



# **2017 ANNUAL BUDGET**

**CITY OF CHENEY, WASHINGTON**



**MAYOR**

Tom Trulove, 2014 – 2017

**CITY COUNCIL**

Teresa Overhauser, Mayor Pro Tem, 2014 – 2017

Ryan Gaard, 2016 – 2019

Chris Grover, 2014 – 2017

Dan Hilton, 2016 – 2019

Doug Nixon, 2016 – 2019

John Taves, 2014 – 2017

Jill Weiszmann, 2016 – 2019

**CITY ADMINISTRATOR**

Mark Schuller

**STAFF**

Finance Director / City Clerk..... Cindy Niemeier  
Fire Chief..... Vacant  
Human Resource Manager..... Mark Schuller  
Light Director..... Steve Boorman  
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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## 2017 Budget Message

Thanks to an unexpectedly strong economic recovery in Cheney during 2016, our 2017 budget is on the firmest setting since the “Great Recession.” Private sector building of single- and multi-family housing accelerated rapidly through 2016 and is expected to continue to be strong. This, along with more consumer spending, has increased sales tax revenues above expectations. As property assessed valuations have increased and the voter-approved levy lift kicked in, revenues from property taxes are expected to continue increasing. High levels of home and property sales are resulting in large increases in real estate excise tax. Based on these trends, which we expect to continue through 2017, we have budgeted for a general fund revenue stream better than it has been in years.

Because Cheney’s general fund revenues are recovering, restrictions on departmental spending are eased. Service levels are maintained and some previously needed, but neglected, expenditures approved. One area of difficulty the past few years has been the City’s ability to adequately fund personnel and equipment in the Police and Fire Departments. Voter passage of the levy lift to \$3.10 per thousand of assessed value is a great help, as it will be in the future.

We have kept our promise to allocate the levy lift money to support Police and Fire. We were able to fund a new police officer who was hired in 2016, pursue adding police reserve officers, purchase new police cars, develop a fleet management strategy, and acquire much-needed equipment that had been deferred. In Fire we are replacing obsolete equipment, purchasing equipment that has been needed for a long time, and putting away \$100,000 as a reserve toward purchase of a much-needed new fire truck. The levy lift money has made budgeting for public safety much easier for 2017.

During our years of austerity, we were able to barely maintain service levels across the general fund departments only by spending our reserves down to a critical level. Looking forward, we know that Cheney’s general fund revenues are going to be cyclical, being as dependent on building activity and assessed value as they are. Consequently, a high priority in the good revenue years is to rebuild budget reserves to a prudent level. That task is reflected as one of the top priorities in the 2017 budget and will be continued in subsequent years.

The City’s enterprise funds such as water, sewer, electricity, and solid waste are financially sound and maintained that way by small rate increases or adjustments at the beginning of 2016 and general growth in the Cheney economy. No rate adjustments were needed for 2017. These utilities are well managed and provide services at cost to our citizens. Cheney’s utility

rates are consistently below those of surrounding communities, and in some cases among the lowest in Washington. The 2017 budget reflects commitment to continued careful management.

Cheney's 2017 budget continues to provide all the basic services of a full-service city while allowing for a few enhancements in areas such as public safety and parks. The Cheney City Council deserves thanks for carefully analyzing budget choices and setting priorities through thoughtful deliberation. The 2017 budget process has been an exercise in teamwork.

# **CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES**

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## ***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: Tom Balderree, Richard Donley, Bettye Hull, Fred Lauritsen, Charles Mutschler, 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 6:30 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: Robert Beamer, Kelley Cullen, Tricia Hughes, Carrie Kreilkamp, Kerry Pease, 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)  
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 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: Vincent Barthels, Vara Lyn Conrath, Curt Critchlow, Craig Huber, Dan Turbeville, and Kristine Williams  
Council Liaison: Doug Nixon  
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, 2016.

### ***Finance Committee***

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

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

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

Staff: Finance Director Cindy Niemeier and department heads as required

### ***Public Works & Utilities Committee***

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

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

Members: Jill Weismann (Chair), John Taves, and Dan Hilton

Staff: Light Director Steve Boorman and Public Works Director Todd Ableman

### ***General Government Committee***

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

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

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

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: Chris Grover (Chair), John Taves, and Ryan Gaard

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

# BUDGET OVERVIEW

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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 2017 balanced budget totaling \$26,345,400. The 2017 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 beginning in 2016 and those funds has 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.

To supplement this document, the City of Cheney is happy to provide copies of the 2017 Budget Ordinance, W-99, and/or the 2017 Salary Ordinance, X-04, by request. For comments, questions, or more detailed information, please contact Cindy Niemeier, 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 2017**

	Actual					Budget
	2012	2013	2014	2015	2016	2017
General	\$ 7,165,773	\$ 6,331,030	\$ 6,649,335	\$ 6,729,862	\$ 7,538,092	\$ 7,710,300
Street	423,358	472,298	458,843	393,200	424,322	414,500
Arterial Street	873,908	67,836	408,446	76,683	1,061,920	27,500
Residential Street	366,138	395,048	408,958	383,141	403,102	380,100
Fire Equipment Reserve	218	8,492	1,774	28,720	9,138	49,000
Parks Equipment Reserve	2,949	683	8,378	21,607	61,017	75,000
Police Equipment Reserve	56,369	963	315	4,140	435	1,000
Street Equipment Reserve	116	22,341	51	84	232	100
EMS Levy	233,081	249,079	255,461	255,695	262,924	275,500
Bicycle Safety	336	273	391	876	601	100
Criminal Justice	295,011	271,649	342,168	308,797	318,749	294,400
Criminal Justice/CTED	9,238	9,752	10,588	11,123	11,591	18,300
EMS Trauma	1,540	1,214	1,477	1,347	1,308	2,900
Police Outside Jobs	10,954	5,457	5,171	4,192	12,325	39,600
Parks and Recreation	832,093	891,415	981,113	916,400	1,003,880	896,700
Hotel/Motel	31,807	33,687	38,851	42,418	48,198	113,200
Information Technology	273,859	316,221	194,403	144,633	192,053	224,600
Contributions and Donations	1,688	630	1,345	902	1,055	3,100
City Beautification	17,325	19,609	17,342	17,828	17,990	23,100
Capital Facilities	55,529	99,873	133,844	152,430	293,421	490,800
Light	7,692,990	7,821,878	8,100,405	8,286,017	9,587,852	9,316,100
Water	1,102,027	1,358,948	1,364,385	1,494,147	1,469,168	1,457,900
Solid Waste	1,315,832	1,315,530	1,295,773	1,346,407	1,372,440	1,546,100
Sewer	1,992,095	1,997,135	2,291,957	2,610,789	2,909,269	2,799,200
Unemployment Compensation	26,275	25,266	24,813	25,837	26,690	76,700
Equipment Rental	5,870	10,407	7,648	7,810	5,693	15,800
Mechanical Shop	81,119	90,117	101,593	47,592	81,773	93,800
<b>Total Revenues</b>	<b>\$ 22,867,499</b>	<b>\$ 21,816,828</b>	<b>\$ 23,104,828</b>	<b>\$ 23,312,677</b>	<b>\$ 27,115,238</b>	<b>\$ 26,345,400</b>

**City of Cheney, Washington**  
**Summary of Expenses**  
**For the Calendar Year 2017**

	Actual					Budget
	2012	2013	2014	2015	2016	2017
General	\$ 7,436,622	\$ 6,706,954	\$ 6,765,104	\$ 6,761,192	\$ 7,060,899	\$ 7,710,300
Street	474,180	461,216	413,737	340,196	364,729	414,500
Arterial Street	920,354	92,019	450,877	82,670	1,059,148	27,500
Residential Street	258,292	379,318	389,761	404,168	397,460	380,100
Fire Equipment Reserve	10,035	17,074	52,558	2,864	3,364	49,000
Parks Equipment Reserve	-	-	41,324	21,973	7,539	75,000
Police Equipment Reserve	68,881	4,835	25,720	-	4,968	1,000
Street Equipment Reserve	-	30,000	-	-	-	100
EMS Levy	216,812	281,244	223,642	250,796	263,700	275,500
Bicycle Safety	-	-	-	-	-	100
Criminal Justice	188,303	247,391	212,881	206,898	243,622	294,400
Criminal Justice/CTED	17,895	7,892	11,190	22,713	22,497	18,300
EMS Trauma	674	951	2,240	1,123	876	2,900
Police Outside Jobs	15,133	5,454	5,157	4,168	12,281	39,600
Parks and Recreation	856,217	921,553	775,432	831,491	875,445	896,700
Hotel/Motel	25,400	25,850	19,172	16,028	18,554	113,200
Information Technology	228,802	297,824	141,686	265,349	142,162	224,600
Contributions and Donations	2,507	2,738	1,825	959	600	3,100
City Beautification	11,625	18,842	3,035	7,982	6,036	23,100
Capital Facilities	10,301	-	-	338,296	-	490,800
Light	7,763,913	7,914,737	8,638,829	8,521,247	9,083,960	9,316,100
Water	1,215,403	1,309,765	1,290,068	1,650,751	1,349,829	1,457,900
Solid Waste	1,509,700	1,462,409	1,474,433	1,340,149	1,393,525	1,546,100
Sewer	2,697,432	2,664,793	2,600,175	2,467,311	2,623,027	2,799,200
Unemployment Compensation	21,845	33,743	5,417	649	-	76,700
Equipment Rental	9,813	12,022	10,548	10,024	13,326	15,800
Mechanical Shop	80,717	85,729	88,610	63,604	57,850	93,800
<b>Total Expenses</b>	<b>\$ 24,040,856</b>	<b>\$ 22,984,353</b>	<b>\$ 23,643,421</b>	<b>\$ 23,612,601</b>	<b>\$ 25,005,397</b>	<b>\$ 26,345,400</b>









# ***ADMINISTRATION***

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

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

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

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

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

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

## ***2016 Accomplishments***

- Maintained fiscal control within the Parks & Recreation Department.
- Maintained AWC Well City status.
- Continued to operate with minimal staffing.
- Provided support to community events – Mayfest, Cheney Rodeo Parade.
- Worked with Representatives from the Spokane Airport on the rail project.
- Continued with Development Code changes.
- Moved forward with the Itron Fixed Network system to read utility meters remotely.
- Mayor continued to serve on the Board of Trustees for the AWC Employee Benefit Trust, which is the health insurance provider for many cities across the state.
- City Administrator served on the WCIA Loss Control Committee.

- Mayor continued to serve as a member of the State's Freight Mobility Strategic Investment Board.
- Mayor continued to represent small cities on the Spokane Transit Authority Board.
- Worked with lobbyist Jennifer Ziegler to fine tune our legislative agenda.
- Selected Civic Plus as our new City of Cheney website provider and started design and implementation.
- Worked with GSI on ideas for economic development at the Cheney Industrial Park
- Formed a committee of community members to focus on economic development efforts in Cheney
- Continued to work with investors, developers, and EWU on a business incubator concept
- Hosted several region wide trainings at City facilities
- Worked with Cheney School District on irrigation issues
- Continued to examine and develop alternatives to address water issues
- Used levy lift money to address issues and improve service within our public safety departments
- Worked with STA and EWU on alternatives for bus routes due to EWU's decision to shut off access to the current loading/unloading area at the PUB.

### **2017 Goals**

- Assess options for a new accounting/financial management/work order system.
- Increase operating efficiencies across departments.
- Continue to implement a Communications Plan/Policy.
- Carefully review and manage expenses relating to LEOFF 1 retirees.
- Continue to provide cost effective services
- Continue efforts to widen SR 904.
- Work with DOT on the relocation of the shortline railroad track.
- Present the City's legislative agenda to local, state, and federal legislators and entities.
- Prepare the 50 acre park for opening in 2017
- Continue to work on economic development for the Cheney Industrial and Commerce Park and retail business development.
- Work with local agencies to host regional training events at the Wren Pierson Community Center.
- Work with legislators to obtain additional state-shared revenues and reduce unfunded mandates.
- Complete installation of the radio meter-reading system.
- Continue working with NIMS, NRU, and BPA to fulfill short- and long-term power needs at the lowest cost.
- Continue to provide quality legal services to city departments and officials.
- Increase General Fund cash reserves to a target of 20%.
- Maintain "Well City" status.

- Work with the Cheney Merchants' Association to support and grow retail business within Cheney.
- Continue to nurture the close working relationship we have with the Cheney School District.
- Continue to keep Cheney on the regional map by participating in area activities.
- Continue to serve on various boards and commissions, and participate in events to ensure that Cheney is considered a serious player.

# ADMINISTRATION

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Grant – Public Defender	\$18,000	\$16,200	\$14,800	\$13,500	-\$1,300	-8.78%
Personnel Services	540	0	0	0	0	0.00%
Public Defender Fees	15,501	16,451	16,000	25,000	9,000	56.25%
Executive Charges	509,377	580,979	509,200	549,200	40,000	7.86%
City Beautification	17,341	17,828	27,200	23,100	-4,100	-15.07%
<b>Total Revenue</b>	<b>\$560,759</b>	<b>\$631,458</b>	<b>\$567,200</b>	<b>\$610,800</b>	<b>\$43,600</b>	<b>7.69%</b>

<b>Expenditure Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Admin Salaries/Benefits	\$330,453	\$279,373	\$291,600	\$325,400	\$33,800	11.59%
Admin Maintenance/Operat/Capital	88,420	89,522	104,100	96,800	-7,300	-7.01%
Contingency Acct/Levy Lift	0	0	228,600	206,100	-22,500	-9.84%
Contingency Acct	0	0	0	73,900	73,900	0.00%
Legislative	73,303	62,163	81,200	91,400	10,200	12.56%
Legal/Prosecutor/Public Defender	200,376	162,955	209,000	209,000	0	0.00%
Wellness	236	0	1,000	1,000	0	0.00%
Library	1,734	1,128	1,000	1,100	100	10.00%
LEOFF 1 Expenses	166,809	164,426	162,000	162,000	0	0.00%
City Beautification	3,035	7,982	27,200	23,100	-4,100	-15.07%
<b>Total Expenditure</b>	<b>\$864,365</b>	<b>\$767,549</b>	<b>\$1,105,700</b>	<b>\$1,189,800</b>	<b>\$84,100</b>	<b>7.61%</b>

<b>Position Summary</b>					
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Change</b>
<i>Full Time</i>					
City Administrator	1	1	1	1	0
Human Resource Manager	1	0	0	0	0
Human Resource Generalist	0	0	0	1	1
Executive Assistant	1	1	1	1	0
Administrative Clerk	.8	.8	.8	0	-.8
<b>Total FTE Positions</b>	<b>3.8</b>	<b>2.8</b>	<b>2.8</b>	<b>3.0</b>	<b>.2</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.

## **Department Overview**

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

The divisions and budgets supervised by the Finance Department include:

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

## **Finance 2016 Accomplishments and Projects**

- The City of Cheney financial records and 2015 Annual Financial Report was successfully audited by the Washington State Auditor's Office with no findings.
- Continued to work with Itron and SunGard to coordinate the availability and upload of data for use in the fixed network program.
- Continued work to implement the fixed network for monthly utility billing and recording of usage for new and closed utility accounts.
- Continued with internal auditing activities including regular petty cash/change funds audits, and revenue stream auditing.
- Reviewed and digitized all City contracts for easier accessibility to all departments.
- 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 applied for and received federal FEMA funding for damage occurred during the November 2015 windstorm.
- Issued a request for proposal and signed a multi-year contract for banking services.

### **Finance 2017 Goals**

- Completion of the 2016 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.
- Transition to a full paperless agenda software package.
- Continue to look for an inexpensive option to automate public records.
- Update Real Vision to the network based version to allow indexing, scanning and retrieval of all resolutions, ordinances, and contracts.
- Issue a Request for Proposal for paperless billing services.
- Begin the process of searching for software that will combine all departmental needs into one integrated software package.

### **Information Technology 2016 Accomplishments and Projects**

- Successfully issued a Request for Proposal for the redesign and development of our website.

### **Information Technology 2017 Goals**

- Bring the newly updated and designed website online in the first quarter of 2017.
- Continue to strengthen the partnership with Intrinium for IT support.

# FINANCE DEPARTMENT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Sale of Copies/Public Records	\$446	\$214	\$200	\$200	\$0	0.00%
Returned Check Fees	2,505	2,145	2,000	2,000	0	0.00%
Billboard Fees	1,363	1,383	1,400	1,400	0	0.00%
Finance and Customer Svce Fees	477,785	439,312	475,800	475,800	0	0.0%
Criminal Justice/Jail	50,466	55,184	100,900	116,800	15,900	15.76%
Hotel/Motel	38,851	42,419	104,000	113,200	9,200	8.85%
Outside Jobs	5,172	4,192	34,200	39,600	5,400	15.79%
Information Technology	194,403	144,633	191,000	224,600	33,600	17.59%
Capital Facilities	133,843	152,430	130,000	490,800	360,800	277.54%
Unemployment	24,812	25,837	75,000	76,700	1,700	2.27%
Equipment Rental	7,649	7,810	15,600	15,800	200	1.28%
<b>Total Revenue</b>	<b>\$886,829</b>	<b>\$820,375</b>	<b>\$1,130,100</b>	<b>\$1,556,900</b>	<b>\$426,800</b>	<b>37.77%</b>

<b>Expenditure Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	\$851,524	\$858,752	\$893,500	\$920,800	\$27,300	3.06%
Overtime	130	65	500	1,000	500	100.00%
Maintenance & Operations	237,265	249,291	266,400	265,400	-1,000	-.38%
Intergovernmental	23,125	25,314	25,000	27,400	2,400	9.60%
General Fund Capital/Debt	0	0	61,000	26,000	-35,000	-57.38%
Transfers/General to Other Funds	221,483	146,000	146,000	125,000	-21,000	-14.38%
Fire Truck Reserve	0	0	100,000	100,000	0	0.00%
Criminal Justice/Jail Costs	50,466	55,184	100,900	105,400	4,500	5.35%
Outside Jobs	5,157	4,168	34,200	39,600	5,400	15.79%
Hotel/Motel	19,172	16,028	104,000	113,200	9,200	8.85%
Information Technology	141,686	265,350	191,000	224,600	33,600	17.59%
Capital Facilities	0	338,296	130,000	490,800	360,800	277.54%
Unemployment	5,417	649	75,000	76,700	1,700	2.27%
Equipment Rental	10,548	10,024	15,600	15,800	200	1.28%
<b>Total Expenditures</b>	<b>\$1,565,973</b>	<b>\$1,969,121</b>	<b>\$2,143,100</b>	<b>\$2,531,700</b>	<b>\$388,600</b>	<b>18.13%</b>

<b>Position Summary</b>					
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</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
Customer Service Representative	4	4	4	4	0
<b>Total FTE Positions</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>

# ***FIRE***

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## **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 the community. 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.

## **2016 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.
- Worked with EWU staff to provide safety and security for major events on campus.
- Responded to several large wildfires throughout the state.
- Continued county wide participation with our Rescue Task Forces (RTF).
- Received partial funding to help replace outdated structural hose on Cheney PL-1.
- Revamped our supply ordering system to make it more cost effective.
- Made many in-house (non-certified) repairs to equipment saving cost to allocate funds in other areas of operational needs.
- Improved Advanced Life Support (Paramedic) coverage to 58%.
- Staff members rotated schedule to cut back on Overtime cost.
- 90% of compliance on annual safety inspections.

## **2017 Goals**

- Continue to work towards improving our response times to emergencies.
- Improve staffing to comply with State and National Standards.
- Maintain equipment, records, and training based on NFPA, WISHA, and NIOSH standards.
- Streamline computer programs to assist with records and reporting software.
- Replace outdated and unserviceable equipment.
- Update/replace aging medical equipment (traction, IO driver, second cardiac monitor).
- Provide the opportunity for training to staff based on national standards.
- Train multiple certified inspectors for plan reviews and occupancy inspections.
- Continue to expand and bring our Advanced Life Support (Paramedic) training/service to 100% for our personnel and for our community.
- Continue to search out opportunities for grant funding.
- Continue to develop and maintain partnerships throughout the local community and county
- Bid spec for replacement of Engine 1.
- Re-evaluate our equipment needs for the future to be more cost effective.
- Establish improvement plans for Fire Department needs.
- Work with CCC and neighboring departments to build practical run cards for 911 responds.



- Continue to work within budgetary constraints and provide quality service to the community.

## FIRE DEPARTMENT FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Fireworks Permits	\$70	\$10	\$0	\$0	\$0	0.00%
Public Safety Contract	442,792	531,350	531,400	568,200	36,800	6.93%
Fire Equipment Reserve	1,774	28,720	16,200	49,000	32,800	202.47%
EMS Levy	255,461	255,695	263,700	275,500	11,800	4.47%
EMS Trauma	1,477	1,347	2,900	2,900	0	0.00%
<b>Total Revenue</b>	<b>\$707,857</b>	<b>\$817,122</b>	<b>\$814,200</b>	<b>\$895,600</b>	<b>\$81,400</b>	<b>9.32%</b>

<b>Expenditure Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	\$1,275,152	\$1,281,605	\$1,299,400	\$1,325,600	\$26,200	2.02%
Overtime	79,115	100,720	53,000	75,500	22,500	42.45%
Maintenance/Operations	296,294	267,915	305,300	307,800	2,500	.82%
Capital	27,107	0	0	0	0	0.00%
Ending Fund Balance	0	0	0	40,000	40,000	0.00%
<b>Total Expenditures</b>	<b>\$1,677,668</b>	<b>\$1,650,240</b>	<b>\$1,657,700</b>	<b>\$1,748,900</b>	<b>\$91,200</b>	<b>5.50%</b>

<b>Position Summary</b>					
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</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	4	2
Volunteers	8	8	8	1	7
<b>Total Part-Time Positions</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>5</b>	<b>9</b>

# 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

## **2016 Accomplishments**

- Rebuilt the overhead line on Buena Vista south of Salnave and added an additional phase for reliability and needed capacity.
- Started a system sectionalizing study with estimated completion date around the end of the year.
- Replaced the primary underground wire and transformers at Garden Manor
- Contracted tree clearance program
- Experienced significant system growth with all construction done in-house.
  - 325 New meters in the first ¾ of the year.
  - Provided new services to around 25 lots in Harvest Bluff Phase 2
  - Installed the back-bone for an additional 25 lots in Harvest Bluff Phase 3
  - Provided service to 5 new buildings at Eagle Point
  - Provided service to 32 Units at 2<sup>nd</sup> & Vine
  - Provided service to 75 Units at Salnave Glen
  - Provided service to several new duplexes
  - Significant rework and improvement of Feeders 2 & 3 at Murphy and Betz to repair car damaged switch and provide for road improvements. All work done without a contractor
- Will be close to completion of upgrading all of our street lights to LED under the TIB Grant by the end of the year. This program will be at no cost to our ratepayers.

## **2017 Goals**

- Begin implementation of the 2016 Sectionalizing Study
  - Upgrade the relay settings in the substations
  - Start a four year program to replace the old oil reclosers with vacuum breakers at the substations

- Begin a switch replacement program for the feeder tie switches
- Continue GIS-based pole inventory system
- Complete the service to the final 5 buildings of Eagle point. Total project to have over 900 units/meters
- Install the backbone for the final 59 lots of Harvest Bluff and new services as required
- Implement Fixed Network for meter reading
- Make recommendation for Tier Two power purchases 2020-2028
- Initiate Pole Testing Program
- Index, scan and refile utility and building drawings
- 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

**2017 Capital Projects**

• College Hill Wire Replacement	\$15,000
• West End Secondary	5,000
• Backyard Poles North of Oakland	50,000
• Reconductor Copper Lines	25,000
• Loop Feed west of High School (with new water line)	25,000
• Feeder Breaker Replacement	40,000
• Feeder Tie Switch Replacement	12,500
• <u>New SCADA system for Substations</u>	<u>25,000</u>
Total	<u>\$197,500</u>

**2017 Capital Equipment**

• Replace Small Bucket Truck	\$200,000
• Power quality meter (If needed during the year)	10,000
• Thermal Camera	1,500
• <u>Portable Underground Pulling Equipment</u>	<u>7,500</u>
Total	<u>\$254,000</u>

Note: The other large equipment item desired is a tracked skid-steer loader. With attachments this machine would be close to \$100,000. This is a machine that would be useful for all of the outside crews. If the trucks come in under budget we might raise bring this item up mid-year.

**Long Range Plans**

- Overhead and Underground Line replacement
  - The goal is to maintain a steady reinvestment in our line replacement.
  - Implementing a pole testing program will provide important data to maximize the benefit of pole replacements
  - 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.
- Our system has a number of older Oil filled switching devices (OCRs). It is reasonable to replace these in around the next 5 years. Seven of these OCRs are in the substations and can be replaced with substation breakers. The City has been removing OCRs from the

distribution system for a number of years and we will continue that process. Many of these will be replaced with basic distribution switches.

- 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. Our plan is to purchase an additional bank of regulators. We can then swap out banks, and send the removed regulators out for refurbishment on a rotating basis.
- Important in our plan is provisions for future load growth, particularly at EWU, that will necessitate major increase in our system backbone. This has been identified in our long range plans as a third substation. At the time it is needed there will be a number of options to be considered and when a major upgrade is needed is highly speculative.
- Potentially the largest budget item is a new City Hall. The City had a facility study done in 2008 and the comments are still relevant. Due to the construction of City Hall it is cost prohibitive to bring it up to current ADA and energy standards. While this project will be a number of years out, it should also be kept in the long range plan.

## **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						
	2014 Actual	2015 Actual	2016 Budget	2017 Budget	\$ Change	% Change
Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	0.00%
Banner Permits	1,575	290	0	0	0	0.00%
Governmental	0	0	315,700	113,000	-202,700	-64.21%
Charges for Utilities/Services	7,609,496	7,862,471	9,184,500	8,797,100	-387,400	-4.22%
Late Charges	15,973	16,033	15,700	16,900	1,200	7.64%
Miscellaneous	130,574	169,002	113,500	119,100	5,600	4.93%
Energy Conservation/BPA	210,160	71,472	150,000	150,000	0	0.00%
Infrastructure Connection Fees	136,738	164,319	65,000	120,000	55,000	84.62%
Gain/Loss on Sale of Capital Asset	-4,110	2,430	0	0	0	0.00%
<b>Total Revenue</b>	<b>\$8,100,406</b>	<b>\$8,286,017</b>	<b>\$9,844,400</b>	<b>\$9,316,100</b>	<b>-\$528,300</b>	<b>-5.37%</b>

Expenditure Summary						
	2014 Actual	2015 Actual	2016 Budget	2017 Budget	\$ Change	% Change
Salaries/Benefits	\$1,097,305	\$1,132,158	\$1,145,200	\$1,170,400	\$25,200	2.20%
Overtime	32,552	77,299	46,400	28,000	-18,400	-39.66%
Purchased Power	5,497,028	5,415,674	6,280,400	5,921,600	-358,800	-5.71%
Maintenance/Operations	1,591,794	1,464,790	1,850,500	1,716,700	-133,800	-7.23%
Capital/Depreciation	541,918	565,695	267,500	433,200	165,700	61.94%
Ending Fund Balance	0	0	254,400	46,200	-208,200	-81.84%
<b>Total Expenditures</b>	<b>\$8,760,597</b>	<b>\$8,655,616</b>	<b>\$9,844,400</b>	<b>\$9,316,100</b>	<b>-\$528,300</b>	<b>-5.37%</b>

\* Capital Expenditures in 2016 and 2017 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					
	2014	2015	2016	2017	Change
<i>Full-Time</i>					
Light Department Director	1	1	1	1	0
Administrative Secretary	.5	.5	.5	.5	0
Administrative Clerk	.5	.5	.5	.83	.33
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
<b>Total Full-Time Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>.33</b>
<i>Part-time</i>					
Engineer	.2	.2	.2	0	-.2

# 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.

## **2016 Accomplishments/Projects**

- Office of Public Defense Grant
- Continued Medical Lake court services contract. Annual Revenue \$48,000
- Secured a courtroom security officer
- Probation MRT Classes: Includes outside referrals; group & individual sessions held weekly
- Continued electronic forms-on-demand conversion

- Implemented Plain Paper Warrants and Plain Paper Hearing Notices
- Intern Project: Transferred old DUI/DV records to pdf format 2006-2013

### **2017 Goals**

- Restore Computer Replacement Program cut in 2014, 2015, and 2016; Equipment is Aging and will meet critical levels of failure soon
- Restore funding for basic court operations to 2014 funding levels.
- Secure funding for DV Advocate services. ARMS has served domestic violence victims and the court faithfully and voluntarily for four years. ARMS cancelled their contract effective October 2016 because their organization is no longer able to continue services unfunded.
- Public Defense Grant Funding for both the City of Cheney and the City of Medical Lake.
- Salary comparison review; last review was 2007.
- Promote and expand the Cheney Youth Court creating a School Rules Violation Court at Medical Lake and Cheney High Schools; Create a Street Law Class at the Cheney High School.
- Promote and expand Probation Services educational programs that promote offender compliance, good citizenry, and reduce recidivism
- Continue to seek other jail alternative and jail cost reduction opportunities
- Implement Anti-Harassment/Stalking Protection Order Docket providing access for Cheney citizens and EWU students
- Electronic Filing of EWU Criminal and Infraction Tickets
- Electronic Filing of Parking Tickets
- Electronic forms-on-demand conversion for all court forms using existing technology
- Purchase a printer for the Courtroom/Council Chambers for forms-on-demand

# MUNICIPAL COURT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Court Administrative Fees	\$6,079	\$10,608	\$12,200	\$8,700	-\$3,500	-28.69%
Court Services/Medical Lake	16,000	47,117	48,000	38,000	-10,000	-20.83%
Traffic School	670	780	600	800	200	33.33%
Adult Probation Charges	49,338	45,404	50,800	70,000	19,200	37.80%
Housing/Monitoring	9,673	13,117	12,000	14,800	2,800	23.33%
Booking Fees	820	813	1,000	500	-500	-50.00%
Mandatory Insurance Cost-Admin	1,810	1,105	1,000	700	-300	30.00%
Traffic Infractions	37,683	26,791	30,000	23,100	-6,900	-23.00%
Other Infractions	2,985	1,753	2,300	3,100	800	34.78%
Parking Infractions	29,988	27,540	25,000	45,000	20,000	80.00%
Parking Infractions/EWU Meters	48,109	47,002	50,000	49,000	-1,000	-2.00%
Parking Infractions/Handicapped	3,261	2,467	3,000	5,000	2,000	66.67%
DUI Crime Victim	3,050	1,343	1,600	700	-900	-56.25%
Other Criminal Traffic	5,398	4,322	5,500	4,700	-800	-14.55%
Investigative Fund Assessment	1,864	1,270	2,000	1,700	-300	-15.00%
Other Non-Traffic Misdmnr	6,203	3,605	4,000	2,300	-1,700	-42.50%
Jury Demand Costs	1,106	0	0	0	0	0.00%
D/M Interest Income	3,670	3,100	3,000	3,000	0	0.00%
Non-Revenue/Trauma/JIS	4	832	0	2,500	2,500	0.00%
Criminal Justice Funding	91,443	93,442	99,300	104,600	5,300	5.34%
<b>Total Revenue</b>	<b>\$319,254</b>	<b>\$332,411</b>	<b>\$351,300</b>	<b>\$378,200</b>	<b>\$26,900</b>	<b>7.66%</b>

<b>Expenditure Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Overtime/Benefits	\$246,408	\$264,803	\$274,800	\$288,300	\$13,500	4.91%
Maintenance/Operations	38,319	37,045	39,000	43,500	4,500	11.54%
Intergovernmental	15,037	15,989	15,800	16,400	600	3.80%
<b>Total Expenditures</b>	<b>\$299,764</b>	<b>\$317,837</b>	<b>\$329,600</b>	<b>\$348,200</b>	<b>\$18,600</b>	<b>5.64%</b>

<b>Position Summary</b>					
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Change</b>
<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
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</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.

## **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.

## **2016 Accomplishments**

- Experienced record participation numbers in youth sports programs
- Hired Recreation Coordinator
- Specialized Recreation
  - Replaced our Specialized Recreation Leader
- Successful summer at the pool
  - No major closures, but several significant maintenance issues
  - Upgraded lighting in the deep end of the pool making a significant difference
  - Swim Lesson Assessment Program
  - Expanding swim lessons into the "off-pool" season
  - Hosted swim meets for the first time in several years
  - Free Swims
- Youth Commission
  - Hosted several popular middle school dances
  - Successful Christmas Tree Lighting
- Made repairs to structures damaged by the wind storm and vandalism
- Replaced Gazebo Steps
- Collaboration with Dr. Martinson on repairs to Sutton playground equipment

## **2017 Goals**

- Continued Fiscal responsibility
- Parks and pool repair and maintenance
- Increase youth commission participation and activity
- Investigate installation of security cameras
- Increase Senior Center programs and participation
- Coordination of community events.
- Develop new program offerings within the recreation department
- Put the 50-acre park online
- Continue to repair parks restrooms and shelters

## **Capital Requests for 2016**

- TBD

# PARKS AND RECREATION DEPARTMENT FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Beginning Fund Balance	\$0	\$0	\$0	\$800	\$800	0.00%
Taxes	485,142	454,566	470,000	458,100	-11,900	-2.53%
Parking Permits	210	195	0	0	0	0.00%
Child Care Food Program	7,123	6,354	3,000	7,500	4,500	150.00%
21 <sup>ST</sup> Century Grant	32,604	22,239	31,300	31,300	0	0.00%
FEMA	0	0	14,000	0	-14,000	
Work Study Reimbursement	1,488	1,193	0	1,500	1,500	0.00%
Spokane County Conservation	726	742	0	0	0	0.00%
Swimming Pool Fees	39,702	46,320	45,000	45,000	0	0.00%
Recreation Program Fees	363,803	333,225	294,400	320,000	25,600	8.70%
Wren Pierson Rental	37,346	25,302	20,900	20,000	-900	-4.31%
Miscellaneous Revenue	45	1,179	0	0	0	0.00%
Concessions	0	11,413	4,000	4,500	500	12.50%
Insurance Proceeds	7,161	0	0	0	0	0.00%
Contributions/Donations	5,763	13,672	8,000	8,000	0	0.00%
Park Capital Reserve	8,378	21,607	155,000	75,000	-80,000	-51.61%
Contribution and Donations	201	902	2,000	2,000	0	0.00%
<b>Total Revenue</b>	<b>\$989,692</b>	<b>\$938,909</b>	<b>\$1,047,600</b>	<b>\$973,700</b>	<b>-\$73,900</b>	<b>-7.05%</b>

<b>Expenditure Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	\$275,413	\$311,240	\$318,100	\$365,700	\$47,600	14.96%
Overtime	3,001	2,990	5,000	6,000	1,000	20.00%
Part-Time/Seasonal Employees	251,122	252,485	253,400	265,400	12,000	4.56%
Maintenance/Operations	247,417	265,580	366,100	261,600	-104,500	-28.54%
Capital	39,364	21,972	105,000	75,000	-30,000	-28.57%
Debt Service	2,188	156	0	0	0	0.00%
<b>Total Expenditures</b>	<b>\$818,505</b>	<b>\$854,423</b>	<b>\$1,047,600</b>	<b>\$973,700</b>	<b>-\$73,900</b>	<b>-7.05%</b>

<b>Position Summary</b>					
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Change</b>
<b>Full Time</b>					
Recreation Manager	1	1	1	1	0
Recreation Coordinator	1	1	0	.60	.6
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>3</b>	<b>3.6</b>	<b>.6</b>
<b>Part-Time/Seasonal</b>					
After School Program	12	12	12	12	0
Day Camp	12	10	10	10	0
Summer Pool Staffing	20	20	20	20	0
Seasonal Parks Staff	5	5	5	7	2
<b>Total Part-time/Seasonal Employees</b>	<b>49</b>	<b>47</b>	<b>47</b>	<b>49</b>	<b>2</b>

# 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 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.

## **2016 Accomplishments and Projects**

- Replaced patrol laptop computers.
- Replaced patrol flashlights and firearm tactical lighting.
- Replaced four police vehicles.
- Added one additional police officer to enhance officer safety, address increased service demands, and to meet contractual minimum staffing requirements.
  - Applied for a COPPS Hiring Grant with the specific goal of hiring an additional police officer to meet community needs.
- Placed two fully trained reserve police officers in the hiring process.

## **2017 Goals**

- Add an additional police officer to enhance officer safety, address increased service demands, as well as meet contractual minimum staffing requirements.
- Deploy two reserve policers to patrol staffing.
- Repair police facility deficiencies to include converting police garage to a training and conference room.
- Fully incorporate the code enforcement function into the police department's day-to-day operations.
- Focus on property crime prevention and case clearance.
- In partnership with the Cheney School District explore feasibility of adding another School Resource Officer to meet operational demands.
- Evaluate detective workload to determine additional staffing requirements to meet evolving service demands.

# POLICE DEPARTMENT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
School Resource Officer	\$125,909	\$129,338	\$121,400	\$123,100	\$1,700	1.40%
Pistol Permits	2,356	2,187	1,500	2,100	600	40.00%
Fingerprint Fees	800	640	800	700	-100	12.50%
Dispatch Services	90,917	84,007	0	0	0	0.00%
Access Fees	15,000	15,000	40,000	49,400	9,400	23.50%
Police Equipment Reserve	315	4,141	6,000	1,000	-5,000	-83.33%
Criminal Justice	70,872	58,272	81,000	81,400	400	.49%
Criminal Justice/CTED	10,588	11,123	22,500	18,300	-4,200	-18.67%
<b>Total Revenue</b>	<b>\$367,825</b>	<b>\$304,708</b>	<b>\$273,200</b>	<b>\$276,000</b>	<b>\$2,800</b>	<b>1.02%</b>

<b>Expenditure Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Salaries/Benefits	\$1,909,671	\$1,974,961	\$2,166,500	\$2,225,600	\$59,100	2.73%
Overtime	91,424	155,041	50,000	80,000	30,000	60.00%
Maintenance & Operations	300,955	286,150	368,000	344,900	-23,100	6.28%
Capital	25,720	0	0	0	0	0.00%
Intergovernmental	10,464	10,464	10,500	18,000	7,500	71.43%
Lease Payment	45,286	45,286	61,300	50,000	-11,300	-18.43%
<b>Total Expenditures</b>	<b>\$2,383,520</b>	<b>\$2,471,902</b>	<b>\$2,656,300</b>	<b>\$2,718,500</b>	<b>\$62,200</b>	<b>2.34%</b>

<b>Position Summary</b>					
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Change</b>
Police Chief	1	1	1	1	0
Captain	0	0	2	2	2
Commander	1	1	1	0	-1
Sergeant	3	3	4	3	-1
Senior Patrol Officer	1	1	0	0	0
Corporal	4	4	0	0	0
Officer First Class	3	3	0	0	0
Patrol Officer	1	1	8	8	0
Officer – Probationary	0	0	1	1	1
Director of Communications	1	1	1	1	0
Dispatch Supervisor	0	0	1	1	1
Dispatcher	5	5	4	4	-1
<b>Total FTE Positions</b>	<b>20</b>	<b>20</b>	<b>21</b>	<b>21</b>	<b>1</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.

## **Public Works**

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

## **2016 Accomplishments**

- Building activity higher than predicted
- Housing development plats ( Harvest Bluff, Ridgeview)
- Continue GPS infrastructure
- Mobile 311 implementation
- Transportation Preservation Projects
  - Washington Street Preservation Project
  - Betz Road Preservation Project
  - Cheney-Spokane Preservation Project
  - Sidewalk Preservation Project
- Comprehensive Plan Update ( 2017 Implementation)
- Cheney Clean Sweep
- WWTP Plant Maintenance
- Wastewater Collection Main Cleaning ( 1/3 of collection mains)
- Water Reuse Engineering Report

## **2017 Goals**

- Comprehensive Plan Update (2017 Implementation)
- Storm Water Plan (2017 Permit Review)
- Water Plan Update ( 2018 Implementation)
- 2017 Residential Sidewalk Project
- 2016 Residential Street Preservation Project
- 2017 CDBG Watermain Replacement Project
- Well # 5 and #7 Rehabilitation
- Well # 4 Filtration
- Well # 3 Re-drill Project
- Annual water leak repairs
- Water SCADA conversion / update
- Equipment replacement
- Water Reuse funding options
- Storm water funding

# PUBLIC WORKS DEPARTMENT

## FINANCIAL AND POSITION SUMMARIES

<b>Revenue Summary</b>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Public Works Administration</b>	<b>\$407,085</b>	<b>\$304,083</b>	<b>\$484,100</b>	<b>\$462,700</b>	<b>-\$21,400</b>	<b>-4.42%</b>
<b>Planning</b>						
Conditional Use Fee	\$2,231	\$20	\$1,000	\$0	-\$1,000	-100.00%
Zoning/Subdivision Fees/Binding Site	300	300	0	0	0	0.00%
Short Plat Application/Final Plat/Lot	2,350	1,480	0	0	0	0.00%
Building Plan Review Fees	70,542	124,875	85,000	100,500	15,500	18.24%
Environmental Review	450	900	0	500	500	0.00%
Hearing Examiner Fee	1,750	0	0	0	0	0.00%
Technology Fee	3,600	4,480	4,000	2,500	-1,500	-37.50%
<b>Planning Total</b>	<b>\$81,223</b>	<b>\$132,055</b>	<b>\$90,000</b>	<b>\$103,500</b>	<b>\$13,500</b>	<b>15.00%</b>
<b>Building</b>						
Building Permit Fees	\$93,807	\$202,642	\$150,000	\$175,000	\$25,000	16.67%
Plumbing/Mechanical Permits	9,428	28,822	16,000	30,000	14,000	87.50%
<b>Building Total</b>	<b>\$103,235</b>	<b>\$231,464</b>	<b>\$166,000</b>	<b>\$205,000</b>	<b>\$39,000</b>	<b>23.49%</b>
<b>Streets</b>						
Taxes	\$408,829	\$383,018	\$390,100	\$380,100	-\$10,000	2.56%
Permits	4,025	4,757	3,000	4,000	1,000	-33.33%
Intergovernmental & Grants	636,762	314,998	1,607,500	290,700	-1,316,800	-81.92%
Misc & Other Non-Revenue	5,589	5,210	6,300	200	-6,100	-96.83%
Transfers In	221,483	146,000	143,000	125,000	-18,000	-12.59%
Beginning Fund Balance	0	0	40,000	24,100	-15,900	-39.75%
<b>Streets Total</b>	<b>\$1,276,688</b>	<b>\$853,983</b>	<b>\$2,189,900</b>	<b>\$824,100</b>	<b>-\$1,365,800</b>	<b>-62.37%</b>
<b>Water</b>						
Licenses & Permits	\$750	\$650	\$500	\$500	\$0	0.00%
Grants	113,239	139,052	139,200	0	-139,200	-100.00%
Charges for Services	1,198,441	1,258,660	1,234,500	1,241,900	7,400	.60%
Misc. & Other Non-Revenue	51,953	95,785	46,800	75,600	28,800	61.54%
Beginning Fund Balance	0	0	65,000	143,900	78,900	121.38%
<b>Water Total</b>	<b>\$1,364,383</b>	<b>\$1,494,147</b>	<b>\$1,486,000</b>	<b>\$1,461,900</b>	<b>-\$24,100</b>	<b>-1.62%</b>
<b>Solid Waste</b>						
Intergovernmental	\$443	\$13,147	\$0	\$0	\$0	0.00%
Charges for Services	1,287,901	1,324,026	1,290,000	1,356,000	66,000	5.12%
Misc & Other Charges	7,430	9,234	7,100	7,600	500	7.04%
Beginning Fund Balance	0	0	0	187,900	187,900	0.00%
<b>Solid Waste Total</b>	<b>\$1,295,774</b>	<b>\$1,346,407</b>	<b>\$1,297,100</b>	<b>\$1,551,500</b>	<b>\$254,400</b>	<b>19.61%</b>
<b>Sewer</b>						
Licenses & Permits	\$450	\$450	\$500	\$500	\$0	0.00%
Intergovernmental	0	0	21,600	0	-21,600	-100.00%
Charges for Services	2,212,845	2,406,742	2,563,400	2,648,000	84,600	3.30%
Misc & Other Charges	78,662	203,597	74,000	124,200	50,200	67.84%
Beginning Fund Balance	0	0	0	35,500	35,500	0.00%
<b>Sewer Total</b>	<b>\$2,291,957</b>	<b>\$2,610,789</b>	<b>\$2,659,500</b>	<b>\$2,808,200</b>	<b>\$148,700</b>	<b>5.59%</b>
<b>Mechanical Shop</b>						
Mechanical Shop Charges	\$101,592	\$47,592	\$96,300	\$93,800	-\$2,500	-2.60%
<b>Total Revenue</b>	<b>\$6,921,937</b>	<b>\$7,020,520</b>	<b>\$8,468,900</b>	<b>\$7,510,700</b>	<b>-\$958,200</b>	<b>-11.31%</b>

### Expenditure Summary

	2014 Actual	2015 Actual	2016 Budget	2017 Budget	\$ Change	% Change
<b>PWKS Administration</b>						
Salaries/Benefits	\$337,301	\$225,732	\$412,100	\$390,000	-\$22,100	-5.36%
Maintenance/Operations	69,784	78,351	72,000	72,700	700	.97%
<b>PWKS Admin Total</b>	<b>\$407,085</b>	<b>\$304,083</b>	<b>\$484,100</b>	<b>\$462,700</b>	<b>-\$21,400</b>	<b>-4.42%</b>
<b>Planning &amp; Building</b>						
Salaries/Benefits	\$215,738	\$356,235	\$195,300	\$288,100	\$92,800	47.52%
Overtime	723	659	1,400	1,400	0	0.00%
Maintenance/Operations	51,697	39,257	49,200	52,300	3,100	1.44%
<b>Planning &amp; Building Total</b>	<b>\$268,158</b>	<b>\$396,151</b>	<b>\$245,900</b>	<b>\$341,800</b>	<b>\$95,900</b>	<b>39.00%</b>
<b>Streets</b>						
Salaries/Benefits	\$235,015	\$192,772	\$198,600	\$226,200	\$27,600	13.90%
Overtime	8,059	6,380	6,000	6,000	0	0.00%
Maintenance/Operations	170,664	141,044	191,700	184,100	-7,600	-3.96%
Transfers	0	0	6,000	0	-6,000	-100.00%
Capital	840,638	468,868	1,784,900	407,600	-1,377,300	-77.16%
Ending Fund Balance	0	0	2,700	200	-2,500	-100.00%
<b>Streets Total</b>	<b>\$1,254,376</b>	<b>\$827,064</b>	<b>\$2,189,900</b>	<b>\$824,100</b>	<b>-\$1,365,800</b>	<b>-62.37%</b>
<b>Water</b>						
Salaries/Benefits	\$282,917	\$343,313	\$358,600	\$368,700	\$10,100	2.82%
Overtime	2,366	2,086	6,500	6,500	0	0.00%
Maintenance/Operations	709,454	763,141	752,900	904,000	151,100	20.07%
Depreciation/Capital	287,835	536,483	302,700	120,000	-182,700	-60.36%
Debt	7,496	5,728	65,300	62,700	-2,600	-3.98%
Ending Fund Balance	0	0	0	0	0	0.00%
<b>Water Total</b>	<b>\$1,290,068</b>	<b>\$1,650,751</b>	<b>\$1,486,000</b>	<b>\$1,461,900</b>	<b>-\$24,100</b>	<b>-1.62%</b>
<b>Solid Waste</b>						
Salaries/Benefits	\$375,762	\$406,199	\$430,400	\$396,400	-\$34,000	-7.90%
Overtime	1,916	2,045	3,500	3,500	0	0.00%
Maintenance/Operations	948,224	783,393	863,200	911,600	48,400	5.61%
Depreciation/Capital	148,532	148,512	0	240,000	240,000	0.00%
Ending Fund Balance	0	0	0	0	0	0.00%
<b>Solid Waste Total</b>	<b>\$1,474,434</b>	<b>\$1,340,149</b>	<b>\$1,297,100</b>	<b>\$1,551,500</b>	<b>\$254,400</b>	<b>19.61%</b>
<b>Sewer</b>						
Salaries/Benefits	\$828,627	\$845,313	\$875,900	\$907,600	\$31,700	3.62%
Overtime	8,829	14,468	17,800	17,800	0	0.00%
Maintenance/Operations	864,664	772,334	1,039,100	1,055,900	16,800	1.62%
Depreciation/Capital	882,490	822,398	9,500	120,000	110,500	1,163.16%
Debt Service	15,568	12,798	707,000	706,900	-100	-.01%
Ending Fund Balance	0	0	10,200	0	-10,200	-100.00%
<b>Sewer Total</b>	<b>\$2,600,178</b>	<b>\$2,467,311</b>	<b>\$2,659,500</b>	<b>\$2,808,200</b>	<b>\$148,700</b>	<b>5.59%</b>
<b>Mechanical Shop</b>						
Salaries/Overtime/Benefits	\$1,116	\$687	\$0	\$0	\$0	0.00%
Maintenance/Operations	87,494	65,917	96,300	93,800	-2,500	-2.60%
<b>Mechanical Shop Total</b>	<b>\$88,610</b>	<b>\$66,604</b>	<b>\$96,300</b>	<b>\$93,800</b>	<b>-\$2,500</b>	<b>-2.60%</b>
<b>Total Expenditures</b>	<b>\$7,382,909</b>	<b>\$7,052,113</b>	<b>\$8,458,800</b>	<b>\$7,544,000</b>	<b>-\$914,800</b>	<b>-10.81%</b>

<b>Position Titles</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Change</b>
Public Works Director	1	1	1	1	0
Engineer Tech	1	1	0	0	0
Public Works Manager/CBO	0	0	1	1	0
Customer Service Clerk	.5	.5	.5	.83	.33
GIS/Permit Technician	.7	.7	.7	.8	.10
Public Works Office Manager	.5	.5	.5	.5	0
Building Inspector	1	1.2	1	1	0
Senior Planner	1	1	1	1	0
Public Works Operations Supervisor	1	1	1	1	0
Street Equipment Operator	3	3	2.33	2.66	.33
Water Equipment Operator	2	2	2	2	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	3	3.33	3	-.33
Wastewater Equipment Operator	3	3	3	3	0
Wastewater Treatment Plant Operator III	2	2	2	2	0
Wastewater Treatment Plant Operator II	2	2	2	2	0
<b>Total FTE Positions</b>	<b>25.7</b>	<b>25.9</b>	<b>25.36</b>	<b>25.79</b>	<b>.43</b>



**City of Cheney**  
**Schedule of Outstanding Debt**  
**For the Year Ended December 31, 2016**

<u>ID. No.</u>	<u>Description</u>	<u>Due Date</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
<b>General Obligations</b>						
✓ 263.51	Governmental Capital Lease - SRO	11/25/2016	11,337		11,337	-
263.51	Governmental Capital Lease	5/1/2020	0	165,833		165,833
<b>Total General Obligations:</b>			<b>11,337</b>	<b>165,833</b>	<b>11,337</b>	<b>165,833</b>
<b>Revenue Obligations</b>						
✓ 263.82	PWTF	7/1/2025	236,735	0	23,673	213,062
✓ 263.82	Dept of Ecology #1	2/14/2021	768,724	0	135,110	633,614
✓ 263.82	Dept of Ecology - #2	1/29/2028	7,501,808	0	535,843	6,965,965
<b>Total Revenue Obligations:</b>			<b>8,507,267</b>	<b>0</b>	<b>694,626</b>	<b>7,812,641</b>
<b>Total Liabilities:</b>			<b>13,706,792</b>	<b>165,833</b>	<b>705,963</b>	<b>7,978,474</b>