Water Production Operator	0	0	1	1	0
Water Resource Manager	0	0	1	1	0
Recycling / Solid Waste Operator	1	1	1	1	0
Solid Waste Equipment Operator	3	3	3	3	0
Solid Waste Supervisor	0.2	0.2	0	0	0
Wastewater Collection Supervisor	0.8	0.8	0	0	0
Wastewater Equipment Operator	3	3	3	3	0
Wastewater Treatment Supervisor	1	1	0	0	0
Wastewater Treatment Plant Operator III	1	2	2	2	0
Wastewater Treatment Plant Operator II	1	2	2	2	0
Wastewater Treatment Plant Operator I	2	0	0	0	0
Total FTE Positions	29.8	27.8	25.7	25.7	0

City of Cheney
Long Term Debt Schedule
For the Year Ended December 31, 2014

<u>ID. No.</u>	<u>Description</u>	<u>Due Date</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
General Obligations						
263.51	SRO Capital Lease	11/25/2016	32,215	-	10,150	22,065
Total General Obligations:			32,215	0	10,150	22,065
Revenue Obligations						
263.82	PWTF	7/1/2025	284,083	-	23,674	260,409
263.82	Dept of Ecology #1	2/14/2021	1,032,961	-	131,131	901,830
263.82	Dept of Ecology #2	10/29/2028	8,573,494	-	535,843	8,037,651
Total Revenue Obligations:			9,890,538	-	690,648	9,199,890
Total Liabilities:			\$ 9,922,753	\$ -	\$ 700,798	9,221,955