



2020 ANNUAL BUDGET

CITY OF CHENEY, WASHINGTON

MAYOR

Chris Grover, 2018 - 2021

CITY COUNCIL

Teresa Overhauser, Mayor Pro Tem, 2018 – 2021

Vincent Barthels, 2020 - 2023

Ryan Gaard, 2020 - 2023

Dan Hilton, 2020 - 20203

Paul Schmidt, 2018 - 2021

John Taves, 2018 – 2021

Jill Weiszmann, 2020 - 2023

CITY ADMINISTRATOR

Mark Schuller

STAFF

Finance Director / City Clerk.....Cindy Niemeier
Fire ChiefTom Jenkins
Light Director.....Steve Marx
Municipal Court AdministratorTerri Cooper
Parks and RecreationMark Schuller
Police Chief.....John Hensley
Public Works Director.....Todd Ableman
City AttorneyStanley Schwartz
Judge.....Honorable Richard Leland

TABLE OF CONTENTS

Mayor’s Budget Message.....	1
Citizen Advisory Boards, Commissions, and Committees	3
2020 Budget Overview.....	7
Summary of Revenues	8
Summary of Expenditures.....	9
Departmental Budgets	
Administration	13
Finance	16
Fire.....	19
Light.....	21
Municipal Court	25
Parks and Recreation	28
Police	31
Public Works.....	33
Schedule of Liabilities	37

CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

All Boards, Commissions, and Committees listed below are the 2020 appointments. Mayor-elect Grover will review all committees, including council committees and make appointments were required.

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
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: Richard Donley, Steve Emerson, Bettye Hull, Lee Pierce, Martin Seedorf, and Scott Wilbanks
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 even-numbered months at 6:00 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: Stacey Ashcroft, Christine Babcock, Kelley Cullen, Ryan Delaney, Tricia Hughes, Jamie Reith and Tony Tobin
Staff Liaison: Mark Schuller, City Administrator

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 6:00 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: Vara Lyn Conrath, David Early, Daniel Hillman, Richard Mount, Dan Turbeville, and Jake Vibbert

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: Beckett Schoenleber and Jaela Thornburg

Staff Liaison: Mark Schuller, City Administrator

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. 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, 2020.

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), Paul Schmidt, and John Taves

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, 10:00 a.m., Mayor's Conference Room

Members: Paul Schmidt (Chair), Vincent Barthels, and Dan Hilton

Staff: Public Works Director Todd Ableman, Light Director Steve Marx, and City Administrator Mark Schuller

General Government Committee

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

Meetings: Third Tuesday, 2:00 p.m., Mayor's Conference Room

Members: Jill Weizmann (Chair), Teresa Overhauser, and Ryan Gaard

Staff: Public Works Director Todd Ableman, City Planner Brett Lucas, and City Administrator 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: John Taves (Chair), Dan Hilton, and Vincent Barthels

Staff: Court Administrator Terri Cooper, Police Chief John Hensley, Fire Chief Tom Jenkins, and City Administrator Mark Schuller

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 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 2019 balanced budget totaling \$29,445,700. The 2018 budget was written with a small operational increase for all departments for the first time in many years. Even with the small increase, all departments continue to find efficiencies and savings within their current budget allocations while continuing to provide to our citizens excellent governmental services.

The citizens of Cheney approved a permanent levy lift beginning in 2016 and those funds have provided an immediate impact in both personnel and needed equipment. The City of Cheney will continue to use the levy to fulfill personnel and equipment needs in both the police and fire departments. The use of the funds will be reported to the City Council annually during the budget process.

To supplement this document, the City of Cheney is happy to provide copies of the 2020 Budget Ordinance, X-77, and/or the 2020 Salary Ordinance, X-78, by request. For comments, questions, or more detailed information, please contact Cindy Niemeier, Finance Director, at cniemeier@cityofcheney.org or 509-498-9215.

City of Cheney, Washington
Summary of Revenues - Governmental Activities - By Activity
For the Calendar Year 2020

							Budget	Budget
		2014	2015	2016	2017	2018	2019	2020
General	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417,900	\$ 200,000
	Taxes	3,701,333	3,673,282	4,346,688	4,665,352	4,994,227	4,941,500	5,330,600
	Licenses	141,922	270,276	360,476	273,273	302,777	280,000	250,400
	Intergovernmental	299,731	303,401	323,212	339,378	343,867	316,200	325,500
	Charges for Services	2,231,253	2,263,608	2,297,132	2,477,473	2,362,359	2,476,500	2,455,900
	Fines and Forfeits	157,011	133,785	149,144	163,249	145,675	152,100	150,500
	Miscellaneous/Other	118,085	85,510	61,439	34,474	159,962	55,700	85,600
	Total	6,649,335	6,729,862	7,538,091	7,953,199	8,308,867	8,639,900	8,798,500
Streets	Beginning Fund Balance	-	-	-	-	-	-	13,500
	Taxes	408,829	383,018	402,868	454,963	471,313	450,100	482,100
	Permits	4,025	4,757	6,580	2,958	12,564	6,000	2,500
	Intergovernmental	636,762	314,998	1,320,285	637,466	589,081	294,400	1,580,600
	Charges for Services	-	-	-	517	-	-	-
	Transfers In	221,483	146,000	158,900	125,000	125,000	263,000	125,000
	Miscellaneous/Other	5,589	5,209	1,544	42,652	7,735	4,600	6,700
	Total	1,276,688	853,982	1,890,177	1,263,556	1,205,693	1,018,100	2,210,400
Parks and Recreation	Beginning Fund Balance	-	-	-	-	-	148,700	642,000
	Taxes	485,143	454,567	478,170	539,906	559,342	515,000	570,200
	Permits	210	195	340	810	65	-	-
	Intergovernmental	41,941	30,527	109,161	39,239	23,581	28,800	13,500
	Charges for Services	403,506	379,545	441,545	495,480	459,597	567,600	605,700
	Miscellaneous/Other	60,036	74,075	36,736	45,859	93,115	95,200	81,000
	Total	990,836	938,909	1,065,952	1,121,294	1,135,700	1,355,300	1,912,400
Other Public safety (outside of General Fund)	Beginning Fund Balance	-	-	-	-	-	12,500	109,000
	Taxes	529,121	545,921	573,550	613,649	654,994	667,300	727,100
	Intergovernmental	74,038	43,887	27,742	61,698	78,947	100,400	104,600
	Charges of Services	5,157	4,168	12,281	48,415	48,147	52,600	52,600
	Miscellaneous/Other	8,640	20,038	2,897	4,312	18,950	6,600	16,800
	Total	616,956	614,014	616,470	728,074	801,038	839,400	1,010,100
Hotel/Motel - Lodging	Beginning Fund Balance	-	-	-	-	-	155,000	155,000
	Taxes	38,825	42,333	47,885	50,660	59,326	55,000	55,000
	Miscellaneous Other	26	86	313	2,883	2,698	2,000	3,000
Information Technology	Miscellaneous Other	194,403	144,633	192,053	231,866	249,906	456,000	391,500
City Beautification	Licenses	17,320	17,770	17,830	16,860	18,534	16,900	19,800
	Miscellaneous Other	21	58	160	389	1,204	700	1,500
Capital Facilities	Beginning Fund Balance	-	-	-	-	-	740,000	950,000
	Taxes	133,664	152,146	292,750	228,127	222,212	140,000	100,000
	Other	179	285	671	3,877	11,274	6,000	16,000
Unemployment Comp	Beginning Fund Balance	-	-	-	-	-	96,100	100,000
	Miscellaneous Other	24,812	25,837	26,690	14,116	8,331	6,600	1,500
Equipment Rental	Beginning Fund Balance	-	-	-	-	-	16,000	12,800
	Miscellaneous Other	7,648	7,810	5,693	21,818	36,488	35,600	114,100
Mechanical Shop	Charges for Services	101,584	47,576	67,290	61,245	66,003	78,200	76,400
	Miscellaneous Other	9	16	14,483	89	413	-	200
Total Governmental Activity Revenues		\$ 10,052,306	\$ 9,575,317	\$ 11,776,508	\$ 11,698,053	\$ 12,127,687	\$ 13,656,800	\$ 15,928,200

City of Cheney, Washington
Summary of Expenses
For the Calendar Year 2020

		2014	2015	2016	2017	2018	Budget 2019	Budget 2020
General	Operating	\$ 6,531,639	\$ 6,603,210	\$ 6,851,696	\$ 7,060,155	\$ 7,523,244	\$ 8,341,400	\$ 8,373,200
	Transfer Out	221,483	146,000	146,000	125,000	125,000	125,000	125,000
	Debt	11,982	11,982	11,982	-	8,135	50,700	80,300
	Capital	-	-	51,221	65,446	904,737	122,800	220,000
		6,765,104	6,761,192	7,060,899	7,250,601	8,561,116	8,639,900	8,798,500
Streets	Operating	413,738	380,592	383,694	774,090	455,400	433,400	394,600
	Capital	840,637	446,472	1,431,643	373,034	821,813	564,100	1,463,000
	Transfer Out	-	-	6,000	-	-	-	-
	Ending Fund Balance	-	-	-	-	-	20,600	352,800
		1,254,375	827,064	1,821,337	1,147,124	1,277,213	1,018,100	2,210,400
Parks and Recreation	Operating	777,030	832,293	876,043	987,402	932,270	1,095,300	1,252,400
	Debt	2,188	156	-	-	-	-	-
	Capital	39,363	21,973	7,539	24,335	-	260,000	660,000
		818,581	854,422	883,582	1,011,737	932,270	1,355,300	1,912,400
Other Public Safety (Outside of General Fund)	Operating	480,561	466,589	538,801	480,413	594,549	744,400	819,100
	Debt			-	44,919	44,919	45,000	45,000
	Capital	52,827	21,973	7,539	-	60,065	50,000	146,000
	533,388	488,562	546,340	525,332	699,533	839,400	1,010,100	
Hotel/Motel	Operating	19,172	16,028	18,554	16,940	37,547	212,000	213,000
Information Technology	Operating	141,221	141,857	142,162	177,961	232,264	325,000	323,100
	Debt	465	-	-	-	-	-	-
	Capital	-	123,492	-	10,783	27,371	130,000	
	Ending Fund Balance	-	-	-	-	-	1,000	68,400
City Beautification	Operating	3,035	7,982	6,036	7,880	10,171	17,600	21,300
Capital Facilities	Capital	-	338,296	-	-	-	886,000	
	Ending Fund Balance	-	-	-	-	-	-	1,066,000
Unemployment Comp	Operating	5,417	649	-	1,604	4,199	102,700	101,500
Equipment Rental	Operating	10,548	10,024	13,326	16,799	29,413	30,000	28,300
	Debt	-	-	-	1,935	4,258	21,600	28,600
	Capital	-	-	-	-	-	-	70,000
Mechanical Shop	Operating	88,610	63,604	57,850	61,745	70,401	78,200	76,600
Total Expenses		\$ 9,639,916	\$ 9,633,173	\$ 10,550,086	\$ 10,230,441	\$ 11,885,756	\$ 13,656,800	\$ 15,928,200

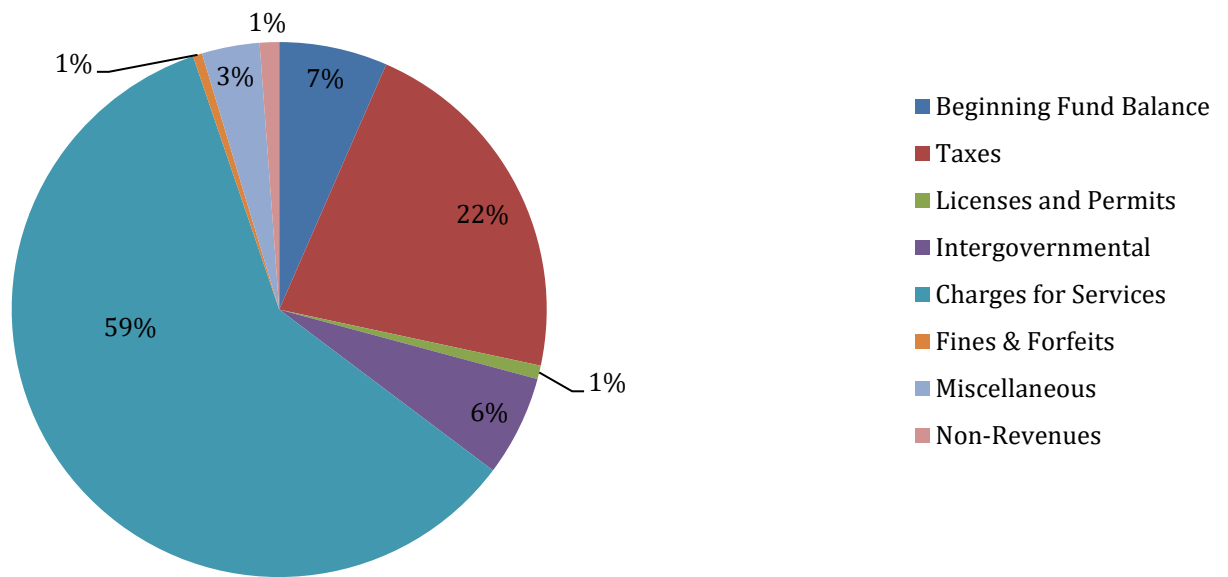
City of Cheney, Washington
Summary of Revenues - Business-Type Activities
For the Calendar Year 2020

		2014	2015	2016	2017	2018	Budget 2019	Budget 2019
Light	Permits	\$ 1,575	\$ 290	\$ -	\$ -	\$ -	\$ -	\$ -
	Intergovernmental	-	-	139,190	40,509	82	-	-
	Charges for Services	7,609,497	7,862,471	9,037,763	9,124,777	9,519,697	9,729,000	10,547,500
	Fines and Forfeits	15,973	16,033	16,312	19,441	20,767	19,000	21,000
	Miscellaneous/Other	129,557	127,718	163,529	147,728	187,765	170,000	232,400
	Capital Contributions	343,803	279,505	231,058	253,021	343,644	250,000	220,000
	Total	8,100,405	8,286,017	9,587,852	9,585,476	10,071,955	10,168,000	11,020,900
Water	Beginning Fund Balance	-	-	-	-	-	-	-
	Permits	750	650	750	1,150	1,150	700	1,000
	Intergovernmental	-	-	3,498	6	13	-	-
	Charges for Services	1,198,441	1,258,660	1,244,388	1,236,449	1,559,131	1,596,800	1,737,200
	Fines	4,948	5,087	4,869	5,314	4,455	5,000	5,000
	Miscellaneous/Other	21,746	28,751	20,924	19,632	20,617	509,300	20,000
	Capital Contributions	138,500	200,999	194,739	299,873	964,963	20,000	50,000
	Total	1,364,385	1,494,147	1,469,168	1,562,424	2,550,329	2,131,800	1,813,200
Garbage	Beginning Fund Balance	-	-	-	-	-	261,800	-
	Intergovernmental	443	13,147	3,036	6	12	13,000	-
	Charges for Services	1,287,901	1,324,026	1,358,667	1,396,689	1,434,240	1,360,500	1,435,100
	Fines and Forfeits	6,608	6,767	6,721	7,135	6,594	-	-
	Miscellaneous/Other	821	2,466	4,016	7,462	49,515	5,000	15,000
	Total	1,295,773	1,346,407	1,372,440	1,411,292	1,490,361	1,640,300	1,450,100
Sewer	Licenses	450	450	600	600	1,050	-	-
	Intergovernmental	-	-	21,632	8	1,567	-	-
	Charges for Services	2,212,845	2,406,742	2,668,201	2,783,876	2,849,642	2,909,200	2,911,000
	Fines and Forfeits	9,459	9,677	9,641	10,826	9,938	9,000	9,000
	Miscellaneous/Other	9,955	11,346	41,111	26,379	44,774	38,800	52,500
	Capital Contributions	59,248	182,574	168,084	256,998	219,534	170,000	120,000
	Total	2,291,957	2,610,789	2,909,269	3,078,687	3,126,505	3,127,000	3,092,500
Total Business-Type Revenue		\$ 13,052,520	\$ 13,737,359	\$ 15,338,729	\$ 15,637,879	\$ 17,239,150	\$ 17,067,100	\$ 17,376,700

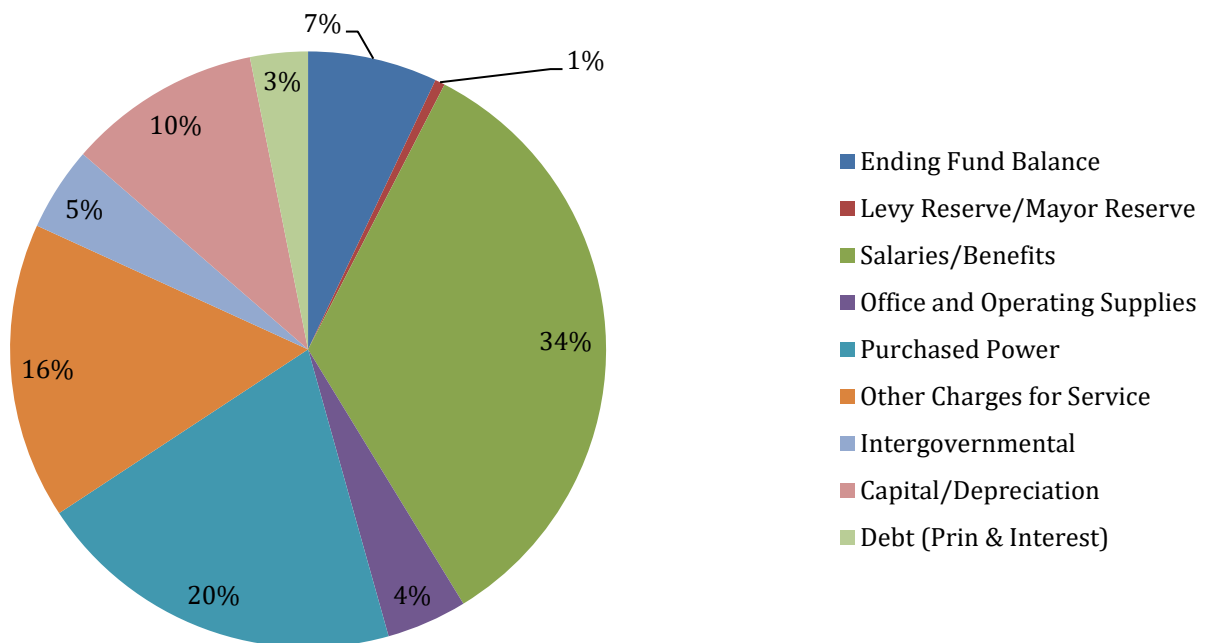
City of Cheney, Washington
Summary of Expenses - Business-Type Activities
For the Calendar Year 2020

		Actual Expenses					Budget	Budget
		2014	2015	2016	2017	2018	2019	2020
Light	Operating	\$ 2,599,883	\$ 2,539,878	\$ 2,765,434	\$ 2,722,756	\$ 2,962,623	\$ 3,174,100	\$ 3,078,200
	Purchased Power	5,497,028	5,415,674	5,701,493	5,758,200	5,972,253	6,334,500	6,693,000
	Depreciation	541,918	565,695	617,033	592,973	383,511	-	-
	Capital						620,000	730,000
	Ending Fund Balance	-	-	-	-	-	39,400	519,700
	Total Operating	8,638,829	8,521,247	9,083,960	9,073,929	9,318,387	10,168,000	11,020,900
<i>Reduction of Cash/No Ex</i>	Capital	280,209	526,721	168,620	369,346	440,528		
	Total Capital/Debt Principal	\$ 280,209	\$ 526,721	\$ 168,620	\$ 369,346	\$ 440,528		
Water	Operating	994,737	1,108,540	1,057,037	1,399,784	1,401,754	1,709,400	1,611,700
	Depreciation	287,835	536,483	288,830	275,497	383,963	96,700	-
	Debt Interest	7,496	5,728	3,962	3,488	2,318	-	31,500
	Debt Principal	-	-	-	-	-	-	170,000
	Capital	-	-	-	-	-	250,000	-
	Ending Fund Balance	-	-	-	-	-	75,700	-
Total Operating	1,290,068	1,650,751	1,349,829	1,678,769	1,788,035	2,131,800	1,813,200	
<i>Reduction of Cash/No Ex</i>	Capital	189,351	252,519	329,973	371,885	1,070,489		
	Total Capital/Debt Principal	\$ 189,351	\$ 252,519	\$ 329,973	\$ 371,885	\$ 1,070,489		
Garbage	Operating	1,325,901	1,191,637	1,245,013	1,321,103	1,234,015	1,440,300	1,245,500
	Depreciation	148,532	148,512	148,512	142,950	173,977		-
	Capital						200,000	-
	Ending Fund Balance	-	-	-	-	-	-	204,600
	Total Operating	1,474,433	1,340,149	1,393,525	1,464,053	1,407,992	1,640,300	1,450,100
<i>Reduction of Cash/No Ex</i>	Capital	-	-	-	266,100	294,804		
	Total Capital/Debt Principal	\$ -	\$ -	\$ -	\$ 266,100	\$ 294,804		
Sewer	Operating	1,705,116	1,632,114	1,797,808	1,927,496	2,085,346	2,326,300	2,164,700
	Depreciation	879,491	822,399	813,256	821,653	837,663	26,600	-
	Debt Interest	15,568	12,798	11,963	9,231	8,698	6,000	3,600
	Dept Principal	-	-	-	-	-	705,900	708,200
	Capital	-	-	-	-	-	-	185,000
	Ending Fund Balance	-	-	-	-	-	62,200	31,000
Total Expenses	Total Operating	\$ 2,600,175	\$ 2,467,311	\$ 2,623,027	\$ 2,758,380	\$ 2,931,707	\$ 3,127,000	\$ 3,092,500
<i>Reduction of Cash/No Ex</i>	Dept Principal	690,648	692,623	694,627	696,660	703,496		
	Capital	27,053	17,065	72,014	221,549	471,067		
	Total Capital/Debt Principal	\$ 717,701	\$ 709,688	\$ 766,641	\$ 918,209	\$ 1,174,563		

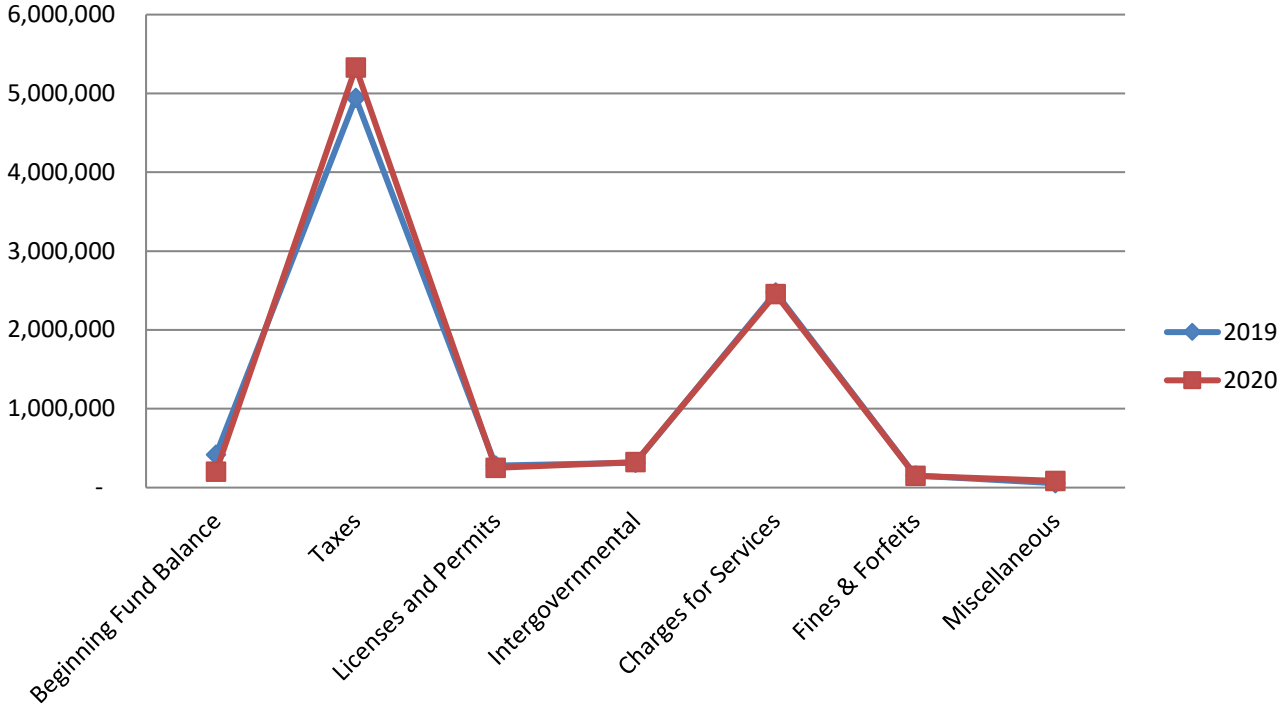
Total Governmental and Business-Type Revenues



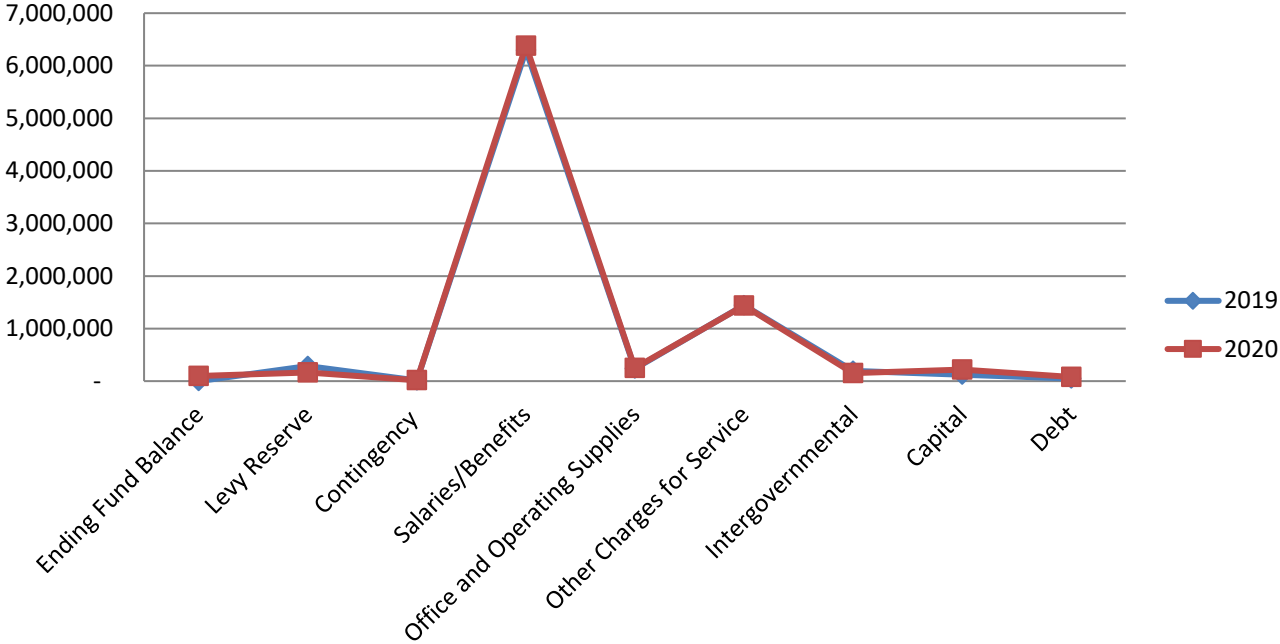
Total Governmental and Business-Type Expenditures



General Fund Revenue Comparison

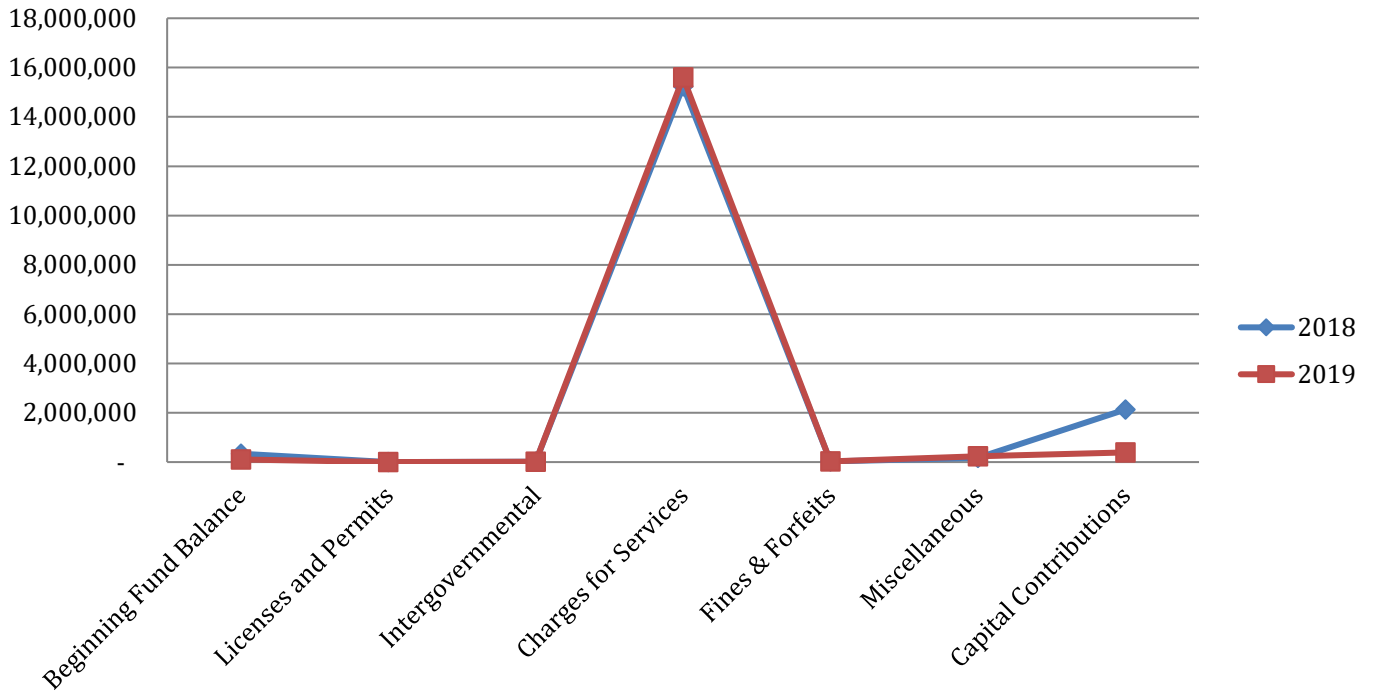


General Fund Expense Comparison



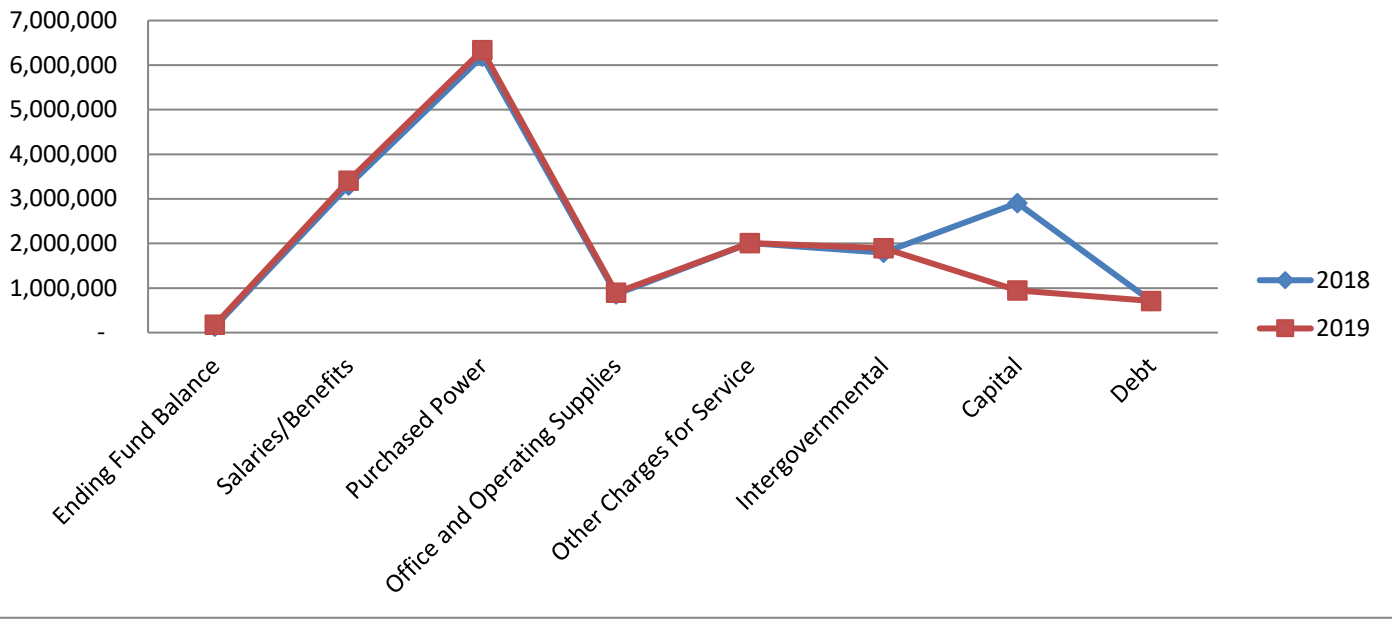
Business-Type/Utility Revenues

Light, Water, Garbage, and Sewer



Business-Type/Utility Expenses

Light, Water, Garbage, and Sewer



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
- Legal – City Attorney, Prosecutor, and Public Defender
- Wellness
- Library
- LEOFF 1
- City Beautification
- Secured \$750,000 state supplemental capital budget line item for well #3 re-drill
- Started the well #3 re-drill project
- Continued to represent Cheney in the regional transportation and economic development planning
- Continued to build relationships with state legislators
- Navigated through the emerging crypto-currency industry
- Seamless transition to Mayor Grover

2019 Goals

- Continue to work on a long term solution to financing a water re-use plan
- Improve communication with citizens regarding city projects and planning

ADMINISTRATION

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Grant – Public Defender	\$14,800	\$13,500	\$13,500	\$13,500	\$0	0.00%
Personnel Services	595	1,290	0	0	0	0.00%
Public Defender Fees	25,418	26,990	25,000	14,800	-10,200	-40.80%
Billboard/Land Leases	1,403	14,603	14,600	14,700	100	.68%
Executive Charges	191,124	211,608	200,000	225,000	25,000	25.00%
City Beautification	17,990	17,249	16,200	17,600	1,400	8.645%
Total Revenue	\$251,330	\$285,240	\$269,300	\$285,600	\$16,300	6.05%

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Admin Salaries/Benefits	\$235,688	\$296,263	\$363,800	\$334,200	-\$29,600	-8.14%
Admin Maintenance/Operations	\$83,251	78,646	99,200	97,100	-2,100	-2.12%
Contingency Acct/Levy Lift	0	0	36,000	27,500	-8,500	-23.61%
Contingency Acct	0	0	26,800	14,200	-12,600	-47.01%
Legislative	67,396	75,702	85,200	86,000	800	.94%
Legal/Prosecutor/Public Defender	172,332	164,143	209,000	209,000	0	0.00%
Wellness	0	372	1,000	1,000	0	0.00%
Library	1,430	3,043	3,100	2,100	-1,000	-32.26%
LEOFF 1 Expenses	143,711	114,765	115,500	115,500	0	0.00%
City Beautification	6,036	7,880	16,200	17,600	1,400	8.64%
Total Expenditure	\$709,844	\$740,814	\$955,800	\$904,200	-\$51,600	-5.40%

Position Summary					
	2016	2017	2018	2019	Change
<i>Full Time</i>					
City Administrator	1	1	1	1	0
Human Resource Specialist	0	0	1	.5	-.5
Executive Assistant	1	1	1	1	0
Administrative Clerk	.8	.8	0	0	0
Total FTE Positions	2.8	2.8	3.0	2.5	-.5
<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: utility billing and collections, accounting, purchasing, reporting, payroll, records management, debt administration, budget management, internal control, and information technology management.

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 City Clerk function and Information Technology Management are included under the Finance umbrella of management and oversight.

The divisions and budgets supervised by the Finance Department include:

- General Fund
 - Finance
 - Intergovernmental
 - Transfers/Capital/Debt
- Criminal Justice Jail Expenses
- Outside Jobs Fund
- Hotel/Motel Fund
- Information Technology Fund
- Capital Facilities Fund
- State Unemployment Compensation Fund
- Equipment Rental Fund

The Finance Director is also the appointed City Clerk. The Office of the City Clerk is responsible for City Council agenda management, public records, contract maintenance, ordinance control and management, resolution control and management, and claims management. The Deputy City Clerk also functions as the Human Resource Specialist. Her Deputy City Clerk duties include managing the all City of Cheney public records as the appointed public records officer and managing the City Council Agenda.

Finance 2018 Accomplishments and Projects

- The City of Cheney financial records and 2017 Annual Financial Report were successfully audited by the Washington State Auditor's Office.
- Upgraded financial software to the cloud and a new html presentment of software.
- Purchased, installed and implemented new Cognos analytical and report writing software.
- Completed work with Itron and SunGard to coordinate the availability and upload of data for use in the fixed network program.
- Implemented upgrade of the Real Vision (RVI) software converting from an i-series to a windows platform to allow easier access for all departments and citizens.
- Re-established on-line payments for utility customers.

- Completed project to allow auto pay option for utility customers and accounting vendors.
- Completed project providing electronic devices to City Council members to allow for paperless agendas.
- Continued with internal auditing activities including regular petty cash/change funds audits, and revenue stream auditing.
- Continued to operate the business license program including issuing and renewing all business, peddler, and solicitor licenses.
- Continued to audit sales tax reports to identify, correct, and collect miscoded sales tax.
- Successfully negotiated a new city wide shredding collection and disposal contract.
- Successfully negotiated a new utility bill printing and mailing contract.

Finance 2019 Goals

- Completion of the 2018 Annual Financial Report in an accurate and timely schedule while implementing all new GASB (Government Accounting Standards Board) requirements.
- Continue to establish and enforce GFOA and GASB best practice policies.
- Continue to promote CTR to all departments.
- Automate receipt, department flow, redactions, release and report of public records through a specialized public record software program.
- Using new Cognos/Analytic reporting software to develop meaningful analytical budget analysis for all departments.

Information Technology 2018 Accomplishments and Projects

- Successfully implemented the new City of Cheney Website.
- Successfully negotiated a new 5-year IT Network and Support Contract.
- Completed project for enhanced security monitoring.

Information Technology 2019 Goals

- Continue to strengthen the partnership with Intrinium for IT support.
- Continue to provide education programs for City employees on network and security awareness.
- Identify necessary replacement of equipment hardware.

FINANCE DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

FIRE

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Sale of Copies/Public Records	\$213	\$264	\$200	\$200	\$0	0.00%
Returned Check Fees	1,400	2,280	2,000	2,500	500	25.00%
Parking Meter Fees	26,820	56,662	40,000	65,000	25,000	62.50%
Finance and Customer Svce Fees	741,224	805,280	765,000	788,000	23,000	3.01%
Criminal Justice/Jail	104,413	84,956	144,500	144,300	-200	-.14%
Hotel/Motel	48,198	54,289	190,500	212,000	21,500	11.29%
Outside Jobs	12,326	8,423	38,000	70,800	32,800	86.32%
Information Technology	192,053	231,866	246,500	326,000	79,500	32.25%
Capital Facilities	293,421	232,005	731,000	886,000	155,000	21.20%
Unemployment	26,690	14,117	101,000	102,700	1,700	1.68%
Equipment Rental	5,693	21,819	64,500	51,600	-12,900	-20.00%
Total Revenue	\$1,452,432	\$1,511,961	\$2,323,200	\$2,649,100	\$325,900	14.16%

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Salaries/Benefits	\$895,063	\$905,707	\$957,900	\$932,900	-\$25,000	-2.61%
Overtime	1,815	1,900	2,200	2,200	0	0.00%
Maintenance & Operations	236,078	258,211	273,100	203,200	-69,900	-25.60%
Intergovernmental	35,811	44,681	46,500	53,800	7,300	15.70%
General Fund Debt/Capital	63,202	65,446	860,300	373,500	-486,800	-56.58%
Transfers/General to Other Funds	146,000	125,000	125,000	125,000	0	0.00%
Fire Truck Reserve	100,000	100,000	100,000	0	-100,000	-100.00%
Criminal Justice/Jail Costs	104,413	84,956	144,500	144,300	-200	-.14%
Outside Jobs	12,279	8,415	38,000	70,800	32,800	86.32%
Hotel/Motel	18,554	16,940	190,500	212,000	21,500	11.29%
Information Technology	142,163	188,745	241,400	326,000	84,600	35.05%
Capital Facilities	0	0	731,000	886,000	155,000	21.20%
Unemployment	0	1,604	101,000	102,700	1,700	1.68%
Equipment Rental	13,326	18,735	51,200	51,600	400	.78%
Total Expenditures	\$1,758,240	\$1,820,340	\$3,862,600	\$3,484,000	-\$378,600	-9.80%

Position Summary					
	2016	2017	2018	2019	Change
Finance Director	1	1	1	1	0
Deputy City Clerk	1	1	1	.5	-.5
Treasury Manager	1	1	1	1	0
Accounting Manager	1	1	1	1	0
Accounts Payable & Benefits Specialist	1	1	1	1	0
Payroll & Project Accounting Specialist	1	1	1	1	0
Finance Operations Specialist	0	0	1	1	0
Customer Service Representative	4	4	3	3	0
Total FTE Positions	10	10	10	9.5	-.5

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.

Department Overview

The Cheney Fire Department (CFD) provides vital services to Cheney, contracted fire service to EWU, and a reciprocal mutual aid agreement with our neighboring agencies. From the collective efforts of our firefighters and administrative staff working with city management, other City of Cheney departments, elected officials, EWU personnel, neighboring fire departments, and the citizens of our community, we will continue to ensure that CFD meets the inevitable challenges that are a part of sustaining a responsible municipal fire department.

2018 Accomplishments and Projects

- Ordered Class A pumper engine
- Passed 6-year EMS Levy with a record 82%
- Launched 18 Part-Paid Volunteers/Firefighter Program
- Ordered state-of-the-art automated chest compression device and video laryngoscope (used on 5 patients to-date)
- Up-graded/replaced facility HVAC System
- Updated 22 SCBA/Air-Packs to new standards
- Streamlined maintenance program and synched with WSRB schedule
- Initiated Cadet EMT program with EWU
- Hosted first-ever Intern with Fairchild AFB
- Conducted full-time Fire Marshal test run
- Developed a plan to increase minimal 2 in/2 out manning.
- Procured an Ambulance for patient care
- Initiated "Stop the Bleed" Campaign
- Graduated one firefighter from the Spokane Fire Academy recruit school
- Developed Joint Volunteer Academy with D-3
- Streamlined computer programs to assist with records and reporting software. Implemented Target Solutions and ESO. Improved efficiency of agency reporting, reduced redundancy of field reporting, saved valuable time
- Responded to local and state large wildfires
- Continued county wide participation with our Rescue Task Forces (RTF) and West Plains Tech Rescue teams.

2019 Goals

- Create a full-time Fire Marshal program to enhance firefighter safety, community safety, and enhance service to developers and business owners
- Continue to work towards improving our response times to emergencies

- Continue to develop and maintain partnerships throughout the local community and county (EWU, service clubs, Cheney School District, Spokane County District 3, etc.)
- Develop standards of response coverage plan to provide a pathway to improve community fire protection, firefighter safety.
 - Evaluate resource availability and reliability
 - Determine department capability
 - Evaluate operational effectiveness of current deployment methods to level of risk
- Develop and regulate City wide Emergency Management protocols for potential large threat emergencies
- Host and train members to IFSAC inspector 1 to help with occupancy safety inspections
- Continue to work on maintaining our WSRB class 5 rating, or better, for the benefit of the city community
- Build a robust training plan to meet all state requirements and federal mandates
- Build comprehensive standard procedures and policies for daily and emergency fire department operations
- Highlight and communicate fiscally prudent Fire Station facility up-dates to city leadership (use of the 512 line-item NFPA 1500 Checklist)
- Launch EWU Cadet EMT Program with the university
- Identify and improve interagency response metrics and training efficiencies, and interoperable communications plans with Fire District 3 and the West Plains Fire community
- Establish an EMS training Center for Cheney Fire Department to host and teach EMT classes
- Continue strategic planning with the West Plains Fire Chiefs for a P4 (Public to Public to Private) Congressionally approved Fire Training Center through Fairchild AFB that will be utilized and maintained through community partner-ship

FIRE DEPARTMENT FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Fireworks Permits	\$60	\$60	\$0	\$0	\$0	0.00%

Public Safety Contract	544,634	581,500	570,600	615,100	44,500	7.80%
Fire Equipment Reserve	9,137	48,150	84,200	50,000	-34,200	-40.62%
EMS Levy	262,924	276,371	283,900	327,600	43,700	15.39%
EMS Trauma	1,308	1,311	2,900	7,700	4,800	162.52%
Total Revenue	\$818,064	\$907,392	\$941,600	\$1,000,400	\$58,800	6.24%

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Salaries/Benefits	\$1,229,571	\$1,134,137	\$1,364,100	\$1,436,400	\$72,300	5.30%
Overtime	102,820	163,480	77,300	187,300	110,000	142.30%
Maintenance/Operations	310,412	301,269	451,800	440,100	-11,700	-2.59%
Capital	0	0	3,500	50,000	46,500	1,328.57%
Ending Fund Balance	0	40,000	0	0	0	0.00%
Total Expenditures	\$1,642,803	\$1,638,886	\$1,896,700	\$2,113,800	\$217,100	11.45%

Position Summary					
	2016	2017	2018	2019	Change
<i>Full Time</i>					
Fire Chief	1	1	1	1	0
Fire Marshal	0	0	1	1	0
Battalion Chief	3	3	2	2	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	4	0	0	0
Volunteers	8	1	18	18	0
Total Part-Time Positions	14	5	18	18	0

LIGHT

Mission Statement

The mission of the Light Department is to provide the best possible service to its electric customers at the lowest practical cost.

Areas of Responsibility

- Power resources
 - Power and transmission contracts with BPA
 - Power purchases through NRU/NIES
- 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
- Facility management for City Hall and the Utility Building

2018 Accomplishments

- Fixed Network implementation
 - In early 2018 the Fixed Network meter reading system was incorporated into our billing processes
 - The system is reading a high percentage of electric meters and will need upgrades to improve the water meter percent of reads.
- Installed the backbone for View Acres sub-division.
- Expect to have the backbone installed for Golden Hills 5th and the final phase of Harvest Bluff by year end.
- By year end we anticipate installing 3 megawatts of capacity to new data centers.
- Completed pole testing on a third of our overhead poles.
 - Experienced about 5% reject rate which is a reasonable number of poles to replace during the year in-house.
- Upgraded about 50 spans of old copper wire to new wire and will replace around 50 poles
- Replaced about 10 overhead feeder tie switches
 - Replacement of the priority feeder tie switch program is about 75% completed.
- Completed the sectionalizing study which provides valuable information for the work plan moving forward.
- Upgraded both primary meter points for EWU to support their chiller upgrade project.
- Installed an on-demand hot-water heater for two of the City Hall bathrooms

2019 Goals / Workplan

- Pole and wire replacement project similar to the 2017 and 2018 projects.
- Continue to invest annually in tree trimming.
 - Tree trimming was not done in 2018 due to contractor issues and this will need to be rebid
 - Historically the tree trimming budget was \$50,000. We would recommend increasing that to \$60,000 for 2019 since tree trimming was not conducted in 2018.
- Upgrade the substation breakers and relays for at least one substation.
 - The City has retained Craig Ripplinger, REL Engineering to do the design for this work.
 - It will need to be preceded by updating the substation drawings

- Based on budget and bid price, both substations could be done in a single year or this can be broken out over two years.
- Install line re-closers for the Turnbull and Fish Lake taps.
- Continue GIS-based pole inventory system
- Continue the Pole Testing Program
 - The industry standard is to test poles about every 10 years. Testing in 2018-2020 should fully inspect our system. Therefore the next round of pole testing program will be appropriate in the 2030 time frame.
- Install Video security for the Utility Building. Goal is to be able to monitor who enters and leaves the UB and the gate to the Wastewater Treatment facilities

Long Range Plans

- Overhead and Underground Line replacement
 - The goal is to maintain a steady reinvestment in our line replacement.
 - Of particular concern are the old copper lines. We have seen several failures where the wire has broken due to “work-hardening” this year.
 - The other major concern is the old direct buried underground.
 - Finish the pole testing program over the next two years and continue to replace most of the reject poles in-house.
- We currently have 5 banks of voltage regulators. Each bank consists of 3 regulators. Regulators should be refurbished at about 50,000 operations and our higher use banks are close to that point. We will need to purchase an additional bank of regulators so that the existing banks can be removed from service and sent out for refurbishment on a rotating basis.

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

- Outside fiber optic plant and broadband connectivity to Spokane

Ongoing Activities

- Managing fiber network
- Pole transfers from Avista and Inland power pole change outs

LIGHT DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	0.00%
Governmental	139,190	40,491	0	0	0	0.00%
Charges for Utilities/Services	9,037,763	9,124,776	9,411,600	9,729,000	317,400	3.37%
Late Charges	16,312	19,441	15,000	19,000	4,000	26.67%
Miscellaneous	136,260	147,746	138,300	170,000	31,700	22.92%
Capital Contributions	34,809	0	0	0	0	0.00%
Infrastructure Connection Fees	191,118	253,021	120,000	250,000	130,000	108.33%
Gain/Loss on Sale of Capital Asset	32,400	0	0	0	0	0.00%
Total Revenue	\$9,587,852	\$9,585,475	\$9,684,900	\$10,168,000	\$483,100	4.99%

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Salaries/Benefits	\$1,149,830	\$1,183,020	\$1,215,200	\$1,259,300	\$44,100	3.63%
Overtime	36,035	41,493	33,000	34,000	1,000	3.03%
Purchased Power	5,701,493	5,758,200	6,197,000	6,347,500	150,500	2.43%
Maintenance/Operations	1,747,280	1,637,727	1,719,700	1,867,800	148,100	8.61%
Capital/Depreciation	617,033	592,973	435,000	620,000	185,000	42.53%
Ending Fund Balance	0	0	85,000	39,400	-45,600	-53.65%
Total Expenditures	\$9,251,671	\$9,213,413	\$9,684,900	\$10,168,000	\$483,100	4.99%

**Capital Expenditures in 2018 and 2019 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 2014 and 2015 are the depreciation expense for use of the capital equipment/infrastructure in those years.*

Position Summary					
	2016	2017	2018	2019	Change
<i>Full-Time</i>					
Light Department Director	1	1	1	1	0
Administrative Secretary	.5	.5	.5	.5	0
Administrative Clerk	.5	.83	.83	.83	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
Total Full-Time Positions	9	9.33	9.33	9.33	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.

Judicial Branch Overview

The Municipal Court is the third branch of Cheney government and constitutionally exists to provide timely access to justice, conflict resolution, protect the rights of individuals, monitor compliance with court orders, rehabilitate individuals, create a formal record of legal status, and separate dangerous persons from the public. The court is funded by the legislative branch and operates with judicial independence to protect the appearance of impartiality and promote confidence in the court. The basic operations of the court serving three jurisdictions are Customer Service, Fiscal Responsibility, Administrative, Case Management, Records Management, Judicial, and Probation Services. Operations are delineated as follows:

- **Customer Service:** Ensure access to justice, offer procedural assistance, telephonic and electronic communications
- **Fiscal Responsibility:** Accounting, Receipting, Collection Management, Internal Controls, Budget Management, Grant Management, Contract Management.
- **Administration:** Fiscal Oversight, Jury Management, Community Partnering, Implementation of legislative mandates and case law changes, Update forms and processes in compliance with state law, Court Records Management, Court Record Requests, and Court Personnel Management.
- **Case Management:** Case Filings, Case Disposition Data Entry, Create Accounts Receivable, Order Tracking, Warrant Processing, Notices, and Interagency Communications.
- **Judicial:** Court Hearings, Warrants, Protection Orders, Competency Evaluation Orders, Jail Commitments, Trials, Sentencing/Adjudication, Courtroom Security, and Bailiff.
- **Probation Services:** Monitor defendant compliance with sentencing orders, facilitate court ordered group and individual counseling sessions, Drug/Alc UA Testing, Report Non-Compliance to the court, testify in open court proceedings, promote partnerships with treatment and social service agencies, schedule jail or electronic home monitoring commitments, track defendant compliance with interstate compact travel restrictions, keep and report statistical data.

2018 Accomplishments/Projects

- Maintained continuity of delivery of court services within budget constraints
- New Probation Officer MRT & DV MRT Training
- EWU Criminal Justice Career-Track Intern completed 12-month agreement
- Council approved computer replacement funding
- RVI document imaging system installed

- Bathroom Remodel
- Court Administrator completed ICM Court Managers Certificate from the National Center for State Courts

2019 and Long-Term Goals

Within the existing budget will do the following:

- Purchase Microsoft Surface Pro for Probation Officer (eliminate one PC)
- RVI document imaging project: all old records
- RVI document imaging project: implement a system for use with new case files and records
- Seek funding by Administrative Office of the Courts toward purchase of court equipment
- Seek resources to fund and expand domestic violence victim advocacy services for the court
- Continue to engage youth in civic education through the Cheney Youth Court
- Continue to promote restorative justice type probation programs designed to rehabilitate probationers and reduce recidivism

MUNICIPAL COURT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Court Administrative Fees	\$6,162	\$2,569	\$6,000	\$1,500	-\$4,500	-75.00%
Traffic School	800	520	500	500	0	0.00%
Adult Probation Charges	66,579	67,218	62,500	55,500	-7,000	-11.20%
Housing/Monitoring	14,417	10,398	12,300	7,500	-4,800	-39.02%
Booking Fees	836	78	100	100	0	0.00%
Court Services/Medical Lake	48,000	59,000	59,000	53,000	-6,000	-10.17%
Parking Fines	36,507	38,875	54,000	67,300	13,300	24.63%
Traffic Infractions	22,989	24,085	27,200	29,500	2,300	8.46%
Parking Infractions	90,018	99,098	91,000	92,300	1,300	1.43%
DUI Crime Victim	876	1,518	1,100	1,600	500	45.45%
Mandatory Insurance	844	700	1,000	400	-600	-60.00%
Investigative Fund Assessment	955	730	600	1,200	600	-100.00%
Other Infractions	1,725	1,644	2,400	2,400	0	0.00%
Other Criminal Traffic	3,213	4,819	4,800	4,800	0	0.00%
Other Non-Traffic Misdmnr	3,107	3,665	4,100	1,900	-2,200	-53.66%
D/M Interest Income	2,742	3,244	3,000	2,000	-1,000	-33.33%
Misc/Returned Check Fees	0	86	100	0	-100	-100.00%
Total Revenue	\$299,770	\$318,247	\$329,700	\$321,500	-\$8,200	-2.49%

**PARKS
AND**

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Salaries/Overtime/Benefits	\$290,311	\$273,664	\$286,200	\$300,800	\$14,600	5.10%
Maintenance/Operations	42,964	41,625	55,300	59,300	4,000	7.23%
Intergovernmental	16,452	16,667	16,900	17,200	300	1.78%
Total Expenditures	\$340,366	\$331,956	\$358,400	\$377,300	\$18,900	5.27%

Position Summary					
	2016	2017	2018	2019	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
Total FTE Positions	3	3	3	3	0

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.

2018 Accomplishments

- Promoted Recreation Coordinator to Recreation Director
- Hired Recreation Coordinator
- Specialized Recreation
 - Continues to win awards in Special Olympics Sports
- Successful summer at the pool
 - No major closures related to mechanical issues. Several closures due to poor air quality from the various wildfires in the region.
 - Continues to upgrade lighting in the pool making a significant difference
 - Hosted swim meets
 - Offered lots of Free Swims funded by generous donations from various community organizations.
- Youth Commission
 - Successful Christmas Tree Lighting.
- Fixed the Sutton park gazebo foundation.
- Replaced Gazebo Steps

2019 Goals

- Continued Fiscal responsibility
- Replace shuttle bus destroyed in a fire
- Parks and pool repair and maintenance projects
 - Replace Gazebo decking and railing
 - Replace roofing on shelters and restrooms in the parks
- Increase youth commission participation and activity
- Transition to a new parks maintenance staff member
- Increase Senior Center programs and participation
- Coordination of community events.
- Develop new program offerings within the recreation department
- Increase use of weedkiller and fertilizer on park grounds

PARKS AND RECREATION DEPARTMENT FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	0.00%
Taxes	478,169	539,905	510,000	515,000	5,000	.98%
Parking Permits	340	810	0	0	0	0.00%
Child Care Food Program	11,758	11,881	7,500	7,500	0	0.00%
21 ST Century Grant	24,429	26,137	20,000	21,300	1,300	6.5%
FEMA	15,376	1,222	0	0	0	0.00%
Work Study/State Agencies	6,849	0	1,500	0	-1,500	-100.00%
Spokane County Conservation	750	0	0	0	0	0.00%
Concessions	6,269	4,221	5,000	4,500	-500	-10.00%
Swimming Pool Fees	54,428	59,130	54,000	58,000	4,000	7.41%
Recreation Program Fees	377,847	407,793	376,000	365,000	-11,000	-2.93%
Wren Pierson Rental	23,588	16,453	25,000	20,000	-5,000	-20.00%
Miscellaneous Revenue	1,135	3,197	1,500	5,500	4,000	266.67%
Insurance Proceeds	2,146	0	0	0	0	0.00%
Contributions/Donations	7,055	18,925	12,000	4,000	-8,000	-66.67%
Park Capital Reserve	61,017	27,398	50,000	100,000	50,000	100.00%
Contribution and Donations	1,055	4,222	2,000	4,500	2,500	125.00%
Total Revenue	\$1,072,211	\$1,121,294	\$1,064,500	\$1,105,300	\$40,800	3.83%

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Salaries/Benefits	\$346,300	\$379,939	\$485,300	\$449,100	-\$36,200	-7.46%
Overtime	5,958	8,220	6,000	6,000	0	0.00%
Part-Time/Seasonal Employees	268,002	325,712	268,400	284,400	16,000	5.96%
Maintenance/Operations	256,144	272,437	254,800	265,800	11,000	4.32%
Capital	7,539	24,335	50,000	100,000	50,000	100.00%
Total Expenditures	\$883,943	\$1,010,643	\$1,064,500	\$1,105,300	\$40,800	3.83%

Position Summary						
	2016	2017	2018	2019	Change	
Full Time						
Recreation Manager	1	1	1	1	0	
Recreation Coordinator	1	.6	1	1	.4	
Administrative Clerk	1	1	1	1	0	
Parks Field Supervisor	1	1	1	1	0	
Total FTE Positions	4	3.6	4	4	0	
Part-Time/Seasonal						
After School Program	12	12	12	12	0	
Day Camp	10	10	10	10	0	
Summer Pool Staffing	20	20	20	20	0	
Seasonal Parks Staff	5	5	7	7	0	
Total Part-time/Seasonal Employees	47	47	49	49	0	

POLICE

Mission Statement

To promote and preserve the security, safety and quality of life for all members of our community.

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 oriented 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.

2018 Accomplishments and Projects

- Maintained current service level.
- Added a police officer.
- Replaced 1 police patrol car.
- Deployed one reserve police officer in support of patrol staffing.
- Replaced the traffic speed (radar) trailer.
- In partnership with the Cheney School District added a part-time School Resource Officer to meet increased operational demands.
- Replaced the Communications Center carpeting.
- Received a Homeland Security Grant to purchase various items of safety equipment.
- The Department was re-accredited by WASPC for another four years.

2019 Goals

- Reduce patrol overtime usage.
- Explore feasibility of adding a police detective to meet increased investigative demands and complexity of caseload.
- Replace police department vehicles.
- Replace outdated and worn dispatch, jail, and exterior cameras.
- Re-purpose 2 jail cells into (1) a secured location for sensitive items of evidence and (2) as a weapons armory.
- Develop strategies to maximize the Department's limited workspace to accommodate current and future staffing needs.
- Begin succession planning in anticipation of several retirements forecasted during the year.

POLICE DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
School Resource Officer	\$138,566	\$125,160	\$129,900	\$84,900	\$-45,000	-34.64%
Pistol Permits	2,721	2,714	2,500	2,700	200	8.00%
Fingerprint Fees	205	170	200	200	0	0.00%
Access Fees	49,400	53,221	104,800	98,600	-6,200	-5.92%
Police Equipment Reserve	935	517	1,000	1,000	0	0.00%
Criminal Justice	31,312	72,891	175,800	107,900	-67,900	-38.62%
Criminal Justice/CTED	11,591	12,119	12,700	13,600	900	7.09%
Total Revenue	\$234,730	\$266,792	\$426,900	\$308,900	\$-118,000	-27.64%

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Salaries/Benefits	\$2,103,751	\$2,189,658	\$2,271,700	\$2,586,900	\$315,200	13.88%
Overtime	199,316	216,325	80,000	185,000	105,000	131.25%
Maintenance & Operations	355,217	325,154	382,200	434,400	52,200	13.66%
Capital	0	0	70,000	0	-70,000	-100.00%
Lease Payment/Debt	0	44,919	45,000	45,000	0	0.00%
Total Expenditures	\$2,658,284	\$2,776,056	\$2,848,900	\$3,251,300	\$402,400	14.12%

Position Summary					
	2016	2017	2018	2019	Change
Police Chief	1	1	1	1	0
Captain	2	2	2	2	0
Sergeant	3	3	3	3	0
Patrol Officer	8	8	9	9	0
Officer – Probationary	1	1	2	2	0
Director of Communications	1	1	1	1	0
Dispatch Supervisor	1	1	1	1	0
Dispatcher	4	4	4	4	0
Total FTE Positions	21	21	23	23	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 Department includes Building, Planning, Transportation, Solid Waste, Water, and Wastewater. The Department is responsible for the daily operations, planning, operation and maintenance managing 12 individual funds.

2018 Accomplishments

- Building activity higher than predicted
- Housing development plats (Harvest Bluff, Ridgeview, Golden Hills)
- Continue GPS infrastructure
- Comprehensive Plan Update
- Storm Water Plan (2017 Permit Review)
- Water Plan Update
- Transportation Preservation Projects
 - Street Preservation Project
 - Sidewalk Preservation Project
- 2018 CDBG Watermain Replacement Project
- Well # 6 & 7 Rehabilitation
- Annual water leak repairs
- Cheney Clean Sweep
- WWTP Plant Maintenance
- Wastewater Collection Main Cleaning (1/3 of collection mains)

2019 Goals

- 2019 Transportation Project
- Water Plan Update (2018 Implementation)
- Well # 8 Rehabilitation
- Well # 3 Re-drill Project
- Water SCADA conversion / update
- Equipment replacement
- Water Reuse funding options
- Storm water funding
- Wastewater Lift Pump Replacement Project

PUBLIC WORKS DEPARTMENT

FINANCIAL AND POSITION SUMMARIES

Revenue Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
Public Works Administration	\$335,702	\$399,869	\$367,900	\$378,900	\$11,000	2.99%
Planning						
Conditional Use Fee	900	-	-	0	0	0.00%
Zoning/Subdivision Fees/Binding Site	910	3,660	-	0	0	0.00%
Short Plat Application/Final Plat/Lot	5,250	3,530	-	0	0	0.00%
Building Plan Review Fees	146,961	147,414	100,000	135,000	35,000	35.00%
Environmental Review	1,275	-	-	0	0	0.00%
Hearing Examiner Fee	1,112	100	-	0	0	0.00%
Technology Fee	5,060	3,604	2,500	3,600	1,100	44.00%
Planning Total	\$161,468	\$158,308	\$102,500	\$138,600	\$36,100	35.22%
Building						
Building Permit Fees	\$276,835	\$180,417	\$150,000	\$150,000	\$0	0.00%
Plumbing/Mechanical Permits	48,830	29,666	25,000	25,000	0	0.00%
Building Total	\$325,665	\$210,083	\$175,000	\$175,000	\$0	0.00%
Streets						
Taxes	\$402,868	\$454,963	\$450,000	\$450,100	\$100	.02%
Permits	6,655	2,958	2,000	6,000	4,000	200.00%
Intergovernmental & Grants	1,320,284	546,578	696,600	294,400	-402,200	-57.74%
Misc & Other Non-Revenue	8,445	43,169	800	4,600	3,800	475.00%
Transfers In	152,000	125,000	125,000	125,000	0	0.00%
Beginning Fund Balance	-	-	-	0	0	0.00%
Streets Total	\$1,890,252	\$1,172,668	\$1,274,400	\$880,100	\$-394,300	-28.12%
Water						
Licenses & Permits	\$750	\$1,150	\$700	\$700	0	0.00%
Grants	3,498	6	0	0	0	0.00%
Charges for Services	1,244,388	1,236,449	1,515,200	1,596,800	5,900	.39%
Misc. & Other Non-Revenue	220,532	324,819	1,880,200	45,000	-1,835,200	-97.61%
Beginning Fund Balance	-	-	-	-	-	0.00%
Water Total	\$1,469,168	\$1,562,424	\$3,396,100	\$1,642,500	\$-1,753,600	51.64%
Solid Waste						
Intergovernmental	\$3,036	\$6	\$13,000	\$13,000	\$0	0.00%
Charges for Services	1,358,667	1,396,688	1,390,000	1,360,500	-29,500	-2.12%
Misc & Other Charges	10,737	14,597	2,000	5,000	3,000	150.00%
Beginning Fund Balance	-	-	201,000	111,800	-89,200	-44.38%
Solid Waste Total	\$1,361,714	\$1,411,291	\$1,606,000	\$1,490,300	\$-115,700	-7.20%
Sewer						
Licenses & Permits	\$600	\$600	\$0	\$0	\$0	0.00%
Intergovernmental	21,632	8	0	0	0	0.00%
Charges for Services	2,668,201	2,783,876	2,925,000	2,909,200	-15,800	-.54%
Misc & Other Charges	218,835	294,203	165,400	167,800	2,400	1.45%
Beginning Fund Balance	-	0	132,300	0	-132,300	-100.00%
Sewer Total	\$2,909,268	\$3,078,687	\$3,222,700	\$3,077,000	\$-145,700	-4.52%
Mechanical Shop						
Mechanical Shop Charges	\$81,772	\$61,334	\$90,000	\$78,200	\$-11,800	-13.11%
Total Revenue	\$8,535,009	\$8,145,552	\$10,234,600	\$7,860,600	\$-2,374,000	-23.20%

Expenditure Summary						
	2016 Actual	2017 Actual	2018 Budget	2019 Budget	\$ Change	% Change
PWKS Administration						
Salaries/Benefits	\$256,126	\$322,816	\$292,900	\$303,600	\$10,700	3.65%
Maintenance/Operations	80,576	77,053	75,000	75,300	300	0.40%
PWKS Admin Total	\$336,702	\$399,869	\$367,900	\$378,900	\$11,000	2.99%
Planning & Building						
Salaries/Benefits	\$365,284	\$362,299	\$408,600	\$433,300	\$24,700	6.05%
Overtime	954	1,648	1,400	1,400	0	0.00%
Maintenance/Operations	63,147	75,201	64,800	61,100	-3,700	-5.71%
Planning & Building Total	\$429,385	\$439,148	\$474,800	\$495,800	\$21,000	4.42%
Streets						
Salaries/Benefits	\$193,764	\$143,405	\$157,000	\$164,700	\$7,700	4.90%
Overtime	6,900	7,612	6,000	6,000	0	0.00%
Maintenance/Operations	183,028	217,910	220,600	227,700	7,100	3.22%
Transfers/Capital	1,437,643	778,198	971,800	461,100	-510,700	-52.55%
Ending Fund Balance	-	-	19,000	20,600	1,600	8.42%
Streets Total	\$1,821,335	\$1,147,125	\$1,374,400	\$880,100	\$-494,300	-35.96%
Water						
Salaries/Benefits	\$349,758	\$359,103	\$465,000	\$502,400	\$37,400	8.04%
Overtime	455	2,382	6,500	6,500	0	0.00%
Maintenance/Operations	706,825	946,548	938,200	961,200	23,000	2.45%
Depreciation	288,830	275,497	-	96,700	96,700	0.00%
Capital	-	-	1,875,000	0	-1,875,000	-100.00%
Debt/Interest	3,962	3,488	61,400	0	-61,400	-100.00%
Ending Fund Balance	-	-	50,000	75,700	25,700	51.40%
Water Total	\$1,349,830	\$1,587,018	\$3,396,100	\$1,642,500	\$-1,753,600	-51.64%
Solid Waste						
Salaries/Benefits	\$431,937	\$379,560	\$390,800	\$401,200	\$10,400	2.66%
Overtime	2,953	4,020	3,500	3,000	-500	-14.29%
Maintenance/Operations	810,122	927,524	886,700	886,100	-600	-.07%
Depreciation	148,512	152,950	0	0	0	0.00%
Capital	-	-	325,000	200,000	-125,000	-38.46%
Solid Waste Total	\$1,393,524	\$1,464,054	\$1,606,000	\$1,490,300	\$-115,700	-7.20%
Sewer						
Salaries/Benefits	\$887,159	\$955,571	\$1,108,900	\$1,186,800	\$77,900	7.02%
Overtime	20,674	35,763	17,800	17,800	0	0.00%
Maintenance/Operations	904,414	936,162	1,119,200	1,071,700	-47,500	-4.24%
Depreciation	813,256	821,653	0	26,600	26,600	0.00%
Capital	0	0	270,000	0	-270,000	-100.00%
Debt Service	11,963	9,231	706,800	711,900	5,100	.72%
Ending Fund Balance	-	-	-	62,200	62,200	0.00%
Sewer Total	\$2,637,466	\$2,758,380	\$3,222,700	\$3,077,000	\$-145,700	-4.52%
Mechanical Shop						
Salaries/Overtime/Benefits	\$321	\$0	\$0	\$0	\$0	0.00%
Maintenance/Operations	57,529	61,745	90,000	78,200	11,800	13.11%
Mechanical Shop Total	\$57,850	\$61,745	\$90,000	\$78,200	\$11,800	13.11%
Total Expenditures	\$8,026,092	\$7,857,334	\$10,531,900	\$8,042,800	\$-2,489,100	-23.63%

Position Titles	2016	2017	2018	2019	Change
Public Works Director	1	1	1	1	0
Engineer Tech	0	0	0	0	0
Public Works Manager/CBO	1	1	1	1	0
Customer Service Clerk	.5	.83	.83	.83	0
GIS/Permit Technician	.7	.8	.8	.8	0
Public Works Office Manager	.5	.5	.5	.5	0
Building Inspector	1	1	1	1	0
Senior Planner	1	1	1	1	0
Public Works Operations Supervisor	1	1	1	1	0
Street Equipment Operator	2.33	2.66	1.66	1.66	0
Water Equipment Operator	2	2	4	4	0
Water Distribution III Operator	1	1	1	1	0
Water Production Operator	1	1	1	1	0
Water Resource Manager	1	1	1	1	0
Recycling / Solid Waste Operator	1	1	1	1	0
Solid Waste Equipment Operator	3.33	3	3	3	0
Wastewater Equipment Operator	3	3	4	4	0
Wastewater Treatment Plant Operator III	2	2	2	2	0
Wastewater Treatment Plant Operator II	2	2	3	3	0
Total FTE Positions	25.36	25.79	28.79	28.79	0

City of Cheney
Schedule of Liabilities
For the Year Ended December 31, 2018

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligations						
259.12	Governmental Compensated Absences		790,779	68,429	-	859,208
259.12	Business-Type Compensated Absences		406,606		26,552	380,054
264.40	Governmental Post Employment Benefits		899,884	2,995,610	-	3,895,494
264.30	Governmental Net Pension Liability		1,914,814	-	510,219	1,404,595
264.30	Business Type Net Pension Liability		1,173,595	-	312,714	860,881
263.52	Governmental Capital Lease	5/1/2020	126,207	-	40,691	85,516
263.86	Washington State Treasurer/LOCAL	6/1/2031	0	525,000		525,000
	Total General Obligations:		5,311,885	3,589,039	890,176	8,010,748
Revenue Obligations						
263.88	PWTF	7/1/2025	189,388	0	23,674	165,714
263.86	Dept of Ecology #1	2/14/2021	496,470	0	139,209	357,261
263.86	Dept of Ecology - #2	1/29/2028	6,430,122	0	535,843	5,894,279
263.86	Dept of Ecology - #3	12/31/2022	0	45,454	4,770	40,684
	Total Revenue Obligations:		7,115,980	45,454	703,496	6,457,938
	Total Liabilities:		\$ 13,706,792	\$ 3,634,493	\$ 1,593,672	\$ 14,468,686