



# **2014 ANNUAL BUDGET**

**CITY OF CHENEY, WASHINGTON**



## **MAYOR**

Tom Trulove, 2014 – 2017

## **CITY COUNCIL**

Teresa Overhauser, Mayor Pro Tem, 2014 – 2017

Chris Grover, 2014 - 2017

Doug Nixon, 2012 – 2015

Bob Stockton, 2012 – 2015

John Taves, 2014 – 2017

Graeme Webster, 2012 – 2015

Jill Weismann, 2012 – 2015

## **CITY ADMINISTRATOR**

Arlene Fisher

## **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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## 2014 Budget Message

The year 2013 was another year of austerity for the City of Cheney primarily because of very sluggish recovery statewide from the Great Recession. Exacerbating the situation was the poor treatment of city-shared revenues by the 2013 Washington State Legislature as they tried to balance the state's budget. It seems apparent that the State of Washington is abandoning their traditional partnership with cities and counties, much to the detriment of smaller- and medium-sized cities such as Cheney.

Our 2013 strategy has been to rigidly control expenditures, especially in the Current Expense Fund, by adhering to a bare bones budget while trying to maintain the levels of service to which our citizens have become accustomed. We have had to reduce our workforce by a few layoffs as well as not filling some positions which became vacant. Once again our dedicated and outstanding employees made sacrifices and were the main reason we were able to deliver high quality services. They will be asked to repeat this dedication in 2014 as losses of state-shared revenue and limits on sales tax due to limited construction activity result in an even tighter Current Expense Fund budget than for 2013.

Public Works and the Enterprise Funds continued to operate in a positive fashion. We consolidated the Planning and Building Departments under the Public Works Director and reorganized supervision of the other departments in Public Works to allow better efficiency and to contain costs. Cheney City Light continued to work with regional organizations to control expenditures for wholesale power no longer provided by BPA. However, sewer rates will need to be increased by small percentage amounts in 2014 and revenues in other enterprise funds monitored. On the whole, levels of service have been and will be maintained across the board.

There were several positive events for our city in 2013 which will positively impact the 2014 budget. Voters approved by a 76% majority continuation of a 4% utility tax on sales of electricity and natural gas to fund our Residential Street and Sidewalk Program. This program will allow us to preserve and maintain our streets at a top level. Voters also approved the continuation of our EMS levy of \$.50/\$1,000 of assessed valuation with 81% of the vote, which allows our Fire Department to continue providing high quality emergency medical services. Crime rates declined dramatically as a new approach to policing was introduced. Participation in our Parks and Recreation programs was at an all-time high. We nearly completed a new zoning code to implement our comprehensive plan. Citizen support for city programs and activities is at a high level despite our budget limitations, and is a very positive outcome.

The reality is that 2014 promises to be the most challenging year since 2008. In a community without a large retail sector, sales tax from new construction activity is exceptionally important. Major projects at EWU have been completed with no state approval for new ones. The Cheney School District has just finished constructing new schools and will not be making additional major capital expenditures. The big multi-family developments are mostly built out and the private housing sector is only now beginning to show weak recovery. And, in terms of property tax, government buildings do not add to the tax rolls, while slow private development has added very little. The Washington Legislature is unlikely to restore our lost shared revenue in 2014; nor, are they likely to reduce the burden of mandated expenditures.

Our goal in 2014 is to maintain target levels of service within very real budget constraints. We believe the 2014 budget is a responsible one which gives us the ability to achieve this goal. However, success will also require hard work and sacrifice from every city employee, something they have been doing for the past several years. Their focus on customer service and culture of excellence are what holds the City together in difficult times. We shall meet the challenges of 2014 with style and success while we hope for robust economic recovery during the year and brighter prospects for 2015.

# **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, Dan Turbeville, 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 4<sup>th</sup> 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: Bob Stockton  
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, Antoinette Burkley, Keith Fauerso, Curt Critchlow, Craig Huber, and Vara Lyn Conrath (one position vacant)  
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, 2014.

### **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 Bob Stockton

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 Chris Grover

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), Jill Weismann, 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 2014 balanced budget totaling \$23,263,100. The 2014 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 continued to reduce the operating costs in the general fund with the reduction of 1.2 full time positions and the reassignment of current programs to other departments. Information Technology is now included and managed by the Finance Department. The PWKS departments have experienced some reorganization and reassignments to improve efficiency including the inclusion of the planning and building functions under the PWKS umbrella. The Parks and Recreation Department is being managed by the Human Resources Manager while a search is underway to fill the vacant director position. 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 2014 Budget Ordinance, W-20 and/or the 2014 Salary Ordinance, W-21 by request. For comments, questions, or more detailed information, please contact the Finance Director at [cniemeier@cityofcheney.org](mailto:cniemeier@cityofcheney.org) or 509-498-9215.

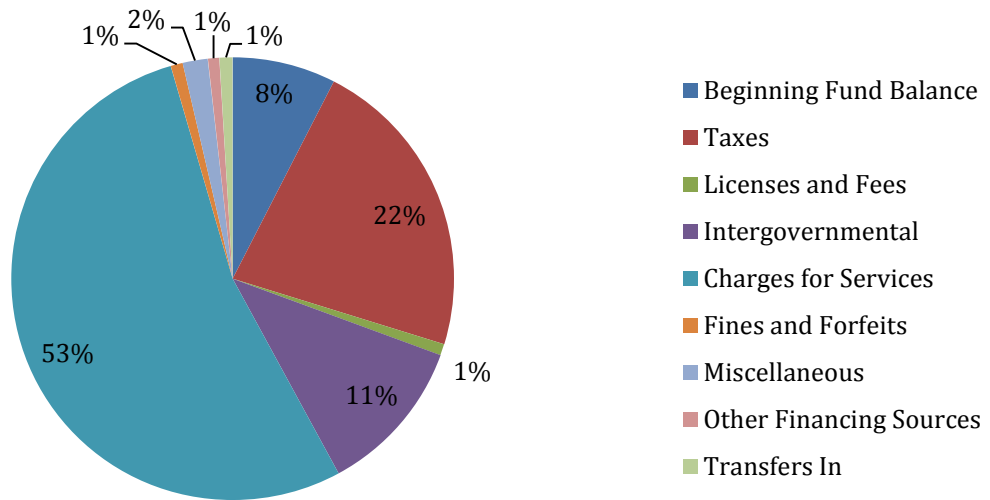
**City of Cheney, Washington**  
**Summary of Revenues**  
**For the Calendar Year 2014**

	Actual					Budget
	2009	2010	2011	2012	2013	2014
General	\$ 6,528,301	\$ 6,788,559	\$ 7,353,469	\$ 7,165,773	\$ 6,338,395	\$ 6,787,500
Street	513,394	396,848	427,183	423,358	472,298	453,100
Arterial Street	869,960	937,345	28,708	873,908	67,836	355,100
Residential Street	407,780	370,705	379,334	366,138	395,048	370,100
Fire Equipment Reserve	37,059	1,943	85,308	218	8,492	9,000
Parks Equipment Reserve	11,251	14,962	15,570	2,949	683	-
Police Equipment Reserve	19,983	11,380	8,131	56,369	963	11,800
Street Equipment Reserve	550	168	126	116	22,341	100
EMS Levy	207,879	211,449	229,661	233,081	249,079	255,400
Police Levy	(149)	(19)	(14)	1	1	-
Bicycle Safety	170	346	162	336	273	100
Criminal Justice	231,125	233,678	239,503	295,011	271,649	256,000
Criminal Justice/CTED	8,742	9,067	9,015	9,238	9,752	18,900
EMS Trauma	1,748	2,196	1,744	1,540	1,214	2,900
Police Outside Jobs	1,442	35,896	7,066	10,954	5,457	12,100
Parks and Recreation	753,817	738,243	774,983	834,093	891,415	869,600
Hotel/Motel	32,283	33,260	34,437	31,807	33,687	45,000
Information Technology	182,571	279,243	341,754	273,859	316,221	194,300
Contributions and Donations	1,145	2,318	438	1,688	630	3,800
City Beautification	109	7,448	16,358	17,325	19,609	22,000
General Obligation Reserve	1,135	448	58	-	-	-
Capital Facilities	1,487,687	72,030	54,692	55,529	99,873	150,200
Light	7,747,017	7,397,341	7,615,873	7,692,990	7,821,878	8,386,000
Water	1,397,046	1,032,084	1,160,426	1,102,027	1,358,948	1,168,600
Solid Waste	1,364,319	1,342,659	1,454,268	1,315,832	1,315,530	1,298,000
Sewer	1,917,384	1,907,078	2,028,466	1,992,095	1,997,135	2,438,200
Unemployment Compensation	14,298	23,961	25,116	26,275	25,266	36,000
Equipment Rental	9,095	9,918	8,241	5,870	10,407	16,000
Mechanical Shop	36,017	54,790	90,596	81,119	90,117	103,300
<b>Total Revenues</b>	<b>\$23,783,158</b>	<b>\$21,915,343</b>	<b>\$22,390,672</b>	<b>\$22,869,499</b>	<b>\$21,824,197</b>	<b>\$23,263,100</b>

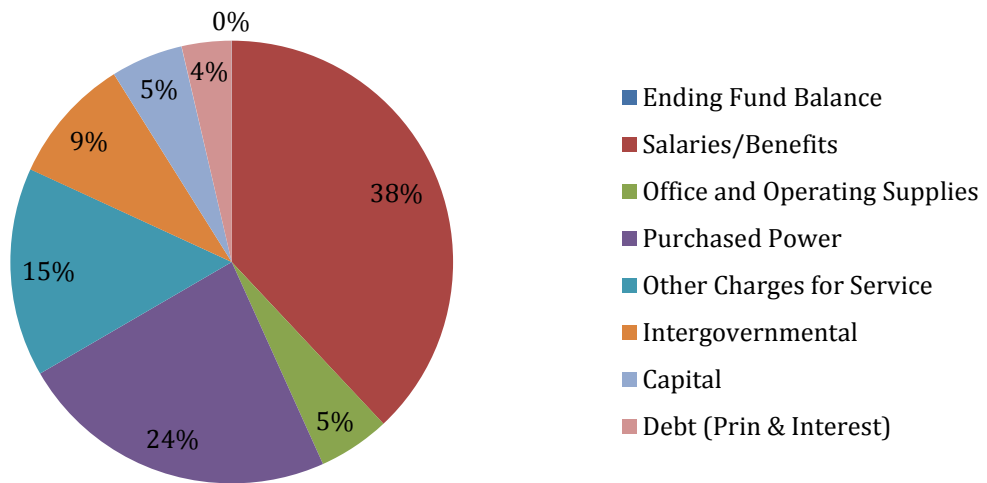
**City of Cheney, Washington  
Summary of Expenditures  
For the Calendar Year 2014**

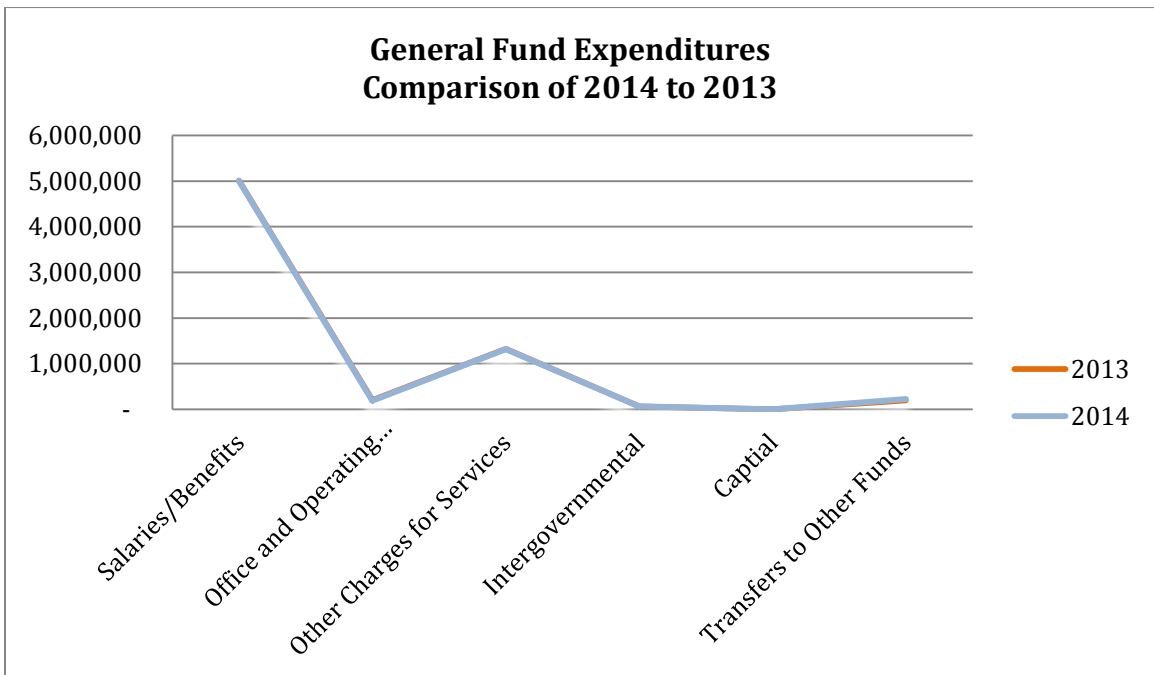
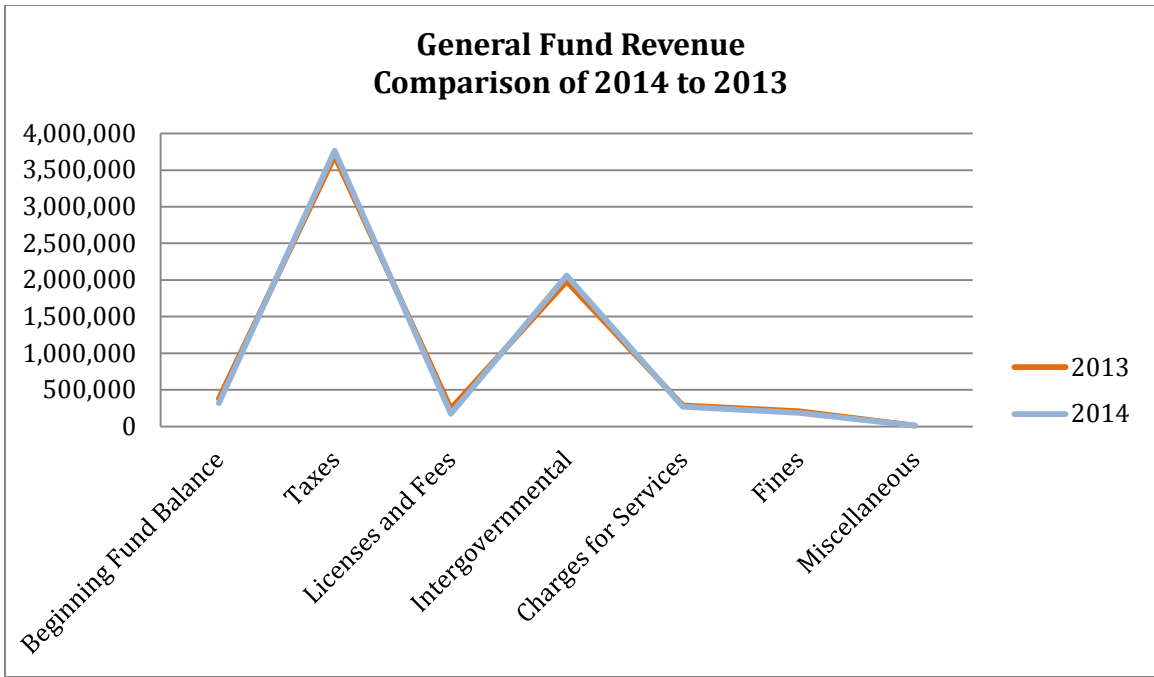
	Actual					Budget
	2009	2010	2011	2012	2013	2014
General	\$ 6,634,242	\$ 6,774,958	\$ 8,422,377	\$ 7,436,621	\$ 6,662,927	\$ 6,787,500
Street	863,249	454,446	462,879	474,180	461,216	453,100
Arterial Street	923,307	1,002,155	38,202	920,354	92,019	355,100
Residential Street	481,909	454,726	401,597	258,292	379,318	370,100
Fire Equipment Reserve	3,712	12,459	134,254	10,035	17,074	9,000
Parks Equipment Reserve	53,187	23,562	134,712	-	-	-
Police Equipment Reserve	14,931	5,542	11,675	68,881	4,835	11,800
Street Equipment Reserve	44,188	-	-	-	30,000	100
EMS Levy	197,227	218,100	222,608	216,812	281,244	255,400
Bicycle Safety	349	224	-	-	-	100
Criminal Justice	296,770	327,263	283,514	188,303	247,390	256,000
Criminal Justice/CTED	2,120	13,200	16,471	17,895	7,892	18,900
EMS Trauma	1,409	6,000	445	674	951	2,900
Police Outside Jobs	1,992	14,482	7,366	15,133	5,453	12,100
Parks and Recreation	883,273	782,451	822,783	856,217	921,553	869,600
Hotel/Motel	42,040	39,985	57,150	25,400	25,850	45,000
Information Technology	324,625	214,961	305,597	228,801	297,824	194,300
Contributions and Donations	2,456	1,786	2,594	2,507	2,738	3,800
City Beautification	5,300	4,945	13,681	11,625	18,842	22,000
General Obligation Reserve	-	-	155,433	-	-	-
Capital Facilities	1,961,754	197,757	540,837	10,301	-	150,200
Light	6,614,782	7,507,245	7,099,244	7,763,913	7,914,737	8,386,000
Water	1,459,412	1,222,568	1,174,848	1,215,403	1,309,765	1,168,600
Solid Waste	1,312,572	1,793,674	1,483,985	1,509,700	1,462,409	1,298,000
Sewer	2,151,535	2,454,969	2,534,008	2,697,432	2,664,793	2,438,200
Unemployment Compensation	35,310	15,563	19,581	21,845	33,743	36,000
Equipment Rental	12,984	9,575	10,437	9,813	12,022	16,000
Mechanical Shop	34,640	49,867	85,492	80,717	85,729	103,300
<b>Total Revenues</b>	<b>\$ 24,359,277</b>	<b>\$ 23,602,463</b>	<b>\$ 24,441,770</b>	<b>\$ 24,040,855</b>	<b>\$ 22,940,324</b>	<b>\$ 23,263,100</b>

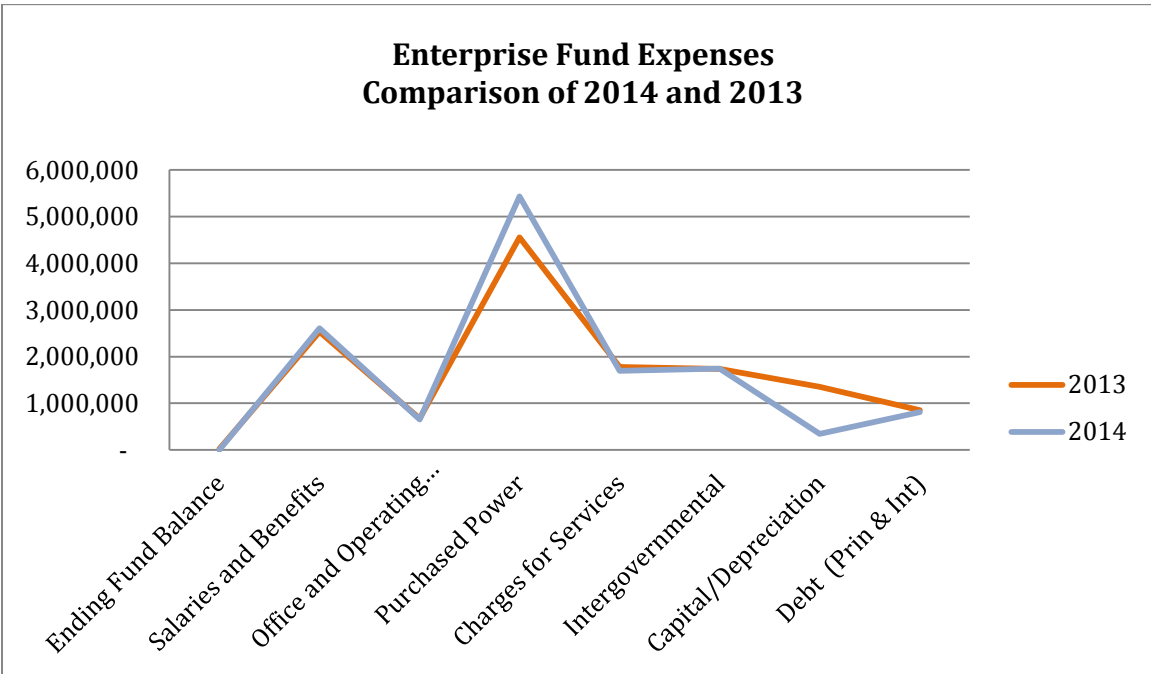
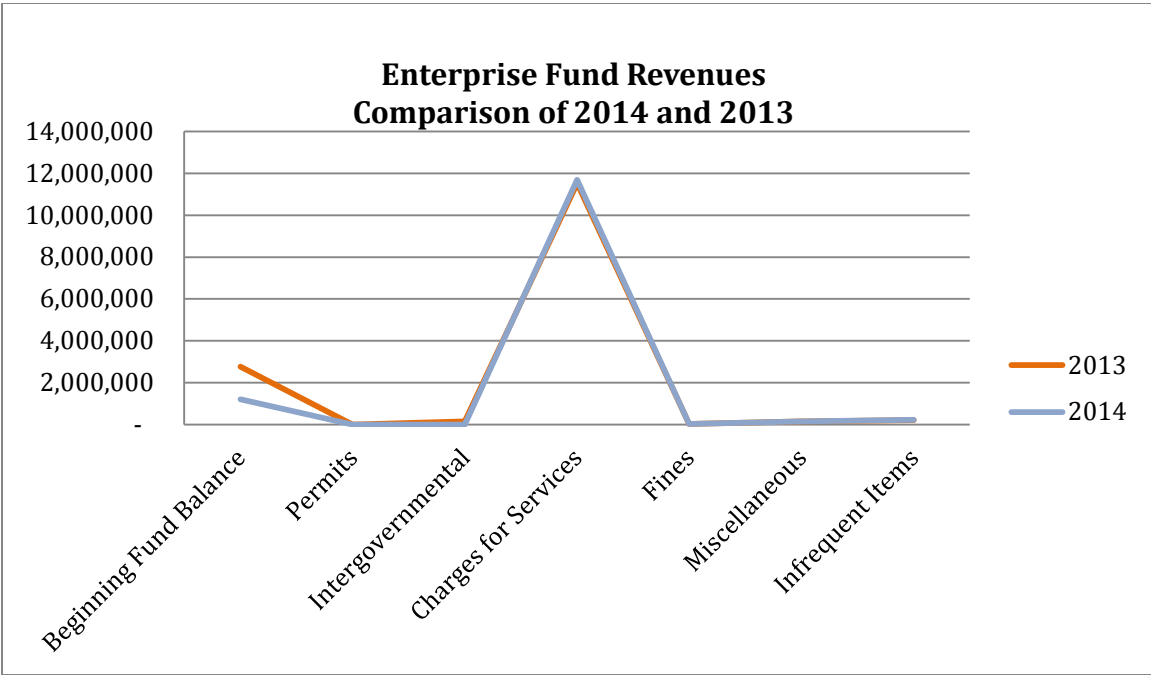
**Total Governmental and Proprietary Revenues  
2014 Budget Year**



**Total Governmental and Proprietary Expenditures  
2014 Budget Year**







## ADMINISTRATION

Mayor Trulove is the Chief Executive Officer of the City under the strong mayor-council form of government. Mayor Trulove is responsible for ensuring all municipal operations are executed in accordance with the Ordinances of the City and the laws of the State of Washington. The Mayor and/or designee present the annual budget to the City Council, oversee the hiring of City employees, including the City Administrator, and chair all regular City Council meetings. The Mayor also ensures the timely enforcement of all ordinances, contracts and franchise agreements.

The Executive Division includes the Mayor, City Administrator, Human Resource Manager, and Executive Assistant.

The City Council is the legislative and policy-making body for the City of Cheney. The Council is comprised of seven citizens elected by the community to provide leadership to the organization and community. As the legislative body, the Council establishes local laws and policies, and has general oversight and control over the City's finances, primarily through the budget process.

The City Administrator is responsible for the day-to-day operations of the City. The mission of the City Administrator is to implement the goals established by Mayor Trulove and the City Council. The City Administrator provides organizational leadership to ensure the delivery of municipal services is effective and cost efficient.

This division provides overall administration of the affairs of the City including enacting the policies and officially representing the City for the public and other governmental entities.

The divisions and budgets supervised by the Office of the Mayor include:

- General Fund
  - Legislative
  - Public Defender
  - Administration
  - Legal – City Attorney
  - Civil Service
  - Wellness
  - Library
  - LEOFF 1

### **Ongoing Functions**

- Manage general administrative duties of City government.
- Provide direction in development of the annual budget and capital facilities plan.
- Provide long-term goal-setting for City.
- Coordinate departmental strategies for prioritizing Council projects.
- Prepare recommendations, policies, procedures and programs requested by the Council.
- Maintain accountability, integrity and communication with the citizens of Cheney.
- Promote professional growth for all City employees.
- Provide leadership and collaboration with EWU and Cheney School District.
- Provide risk management services and training.
- Involve citizens as appointed members of the City's advisory boards.



- Coordinate annual Council and staff retreats.
- Negotiate collective bargaining unit agreements.
- Provide ongoing information and education to Council Members.
- Perform all other duties associated with the function of a chief executive.
- Provide personnel and support for the City's wellness program.
- Represent the City of Cheney on the WCIA Insurance Board.
- Represent the City of Cheney while serving on EWU'S Foundation Board of Trustees.
- Active member of team Jubilee – Cheney's free, fun, family event 2<sup>nd</sup> weekend in July.
- Member of Greater Spokane Incorporated.
- Member of the West Plains Chamber of Commerce.
- Member of the Cheney Merchants Association.
- Continue with PFO and ICMA-RC professional educational credentialing and certifications.

### **2013 Accomplishments\***

- Completed the City of Cheney's personnel policies and procedures.
- Sales Tax Revenue continues to increase.
- Hosted third annual "Cheney Jubilee" festival. (Rodeo had record attendance.)
- Completed Phase I of 50-acre Park.
- Developed new economic development materials for the Cheney Industrial & Commerce Park.
- Comprehensive Plan 95% complete.
- Continued with Development Code changes.
- Fire Department took on Code Enforcement and teamed up with Cheney PD.
- Developed SR 904 legislative action plan.
- Joined EWU student task force to communicate the students' behavior challenges and developed new informational documents aimed at educating EWU students about the rules of living in Cheney.
- Completed Cheney's Solid Waste Plan.
- Approved a Capital Facilities Plan.
- Updated all employee safety policies and procedures.
- Arlene continues to serve on WCIA's Executive Board through 2014. She participates on the following committees: Long Range Planning, Finance, and IT Risk Mgmt.
- Maintained the ICMA-CM credentialing status for professional managers. Served on EWU's Strategic Planning Committee.
- Jail contract with Lincoln County continues to help reduce incarceration costs.
- Hosted "Breakfast with the Mayor" which was overwhelmingly attended.
- Approved 2014 Street and Sidewalk Improvement Plan.
- Moving forward with Itron's Fixed Network plan to remotely read utility meters.
- Received the 11-year award from the Professional Finance Officers' Organization.
- Received the US Secretary's award for Public-Philanthropic Partnerships with various partners.
- Received the "Lights On Afterschool" award for afterschool programs.
- Mayor serves on the AWC Board of Trustees and AWC Employee Benefit Trust.
- Obtained a voting seat for Cheney on the SRTC Transportation Committee.
- Mayor is a member of the Freight Mobility Strategic Investment Board.

*\*The 2013 accomplishments are a direct result of our City staff and their outstanding work.*

## **Goals for 2014**

- Continue to provide cost effective services while navigating through a challenging economy.
- Continue efforts to widen SR 904.
- Present the City's legislative agenda to local, state and federal legislators.
- Recruit tenants for the Cheney Industrial and Commerce Park.
- Continue with construction on Phase II of 50-Acre Park.
- Continue to implement the economic development plan for the Cheney RCP and city-wide businesses.
- Expand the opportunity to host special events and festivals such as a BBQ event and other events to promote tourism in Cheney.
- Host the second annual "Breakfast with the Mayor."
- Work with local agencies to host regional training events at the Wren Pierson Community Center.
- Implement the Comprehensive Plan; complete the City's development standards.
- Work with legislators to obtain additional state-shared revenue funds.
- Complete the installation of radio-read meter reading system.
- Continue working with NIMS and other Northwest power providers to fulfill long- and short-term power needs.
- Continue to provide quality legal services for both preventative and reactive measures for various departments and city officials.
- Expand community policing through communication and community participation.
- Ongoing upgrades to the City's website and IT networks.
- Expand the city beautification program along with adding more banners throughout the community.
- Continue to increase General Fund cash reserves.
- Maintain "Well City" status and promote healthy lifestyles with staff.
- Continue to serve on various boards and participate in community events.
- Maintain ongoing educational CLE's with Washington State City/County Managers Association, International City Managers Association, and Washington Finance Officers Association.
- Develop an analysis of the waste water fee structure and provide Council with the results.
- Develop an analysis of the electric utility rate structure and provide Council with results.
- Increase community and business involvement throughout the city.
- Obtain approval for Cheney's solid waste disposal plan.
- Seek the lowest cost for solid waste disposal options.
- Continue to nurture the close working relationships with EWU and Cheney School District.
- Continue to keep Cheney on the regional map by participating in area activities.

## ADMINISTRATION FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Grant – Public Defender	15,000	15,000	15,000	18,000	3,000	20.00%
Personnel Services	420	0	0	0	0	0.00%
Public Defender Fees	17,698	22,587	20,000	25,000	5,000	25.00%
Criminal Justice/Legal Funding	28,091	0	0	0	0	0.00%
City Beautification	16,358	17,325	16,200	22,000	5,800	35.80%
<b>Total Revenue</b>	<b>\$77,790</b>	<b>\$54,912</b>	<b>\$51,200</b>	<b>\$65,000</b>	<b>\$13,800</b>	<b>26.95%</b>

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Admin Salaries/Benefits	316,339	324,917	326,100	427,300	101,200	31.03%
Admin Maintenance/Operat/Capital	203,687	82,397	96,900	96,900	0	0.00%
Legislative	84,845	82,659	70,700	76,000	5,300	7.50%
Legal/Prosecutor/Public Defender	195,751	166,177	209,000	209,000	0	0.00%
Wellness/Civil Service	1,662	341	1,000	1,000	0	0.00%
Library	2,067	1,790	3,000	3,000	0	0.00%
LEOFF 1 Expenses	125,977	137,348	124,600	124,600	0	0.00%
City Beautification	13,681	11,625	16,200	22,000	5,800	35.80%
<b>Total Expenditure</b>	<b>\$944,010</b>	<b>\$807,254</b>	<b>\$847,500</b>	<b>\$959,800</b>	<b>\$112,300</b>	<b>11.70%</b>

<b>Position Summary</b>					
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>
<i>Full Time</i>					
City Administrator	1	1	1	1	0
Human Resources Director	1	1	0	0	0
Human Resource Manager	0	0	1	1	0
Executive Assistant	1	1	1	1	0
Administrative Clerk	0	0	.2	.8	.6
Intern	0	1	0	0	0
<b>Total FTE Positions</b>	<b>3</b>	<b>4</b>	<b>3.2</b>	<b>3.8</b>	<b>.6</b>
<i>Part-Time Elected Officials</i>					
Mayor	1	1	1	1	0
Councilmembers	7	7	7	7	0
<b>Total P-T Elected Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>

# 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.

## **Vision Statement**

The Finance Department provides Excellence in Fiscal Management through technology and excellence in the workplace.

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
- Hotel/Motel Fund
- Information Technology Fund
- Capital Facilities Fund
- State Unemployment Compensation Fund
- Equipment Rental Fund

## **Finance Ongoing Activities**

- Compile and produce the annual financial report
- Provide regular and accurate financial information
- Provide accurate and timely monthly financial reporting
- Process monthly payroll for entire city and issue year end W-2 statement
- Process accounts payable for entire city and issue year end 1099 statement
- Receive, disburse, invest and account for all fund that pass through the City of Cheney
- Maximize the city's investment income
- Continue to audit and reconcile city capital assets to accounting system

## **Finance 2013 Accomplishments and Projects**

- The City of Cheney finance records and 2013 Annual Financial Report was successfully audited by the Washington State Auditor's Office.
- Continued with internal auditing activities including regular petty cash/change funds audits, and revenue stream auditing.
- Updated W-2 and 1099 reporting to a digital and user friendly format.
- Successfully redesigned payroll checks to include employee benefits.
- Successfully converted accounts payable and payroll checks to secure laser documents.
- Successfully converted final bills to laser documents.
- 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.
- Successfully inventoried, logged, and legally disposed of records in accordance with the Washington State Secretary of State Records Management guidelines.
- Successfully implemented DOXO as an paperless billing and payment alternative.
- Implemented interdepartmental billing for all City of Cheney departmental utility bills.
- Updated budget monitoring and accounting training for other departments.
- Successfully combined the Finance and Police IBM i-series computers into one machine for a large cost savings.
- Replaced all staff desktop computers.
- Initiated GASB accounting training for finance accounting staff.
- Continued management of the Information Technology function of the City.

### **Finance 2014 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.
- Review of all programs for cost savings and efficient service to our customers.
- Continue to promote CTR to all departments.
- Continue to digitize records.
- 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.
- Replace the finance customer service computers and printers.

### **Information Technology 2013 Accomplishments and Projects**

- Upgraded firewalls to the next generation of firewall offering more security and control.
- Completed storage upgrade.
- Implemented Net Motion in the police department police cars.
- Continued to fix issues identified in the Intrinium Security Audit.
- Replaced/Upgraded the City of Cheney Spam Filters
- Established an emergency backup site for City servers
- Replaced the IBM i-Series by combining the two machines into one and moving daily management of the system to the police communications department.
- Automated many of the general computer maintenance functions.

### **Information Technology 2014 Goals**

- Continue to establish and enforce best practice based policies.
- Replace POE switches in 3 buildings.
- Install new wireless network access devices at various buildings.
- Continue to strengthen the partnership with Intrinium for IT support.

# FINANCE DEPARTMENT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Returned Check Fees	2,795	2,805	3,000	3,000	0	0.00%
Hotel/Motel	34,438	31,807	25,000	45,000	20,000	80.00%
Information Technology	341,755	273,859	296,200	194,300	-101,900	-34.40%
General Obligation Reserve	59	0	0	0	0	0.00%
Capital Facilities	54,691	55,529	65,500	150,200	84,700	129.31%
Unemployment	25,116	26,275	36,000	36,000	0	0.00%
Equipment Rental	10,437	5,870	13,000	16,000	3,000	23.08%
<b>Total Revenue</b>	<b>\$1,396,717</b>	<b>\$396,145</b>	<b>\$438,700</b>	<b>\$444,500</b>	<b>\$5,800</b>	<b>1.32%</b>

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	839,256	865,785	827,500	850,100	22,600	2.73%
Overtime	1,249	619	2,000	2,000	0	0.00%
Maintenance & Operations	230,670	220,426	275,800	275,800	0	0.00%
Intergovernmental	24,450	23,983	25,200	25,500	300	1.19%
Transfers/General to Other Funds	200,000	222,099	200,000	221,800	21,800	10.90%
Hotel/Motel	57,150	25,400	35,000	45,000	10,000	28.587%
Information Technology	305,597	228,802	296,200	194,300	-101,900	-34.40%
General Obligation Reserve	155,000	0	0	0	0	0.00%
Capital Facilities	0	0	65,500	150,200	84,700	129.31%
Unemployment	19,581	21,845	36,000	36,000	0	0.00%
Equipment Rental	10,437	9,813	13,000	16,000	3,000	23.08%
<b>Total Expenditures</b>	<b>\$1,843,390</b>	<b>\$1,618,772</b>	<b>\$1,776,200</b>	<b>\$1,816,700</b>	<b>\$40,500</b>	<b>2.28%</b>

<b>Position Summary</b>					
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>
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	1	0	0	0
Customer Service Representative	4	4	4	4	0
<b>Total FTE Positions</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>0</b>

# 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.

## **Vision Statement**

Provide the citizens of the City of Cheney with exceptional fire and life safety services, while being good stewards of the public's trust and funds.

## **Overview**

The Fire Department is responsible for all fire, emergency medical service activities and emergency services coordination within the city. These activities include, but are not limited to: fire prevention, fire suppression, public education, emergency planning and fire code enforcement. To facilitate these responsibilities, the Fire Department has been divided into three sub-units: Fire Prevention/Investigation, Training, and Facilities.

## **Ongoing Activities**

- Recruit and retain an appropriate number of paid and part-paid firefighters.
- Provide necessary training for personnel in fire suppression, fire prevention, code enforcement and emergency medical services.
- Continue to maintain department equipment and apparatus in a ready condition.
- Provide direction and support for community emergency disaster planning.
- Provide and maintain adequate facilities for department activities including the year-round housing of our resident program.
- Continue to provide quality in-school programs for students, including Eastern Washington University, within our community.
- Provide public education, including CPR and fire prevention, free to the community as appropriate.
- Monitor the community for conformance with the International Fire Code by maintaining an active inspection program and the associated records.
- Continuous evaluation of our community and department for concurrence with Washington State Survey and Rating Bureau standards as appropriate for a class 5, or better, city.
- Continuous evaluation of our personnel training, performance and staffing levels for compliance with the appropriate NFPA, OSHA, and NIOSH standards as they relate to operations and safety.
- On-going monitoring of our target hazards for code compliance and key box entry.
- Work to maintain and improve our relationship with Eastern Washington University.
- Provide required state and national reports to the requesting agencies.
- Establish and maintain an appropriate Emergency Operations Center for the city in time of emergency operations.
- Continue compliance with all State and Federal mandates and requirements.

## **2013 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.
- Participated in two multi-jurisdictional active shooter trainings.
- Assumed Code Enforcement duties.

- Adopted the Lexipol Policy manual.
- Worked with EWU staff to provide safety and security for major events on campus.
- Replaced wildland protective clothing.
- Responded to several large wildfires throughout the state.
- Reworked and refined our response areas and run cards for new CAD system.
- Upgraded the lighting in the station and took advantage of Light Dept. reimbursement funds.
- Made modifications to several trucks to accommodate new equipment.
- Several staff members attended courses at the National Fire Academy.
- Negotiated a new contract with the IAFF.
- On track for a record number of calls.

### **2014 Goals**

- Continue to work towards improving our response times to emergencies.
- Maintain equipment/records with NFPA, OSHA, and NIOSH standards.
- Replace outdated and unserviceable equipment.
- Update/replace aging medical equipment.
- Provide additional training to staff based on national standards.
- Increase participation in volunteer firefighter program.
- Continue to search out opportunities for grant funding.
- Continued participation in city events.
- Continue to develop and maintain partnerships throughout the community (EWU, service clubs, etc.).
- Begin planning for replacement of cardiac monitors and replacement of Engine 2.
- Will be taking delivery of new portable and mobile radios from Spokane County in early 2014.



# FIRE DEPARTMENT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Safer Grant	30,190	9,889	0	0	0	0.00%
FEMA Equipment Grant	0	0	0	0	0	0.00%
SS refund reimbursement	320,933	0	0	0	0	0.00%
Fire Emergency Services Reimb	2,558	63,284	0	0	0	0.00%
Public Safety Contract	373,144	392,600	420,900	420,900	0	0.00%
Fire Protection Services	225	0	0	0	0	0.00%
Fire Equipment Reserve	62,852	218	20,000	9,000	-11,000	-55.00%
EMS Levy	229,661	223,081	286,800	256,800	-30,000	-10.46%
EMS Trauma	1,744	2,214	2,900	2,900	0	0.00%
<b>Total Revenue</b>	<b>\$1,019,499</b>	<b>\$691,286</b>	<b>\$730,600</b>	<b>\$689,600</b>	<b>-\$41,000</b>	<b>-5.61%</b>

- Inflated actual in 2011 reflects the social security refund of \$320,781 for Firefighters after withdrawal from social security.

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	1,127,711	1,207,118	1,204,400	1,231,100	26,700	2.22%
Overtime	55,647	118,937	43,800	43,800	0	0.00%
Maintenance/Operations	669,593	293,850	303,100	306,500	3,400	1.12%
Capital	120,336	460	0	0	0	0.00%
<b>Total Expenditures</b>	<b>\$1,973,287</b>	<b>\$1,620,365</b>	<b>\$1,551,300</b>	<b>\$1,581,400</b>	<b>\$30,100</b>	<b>1.94%</b>

- Inflated actual in 2011 reflects the refunds of \$320,781 to Firefighters after withdrawal from social security.
- In large overtime in 2012 was reimbursed overtime from participation in state mobilization fire efforts.

<b>Position Summary</b>					
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>
<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
<b>Total FTE Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>0</b>
<i>Part-Time</i>					
Residents	6	6	6	6	0
Volunteers	8	8	8	8	0
<b>Total Part-Time Positions</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>0</b>

# 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

## **Ongoing Activities**

- Installing electrical on Alki Street townhouses, Sessions Village and EWU P-12 parking lot
- Replacing old poles in our system
- Updating electrical maps from GPS\GIS survey
- Researching resources for our Tier Two power needs
- Safety Training and skills training
- Connects, Disconnects, locates and general maintenance

## **2013 Accomplishments**

- Replaced 30 poles in our system
- Installed 45 new electrical meters
- Finished replacing all porcelain cutouts in our system
- Created new break room in City Hall
- Contracted with ITRON for Fixed Network for meter reading
- Contracted for new Bandwidth and phone services
- Replace three phase instrument metering at 8 locations
- Installed secondary conduit to last three transformers in Caldwell addition
- Contracted tree clearance program

## **2014 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 bucket truck
- Install electric services at Harvest Bluff
- Continue to expand and improve Fixed Network for meter reading

**Capital Projects for 2014**

- |  |         |
|--|---------|
| • Replace Underground secondary Presley & Gary | 40,000  |
| • Replace 15 year old Bucket Truck             | 240,000 |
| • Replacement regulators and transformers      | 45,000  |

**Total** **\$ 325,000**

**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

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Beginning Fund Balance	0	0	416,600	710,500	293,900	70.55%
Banner Permits	0	2,790	1,500	1,600	100	.07%
Conservation/BPA	33,636	80,711	139,000	135,800	-3,200	-2.30%
Charges for Utilities/Services	7,318,293	7,311,804	7,260,800	7,364,500	103,700	1.43%
Miscellaneous Revenue	163,758	176,964	113,400	113,600	200	.18%
Sale of Capital Asset	1,975	0	0	0	0	0.00%
Capital Contributions	98,480	120,722	55,000	60,000	5,000	9.09%
<b>Total Revenue</b>	<b>\$7,616,142</b>	<b>\$7,692,991</b>	<b>\$7,986,300</b>	<b>\$8,386,000</b>	<b>\$399,700</b>	<b>5.00%</b>

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	980,542	931,844	1,009,800	1,043,000	33,200	3.29%
Overtime	38,785	37,243	28,700	28,500	-200	-.70%
Purchased Power	4,143,643	4,677,670	4,558,500	5,432,800	874,300	19.18%
Maintenance/Operations	1,407,881	1,532,794	1,587,300	1,536,700	-50,600	-3.19%
Capital/Depreciation	525,350	584,360	802,000	345,000	-457,000	-56.98%
Debt Service	1,233	0	0	0	0	0.00%
<b>Total Expenditures</b>	<b>\$7,099,245</b>	<b>\$7,763,911</b>	<b>\$7,986,300</b>	<b>\$8,386,000</b>	<b>\$399,700</b>	<b>5.00%</b>

*\*Capital Expenditures are shown as budget only. 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. Depreciation is included in the Maintenance/Operations line item.*

<b>Position Summary</b>						
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>	
<i>Full-Time</i>						
Light Department Director	1	1	1	1	0	
Administrative Secretary	1	1	.5	.5	0	
Administrative Secretary	.2	.2	.5	.5	0	
Janitorial/maintenance	1	1	1	1	0	
Lineman – Forman	1	1	1	1	0	
Lineman	4	4	4	4	0	
Meter Technician	1	1	1	1	0	
Fiber Optics/IT	.33	.33	0	0	0	
<b>Total Full-Time Positions</b>	<b>9.53</b>	<b>9.53</b>	<b>9</b>	<b>9</b>	<b>0</b>	
<i>Part-time</i>						
Intern (Mapping/GIS)	0	.25	0	0	0	
Janitorial – Summer	.25	.25	0	0	0	
Engineer	.20	.20	.20	.20	0	
<b>Total Part-Time Positions</b>	<b>.45</b>	<b>.70</b>	<b>.20</b>	<b>.20</b>	<b>0</b>	

# 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.*

## **Municipal Court Ongoing Activities**

- Timely process all cases filed with the court by the Cheney Police and EWU Campus Police Departments.
- Provide customer service in person, by phone, mail and electronic mail including payments, court dates, and release of information requests.
- Maintain and monitor court dockets informing all parties of hearing dates and times.
- Manage Accounts Receivable internally and externally via outsourcing to a third party for time payment and collection accounts.
- Keep accurate records of all court income, prepare monthly remittance to the City and prepare month end reports. Balance and reconcile bank account monthly.
- Prepare and monitor the budget and accounts payable.
- Diligently monitor all defendants placed on probation for compliance with court orders.
- Timely return defendants to court who fail to comply with conditions of probation.
- Court Commissioner presides over criminal proceedings and traffic infraction dockets to comply with Spokane County Interlocal Agreement in an effort to maintain contract costs.
- Manage all jury activities including maintaining a jury pool, summons and juror payments.
- Maintain compliance with state reporting, RCW and Washington Court Rule requirements.
- Timely respond to public records request
- Manage destruction of old records adhering to record retention laws.
- Maintain WEB page ensuring accuracy and availability.
- Continue oversight and management of the Cheney Youth Court including recruiting youth participants and raising community awareness.
- Manage electronic ticketing, hearings, payments, and juror pool responses.
- Paper reduction efforts resulted in paperless probation files, accounts payable, public records requests, online payments, and juror responses.

## **Continued Programs**

- On-Site Traffic School; revenues support Youth Court activities
- Self-sustaining on-site urinalysis drug/alcohol testing program
- Utilizing jail alternative services: Partial Confinement, Electronic Home Monitoring, SCRAM
- Use of Lincoln County Jail to reduce jail costs
- Utilize EWU Criminal Justice Interns for office and courtroom support at no cost to the city
- Receive \$15,000 from the Office of Public Defense for contract public defense services
- Ongoing paperless/paper reduction efforts
- Offering various MRT classes taught by Probation Officer certified to facilitate recovery.

### **2013 Accomplishments**

- Youth Court sponsored teen driver crash prevention program, “Think First, Think Again”, at Cheney High School
- Secured additional \$10,000 in Public Defense Grant funds for a total of \$25,000
- Implemented Promissory Note authorized by RCW 10.101 collecting \$150 payment for public defense services resulting in estimated \$25,000 in revenues.
- Contracted with ARMS, Abuse Recovery Ministry Services, for domestic violence victim advocacy services.
- Weekly MRT group sessions taught by Probation (MRT, MRT-DV, Theft, Anger Management)

### **2014 Goals**

- Expected to receive \$2,700 from Washington State Administrative Office of the Court for computer replacement
- Seek increased grant funding from the Washington State Office of Public Defense for Public Defense Services and extraordinary expenses
- Stabilize staffing needs
- Implement electronic document processes
  - Document Imaging
  - Electronic filing of parking tickets
  - Electronic filing of EWU tickets
- Continue to promote and expand the Cheney Youth Court
- Continue to seek other jail alternative services
- Continue community networking opportunities
- Continue to add and use educational programs as part of ongoing probation services in an effort to promote compliance, good citizenry, and reduce recidivism among defendants monitored by Cheney Probation Services.

# MUNICIPAL COURT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Court Administrative Fees	3,033	3,050	2,800	5,000	2,200	78.57%
Traffic School	610	440	300	400	100	33.33%
Adult Probation Charges	92,613	74,675	90,000	78,000	-12,000	-13.33%
Housing/Monitoring	14,606	19,554	16,500	12,000	-4,500	-27.27%
Booking Fees	5,027	3,804	5,000	2,000	-3,000	-60.00%
Mandatory Insurance Cost-Admin	3,586	3,499	3,500	2,000	-1,500	-42.86%
Other Infractions	10,605	5,854	5,300	2,500	-2,800	-52.83%
Parking Infractions	26,523	21,854	33,000	8,000	-25,000	-75.76%
Parking Infractions/EWU Meters	77,459	72,811	72,000	72,000	0	0.00%
Parking Infractions/Handicapped	5,176	4,769	5,000	5,000	0	0.00%
DUI Crime Victim	5,407	4,253	4,500	2,500	-2,000	-44.4%
Other Criminal Traffic	8,576	8,154	8,500	8,800	300	3.53%
Other Non-Traffic Misdmnr	11,620	8,239	10,000	8,000	-2,000	-20.00%
Court Cost Recoupments	416	393	0	0	0	0.00%
D/M Interest Income	4,220	3,402	3,400	3,000	-400	-11.76%
Non-Revenue/Trauma/JIS	622	170	400	0	-400	-100.00%
Criminal Justice Funding	133,306	74,019	90,000	92,000	2,000	2.22%
<b>Total Revenue</b>	<b>\$403,405</b>	<b>\$308,940</b>	<b>\$350,200</b>	<b>\$301,200</b>	<b>-\$49,000</b>	<b>-13.99%</b>

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Overtime/Benefits	242,463	253,439	285,100	231,200	-53,900	-18.91%
Maintenance/Operations	75,075	72,511	75,500	58,700	-16,800	-9.01%
<b>Total Expenditures</b>	<b>\$317,538</b>	<b>\$325,950</b>	<b>\$360,600</b>	<b>\$289,900</b>	<b>-\$70,700</b>	<b>-26.29%</b>

<b>Position Summary</b>					
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>
<i>Full Time</i>					
Court Administrator	1	1	1	1	0
Deputy Court Clerk	1	1	1	0	-1
Probations Officer	1	1	1	1	0
Customer Service Representative	0	.5	0	1	1
<b>Total FTE Positions</b>	<b>3</b>	<b>3.5</b>	<b>3</b>	<b>3</b>	<b>0</b>
<i>Part-Time</i>					
Work Study	1	1	0	0	0
<b>Total Part-Time Positions</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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.

### **Areas of Responsibility**

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.

### **2013 Accomplishments and Projects**

- Increased access to the Cheney Outdoor Pool for the second year in a row by receiving sponsorships for 11 "Free Swim Saturdays" from local businesses and organizations. Our sponsors included Farmers Insurance of Cheney (2), the Edge Church (2), Fellowship Baptist Church, Cheney Federal Credit Union (2), Pool World (2), Alpha Nu, and Solid Waste Systems Inc.
- Increased access to the Cheney Outdoor Pool by participating in the "Make a Splash" program through the Spokane Parks Foundation. Through regional fundraising efforts the Cheney Parks & Recreation Department was able to distribute 10-punch cards to 110 low income children so that they could access the pool at no cost. This allowed for 577 additional visits to the Outdoor Pool.
- Continued year around Special Olympic programs such as track and field, basketball, bowling, and softball programs.
- The Shining Stars Inclusive Theatre hosted it's forth production featuring the play Peter Pan. 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.
- Received a third \$5,000 continuation grant from the Raikes Foundation to provide additional support and training for the Cheney Youth Commission.
- Through our partnership with the AmeriCorps program we provided supervision for the Cheney Youth Center and coordinated a series of nine free late night programs and four dances geared towards Middle School students.
- Maintained special events such as the Daddy-Daughter Dance, Concerts in the Park and the Movies in the Park. Also, provided leadership and support staff for the 3<sup>rd</sup> Annual Cheney Jubilee Event.
- Received a \$10,000 grant from the Empire Health Foundation to support the Let's Move, Cheney Coalition efforts. Funds were utilized to expand outreach for the coalition, purchase new exercise equipment for the free senior fitness class, and to purchase new snack supplies to support healthier snacks within the after school program.
- Received a \$29,000 grant from the Empire Health Foundation to continue funding for a Community Obesity Prevention Coordinator position to further support the Let's Move, Cheney coalition.
- We participated with the Cheney School District with the implementation of a 5-year 21<sup>st</sup> Century Grant. Through this program the School District will annually distribute \$22,250 to the City so that we can hire staff to provide recreation activities after school at Cheney Middle School and Westwood Middle School.



- Doubled attendance in the ABC Preschool Program and continued to provide a free Indoor Playground program to allow for increased physical activity and socialization for preschoolers during the winter months.
- Experienced record enrollment within the Camp CASLO day camp program surpassing over sixty children enrolled on multiple days while also averaging 45-55 children each day.
- Expanded the ECHO before and after school program to include a site at the new Snowden Elementary School.
- Transitioned from the ActiveNet to Rec 1 for the department's recreation program registration system. Rec 1 is cheaper, more user friendly, and provides more online options that were not previously available through ActiveNet.
- Worked with the Spokane County Conservation Futures program to acquire a fifteen-acre property that overlooks the Williams Lake Plunge Pool at no cost to the City of Cheney.
- Received a technical assistance grant from the National Parks Service to rally regional outdoor recreation stakeholders to develop the Scabland Recreation Zone. The intent of this project is to increase participation in local outdoor recreation opportunities while also boosting tourism throughout the region.

### **2014 Goals**

- Continue 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.
- Complete the update of the Parks & Recreation Chapter of the City's Comprehensive Plan.
- Continue to increase facility rental revenue for Wren Pierson Community Center.
- Continue to pursue grant funding to develop parks, enhance programs, and support initiatives such as Let's Move, Cheney.
- Increase participation in all programs by at least 10%.

### **Capital Requests for 2014**

- Continue 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

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Beginning Fund Balance	0	0	22,400	18,600	-3,800	-16.96%
Taxes	449,960	434,441	478,000	469,000	-9,000	-1.88%
Parking Permits	0	0	2,000	1,500	-500	-25.00%
Child Care Food Program	4,233	5,679	4,000	4,000	0	0.00%
21 <sup>st</sup> Century Grant	0	20,230	22,300	22,300	0	0.00%
Work Study Reimbursement	1,300	713	1,400	1,400	0	0.00%
Swimming Pool Fees	42,587	50,348	49,000	49,000	0	0.00%
Recreation Program Fees	241,410	246,784	267,800	262,700	-5,100	3.34%
Wren Pierson Rental	5,280	16,122	27,000	40,700	13,700	50.74%
Miscellaneous Revenue	1,502	12,832	0	0	0	0.00%
Contributions/Donations	28,709	44,943	42,500	400	-42,100	-99.06%
Park Capital Reserve	15,570	0	0	0	0	0.00%
Contribution and Donations	438	1,688	2,800	3,800	1,000	-7.41%
<b>Total Revenue</b>	<b>\$790,989</b>	<b>\$833,780</b>	<b>\$919,200</b>	<b>\$873,400</b>	<b>-\$45,800</b>	<b>-4.98%</b>

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	329,879	353,973	382,700	379,000	-3,700	-.97%
Overtime	4,917	5,182	5,900	2,000	-3,900	-66.10%
Part-Time/Seasonal Employees	197,973	225,991	226,300	234,700	8,400	3.71%
Maintenance/Operations	289,547	273,012	267,500	252,900	-14,600	-5.46%
Capital	7,010	0	0	0	0	0.00%
Debt Service	762	566	14,400	0	-14,400	-100.00%
Intergovernmental	130,000	0	0	0	0	0.00%
Ending Fund Balance	0	0	22,400	4,800	-17,600	-78.57%
<b>Total Expenditures</b>	<b>\$960,088</b>	<b>\$858,724</b>	<b>\$919,200</b>	<b>\$873,400</b>	<b>-\$45,800</b>	<b>-4.98%</b>

<b>Position Summary</b>					
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>
<b>Full Time</b>					
Parks and Recreation Director	1	1	1	1	0
Recreation Supervisor	1	1	1	1	0
Administrative Clerk	1	1	1	1	0
Parks Field Supervisor	1	1	1	1	0
<b>Total FTE Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b>Part-Time/Seasonal</b>					
After School Program	18	12	18	18	0
Day Camp	20	12	16	16	0
Summer Pool Staffing	20	20	20	20	0
Seasonal Parks Staff	5	5	5	5	0
<b>Total Part-time/Seasonal Employees</b>	<b>63</b>	<b>49</b>	<b>59</b>	<b>59</b>	<b>0</b>

\*\* 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.

## **Vision Statement**

The vision for the Cheney Police Department is to promote and preserve the security, safety, and quality of life to all members of our community.

## **Value Statement**

The Cheney Police Department has been entrusted with duties and responsibilities to assist, preserve, protect and defend our citizens and their property and to maintain social order. Our Community Policing Philosophy must not shy away from discussing the significance of morality, character and responsibility; therefore, we wish to foster responsive and responsible city government by maintaining a close constructive partnership between our schools, churches, business community, professional health care providers and citizens. This is accomplished through a coordinated effort at maintaining and improving the quality of life, safety and welfare for the citizens of our community. Given that Cheney is a community in the best sense of the word, strong community values will promote and maintain a healthy livable community for our citizens both now and for our children for years to come.

## **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.

## **Ongoing Activities**

- Continue to provide a high level of service to the community.
- Manage the department's operating budget and other resources.
- Provide training to maintain and enhance skills while minimizing operational disruptions and reducing expenses.
- Ensure rapid response times to calls for service, and improve service levels and response times whenever possible.
- Identify crime trends and provide directed patrols.
- Aggressively pursue leads in an effort to solve crimes, and successfully arrest and prosecute criminals.
- Promote traffic safety through engineering, education and enforcement.
- Respond proactively to issues and concerns that affect the community, including periodic interviews with local sex registrants, known gang members, probationers, and parolees.
- The department continually reviews its internal directives and procedures making certain that they remain current, within industry standards, and with the maximum practical standard of safety.

### **2013 Accomplishments and Projects**

- The police department replaced both handheld and mobile police radios using SRECS funding.
- The firing range facility was improved by adding target holders and an onsite storage container.
- Added three AWD police patrol vehicles through a leasing program.
- Maintained Part I crimes clearance rate above the national average of 21%.
- The department hired two reserve police officers during the year.
- Conducted two random audits of property held as evidence.
- Deployed speed trailer in residential neighborhoods four times during the year.
- Obtain a 100% compliance rating with all State/County jail inspections.
- Recruited and appointed four VIPs.
- The police department participated in several Washington State Traffic Grants to make City streets safer.
- The department's fingerprinting system went from manual rolling with ink to a fully digital system.
- The City and the Cheney School District agreed upon a new and improved School Resource Program contract.
- The City experienced historically low Part I crime rates during the year.

### **2014 Goals**

- Prepare for and obtain WASPC re-accreditation.
- The police department will recruit, select, background and hire at least two reserve police officers.
- Replace aging police department video recording server.
- The police department will recruit, select, background and appoint at least two VIP's to the program during the year.
- Create meeting and training space by completing the police garage remodel project which was started by SRECS in 2012.
- Replace three police vehicles through a vehicle leasing program.
- Develop new Mission, Vision and Value statements that reflect the current police department customer service and crime fighting philosophies.
- Explore strategies to add a police officer to the department's patrol staffing.
- Deploy speed radar trailer in residential and schools zones at least six times during the year.
- Upgrade to the NG-911 system through the Spokane County Emergency 911 project.
- Complete the radio system conversion to 800MHz through the SRECS project.
- Working closely with the Washington Liquor Control Board Enforcement Unit, develop a working knowledge of marijuana licensing regulations.

# POLICE DEPARTMENT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Animal Licenses	10,865	11,985	11,000	12,100	1,100	10.00%
School Resource Officer	58,710	64,049	83,700	114,000	30,300	36.20%
Pistol Permits	1,893	1,938	1,500	2,500	1,000	66.67%
Fingerprint Fees	690	900	700	800	100	14.29%
Dispatch Services	103,511	103,511	108,000	110,300	2,300	2.13%
Police Reimbursements (WCIA/Travel)	3,766	13,930	0	0	0	0.00%
Police Equipment Reserve	8,131	48,869	63,800	11,800	-52,000	-81.50%
Criminal Justice	150,208	114,284	163,800	164,000	200	.12%
Criminal Justice/CTED	15,477	17,895	27,300	18,900	-8,400	-30.77%
Police Outside Jobs	7,366	15,133	12,000	12,100	100	.83%
<b>Total Revenue</b>	<b>\$354,920</b>	<b>\$392,494</b>	<b>\$471,800</b>	<b>\$446,500</b>	<b>\$-25,300</b>	<b>-5.36%</b>

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	1,752,295	1,823,020	1,878,300	1,921,200	42,900	2.28%
Overtime	57,728	63,392	45,200	44,700	-500	-1.11%
Maintenance & Operations	308,112	309,458	438,900	376,100	-62,800	-14.31%
Capital	10,975	0	17,000	0	-17,000	-100.00%
Intergovernmental	132,394	100,438	120,600	120,600	0	0.00%
Lease Payment	11,694	11,694	0	0	0	0.00%
<b>Total Expenditures</b>	<b>\$2,273,198</b>	<b>\$2,308,002</b>	<b>\$2,500,000</b>	<b>\$2,462,600</b>	<b>\$-37,400</b>	<b>-1.50%</b>

<b>Position Summary</b>					
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>
Police Chief	1	1	1	1	0
Commander	1	1	1	1	0
Lieutenant	1	0	0	0	0
Sergeant	2	3	3	3	0
Senior Patrol Officer	2	1	1	0	-1
Corporal	3	4	4	0	-4
Officer First Class	2	3	3	0	-3
Patrol Officer	2	1	1	9	8
Officer - Probationary	0	0	0	0	0
Director of Communications	1	1	1	1	0
Dispatcher	5	5	5	5	0
<b>Total FTE Positions</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>

# 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 that afford citizens a favorable living environment through a comprehensive program of planning, land use management, development review, code enforcement and by protecting life, property and the environment.

## **Public Works Divisions**

The Department of Public Works can be categorized into five different service areas, building, planning, transportation, solid waste, and water. Divisions of the Public Works Department include Street, Solid Waste, Recycling, Shop, Water, Wastewater Collection, Wastewater Treatment, and Storm Water which are administered by Public Works Administration.

## **Public Works Funds**

Funding for the operations, maintenance, and capital needs of the Public Works Divisions are comprised of both general and enterprise funds. Twelve funds are administered under Public Works which include:

**Public Works Administration:** Fund 001 3810 includes the salary and operating expenses for the Public Works Administration staff. (Director, Engineer Tech, 50% Administrative Secretary, and 50% Clerk)

**Building:** Fund 001-5960 provides building construction services.

**Planning:** Fund 001-5860 provides planning services

**Transportation:** Funds: 101 Streets, 102 Arterial Street, 103 Residential Streets, 107 Equipment Reserve, 110 Bicycle Fund.

**Water:** Fund 402 provides water production, treatment, storage, and distribution

**Solid Waste:** Fund 403 provides solid waste collection / disposal and operation of the City's Recycling Facility

**Wastewater:** Fund 404 provides sanitary sewer treatment and collections.

**Shop: Fund:** Fund 590 provides general maintenance service to utility vehicles

## **Public Works Responsibilities**

Public Works Divisions operate and maintain approximately 45 + miles of roads, storm sewer, sanitary sewer, water mains, 8 municipal wells, 5 reservoirs, wastewater treatment plant facility, solid waste collection and disposal division including a community recycling facility.

Comprehensive planning, including the Growth Management Act, Development regulations including zoning, critical areas, subdivisions, and environmental (SEPA), annexations, population estimates and demographic information, flood plain insurance program.

Application of the International Building Codes throughout the entire community through plan review, building inspection, contractor education, and other services associated with the construction process.

Economic Development, Historic preservation, Code enforcement for zoning, nuisance and other code areas, Community Development Block Grant program, Geographic Information System (GIS) mapping, staff to Planning Commission, Historic Preservation Commission & Board of Adjustment; Spokane County Steering Committee of Elected Officials for Growth Management.

### **2013 Accomplishments**

- Public Works Division Analysis
- Public Works Community Education
- Continue GIS Program
- Utility Global Positioning Survey
- 2014-2019 Six Year Transportation Plan
- 2013 Residential Street Project
- Street Yellow Curb Painting and Crosswalks
- Annual Right-of-Way Vegetation Control
- Annual Street Sweeping
- 2013 CDBG Watermain Replacement Project
- Annual Water Main Flushing Program
- Annual Water Leak Repairs
- Water Reservoir 4 Repair
- Recycling Facility Building Improvements
- Recycling Facility Operation Improvements
- Solid Waste Plan
- Clean Green Service – 3<sup>rd</sup> year
- Cheney Clean Sweep
- WWC Lift Station SCADA
- WWTP Belt Filter Press Rehabilitation
- WWTP Conveyor replacement
- WWTP Plant Water Pump # 4 VFD
- WWTP Sludge Pump # 1 Replacement
- Head Works Preliminary Engineering
- WWTP Operations Building HVAC Replacement
- Comprehensive review and update to development regulations.
- Drafted updated development regulations.
- Organized 3<sup>rd</sup> Annual Cheney Clean Sweep getting community support of over 200+ volunteers
- Co-Authored Grant with Parks and Recreation to establish a vision, plan, and brand for new Badlands Recreation Area.
- Developed complete suite of content for marketing Cheney Industrial and Commerce Park

- Initiated marketing mailings to businesses in targeted industries like aerospace for recruitment to the CICIP
- Completed building permitting and inspections for new University Residence Hall.
- Completed building permitting and inspections for Patterson Hall renovation.
- Completed building permitting and inspections for new University Residence Hall.
- Implementation and adoption of 2012 IBC and Washington Amendments.
- Implemented improvements to Plan Review Process resulting in improved cross-functional and customer communication regarding requirements of CMC.
- Implementation of new permitting software.
- Performed building plan reviews, permitting and inspections.

### **2014 Goals**

- CMC 12 Right of Way-Update
- CMC 16 Sanitary Sewer-Update
- CMC Storm Water – New
- Solid Waste Plan
- Traffic Impact Analysis
- Water Reuse Plan feasibility and funding options
- 2013 Residential Street Preservation Project
- Water Meter Replacement
- Recycling Facility Landscape and Sign
- Utility Global Positioning Survey
- Continue GIS Program
- Complete Development Regulations Project
- Finalize update to Cheney Zoning Map
- 4<sup>th</sup> Annual Cheney Clean Sweep
- 2015-2020 Capital Improvement Program
- Expand Staff certifications in the area of building code and planning.
- Implementation of new plan review software
- Continue renovation of Sterling-Moorman House

### **Capital Requests for 2014**

#### **Transportation**

- Residential Street and Sidewalk Project
- 2014 Arterial Street Preservation Project

### **Major Operational Changes for 2014**

The Community Development Department is now under the administration of Public Works. Staff reduction in the Community Development Department was reduced from 7 FTE to 3 FTE. Restructuring under the Public Works Administration will provide continuing planning and building construction services. The Code Enforcement portion of Community Development is currently shared between Planning and Fire.



## PUBLIC WORKS DEPARTMENT FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Public Works Administration</b>	346,499	379,638	366,100	425,900	59,800	16.33%
<b>Planning</b>						
Conditional Use Fee	900	0	0	0	0	0.00%
Environment Review	1,350	900	900	0	-900	-100.00%
Short Plat Application	1,990	1,250	1,300	0	-1,300	-100.00%
Comp Plan Amendments	0	0	2,000	0	-2,000	-100.00%
Final Plat	0	0	2,800	0	-2,800	-100.00%
Building Plan Review Fee	45,263	86,050	50,000	60,000	10,000	20.00%
Plan Review /Sign and Garage	850	1,050	600	0	-600	-100.00%
<b>Building</b>						
Building Permit Fees	161,004	154,563	170,000	100,000	-70,000	-41.18%
Plumbing Permits	17,330	9,682	7,000	10,000	3,000	42.86%
Mechanical Permits	7,862	12,307	9,000	10,000	1,000	11.11%
<b>Streets</b>						
Beginning Fund Balance	0	0	161,100	30,000	-131,100	-81.38%
Taxes	379,179	366,077	380,000	370,100	-9,900	-2.361%
Intergovernmental & Grants	240,066	1,093,924	610,900	550,900	-60,000	-9.82%
Misc & Other Non-Revenue	16,268	3,403	100	100	0	0.00%
Transfers In	200,000	200,000	200,000	221,800	21,800	10.90%
<b>Water</b>						
Beginning Fund Balance	0	0	298,800	0	-298,800	-100.00%
Grants	77,577	0	148,400	0	-148,400	-100.00%
Charges for Services	1,062,956	1,081,105	1,063,400	1,153,000	89,600	8.43%
Misc & Other Non-Revenue	19,893	20,921	15,500	15,600	100	.65%
<b>Solid Waste</b>						
Beginning Fund Balance	0	0	266,100	0	-266,100	-100.00%
Intergovernmental	6,894	20,250	0	0	0	0.00%
Charges for Services	1,271,523	1,293,705	1,240,000	1,295,000	55,000	4.44%
Misc & Other Charges	6,984	1,877	1,500	3,000	1,500	100.00%
Landfill Closure	168,870	0	0	0	0	0.00%
<b>Sewer</b>						
Sewer Beginning Fund Balance	0	0	1,786,500	487,300	-1,299,200	-72.72%
Licenses & Permits	0	0	0	500	500	0.00%
Charges for Services	1,891,194	1,963,258	1,896,400	1,936,400	40,000	2.11%
Misc & Other Charges	137,272	28,837	12,500	14,000	1,500	12.00%
<b>Mechanical Shop</b>						
Mechanical Shop Charges	90,596	81,119	105,200	103,300	-1,900	-1.81%
<b>Total Revenue</b>	<b>\$6,152,320</b>	<b>\$6,799,916</b>	<b>\$8,796,100</b>	<b>\$6,786,900</b>	<b>-\$2,009,200</b>	<b>-22.84%</b>

<b>Expenditure Summary</b>						
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b><i>PWKS Administration</i></b>						
Salaries/Benefits	277,100	285,154	286,900	355,600	68,700	23.95%
Maintenance/Operations	69,349	65,747	79,200	70,300	-8,900	-11.24%
Capital	0	28,737	0	0	0	0.00%
<b><i>Planning</i></b>						
Salaries/Benefits	240,990	253,556	268,300	63,900	-204,400	-76.18%
Overtime	1,252	1,083	1,400	1,400	0	0.00%
Maintenance/Operations	39,531	42,248	42,100	38,900	-3,200	-7.60%
<b><i>Building</i></b>						
Salaries/Benefits	346,922	360,650	213,400	159,700	-53,700	-25.16%
Maintenance/Operations	35,924	51,359	18,600	18,600	0	0.00%
<b><i>Streets</i></b>						
Salaries/Benefits	234,935	235,023	240,900	238,000	-2,900	-1.20%
Overtime	8,525	10,376	6,000	6,000	0	0.00%
Maintenance/Operations	219,419	228,781	191,500	209,100	17,600	9.149%
Capital	439,799	1,178,636	920,800	725,200	-195,600	-21.24%
Ending Fund Balance	0	0	200	200	0	0.00%
<b><i>Water</i></b>						
Salaries/Benefits	306,017	317,153	332,100	346,300	14,200	4.28%
Overtime	3,544	1,620	6,500	6,500	0	0.00%
Maintenance/Operations	545,130	581,514	639,500	713,300	73,800	11.54%
Depreciation	305,241	302,828	298,800	0	-298,800	-100.00%
Capital	0	0	210,600	0	-210,600	-100.00%
Debt	14,916	12,288	148,600	102,500	-46,100	-31.02%
<b><i>Solid Waste</i></b>						
Salaries/Benefits	299,860	299,776	370,500	340,000	-30,500	-8.23%
Overtime	3,227	1,304	2,000	2,000	0	0.00%
Maintenance/Operations	1,034,856	1,042,538	965,200	956,000	-9,200	-.95%
Depreciation	146,042	166,082	162,000	0	-162,000	-100.00%
Capital	0	0	7,900	0	-7,900	-100.00%
<b><i>Sewer</i></b>						
Salaries/Benefits	704,377	741,281	769,800	797,900	28,100	3.65%
Overtime	11,213	10,494	18,700	17,800	-900	-481%
Maintenance/Operations	916,997	1,021,164	1,044,300	915,200	-129,100	-12..36%
Depreciation	876,855	904,354	700,200	0	-700,200	-100.00%
Capital	0	0	455,000	0	-455,000	-100.00%
Debt Service	24,266	20,139	707,400	707,300	-100	-.01%
<b><i>Mechanical Shop</i></b>						
Salaries/Overtime/Benefits	1,321	621	0	0	0	0.00%
Maintenance/Operations	84,171	80,096	105,200	103,300	-1,900	-1.81%
<b>Total Expenditures</b>	<b>\$7,191,779</b>	<b>\$8,244,602</b>	<b>\$9,213,600</b>	<b>\$6,895,000</b>	<b>\$-2,318,600</b>	<b>-25.16</b>

<b>Position Summary</b>					
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Change</b>
Public Works Director	1	1	1	1	0
Engineer Tech	1	1	1	1	0
Administrative Secretary	.5	.5	.5	.5	0
Administrative Clerk	.5	.5	.5	.5	0
GIS/Permit Technician	.8	.8	.8	.7	-(.1)
Building Inspector	2	2	2	1	-1
Senior Planner	1	1	1	1	0
Community Development Director	1	1	1	0	-1
Permit Technician	1	1	0	0	0
Code Enforcement Officer	1	1	0	0	0
Street Supervisor	1	1	1	0	-1
Street Equipment Operator	2	2	2	3	1
Water Supervisor	1	1	1	0	-1
Water Equipment Operator	3	3	3	3	0
Recycling / Solid Waste Operator	1	1	1	1	0
Solid Waste Equipment Operator	3	3	3	3	0
Solid Waste Supervisor	.2	.2	.2	.2	0
Wastewater Collection Supervisor	.8	.8	.8	.8	0
Wastewater Equipment Operator	3	3	3	3	0
Wastewater Treatment Supervisor	1	1	1	1	0
Wastewater Treatment Plant Operator III	1	1	2	2	0
Wastewater Treatment Plant Operator II	1	1	2	2	0
Wastewater Treatment Plant Operator I	2	2	0	0	0
<b>Total FTE Positions</b>	<b>29.8</b>	<b>29.8</b>	<b>27.8</b>	<b>24.7</b>	<b>-3.1</b>

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**City of Cheney, Washington**  
**Debt Schedule – All Funds**  
**Outstanding at December 31, 2013**

Fund	Debt	Internal	External
<b>Parks and Recreation</b>	Interfund - Operational	\$145,850	
<b>Information Technology</b>	Server/Website	\$35,778	
<b>Water</b>	Interfund - Well # 8	\$300,000	
	Interfund – Capital Repair	70,000	
	<i>Subtotal Water</i>	<u>\$370,000</u>	
<b>Sewer</b>	PWTF #6		284,085
	DOE #1		1,032,960
	DOE #2		8,573,494
	<i>Subtotal Sewer</i>		<u>\$9,890,539</u>
	<b>Total</b>	<b><u>\$551,628</u></b>	<b><u>\$9,890,539</u></b>