

# **CITY OF SPOKANE VALLEY, WA**



## **2014 ANNUAL BUDGET**

# **City of Spokane Valley, Washington**

## **Annual Budget**

### **For the Fiscal Year**

**January 1 through December 31, 2014**

City Hall  
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Spokane Valley, WA 99206  
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**“A community of opportunity where individuals and families can grow and play, and businesses will flourish and prosper.”**

About the cover photograph:  
“Summer Boulders” by Dennis Isip, First Place winner in the 2013 Ten Year Anniversary  
“This is Spokane Valley” Photo Contest



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Spokane County

January 1, 2014 through December 31, 2014

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## **City Council Members**

**Thomas Towey, Mayor**

Position #7

**Gary Schimmels, Deputy Mayor**

Position #4

**Rod Higgins**

Position #1

**Dean Grafos**

Position #2

**Arne Woodard**

Position #3

**Chuck Hafner**

Position #5

**Ben Wick**

Position #6

## **Staff**

Mike Jackson, City Manager

Vacant, Deputy City Manager

Mark Calhoun, Finance Director

John Hohman, Community Development Director

Mike Stone, Parks & Recreation Director

Eric Guth, Public Works Director

Cary Driskell, City Attorney

Christine Bainbridge, City Clerk





***City Manager's Budget Message  
2014 Annual Budget***

***Dear Citizens, Mayor and City Council of Spokane Valley:***

I am pleased to present the attached 2014 proposed budget for the City of Spokane Valley. The City of Spokane Valley remains financially strong and continues to benefit from a history of prudent financial decisions since our 2003 incorporation. Responsible budgeting and restrained spending has helped us achieve our key fiscal policies including an ending fund balance equivalent to six months of general fund operations and almost no debt.

The City of Spokane Valley is a stellar example of how a City can function efficiently and economically while providing key services to the community. Our per capita employee count and personnel expenses are among the lowest (if not the lowest) in the nation.

To ensure continued financial stability it is imperative that the City keep its recurring expenses in check. To do this, we must continue to limit recurring expenditures at levels less than or equal to our annual revenues.

In 2012, the City initiated spending of general fund, special fund and capital project fund revenues and reserves for the sole purpose of aiding street preservation. In 2012, 2013 and again in 2014 our citizens will see an aggressive program of repaving our roadways. Some may question paving roads that "don't look so bad." The truth is the best time to repave is before a road deteriorates to the point that full reconstruction is necessary. Full reconstruction can cost substantially more than pavement preservation such as crack sealing or grinding and repaving. That is why the City of Spokane Valley has committed critical financial resources to preservation of our transportation infrastructure.

## ***Fiscal Policies***

The Fiscal Policies adopted by the City Council are an important element in the long range fiscal strength of Spokane Valley. These policies appropriately dictate that if the economic conditions deteriorate, future budget reductions may be triggered.

### **Financial Management** – The City proposes to:

1. Maintain basic service levels with minimal resources to achieve success.
2. Minimize personnel costs/overhead by continuing to contract for many services.
3. Continue the 6-year Business Plan process.
4. Leverage City funds with grant opportunities.
5. Minimize City debt with a pay as you go philosophy.
  - The State of Washington sets the maximum level of allowable debt for cities based on assessed value of property. The City of Spokane Valley currently utilizes only 1.48% of its total debt capacity, and more importantly, only 7.41% of non-voted bond capacity. This is extremely low debt.
6. Strive to prioritize spending in the annual budget process and minimize mid-year addition of projects and appropriations.

### **Financial Objectives** - The City's financial objectives are:

1. Maintain a minimum General Fund Ending Balance of 50% of recurring expenditures which is the equivalent of 6 months of general fund operations.
2. If necessary, utilize the Service Level Stabilization Reserve Fund (\$5.4 million) to maintain ending fund balance minimum.
3. Commitment to the strategy that the Service Level Stabilization Reserve Fund will not reduce below \$3.24 million (60% of \$5.4 million).
4. Maintain the property tax assessment the same as 2013 with the exception of new construction. As in the previous three years, the City will forego the 1% annual increase allowable by RCW 84.52.050. We anticipate this will result in a levy of \$10,919,932 plus estimated new construction of \$129,468 for a total levy of \$11,049,400. The 1% increase capacity will be banked for future use as provided by law.
5. Grow our economy so our existing tax base can support our basic programs.

**Commitment** – By committing to these policies, the City will ensure financial sustainability well into the future. Breaking this commitment can take us in the opposite direction and begin to erode our fiscal strength.



## ***Budget Highlights***

The 2014 Budget recognizes the economic realities of our times and the necessity to continue to operate within our financial means.

***Pavement Preservation Fund:*** In the 2012 Budget, Council established the Pavement Preservation Fund #311. For 2014, projected expenditures for preservation are \$3,595,521. A total of \$2,763,272 in grant funding is budgeted in pavement preservation for 2014. In addition, \$888,823 will be transferred from the General Fund, \$282,000 from the Street Fund, \$616,284 from the Civic Facilities Replacement Fund, \$184,472 from REET 1 Capital Projects Fund and \$184,472 from REET 2 Special Capital Projects Fund. Most of these transfers are projected to be sustainable for the foreseeable future. However, the transfer from the Civic Facilities Replacement fund is not sustainable and can only occur for four years (including 2013) until the balance of \$2,403,848 is depleted at year end 2016. The good news is due to grants, the total revenues for street preservation are \$4,919,323 which exceeds expenditures by \$1,323,802. Because of this, we currently are able to continue the funding of street preservation through at least 2018 and beyond. This will require us to adhere to a budget and continue to utilize grant funds to bolster our own city transfers.

***Moderate Growth in Current Operational Expenses/Budget Increase:*** Investing in the essential core services identified by the Council and community creates baseline costs. Similar to the trend in most jurisdictions, costs and demands for service are growing while tax revenues are decreasing. Quality service delivery requires ongoing investment in basic capacity to provide efficient operations. Moderate as it may be, operational expenses have increased as reflected in the General Fund increase of 4.28% for 2014.

***Staffing Levels:*** Staffing levels were increased by 2 positions for 2014 for a total of 87.25 employees. Even taking into consideration that we contract for police services and are served by Fire Districts and a Library District, for a major city, we are operating substantially below the normal employee count at a substantially reduced cost. Spokane Valley personnel costs are approximately 20.78% of the total General Fund recurring expenditures. Comparable cities and counties typically fund personnel costs at about 60% to 70% of their General Fund Budget (after adjusting for police, fire and library personnel, of which the City of Spokane Valley contracts). Spokane Valley staff levels are about 1 employee for every 1,043 citizens. Comparable cities range from 1 employee to every 163 citizens to 1 employee for every 491 citizens. While the survey is not scientific, the low comparable personnel costs coupled with the low employee per citizen ratio indicates the City of Spokane Valley is operating at a very low yet effective staffing level.



Since incorporation, this City has taken a conservative approach to adding new staff. Spokane Valley continues to have the lowest employee count of any Washington city with 50,000 or more in population. By all comparisons, the City of Spokane Valley is a lean, productive City government. The addition of 2 positions is included in the 2014 budget, increasing staff to 87.25 in 2014. In each case the positions – a Computer Help Desk Specialist and a Grants Coordinator, are justified as they result in cost reduction of contracted services currently being provided.

**Public Safety Costs:** In 2014, the Police, Court and Jail related services proposed budget is \$23,758,643 —an amount equal to 215% of anticipated property tax collections (\$11,049,437) for the entire year. Council has made a commitment not to reduce public safety service levels and associated costs in 2014.

### **Challenges:**

**Pavement Preservation:** Street Preservation needs must be balanced with other needs. The 2014 Budget achieves this balance.

**Grants and Declining Matching Funds:** City staff actively pursues funding commitments from other sources to help pay the cost of needed capital improvements—roads, bridges, stormwater and parks that benefit the community. In 2014 a total of \$20,985,561 is budgeted for a range of capital projects of which \$14,726,269 (70.2%) is coming from outside grant sources.

When the City applies for state and federal grants, the City must provide its share (match) for these projects. In the past, Real Estate Excise Tax (REET) was used for most of the City match. In addition to capital construction, the City funds a portion of Pavement Preservation from REET funds.

During the last five years, annual revenue from the REET tax has declined from \$2.5 million to estimated 2014 revenues of \$1.2 million. Depending on availability of Federal, State and Local grants, the City may reach a point where we have to prioritize preservation versus capital projects.

**Local Street Maintenance Combination of Funding:** This fund derives its revenues from an allocation of the State Motor Fuel Tax distributed to cities and towns, and a 6% city utility tax on telephone usage estimated in 2014 at \$1,858,600 and \$2,750,000 respectively. The combination of Fuel Tax and Telephone Utility Tax enables us to meet the ongoing need for these funds to pay for critical street maintenance activities such as snow plowing, pothole repair, crack sealing, sweeping, weed control, street lighting, traffic signals and a variety of other repairs/improvements. In 2014, \$282,000 will transfer to Pavement Preservation for more substantial repaving projects.

## *The Budget for 2014*

### **Balanced Budget Adopted:**

One of the most important tests of fiscal management is the ability of a municipal enterprise to maintain basic services during an economic downturn. The creation and maintenance of financial reserves since incorporation has served its intended purpose and provided the opportunity for Spokane Valley to sustain critical public services during the turbulent economic conditions that began in 2008 and from which we are just now emerging. The 2014 budget reflects a prudent increase in continuation of service delivery capabilities.

**The 2014 budget is in balance.** Expenses have been balanced with known or reasonably predictable revenues. The budget is designed to maintain the healthy, positive fund balance at year end that provides for the city's cash flow needs without costly borrowing. In pursuit of fiscal responsibility, special attention was given to limiting the growth in new programs and financial commitments. This approach allows available resources to be put toward sustaining services that are consistent with the City Council's priorities for 2014 and beyond.

### *Future Concepts:*

The budget process is not static and Council, the citizens, and staff must remain vigilant to watch for economic trends that impact current forecasts. Even as we adopt a 2014 budget, we must keep in mind the future economic opportunities and threats that may impact our multi-year forecast. An example of potential impacts and adaptive future concepts are as follows:

- A commitment by Management to review all vacant positions prior to filling them. (In some cases, positions must be filled quickly due to workload.)
- Continue budget strategy to fund City programs and pavement preservation within the existing City of Spokane Valley tax structure.
- By all indications, the economic recovery of the U.S. and its collective states, counties and cities will be a steady but perhaps faltering process. The City of Spokane Valley has predicted \$150,000 increase in property tax due to new construction and an increase in sales tax revenues of 7.48% (\$1,140,000) in 2014. This is the largest projected annual increase in sales tax since 2006. Sales tax actually declined substantially in 2008 – 2011 and began to trend slowly upward in 2012.
- Because it represents about 64% of the General Fund budget, achieving future budget reductions without impacting Law Enforcement and other Public Safety services will be challenging but achievable.

### *Acknowledgments:*

I would like to acknowledge the City Council and staff for a long history of conservative spending and prudent fiscal planning. By saving and conserving the taxpayers' money, and by adopting prudent long-term fiscal policies, the City can balance its budget for many years to come.

The City Council has set a path to ensure the long-term financial sustainability of the City. The management staff and employees have worked together to develop Business Plans and 2014 budget recommendations that achieve Council's goal of sustainability.

The Citizens of Spokane Valley should be proud of the strong financial condition of their City. We invite your examination and questions regarding the 2014 Budget.

Respectfully,

A handwritten signature in blue ink that reads "Mike Jackson" with a stylized flourish at the end.

Mike Jackson  
City Manager





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**TO:** City Manager and Members of the City Council

**FROM:** Mark Calhoun, Finance Director

**SUBJECT:** About the 2014 Budget and Budget Development Process

The budget includes the financial planning and legal authority to obligate public funds. Additionally, the budget provides significant policy direction by the City Council to the staff and community. As a result, the City Council, staff and public are involved in establishing the budget for the City of Spokane Valley.

The budget serves four functions:

1. It is a Policy Document

The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide the actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the City staff.

2. It is an Operational Guide

The budget of the City reflects its operation. Activities of each City function and organization have been planned, debated, formalized, and described in the following sections. This process will help to maintain an understanding of the various operations of the City and how they relate to each other and to the attainment of the policy issues and goals of the City Council.

3. It is a Link with the General Public

The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

4. It is a Legally Required Financial Planning Tool

The budget is a financial planning tool, which has been its most traditional use. In this light, preparing and adopting a budget is a State law requirement of all cities as stated in Title 35A of the Revised Code of Washington (RCW). The budget must be adopted as a balanced budget and must be in place prior to the beginning of the City's fiscal year. The budget is the legal authority to expend public moneys and controls those expenditures by limiting the amount of the appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to indicate funds available. The budget takes into account unforeseen contingencies and provides for the need for periodic adjustments.

## **2014 BUDGET DEVELOPMENT PROCESS**

Historically the City has utilized a budgeting approach that assumed for most functions of government that the current year's budget was indicative of the base required for the following year. However, with the downturn in the economy and resultant reduction in revenues (most notably the decline in sales taxes), the 2012 through 2014 Budget development processes were amended to consciously review service levels in each department and determine the appropriate level of funding that meets Council goals relative to available resources.

The 2014 Budget development process began at the February 26, 2013 Council workshop where among other topics, Council and Staff discussed the budget in general terms. In mid-April 2013 the Finance Department notified City Departments that their 2014 revenue and expenditure estimates were due by May 17. Through the balance of May and early June, the City Manager's office and Finance Department worked to prepare budget worksheets that were communicated to the City Council at a Budget workshop held June 18, 2013. Following the workshop, the Finance Department continued work on the budget including refinements of revenue and expenditure estimates and through July and early August, the Finance Department and City Manager reviewed updated budget projections.

By the time the 2014 Budget is scheduled to be adopted on October 22, 2013, the Council will have had an opportunity to discuss it on seven separate occasions, including two public hearings to gather input from citizens:

June 18	Council budget workshop
August 13	Admin report: Estimated 2014 revenues and expenditures
August 27	<u>Public hearing #1</u> on 2014 revenues and expenditures
September 17	City Manager's presentation of preliminary 2014 Budget
September 24	<u>Public hearing #2</u> on 2014 Budget
October 8	First reading on ordinance adopting the 2014 Budget
October 22	Second reading on ordinance adopting the 2014 Budget

Once adopted, the final operating budget is published, distributed, and made available to the public.

After the budget is adopted, the City enters a budget implementation and monitoring stage. Throughout the year, expenditures are monitored by the Finance Department and department directors to ensure that actual expenditures are in compliance with the approved budget. The Finance Department provides the City Manager and City Council with monthly reports to keep them abreast of the City's financial condition and individual department compliance with approved appropriation levels. Any budget amendments made during the year are adopted by City Council ordinance.

The City Manager is authorized to transfer budgeted amounts within a fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges or other conditions of employment must be approved by the City Council.

When the City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, it may do so by ordinance adopted by Council after holding one public hearing.



## **BUDGET PRINCIPLES**

- Department directors have primary responsibility for formulating budget proposals in line with City Council and City Manager priority direction, and for implementing them once they are approved.
- The Finance Department is responsible for coordinating the overall preparation and administration of the City's budget. This function is fulfilled in compliance with applicable State of Washington statutes governing local government budgeting practices.
- The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
- Interfund charges will be based on recovery of costs associated with providing those services.
- Budget amendments requiring City Council approval will occur through the ordinance process at the fund level prior to fiscal year end.
- The City's budget presentation will be directed at displaying the City's services plan in a Council/constituent friendly format.
- Short term debt shall not exceed 10% of revenues. No long term debt will be incurred without identification of a revenue source to repay the debt. Long term debt will be incurred for capital purposes only.
- The City will strive to maintain equipment replacement funds in an amount necessary to replace the equipment at the end of its useful life. Life cycle assumptions and required contributions will be reviewed annually as part of the budget process. New operations in difficult economic times may make it difficult to fund this principle in some years.
- The City will pursue an ending general fund balance at a level of no less than 50% of recurring expenditures. This figure is based upon an evaluation of both cash flow and operating needs.

## **BASIS OF ACCOUNTING AND BUDGETING**

### **Accounting**

Accounting records for the City are maintained in accordance with methods prescribed by the State Auditor under the authority of the Revised Code of Washington (RCW), Chapter 43.09.20, and in compliance with generally accepted accounting principles as set forth by the Governmental Accounting Standards Board.

### **Basis of Presentation - Fund Accounting**

The accounts of the City of Spokane Valley are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of double-entry accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the City of Spokane Valley:

### Governmental Fund Types

Governmental funds are used to account for activities typically associated with state and local government operations. All governmental fund types are accounted for on a spending or "financial flows" measurement focus, which means that typically only current assets and current liabilities are included on related balance sheets. The operating statements of governmental funds measure changes in financial position, rather than net income. They present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. There are four governmental fund types used by the City of Spokane Valley:

1. General Fund

This fund is the primary fund of the City of Spokane Valley. It accounts for all financial resources except those required or elected to be accounted for in another fund.

2. Special Revenue Funds

These funds account for revenues that are legally restricted or designated to finance particular activities of the City of Spokane Valley. Special Revenue funds include:

- #101 - Street Fund
- #103 - Paths & Trails Fund
- #105 - Hotel / Motel Tax Fund
- #120 - CenterPlace Operating Reserve Fund
- #121 - Service Level Stabilization Reserve Fund
- #122 - Winter Weather Reserve Fund
- #123 - Civic Facilities Replacement Fund

3. Debt Service Funds

These funds account for financial resources which are designated for the retirement of debt. Debt Service Funds are comprised of the #204 - Debt Service LTGO 03 Fund.

4. Capital Project Funds

These funds account for financial resources, which are designated for the acquisition or construction of general government capital projects. Capital Project Funds include:

- #301 – REET 1 Capital Project Fund
- #302 – REET 2 Capital Projects Fund
- #303 - Streets Capital Projects Fund
- #309 - Parks Capital Projects Fund
- #310 - Civic Facilities Capital Projects Fund
- #311 - Pavement Preservation Fund
- #312 – Capital Reserve Fund

### Proprietary Fund Types

A fifth type of fund classification are the Proprietary Funds that are used to account for activities similar to those found in the private sector where the intent of the governing body is to finance the full cost of providing services based on the commercial model which uses a flow of economic resources approach. Under this approach, the operating statements for the proprietary funds focus on a measurement of net income (revenues and expenses) and both current and non-current assets and liabilities are reported on related balance sheets. Their reported fund equity (total net assets) is segregated into restricted, unrestricted and invested in capital assets classifications. As described below, there are two generic fund types in this category:



1. Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily by user charges. Included in this type of fund is:

- #402 – Stormwater Management Fund
- #403 – Aquifer Protection Area Fund

2. Internal Service Funds

These funds account for operations that provide goods or services to other departments or funds of the City. Included in this type of fund is:

#501 - Equipment Rental and Replacement Fund

#502 - Risk Management Fund

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized, recorded in the accounting system and ultimately reported in the financial statements.

- Modified Accrual Basis of Accounting is used for all governmental funds. Modified accrual recognizes revenues when they become both measurable and available to finance expenditures of the current period.
- Accrual Basis of Accounting is used for enterprise and internal service funds. Under this system revenues and expenses are recognized in the period incurred rather than when cash is either received or disbursed.

Budgets and Budgetary Accounting

Annual appropriation budgets are adopted for all funds with Governmental Funds utilizing a modified cash basis of accounting for budget purposes, and Proprietary Funds utilizing a working capital approach.

Budgets are adopted at the fund level that constitutes the legal authority for expenditures and annual appropriations for all funds lapse at the end of the fiscal period.

**EXPLANATION OF MAJOR REVENUE SOURCES**

**General Fund #001**

• Property Tax

Property taxes play an essential role in the finances of the municipal budget. State law limits the City to a \$3.60 levy per \$1,000 assessed valuation, deducting from there the levy of \$1.50 by the Spokane County Fire Districts #1 and #8, along with deducting \$0.50 for the Library District, which leaves the City with the authority to levy up to \$1.60 for its own purposes. The levy amount must be established by ordinance by November 30th prior to the levy year.

• Retail Sales and Use Tax

The sales tax rate for retail sales transacted within the boundaries of the City of Spokane Valley is 8.7%. The tax that is paid by a purchaser at the point of sale is remitted by the vendor to the Washington Department of Revenue who then remits the taxes back to the various agencies that have imposed the tax. The allocation of the 8.7% tax rate to the agencies is as follows:



State of Washington	6.50%		
City of Spokane Valley	0.85%		
Spokane County	0.15%		
Spokane Public Facilities District	0.10% *		
Criminal Justice	0.10% *		
Public Safety	0.10% *		2.20% local tax
Juvenile Jail	0.10% *		
Mental Health	0.10% *		
Law Enforcement Communications	0.10% *		
Spokane Transit Authority	0.60% *		
	<u>8.70%</u>		
* Indicates voter approved sales taxes.			

- Criminal Justice Sales Tax

Local Sales Tax for Criminal Justice funding is to be used solely for criminal justice purposes, such as the City's law enforcement contract. This tax is authorized at 1/10 of 1% of retail sales transacted in the County. Of the total amount collected, the State distributes 10% of the receipts to Spokane County, with the remainder allocated on a per capita basis to the County and cities within the County.

- Public Safety Sales Tax

Beginning in 2005, an additional .1% voter approved increase in sales tax was devoted to public safety purposes. This .1% was approved by the voters again in August 2009. Of the total amount collected, the State distributes 60% of the receipts to Spokane County, with the remainder allocated on a per capita basis to the cities within the County.

- Gambling Tax

Gambling tax revenues must be spent primarily on law enforcement purposes pertaining to gambling. Funds remaining after necessary expenditures for such enforcement purposes may be used for any general government purpose.

Gambling taxes are to be paid quarterly to the City, no later than the last day of January, April, July and October. The City imposes a tax on the following forms of gambling at the following rates: Bingo (5% gross, less prizes); Raffles (5% gross, less prizes); Games (2% gross, less prizes); Card playing (10% gross).

- Leasehold Excise Tax

Taxes on property owned by state or local governments and leased to private parties (City's share).

- Franchise Fees

Cable TV is the only franchise fee levied in the City at a rate of 5% of gross revenues. This is a fee levied on private utilities for the right to use city streets, alleys, and other public properties.

- State-Shared Revenues

State-shared revenues are received from liquor sales, and motor vehicle excise taxes. These taxes are collected by the State of Washington and shared with local governments based on population. State-shared revenues are distributed on either a monthly or quarterly basis, although not all quarterly revenues are distributed in the same month of the quarter. The 2013 population figure used in the 2014 Budget is 91,490 as reported by the Office of Financial Management for Washington State on April 1, 2013. This figure is important when determining distribution of State shared revenues on a per capita basis.

- Fines and Forfeitures / Public Safety  
Fines and penalties are collected as a result of Municipal Court rulings and other miscellaneous rule infractions. All court fines and penalties are shared with the State, with the City, on average, retaining less than 50% of the amount collected.
- Community Development  
Community Development revenues are largely composed of fees for building permits, plan reviews, false alarms and right of way permits.
- Recreation Program Fees  
The Parks and Recreation Department charges fees for selected recreation programs. These fees offset direct costs related to providing the program.
- CenterPlace Fees  
The Parks and Recreation Department charges fees for use of CenterPlace. Uses include regional meetings, weddings, receptions and banquets. Rental rooms include classrooms, the great room and dining rooms.
- Investment Interest  
The City earns investment interest on sales tax money held by the State of Washington prior to the distribution of the taxes to the City, as well as on City initiated investments.

#### **Street Fund #101**

- Motor Vehicle Fuel Excise Tax (gas tax)  
The State of Washington collects a \$.3750 per gallon motor vehicle fuel tax at the pump and remits \$.0296 of the tax back to cities on a per capita basis. For 2014 the Municipal Research and Services Center estimates the distribution back to cities will be \$20.40 per person. Based upon a City of Spokane Valley population of 91,490 (per the Washington State Office of Financial Management on April 1, 2013) we anticipate the City will collect \$1,866,400 in 2014. RCW 47.30.050 specifies that .42% of this tax must be expended for paths and trails activities and based upon the 2014 revenue estimate this computes to \$7,800. The balance or \$1,858,600 will be credited to Fund #101 for Street maintenance and operations.
- Telephone Utility Tax  
The City of Spokane Valley levied a 6% telephone utility tax via Ordinance #08-014 with collections beginning in 2009. Telephone companies providing this service pay the tax to the City monthly. Telephone tax has been estimated at \$2.75million for 2014.

#### **Paths & Trails Fund #103**

Cities are required to spend .42% of the motor vehicle fuel tax receipts on paths and trails (please see the explanation for Street Fund #101) which we anticipate will be \$7,800 in 2014. Because the amount collected in any given year is relatively small, it is typical to accumulate State distributions for several years until adequate dollars are available for a project.

#### **Hotel / Motel Tax Fund #105**

The City imposes a 2% tax under RCW 67.28.180 on all charges made for the furnishing of lodging at hotels, motels, and similar establishments (including bed and breakfasts and RV parks) for a continuous period of less than one month. The tax is taken as a credit against the 6.5 percent state sales tax, so that the total tax that a patron pays in retail sales tax and hotel/motel tax combined is equal to the retail sales tax in the



jurisdiction. The revenues generated by this tax may be used solely for paying for tourism promotion and for the acquisition and/or operation of tourism-related facilities. This tax is estimated to generate \$490,000 in 2014.

#### **Debt Service – LTGO 03 Fund #204**

The City issued \$9,430,000 in limited tax general obligation bonds (LTGO) in 2003. Of this total:

- \$7,000,000 of the proceeds was used to finance the construction of CenterPlace at Mirabeau Point. These bonds will be paid off in annual installments over the 30-year period ending December 1, 2033. Annual debt service payments on these bonds are provided by the Spokane Public Facilities District. At January 1, 2014 the outstanding balance on this portion of the bond issue will be \$5,990,000.
- \$2,430,000 of the proceeds was used to finance Road and Street Improvements near CenterPlace. These bonds will be paid off in annual installments over the 20-year period ending December 1, 2023. Annual debt service payments on these bonds are provided by equal distributions from the 1<sup>st</sup> and 2<sup>nd</sup> quarter percent real estate excise tax. At January 1, 2014 the outstanding balance on this portion of the bond issue will be \$1,445,000.

#### **REET 1 Capital Projects Fund #301**

Under Washington State Law, RCW 82.46.010, the City is allowed to impose an excise tax on each sale of real property at the rate of one-quarter of one percent of the selling price. The revenue generated is used for financing capital projects as specified in the capital facilities plan under the Growth Management Act.

#### **REET 2 Capital Projects Fund #302**

Under Washington State Law, RCW 82.46.010, the City is allowed to impose an additional excise tax on each sale of real property at the rate of one-quarter of one percent of the selling price. The revenue generated is used for financing public works capital projects as specified in the capital facilities plan under the Growth Management Act.

#### **Stormwater Management Fund #402**

A stormwater fee is imposed upon every developed parcel within the City, which is an annual charge of \$21 for each single family unit and \$21 per 3,160 square feet of impervious surface for all other properties. These charges are uniform for the same class of customers and service facilities. These fees are estimated to generate \$1,835,000 in 2014.

#### **Aquifer Protection Area Fund #403**

These are voter approved fees to assist the City in protecting the aquifer. The City expects to receive \$500,000 in 2014.

#### **Interfund Transfers**

Many funds receive a portion of their revenues from other funds in the form of an interfund transfer. These transfers typically represent payments for either services rendered by one fund for another or a concentration of revenues for a specific project or purpose. The following interfund transfers are planned for 2014:



		Out:								Total In
		001	101	105	123	301	302	312	402	
In:	001	0	39,700	30,000	0	0	0	0	13,400	83,100
	204	0	0	0	0	93,152	93,151	0	0	186,303
	303	0	0	0	0	268,575	585,097	2,570,000	7,101	3,430,773
	309	192,500	0	0	0	0	0	0	0	192,500
	311	888,823	282,000	0	616,284	184,472	184,472	0	0	2,156,051
	501	15,400	100,777	0	0	0	0	0	31,567	147,744
	502	325,000	0	0	0	0	0	0	0	325,000
										6,521,471
Total Out		1,421,723	422,477	30,000	616,284	546,199	862,720	2,570,000	52,068	6,521,471
										0

#001-General Fund is budgeted to transfer out \$1,421,723 including:

- \$192,500 towards Fund #309-Park Capital Projects Fund for park related projects.
- \$888,823 to Fund #311 – Pavement Preservation Fund for pavement preservation projects.
- \$15,400 to Fund #501-Equipment Rental and Replacement Fund for the future replacement of vehicles.
- \$325,000 towards the #502-Risk Management Fund for the 2014 property and liability insurance premium.

#101-Street Fund is budgeted to transfer out \$422,477 including:

- \$39,700 to Fund #001-General Fund to cover administrative costs.
- \$282,000 to Fund #311-Pavement Preservation Fund for pavement preservation projects.
- \$100,177 to Fund #501-Equipment Rental and Replacement Fund including \$85,777 for the future replacement of existing vehicles including snow plows plus an additional \$15,000 in 2014 to partially cover the acquisition of an additional half-ton pickup.

#105-Hotel / Motel Tax Fund is budgeted to transfer \$30,000 to Fund #001-General Fund for the purpose of financing advertising at CenterPlace.

#123-Civic Facilities Replacement Fund is budgeted to transfer \$616,284 to Fund #311-Pavement Preservation Fund for pavement preservation projects.

#301-REET 1 Capital Projects Fund is budgeted to transfer out \$546,199 including:

- \$93,152 to Fund #204-Debt Service Fund to pay a portion of the annual payment on the 2003 LTGO bonds.
- \$268,575 to Fund #303-Street Capital Projects Fund that will be applied towards grant matches for street construction projects.
- \$184,472 to Fund #311-Pavement Preservation Fund for pavement preservation projects.

#302-REET 2 Capital Projects Fund is budgeted to transfer out \$562,720 including:

- \$93,151 to Fund #204-Debt Service Fund to pay a portion of the annual payment on the 2003 LTGO bonds.
- \$585,097 to Fund #303-Street Capital Projects Fund that will be applied towards grant matches for street construction projects.
- \$184,472 to Fund #311-Pavement Preservation Fund for pavement preservation projects.

#312 – Capital Reserve Fund is budgeted to transfer out \$2,570,000 including:

- \$250,000 to Fund #303-Street Capital Projects Fund that will be applied towards the Appleway Landscaping project.
- \$2,320,000 to Fund #303-Street Capital Projects Fund that will be applied towards the Sullivan Road West Bridge Replacement project.

#402-Stormwater Fund is budgeted to transfer out \$52,068 including:

- \$13,400 to Fund #001-General Fund to cover administrative costs.
- \$31,567 to Fund #501-Equipment Rental and Replacement Fund for the future replacement of vehicles including \$1,567 for the future replacement of existing vehicles plus an additional \$30,000 in 2014 to cover the acquisition of an additional half-ton pickup.

**SIGNIFICANT ASSUMPTIONS IN THE 2014 BUDGET**

**Budget Summary for All Funds**

- Based upon funding levels anticipated in the 2014 budget, City staff will strive to maintain adequate levels of service.
- Appropriations for all City Funds will total \$71.3 million including \$21.0 million in capital expenditures, comprised in-part of:
  - \$14.7 million in Fund #303 Street Capital Projects.
  - \$262,500 in Fund #309 Park Capital Projects.
  - \$3.6 in Fund #311 Pavement Preservation Fund projects.
  - \$1.2 in Fund #402 Stormwater Management projects.
  - \$1.1 in Fund #403 Aquifer Protection Area projects.
  - \$90,000 in Fund #501 Equipment Rental and Replacement for the acquisition of three half-ton pick-ups.
- Budgets will be adopted across 20 separate funds.
- The full time equivalent employee (FTE) count will increase by 2.0 employees from 85.25 in 2013 to 87.25 in 2014. The two additional employee include:
  - A 1.0 FTE help desk technician in the Finance Department. Cost of this position is budgeted at \$64,996 which will be offset by reductions of \$74,800 in professional services costs.
  - A 1.0 FTE planning grants engineer in the Public Works Department. Cost of this position is budgeted at \$100,010 allocated:
    - 37.5% to the General Fund #001 at a cost of \$37,467, which is offset by a \$40,000 reduction the professional services budget.
    - 37.5% to the Street Fund #101 at a cost of \$37,467, which is offset by a \$40,000 reduction in the professional services budget.
    - 25% to the Stormwater Management Fund #402 at a cost of \$25,076.
- Fund #301, previously titled “Capital Projects” is renamed “REET 1 Capital Projects” to more accurately describe the source of funding.
- Fund #302, previously titled “Special Capital Projects” is renamed “REET 2 Capital Projects” to more accurately describe the source of funding.



- The 2014 Budget reflects the second consecutive year the City will set aside an amount equivalent to 6% of General Fund recurring expenditures for pavement preservation in Fund #311 – Pavement Preservation. This 6% equals \$2,156,051.
- Positions and salary ranges are based on the City's compensation and classification plan.
- Payroll tax and benefit amounts are based on staff benefit plans.
- Contract costs for public safety, park maintenance, aquatics and street maintenance are based on estimates by City staff.
- The City is setting money aside in Fund #501-Equipment Rental and Replacement for the eventual replacement of its vehicles, including snow plows.

#### **2014 General Fund Revenues**

- Total recurring 2014 revenues are estimated at \$36,823,500 as compared to \$35,274,700 in 2013. This is an increase of \$1,548,800 or 4.39%.
- The two largest sources of revenue continue to be Sales Tax and Property Tax which are collectively estimated to account for 80% of 2014 General Fund revenues.
- General sales tax (excluding criminal justice and public safety sales taxes) are reflective of 2013 receipts to date and are currently estimated at \$16.4 million which reflects an increase of \$1,140,000.
- The Property Tax levy will not include the 1% increase allowed by Initiative #747 which was approved by the voters in November 2001 through their approval of Initiative #747 and the subsequent action by the State Legislature in November 2007.
  - The 2014 levy is estimated at \$11,049,400.
  - The levy assumes we start with the 2013 levy of \$10,919,932, forgo the 1% increase allowed by State law, and finally add taxes related to new construction which we estimate to be \$129,468.
- Franchise fees and business registrations are primarily based on projected receipts in 2013.
- State shared revenues are based upon a combination of historical collections including 2013 collections through July, and per capita distribution figures reported by the Municipal Research and Services Center.
- Fines and forfeitures are estimated by Spokane Valley and based on historical collections.
- Building permit and land use fees are estimated by Spokane Valley and based on historic collections.

#### **2014 General Fund Expenditures**

- Total 2014 recurring expenditures are budgeted at \$36,823,010 as compared to \$35,312,674 in 2013. This is an increase of \$1,510,336 or 4.28%. The increase is comprised of:
  - \$1,245,443 that is public safety related (reflecting a 5.63% increase over 2013), and
  - \$264,893 for all non-public safety related departments (reflecting a 2.01% increase over 2013).
- The City commitment of 6% of recurring General Fund expenditures to pavement preservation equals \$2,156,051 and is computed by multiplying total recurring expenditures prior to adding the pavement preservation element ( $\$35,934,187 \times 6\% = \$2,156,051$ ). The \$2,156,051 that is transferred to Pavement Preservation Fund #311 is comprised of the following:
  - \$888,823 from General Fund #001
  - \$282,000 from Street Fund #101
  - \$616,284 from Civic Facilities Replacement Fund #123
  - \$184,472 from REET 1 Capital Projects Fund #301
  - \$184,472 from REET 2 Capital Projects Fund #302
- 2014 Nonrecurring expenditures total \$586,650 and include:
  - a \$192,500 transfer to Fund #309–Parks Capital Projects Fund.
  - \$350,000 for a law enforcement contingency.
  - \$8,800 for AutoCad licenses for the Public Works Department.
  - \$11,350 for replacement chairs at CenterPlace.
  - \$24,000 for a variety of improvements at the police precinct.



### **General Fund Revenues Over (Under) Expenditures and Fund Balance**

- 2014 recurring revenues are anticipated to exceed recurring revenues by \$490.
- Total 2014 expenditures are anticipated to exceed total revenues by \$586,160.
  - This is entirely due to the nonrecurring expenditures previously discussed which equal \$586,650 and is not a result of ongoing operating costs overwhelming revenues.
- The total unrestricted General Fund fund balance is anticipated to be \$20,149,703 at the end of 2014 which is 54.72% of total recurring expenditures of \$36,823,010. Our goal is to maintain an ending fund balance of at least 50.0%.

### **Highlights of Other Funds**

#### **Revenues**

- Motor vehicle fuel tax (MVFT) revenue that is collected by the State and remitted to the City is estimated to be \$1,866,400 according to per capita estimates provided by the Municipal Research and Services Center. Of this amount, \$1,858,600 will be credited to the Street O&M Fund and .42% or \$7,800 to the Paths and Trails Fund.
- Telephone taxes that are remitted to the City and support Street Fund operations and maintenance are anticipated at \$2,750,000.
- Real estate excise tax (REET) revenue is computed by the City and is primarily used to match grant funded street projects as well as pay a portion of the annual payment on the 2003 general obligation bonds. In 2014 we estimate these revenues to be \$600,000 per each ¼% for a total of \$1,200,000.
- Hotel/Motel tax revenues are computed by the City and are dedicated to the promotion of visitors and tourism. In 2014 we estimate the 6% tax will generate \$490,000.
- The Stormwater Management Fee is based on an equivalent residential unit (ERU) that is equal to 3,160 square feet of impervious surface that is billed at a rate of \$21 per single family residence and \$21 per ERU for commercial properties (an ERU for a commercial property is computed as total square feet of impervious surface divided by 3,160). In 2014 we estimate this will fee will generate \$1,835,000.
- The Aquifer Protection Area Fund is expected to generate \$500,000 in fees that are collected on the City's behalf by Spokane County and remitted in two installments during the year.
- Grant revenues that will be applied to a variety of construction projects are estimated at \$14,726,269 in 2014. By fund we anticipate grant revenues as follows:
  - Fund #303 – Street Capital Projects - \$11,092,997
  - Fund #311 – Pavement Preservation - \$2,763,272
  - Fund #403 – Aquifer Protection Area - \$870,000

#### **Expenditures**

- Fund #101 - Street Fund includes an appropriation of \$61,750 for capital items including:
  - \$30,000 for the acquisition of a patch trailer.
  - \$25,000 for the installation of a hawk signal.
  - \$6,750 for the acquisition of software.
- Fund #301 - REET 1 Capital Projects Fund includes an appropriation of \$184,472 that represents a transfer to Fund #311-Pavement Preservation Fund for pavement preservation projects.
- Fund #302 - REET 2 Capital Projects Fund includes appropriation of \$184,472 that represents a transfer to Fund #311- Pavement Preservation Fund for pavement preservation projects.
- Fund #303 – Street Capital Projects Fund includes an appropriation of \$14,689,790 for a variety of street construction projects. Included in the projects is the Sullivan Road West Bridge Replacement for which we are appropriating \$8,888,189 in 2014. We anticipate the project will cost approximately \$15.3 million between 2014 and 2015 and will be financed through a combination of \$13.0 million in grants and \$2.3

million in City matching funds with the source being a \$2.3 million transfer from Fund #312 – Capital Reserves.

- Fund #309 – Parks Capital Projects includes \$262,500 of appropriations to cover a variety of City park improvements that will be financed through a combination of a \$192,500 transfer from the General Fund #001 with the balance of \$70,000 being paid from Fund #309 reserves.
- Fund #311 – Pavement Preservation includes \$3,595,521 of pavement preservation projects that will be financed in large part through grants totaling \$2,763,272.
- Fund #312 – Capital Reserve includes \$2,570,000 in transfers to Fund #303 – Street Capital Projects:
  - \$250,000 that will be applied towards the Appleway Landscaping project.
  - \$2,320,000 that will be applied towards the Sullivan Road West Bridge Replacement project.
- Fund #402 - Stormwater Fund includes \$1,166,000 for capital expenditures including:
  - a \$900,000 for various projects,
  - \$250,000 for land acquisition for stormwater projects,
  - \$16,000 for the acquisition of a variable message system (VMS) trailer
- Fund #403 - Aquifer Protection Area Fund includes \$1,120,000 for capital expenditures including:
  - \$60,000 for the design of a Broadway stormwater retrofit
  - \$60,000 for the design of an outfall diversion
  - \$1,000,000 for a SE Yardley retrofit project. Cost for this will be offset by an \$870,000 grant.
- Fund #501 - Equipment Rental and Replacement Fund includes \$90,000 for the addition of three half-ton pickups.

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget Summary**

<b>Annual Appropriation Funds</b>	<b>Fund No.</b>	<b>Estimated Beginning Fund Balance</b>	<b>Revenues</b>	<b>Total Sources</b>	<b>Appropriations</b>	<b>Estimated Ending Fund Balance</b>
General Fund	001	20,735,863	36,823,500	57,559,363	37,409,660	20,149,703
Street Fund	101	2,090,538	4,611,600	6,702,138	4,688,216	2,013,922
Paths & Trails Fund	103	71,741	7,800	79,541	0	79,541
Hotel/Motel Fund	105	186,772	490,300	677,072	577,000	100,072
CenterPlace Operating Reserve Fund	120	300,000	0	300,000	0	300,000
Service Level Stabilization Fund	121	5,448,531	7,300	5,455,831	0	5,455,831
Winter Weather Reserve Fund	122	503,588	700	504,288	500,000	4,288
City Facilities Repair & Replacement	123	1,789,263	1,700	1,790,963	616,284	1,174,679
Debt Service LTGO 03	204	0	627,823	627,823	627,823	0
REET 1 Capital Projects Fund	301	457,409	601,000	1,058,409	546,199	512,210
REET 2 Capital Projects Fund	302	771,239	601,000	1,372,239	862,720	509,519
Street Capital Projects	303	177,918	14,689,790	14,867,708	14,689,790	177,918
Parks Capital Projects Fund	309	302,423	193,000	495,423	262,500	232,923
Civic Facilities Capital Projects Fund	310	1,110,074	1,900	1,111,974	0	1,111,974
Pavement Preservation Fund	311	264,354	4,919,323	5,183,677	3,595,521	1,588,156
Capital Reserve Fund	312	7,706,057	0	7,706,057	2,570,000	5,136,057
		41,915,770	63,576,736	105,492,506	66,945,713	38,546,793

<b>Working Capital Funds</b>	<b>Fund No.</b>	<b>Estimated Beginning Working Capital</b>	<b>Revenues</b>	<b>Total Sources</b>	<b>Appropriations</b>	<b>Estimated Ending Working Capital</b>
Stormwater Management Fund	402	1,991,142	1,837,500	3,828,642	2,823,978	1,004,664
Aquifer Protection Area Fund	403	317,673	1,370,000	1,687,673	1,120,000	567,673
Equipment Rental & Replacement Fund	501	1,181,921	148,744	1,330,665	90,000	1,240,665
Risk Management Fund	502	83,212	325,000	408,212	325,000	83,212
		3,573,948	3,681,244	7,255,192	4,358,978	2,896,214
Total of all Funds		45,489,718	67,257,980	112,747,698	71,304,691	41,443,007



**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**

9/24/2013

	2013			2014	Difference Between	
	As Amended	Amendment	As	Proposed Budget	2013 and 2014	
	May 28		Amended		\$	%
#001 - GENERAL FUND						
RECURRING ACTIVITY						
Revenues						
Property Tax	10,943,700	0	10,943,700	11,049,400	105,700	0.97%
Sales Tax	15,250,000	0	15,250,000	16,390,000	1,140,000	7.48%
Sales Tax - Criminal Justice	1,280,000	0	1,280,000	1,330,000	50,000	3.91%
Sales Tax - Public Safety	750,000	0	750,000	745,000	(5,000)	(0.67%)
Gambling Tax and Leasehold Excise Tax	612,500	0	612,500	619,400	6,900	1.13%
Franchise Fees/Business Registration	1,135,000	0	1,135,000	1,213,000	78,000	6.87%
State Shared Revenues	1,684,600	0	1,684,600	1,886,500	201,900	11.99%
Fines and Forfeitures/Public Safety	1,632,300	0	1,632,300	1,470,800	(161,500)	(9.89%)
Community Development	1,174,000	0	1,174,000	1,255,400	81,400	6.93%
Recreation Program Revenues	571,500	0	571,500	579,800	8,300	1.45%
Miscellaneous Department Revenue	0	0	0	85,500	85,500	#DIV/0!
Miscellaneous & Investment Interest	158,000	0	158,000	115,600	(42,400)	(26.84%)
Transfers in - #101 (street admin)	39,700	0	39,700	39,700	0	0.00%
Transfers in - #105 (h/m tax-CP advertising)	30,000	0	30,000	30,000	0	0.00%
Transfers in - #402 (storm admin)	13,400	0	13,400	13,400	0	0.00%
Total Recurring Revenues	35,274,700	0	35,274,700	36,823,500	1,548,800	4.39%
Expenditures						
City Council	390,111	0	390,111	414,950	24,839	6.37%
City Manager	637,984	0	637,984	660,843	22,859	3.58%
Legal	439,161	35,000	474,161	448,922	(25,239)	(5.32%)
Public Safety	22,139,200	0	22,139,200	23,384,643	1,245,443	5.63%
Deputy City Manager	609,706	0	609,706	653,215	43,509	7.14%
Finance / IT	1,089,633	0	1,089,633	1,180,659	91,026	8.35%
Human Resources	232,469	0	232,469	237,883	5,414	2.33%
Public Works	876,443	0	876,443	882,694	6,251	0.71%
Community Development - Administration	257,175	12,750	269,925	290,883	20,958	7.76%
Community Development - Engineering	850,845	14,750	865,595	807,114	(58,481)	(6.76%)
Community Development - Planning	899,743	12,750	912,493	928,906	16,413	1.80%
Community Development - Building	1,162,582	12,750	1,175,332	1,267,656	92,324	7.86%
Parks & Rec - Administration	270,717	0	270,717	274,743	4,026	1.49%
Parks & Rec - Maintenance	789,000	0	789,000	796,200	7,200	0.91%
Parks & Rec - Recreation	231,321	0	231,321	229,152	(2,169)	(0.94%)
Parks & Rec - Aquatics	485,600	0	485,600	490,400	4,800	0.99%
Parks & Rec - Senior Center	88,143	0	88,143	89,882	1,739	1.97%
Parks & Rec - CenterPlace	800,884	0	800,884	828,842	27,958	3.49%
Pavement Preservation	855,857	0	855,857	888,823	32,966	3.85%
General Government	1,799,100	0	1,799,100	1,741,600	(57,500)	(3.20%)
Transfers out - #502 (insurance premium)	319,000	0	319,000	325,000	6,000	1.88%
Total Recurring Expenditures	35,224,674	88,000	35,312,674	36,823,010	1,510,336	4.28%
Recurring Revenues Over (Under)						
Recurring Expenditures	50,026	(88,000)	(37,974)	490		

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**

9/24/2013

	2013			2014	Difference Between	
	As Amended	Amendment	As	Proposed	2013 and 2014	
	May 28		Amended		\$	%
<b>#001 - GENERAL FUND - continued</b>						
<b>NONRECURRING ACTIVITY</b>						
<u>Revenues</u>						
Transfers in - #120 (excess reserves)	50,787	0	50,787	0	(50,787)	(100.00%)
Total Nonrecurring Revenues	50,787	0	50,787	0	(50,787)	(100.00%)
<u>Expenditures</u>						
Transfers out - #309 (park grant match)	50,000	0	50,000	192,500	142,500	285.00%
Law Enforcement Contingency	0	0	0	350,000	350,000	#DIV/0!
Public Works (autocad licenses)	0	0	0	8,800	8,800	#DIV/0!
Parks & Recreation (CP chairs)	0	0	0	11,350	11,350	#DIV/0!
Public Safety (precinct improvements)	0	0	0	24,000	24,000	#DIV/0!
Transfers out - #312 (Capital Reserve Fund)	7,826,207	0	7,826,207	0	(7,826,207)	(100.00%)
Parks & Recreation related	56,962	0	56,962	0	(56,962)	(100.00%)
Carpet at City Hall	25,000	0	25,000	0	(25,000)	(100.00%)
Total Nonrecurring Expenditures	7,958,169	0	7,958,169	586,650	(7,371,519)	(92.63%)
Nonrecurring Revenues Over (Under)						
Nonrecurring Expenditures	(7,907,382)	0	(7,907,382)	(586,650)		
Excess (Deficit) of Total Revenues						
Over (Under) Total Expenditures	(7,857,356)	(88,000)	(7,945,356)	(586,160)		
Beginning unrestricted fund balance	28,681,219		28,681,219	20,735,863		
Ending unrestricted fund balance	20,823,863		20,735,863	20,149,703		
Fund balance as a percent of recurring expenditures	59.12%		58.72%	54.72%		

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**

9/24/2013

	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	\$	%
<b>SPECIAL REVENUE FUNDS</b>						
<b>#101 - STREET FUND</b>						
<b>RECURRING ACTIVITY</b>						
<u>Revenues</u>						
Motor Vehicle Fuel (Gas) Tax	1,861,100	0	1,861,100	1,858,600	(2,500)	(0.13%)
Investment Interest	5,000	0	5,000	3,000	(2,000)	(40.00%)
Utility Tax	2,900,000	0	2,900,000	2,750,000	(150,000)	(5.17%)
Total Recurring Revenues	4,766,100	0	4,766,100	4,611,600	(154,500)	(3.24%)
<u>Expenditures</u>						
Wages / Benefits / Payroll Taxes	573,170	0	573,170	627,288	54,118	9.44%
Supplies	72,200	0	72,200	91,500	19,300	26.73%
Services & Charges	2,456,152	0	2,456,152	2,167,201	(288,951)	(11.76%)
Snow Operations	469,000	0	469,000	520,000	51,000	10.87%
Intergovernmental Payments	851,000	0	851,000	798,000	(53,000)	(6.23%)
Transfers out - #001	39,700	0	39,700	39,700	0	0.00%
Transfers out - #311 ( <i>pavement preservation</i> )	282,000	0	282,000	282,000	0	0.00%
Transfers out - #501 ( <i>plow replace.</i> )	150,000	0	150,000	75,000	(75,000)	(50.00%)
Transfers out - #501 (non-plow vehicle rental)	10,777	0	10,777	10,777	0	0.00%
Total Recurring Expenditures	4,903,999	0	4,903,999	4,611,466	(292,533)	(5.97%)
Recurring Revenues Over (Under)						
Recurring Expenditures	(137,899)	0	(137,899)	134		
<b>NONRECURRING ACTIVITY</b>						
<u>Revenues</u>						
Grants	0	200,000	200,000	0	(200,000)	(100.00%)
Miscellaneous	0	0	0	0	0	#DIV/0!
Total Nonrecurring Revenues	0	200,000	200,000	0	(200,000)	(100.00%)
<u>Expenditures</u>						
133 Sprague/Sullivan ITS - phase 2	0	200,000	200,000	0	(200,000)	(100.00%)
Patch trailer	0	0	0	30,000	30,000	#DIV/0!
Hawk Signal	0	0	0	25,000	25,000	#DIV/0!
Software	0	0	0	6,750	6,750	#DIV/0!
Transfers out - #501 ( <i>new pickup</i> )	0	0	0	15,000	15,000	#DIV/0!
Total Nonrecurring Expenditures	0	200,000	200,000	76,750	(123,250)	(61.63%)
Nonrecurring Revenues Over (Under)						
Nonrecurring Expenditures	0	0	0	(76,750)		
Excess (Deficit) of Total Revenues						
Over (Under) Total Expenditures	(137,899)	0	(137,899)	(76,616)		
Beginning fund balance	2,228,437		2,228,437	2,090,538		
Ending fund balance	2,090,538		2,090,538	2,013,922		



**CITY OF SPOKANE VALLEY, WA**  
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**SPECIAL REVENUE FUNDS - continued**

**#103 - PATHS & TRAILS**

Revenues

Motor Vehicle Fuel (Gas) Tax	7,800	0	7,800	7,800	0	0.00%
Investment Interest	0	0	0	0	0	#DIV/0!
Total revenues	7,800	0	7,800	7,800	0	0.00%

Expenditures

Miscellaneous	0	0	0	0	0	#DIV/0!
Capital Outlay	0	0	0	0	0	#DIV/0!
Total expenditures	0	0	0	0	0	#DIV/0!

Revenues over (under) expenditures

Beginning fund balance	63,941	63,941	71,741
Ending fund balance	71,741	71,741	79,541

**#105 - HOTEL / MOTEL TAX FUND**

Revenues

Hotel/Motel Tax	460,000	30,000	490,000	490,000	0	0.00%
Investment Interest	500	0	500	300	(200)	(40.00%)
Total revenues	460,500	30,000	490,500	490,300	(200)	(0.04%)

Expenditures

Transfers out - #001	30,000	0	30,000	30,000	0	0.00%
City directed marketing efforts	55,000	0	55,000	0	(55,000)	(100.00%)
Tourism Promotion - contracted	425,500	0	425,500	0	(425,500)	(100.00%)
Tourism Promotion	0	0	0	547,000	547,000	#DIV/0!
Total expenditures	510,500	0	510,500	577,000	66,500	13.03%

Revenues over (under) expenditures

Beginning fund balance	206,772	206,772	186,772
Ending fund balance	156,772	186,772	100,072

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	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	\$	%
<b>SPECIAL REVENUE FUNDS - continued</b>						
<b>#120 - CENTER PLACE OPERATING RESERVE FUND</b>						
<u>Revenues</u>						
Investment Interest	0	0	0	0	0	#DIV/0!
Miscellaneous	0	0	0	0	0	#DIV/0!
Total revenues	0	0	0	0	0	#DIV/0!
<u>Expenditures</u>						
Operations	50,787	0	50,787	0	(50,787)	(100.00%)
Total expenditures	50,787	0	50,787	0	(50,787)	(100.00%)
Revenues over (under) expenditures	(50,787)		(50,787)	0		
Beginning fund balance	350,787		350,787	300,000		
Ending fund balance	300,000		300,000	300,000		
<b>#121 - SERVICE LEVEL STABILIZATION RESERVE FUND</b>						
<u>Revenues</u>						
Investment Interest	7,000	0	7,000	7,300	300	4.29%
Miscellaneous	0	0	0	0	0	#DIV/0!
Total revenues	7,000	0	7,000	7,300	300	4.29%
<u>Expenditures</u>						
Operations	0	0	0	0	0	#DIV/0!
Total expenditures	0	0	0	0	0	#DIV/0!
Revenues over (under) expenditures	7,000		7,000	7,300		
Beginning fund balance	5,441,531		5,441,531	5,448,531		
Ending fund balance	5,448,531		5,448,531	5,455,831		
<b>#122 - WINTER WEATHER RESERVE FUND</b>						
<u>Revenues</u>						
Investment Interest	700	0	700	700	0	0.00%
Miscellaneous	0	0	0	0	0	#DIV/0!
Subtotal revenues	700	0	700	700	0	0.00%
<u>Expenditures</u>						
Snow removal expenses	0	0	0	500,000	500,000	#DIV/0!
Total expenditures	0	0	0	500,000	500,000	#DIV/0!
Revenues over (under) expenditures	700		700	(499,300)		
Beginning fund balance	502,888		502,888	503,588		
Ending fund balance	503,588		503,588	4,288		
<b>#123 - CIVIC FACILITIES REPLACEMENT FUND</b>						
<u>Revenues</u>						
Investment Interest	1,600	0	1,600	1,700	100	6.25%
Miscellaneous	0	0	0	0	0	#DIV/0!
Total revenues	1,600	0	1,600	1,700	100	6.25%
<u>Expenditures</u>						
Capital Outlay	0	0	0	0	0	#DIV/0!
Transfers out - #311 ( <i>pavement preservation</i> )	616,284	0	616,284	616,284	0	0.00%
Total expenditures	616,284	0	616,284	616,284	0	0.00%
Revenues over (under) expenditures	(614,684)		(614,684)	(614,584)		
Beginning fund balance	2,403,947		2,403,947	1,789,263		
Ending fund balance	1,789,263		1,789,263	1,174,679		



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	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	2013 and 2014	
					\$	%
<b>DEBT SERVICE FUNDS</b>						
<b>#204 - DEBT SERVICE FUND</b>						
<u>Revenues</u>						
Spokane Public Facilities District	437,120	0	437,120	441,520	4,400	1.01%
Transfers in - #301	92,951	0	92,951	93,152	201	0.22%
Transfers in - #302	92,952	0	92,952	93,151	199	0.21%
Total revenues	623,023	0	623,023	627,823	4,800	0.77%
<u>Expenditures</u>						
Debt Service Payments - CenterPlace	437,120	0	437,120	441,520	4,400	1.01%
Debt Service Payments - Roads	185,903	0	185,903	186,303	400	0.22%
Total expenditures	623,023	0	623,023	627,823	4,800	0.77%
Revenues over (under) expenditures	0		0	0		
Beginning fund balance	0		0	0		
Ending fund balance	0		0	0		

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	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	\$	%
<b>CAPITAL PROJECTS FUNDS</b>						
<b>#301 - REET 1 CAPITAL PROJECTS FUND</b>						
<u>Revenues</u>						
REET 1 - Taxes	500,000	0	500,000	600,000	100,000	20.00%
Investment Interest	500	0	500	1,000	500	100.00%
Total revenues	500,500	0	500,500	601,000	100,500	20.08%
<u>Expenditures</u>						
Transfers out - #204	92,951	0	92,951	93,152	201	0.22%
Transfers out - #303	892,404	0	892,404	268,575	(623,829)	(69.90%)
Transfers out - #311 ( <i>pavement preservation</i> )	150,000	0	150,000	184,472	34,472	22.98%
Total expenditures	1,135,355	0	1,135,355	546,199	(589,156)	(51.89%)
Revenues over (under) expenditures	(634,855)		(634,855)	54,801		
Beginning fund balance	1,092,264		1,092,264	457,409		
Ending fund balance	457,409		457,409	512,210		
<b>#302 - REET 2 CAPITAL PROJECTS FUND</b>						
<u>Revenues</u>						
REET 2 - Taxes	500,000	0	500,000	600,000	100,000	20.00%
Investment Interest	1,000	0	1,000	1,000	0	0.00%
Total revenues	501,000	0	501,000	601,000	100,000	19.96%
<u>Expenditures</u>						
Transfers out - #204	92,952	0	92,952	93,151	199	0.21%
Transfers out - #303	617,479	0	617,479	585,097	(32,382)	(5.24%)
Transfers out - #311 ( <i>pavement preservation</i> )	150,000	0	150,000	184,472	34,472	22.98%
Total expenditures	860,431	0	860,431	862,720	2,289	0.27%
Revenues over (under) expenditures	(359,431)		(359,431)	(261,720)		
Beginning fund balance	1,130,670		1,130,670	771,239		
Ending fund balance	771,239		771,239	509,519		



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	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	\$	%
<b>CAPITAL PROJECTS FUNDS - continued</b>						
<b>#303 - STREET CAPITAL PROJECTS FUND</b>						
<u>Revenues</u>						
Grant Proceeds	6,597,842	0	6,597,842	11,092,997	4,495,155	68.13%
Developer	0	0	0	166,020	166,020	#DIV/0!
Transfers in - #301	892,404	0	892,404	268,575	(623,829)	(69.90%)
Transfers in - #302	617,479	0	617,479	585,097	(32,382)	(5.24%)
Transfers in - #312 - Appleway Landscaping	0	18,000	18,000	250,000	232,000	1288.89%
Transfers in - #312 - Sullivan Rd W Bridge	0	0	0	2,320,000	2,320,000	#DIV/0!
Transfers in - #402	0	0	0	7,101	7,101	#DIV/0!
Total revenues	8,107,725	18,000	8,125,725	14,689,790	6,564,065	80.78%
<u>Expenditures</u>						
005 Pines/Mansfield, Wilbur Rd. to Pines	300,000	0	300,000	0	(300,000)	(100.00%)
060 Argonne Rd Corridor Upgrade SRTC	957,892	0	957,892	860,280	(97,612)	(10.19%)
061 Pines (SR27) ITS Improvements	637,288	0	637,288	10,000	(627,288)	(98.43%)
115 Sprague Ave Resurfacing-Evergreen to Sullivan	188,745	0	188,745	0	(188,745)	(100.00%)
123 Mission Ave. - Flora to Barker	0	127,500	127,500	382,410	254,910	199.93%
141 Sullivan & Euclid PCC (PE & RW)	139,332	0	139,332	123,090	(16,242)	(11.66%)
142 Broadway @ Argonne/Mullan PCC int,(PE/RW)	219,599	0	219,599	50,000	(169,599)	(77.23%)
145 Spokane Valley-Millwood Trail	200,000	0	200,000	100,000	(100,000)	(50.00%)
146 24th Ave Sidewalk - Adams to Sullivan	15,000	0	15,000	0	(15,000)	(100.00%)
149 Sidewalk Infill	337,507	0	337,507	364,425	26,918	7.98%
154 Sidewalk & Transit Stop Accessibility	33,198	0	33,198	0	(33,198)	(100.00%)
155 Sullivan Rd W Bridge Replacement	800,000	0	800,000	8,888,189	8,088,189	1011.02%
156 Mansfield Ave. Connection	1,012,924	0	1,012,924	1,158,727	145,803	14.39%
159 University Rd / I-90 Overpass Study	125,000	0	125,000	50,000	(75,000)	(60.00%)
166 Pines Rd (SR27) & Grace Ave. Intersect Safety	98,100	0	98,100	538,850	440,750	449.29%
167 Citywide Safety Improvements (bike/ped)	450,995	0	450,995	341,928	(109,067)	(24.18%)
168 Wellesley Ave & Adams Rd Sidewalk	554,500	0	554,500	30,000	(524,500)	(94.59%)
169 Argonne/Mullan Corridor Safety-Indiana to Broac	104,460	0	104,460	0	(104,460)	(100.00%)
170 Argonne Road - Empire to Knox Corridor Safety	172,785	0	172,785	0	(172,785)	(100.00%)
171 Sprague Ave ADA Sdwk Improve (Havana-Fanc	110,400	0	110,400	0	(110,400)	(100.00%)
176 Appleway Trail Design	150,000	0	150,000	0	(150,000)	(100.00%)
177 Sullivan Road Corridor Traffic Study	0	100,000	100,000	100,000	0	0.00%
181 Citywide Traffic Sign Upgrade	0	150,000	150,000	50,000	(100,000)	(66.67%)
185 Appleway Landscaping - Phase 1	0	18,000	18,000	250,000	232,000	1288.89%
XXX ITS Infill Project Phase 1 (PE START 2014)	0	0	0	91,891	91,891	#DIV/0!
XXX 8th Avenue - McKinnon to Fancher	0	0	0	300,000	300,000	#DIV/0!
Contingency	1,500,000	(377,500)	1,122,500	1,000,000	(122,500)	(10.91%)
Total expenditures	8,107,725	18,000	8,125,725	14,689,790	6,564,065	80.78%
Revenues over (under) expenditures	0		0	0		
Beginning fund balance	177,918		177,918	177,918		
Ending fund balance	177,918		177,918	177,918		

**CITY OF SPOKANE VALLEY, WA**  
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<b>CAPITAL PROJECTS FUNDS - continued</b>						
<b>#309 - PARKS CAPITAL PROJECTS FUND</b>						
<u>Revenues</u>						
Transfers in - #001	50,000	0	50,000	192,500	142,500	285.00%
Investment Interest	0	0	0	500	500	#DIV/0!
Total revenues	50,000	0	50,000	193,000	143,000	286.00%
<u>Expenditures</u>						
Capital	50,000	0	50,000	0	(50,000)	(100.00%)
Sand volleyball courts (4) at Brown's Park	0	0	0	40,000	40,000	#DIV/0!
Edgecliff picnic shelter	0	0	0	65,000	65,000	#DIV/0!
Discovery Playground equipment	0	0	0	50,000	50,000	#DIV/0!
Shade structure at Discovery Playground	0	0	0	15,000	15,000	#DIV/0!
City entry sign	0	0	0	70,000	70,000	#DIV/0!
Park signs (3)	0	0	0	22,500	22,500	#DIV/0!
Total expenditures	50,000	0	50,000	262,500	212,500	425.00%
Revenues over (under) expenditures	0		0	(69,500)		
Beginning fund balance	302,423		302,423	302,423		
Ending fund balance	302,423		302,423	232,923		
<b>#310 - CIVIC FACILITIES CAPITAL PROJECTS FUND</b>						
<u>Revenues</u>						
Miscellaneous	0	0	0	0	0	#DIV/0!
Investment Interest	0	0	0	1,900	1,900	#DIV/0!
Total revenues	0	0	0	1,900	1,900	#DIV/0!
<u>Expenditures</u>						
Miscellaneous	0	0	0	0	0	#DIV/0!
Capital	0	0	0	0	0	#DIV/0!
Total expenditures	0	0	0	0	0	#DIV/0!
Revenues over (under) expenditures	0		0	1,900		
Beginning fund balance	1,110,074		1,110,074	1,110,074		
Ending fund balance	1,110,074		1,110,074	1,111,974		
<b>#311 - PAVEMENT PRESERVATION</b>						
<u>Revenues</u>						
Transfers in - #101	282,000	0	282,000	282,000	0	0.00%
Transfers in - #123	616,284	0	616,284	616,284	0	0.00%
Transfers in - #301	150,000	0	150,000	184,472	34,472	22.98%
Transfers in - #302	150,000	0	150,000	184,472	34,472	22.98%
Transfers in - #001	0	0	0	888,823	888,823	#DIV/0!
Grants	0	165,793	165,793	2,763,272	2,597,479	1566.70%
Investment Interest	0	0	0	0	0	#DIV/0!
Total revenues	1,198,284	165,793	1,364,077	4,919,323	3,555,246	260.63%
<u>Expenditures</u>						
Pavement preservation	1,198,284	850,172	2,048,456	3,595,521	1,547,065	75.52%
Total expenditures	1,198,284	850,172	2,048,456	3,595,521	1,547,065	75.52%
Revenues over (under) expenditures	0		(684,379)	1,323,802		
Beginning fund balance	948,733		948,733	264,354		
Ending fund balance	948,733		264,354	1,588,156		



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	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	2013 and 2014 \$	%
<b>CAPITAL PROJECTS FUNDS - continued</b>						
<b>#312 - CAPITAL RESERVE FUND</b>						
<u>Revenues</u>						
Transfers in - #001	7,826,207	0	7,826,207	0	(7,826,207)	(100.00%)
Investment Interest	0	0	0	0	0	#DIV/0!
Total revenues	7,826,207	0	7,826,207	0	(7,826,207)	(100.00%)
<u>Expenditures</u>						
Capital Outlays	0	0	0	0	0	#DIV/0!
Business Route Signage	60,000	0	60,000	0	(60,000)	(100.00%)
Balfour Park / Library site development	42,150	0	42,150	0	(42,150)	(100.00%)
Transfers out #303 - Phase 1 - Appleway Landsc	0	18,000	18,000	250,000	232,000	1288.89%
Transfers out #303 - Sullivan Rd W Bridge	0	0	0	2,320,000	2,320,000	#DIV/0!
Total expenditures	102,150	18,000	120,150	2,570,000	2,449,850	2038.99%
Revenues over (under) expenditures	7,724,057		7,706,057	(2,570,000)		
Beginning fund balance	0		0	7,706,057		
Ending fund balance	7,724,057		7,706,057	5,136,057		

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	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	\$	%
<b>ENTERPRISE FUNDS</b>						
<b>#402 - STORMWATER FUND</b>						
<b>RECURRING ACTIVITY</b>						
<u>Revenues</u>						
Stormwater Management Fees	1,800,000	0	1,800,000	1,835,000	35,000	1.94%
Investment Interest	1,800	0	1,800	2,500	700	38.89%
Miscellaneous	0	0	0	0	0	#DIV/0!
Total Recurring Revenues	1,801,800	0	1,801,800	1,837,500	35,700	1.98%
<u>Expenditures</u>						
Wages / Benefits / Payroll Taxes	475,604	0	475,604	505,535	29,931	6.29%
Supplies	16,300	0	16,300	15,900	(400)	(2.45%)
Services & Charges	1,127,120	0	1,127,120	1,065,076	(62,044)	(5.50%)
Intergovernmental Payments	27,000	0	27,000	26,500	(500)	(1.85%)
Transfers out - #001	13,400	0	13,400	13,400	0	0.00%
Transfers out - #501	1,567	0	1,567	1,567	0	0.00%
Total Recurring Expenditures	1,660,991	0	1,660,991	1,627,978	(33,013)	(1.99%)
Recurring Revenues Over (Under)						
Recurring Expenditures	140,809	0	140,809	209,522		
<b>NONRECURRING ACTIVITY</b>						
<u>Revenues</u>						
Grant Proceeds	200,000	0	200,000	0	(200,000)	(100.00%)
Miscellaneous	0	0	0	0	0	#DIV/0!
Total Nonrecurring Revenues	200,000	0	200,000	0	(200,000)	(100.00%)
<u>Expenditures</u>						
Capital - various projects	350,000	0	350,000	900,000	550,000	157.14%
Property acquisition	0	0	0	250,000	250,000	#DIV/0!
VMS Trailer	0	0	0	16,000	16,000	#DIV/0!
Sullivan Bridge Drain Retrofit	267,000	0	267,000	0	(267,000)	(100.00%)
UIC Retrofits on Pvmnt Pres Projects	430,000	0	430,000	0	(430,000)	(100.00%)
Transfers out - #501 (new pickup)	0	0	0	30,000	30,000	#DIV/0!
Total Nonrecurring Expenditures	1,047,000	0	1,047,000	1,196,000	149,000	14.23%
Nonrecurring Revenues Over (Under)						
Nonrecurring Expenditures	(847,000)	0	(847,000)	(1,196,000)		
Excess (Deficit) of Total Revenues						
Over (Under) Total Expenditures	(706,191)	0	(706,191)	(986,478)		
Beginning working capital	2,697,333		2,697,333	1,991,142		
Ending working capital	1,991,142		1,991,142	1,004,664		



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**ENTERPRISE FUNDS - continued**

**#403 - AQUIFER PROTECTION AREA**

Revenues

	2013			2014	Difference Between	
	As Amended May 28	Amendment	As Amended	Proposed Budget	2013 and 2014	
					\$	%
Spokane County	500,000	0	500,000	500,000	0	0.00%
Grant DOE - Decant Facility	735,000	0	735,000	0	(735,000)	(100.00%)
Grant DOT - Decant Facility	150,000	0	150,000	0	(150,000)	(100.00%)
Grant DOE - Sprague UIC Elimination	610,331	0	610,331	0	(610,331)	(100.00%)
Grant revenue	0	0	0	870,000	870,000	#DIV/0!
Investment Interest	1,000	0	1,000	0	(1,000)	(100.00%)
Total revenues	1,996,331	0	1,996,331	1,370,000	(626,331)	(31.37%)

Expenditures

Sprague Swales	40,000	0	40,000	0	(40,000)	(100.00%)
14th Ave Custer to Carnahan	300,000	0	300,000	0	(300,000)	(100.00%)
Bettman-Dickey Storm drain	250,000	0	250,000	0	(250,000)	(100.00%)
Decant Facility	980,000	0	980,000	0	(980,000)	(100.00%)
Broadway SD retrofit (design only)	0	0	0	60,000	60,000	#DIV/0!
Outfall Diversion (design only)	0	0	0	60,000	60,000	#DIV/0!
SE Yardley Retrofits	0	0	0	1,000,000	1,000,000	#DIV/0!
Total expenditures	1,570,000	0	1,570,000	1,120,000	(450,000)	(28.66%)

Revenues over (under) expenditures

426,331 426,331 250,000

Beginning working capital

(108,658) (108,658) 317,673

Ending working capital

317,673 317,673 567,673

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	2013			2014	Difference Between	
	As Amended	Amendment	As	Proposed Budget	2013 and 2014	
	May 28		Amended		\$	%
<b>INTERNAL SERVICE FUNDS</b>						
<b>#501 - ER&amp;R FUND</b>						
<u>Revenues</u>						
Transfers in - #001	15,400	0	15,400	15,400	0	0.00%
Transfers in - #101	10,777	0	10,777	10,777	0	0.00%
Transfers in - #101 <i>(plow replace.)</i>	150,000	0	150,000	75,000	(75,000)	(50.00%)
Transfers in - #402	1,567	0	1,567	1,567	0	0.00%
Investment Interest	1,000	0	1,000	1,000	0	0.00%
Transfers in - #101 <i>(new pickup)</i>	0	0	0	15,000	15,000	#DIV/0!
Transfers in - #402 <i>(new pickup)</i>	0	0	0	30,000	30,000	#DIV/0!
Total revenues	178,744	0	178,744	148,744	(30,000)	(16.78%)
<u>Expenditures</u>						
Computer replacement lease	0	0	0	0	0	#DIV/0!
Software/Hardware replacement	0	0	0	0	0	#DIV/0!
Vehicle Replacement	50,000	0	50,000	90,000	40,000	80.00%
Snow Plow Replacement	0	0	0	0	0	#DIV/0!
Total expenditures	50,000	0	50,000	90,000	40,000	80.00%
Revenues over (under) expenditures	128,744		128,744	58,744		
Beginning working capital	1,053,177		1,053,177	1,181,921		
Ending working capital	1,181,921		1,181,921	1,240,665		
<b>#502 - RISK MANAGEMENT FUND</b>						
<u>Revenues</u>						
Investment Interest	0	0	0	0	0	#DIV/0!
Transfers in - #001	319,000	0	319,000	325,000	6,000	1.88%
Total revenues	319,000	0	319,000	325,000	6,000	1.88%
<u>Expenditures</u>						
Auto & Property Insurance	319,000	0	319,000	325,000	6,000	1.88%
Unemployment Claims	0	0	0	0	0	#DIV/0!
Miscellaneous	0	0	0	0	0	#DIV/0!
Total expenditures	319,000	0	319,000	325,000	6,000	1.88%
Revenues over (under) expenditures	0		0	0		
Beginning fund balance	83,212		83,212	83,212		
Ending fund balance	83,212		83,212	83,212		
<b>TOTAL OF ALL FUNDS</b>						
Total of Revenues for all Funds	63,871,801	413,793	64,285,594	67,257,980		
Total of Expenditures for all Funds	65,988,372	1,174,172	67,162,544	71,304,691		
Total grant revenues (included in total revenues)	8,293,173	365,793	8,658,966	14,726,269		
Total Capital expenditures (included in total expenditures)	12,981,016	868,172	13,849,188	20,985,561		

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**  
**Revenues by Fund**

General Fund

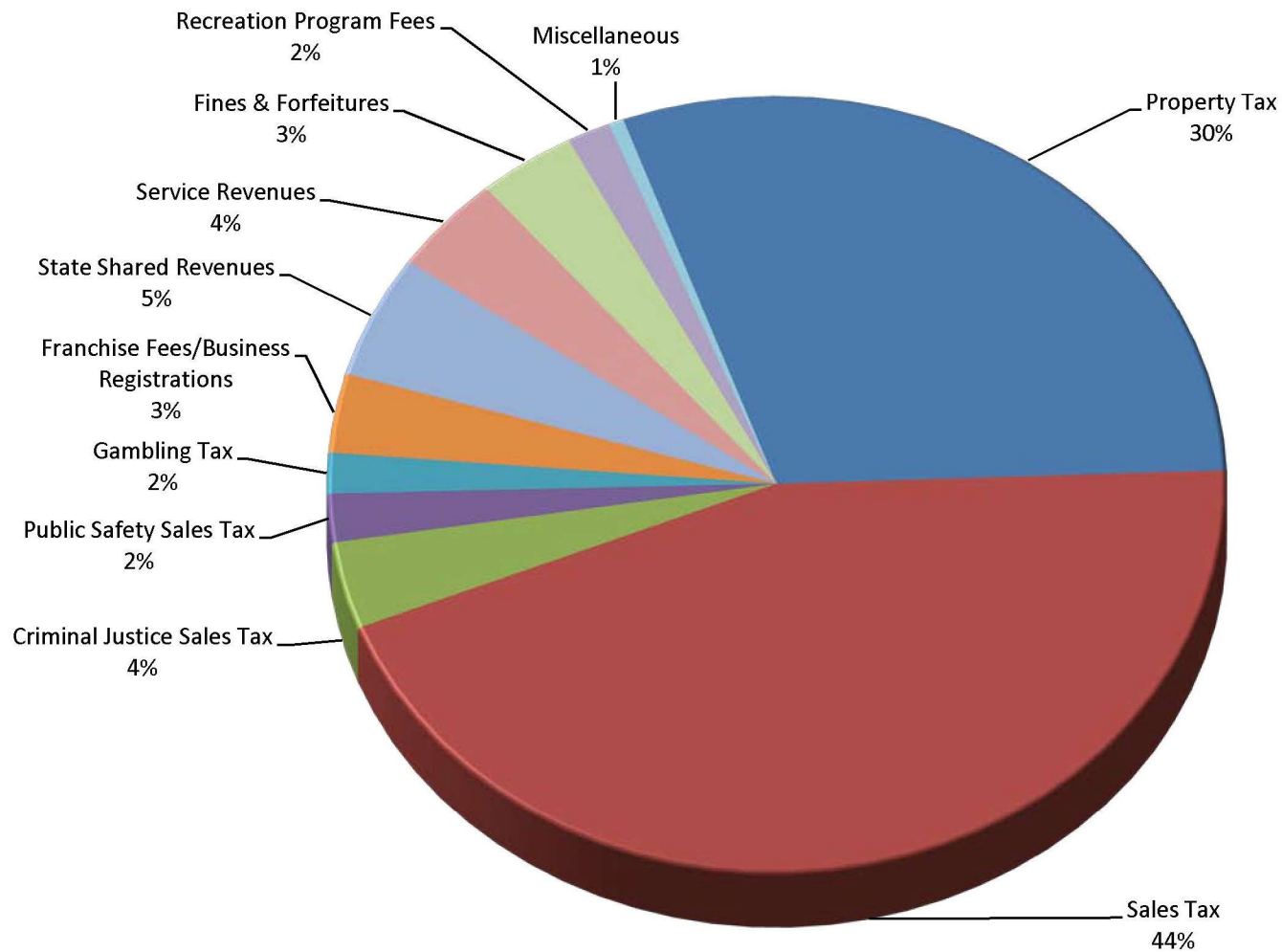
Property Tax	11,049,400
Sales Tax	16,390,000
Criminal Justice Sales Tax	1,330,000
Public Safety Sales Tax	745,000
Gambling Tax	619,400
Franchise Fees/Business Registration	1,213,000
State Shared Revenues	1,886,500
Service Revenues	1,507,400
Fines and Forfeitures	1,303,800
Recreation Program Fees	579,500
Miscellaneous, Investment Int. ,Transfers	199,500
Total General Fund	<u>36,823,500</u>

Other Funds

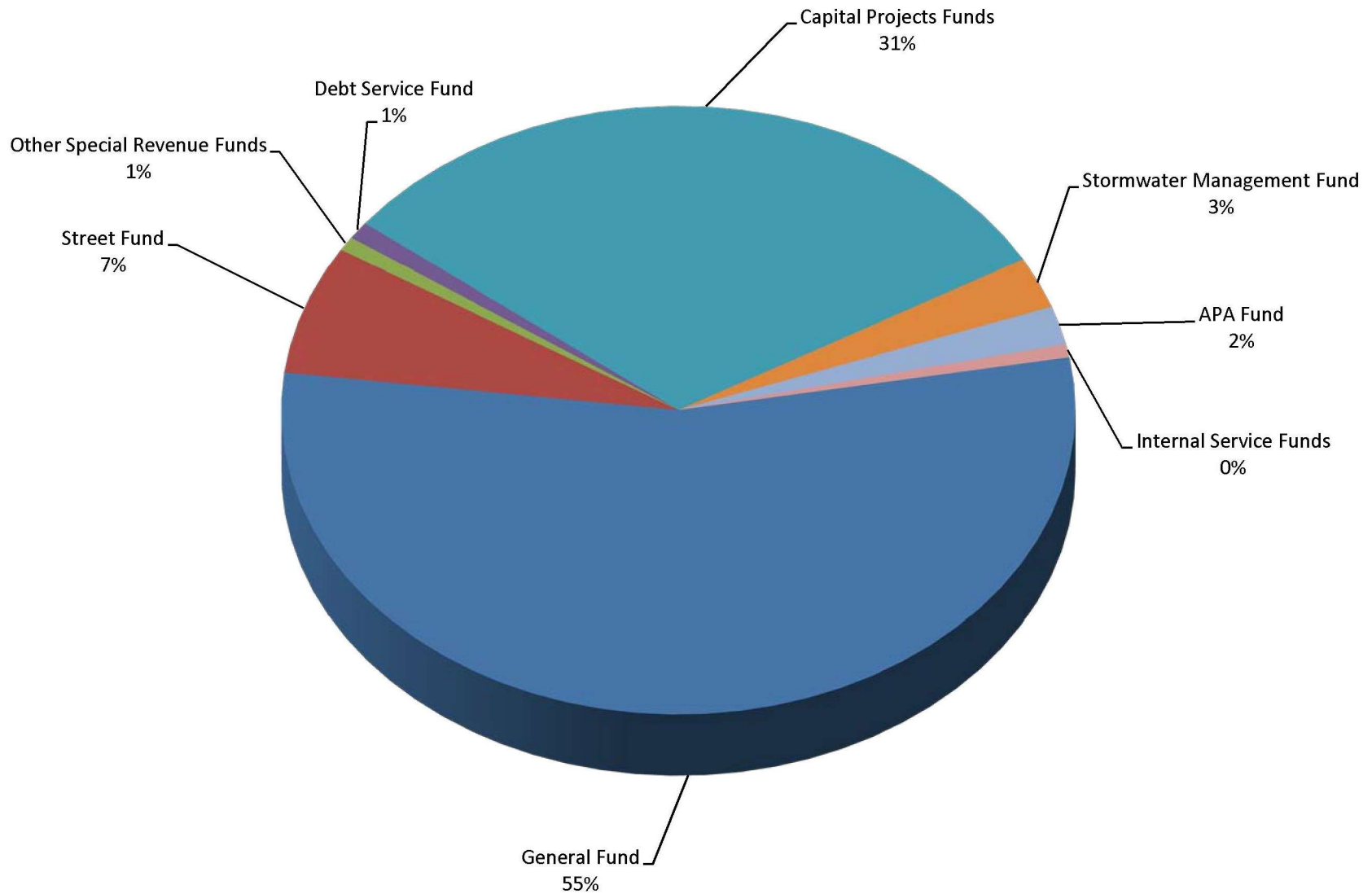
Street Fund	4,611,600
Paths & Trails Fund	7,800
Hotel/Motel Fund	490,300
CenterPlace Operating Reserve Fund	0
Service Level Reserve Fund	7,300
Winter Weather Reserve Fund	700
City Facilities Repair & Replacement	1,700
Debt Service LTGO 03	627,823
Capital Projects Fund	601,000
Special Capital Projects Fund	601,000
Street Capital Projects Fund	14,689,790
Parks Capital Fund	193,000
Civic Facilities Capital Fund	1,900
Pavement Preservation Fund	4,919,323
Capital Reserve Fund	0
Stormwater Management Fund	1,837,500
Aquifer Protection Area	1,370,000
Equipment Rental & Replacement Fund	148,744
Risk Management Fund	325,000
Total Other Funds	<u>30,434,480</u>
Total All Funds	<u><u>67,257,980</u></u>



**CITY OF SPOKANE VALLEY, WA**  
**2014 General Fund Revenues**  
**\$36,823,500**



**CITY OF SPOKANE VALLEY, WA**  
**2014 City Wide Revenues**  
**\$ 67,257,980**



**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget - General Fund**  
**Detail Revenues by Type**

	2012 Actual	2013 Budget	2014 Proposed Budget
<u>Property Tax</u>			
Property Tax	10,799,123	10,943,700	11,049,400
Property Tax - Delinquent	0	0	0
	<u>10,799,123</u>	<u>10,943,700</u>	<u>11,049,400</u>
<u>Sales Taxes</u>			
Leasehold Excise Tax	12,251	0	0
Sales Tax	15,427,377	15,250,000	16,390,000
Sales Tax - Criminal Justice	1,286,302	1,280,000	1,330,000
Sales Tax - Public Safety	724,052	750,000	745,000
	<u>17,449,982</u>	<u>17,280,000</u>	<u>18,465,000</u>
<u>Gambling Taxes</u>			
Amusement Games	11,927	10,800	12,400
Card Games	541,696	535,500	540,000
Interest on Gambling Tax	2,728	200	2,000
Punch Boards & Pull Tabs	64,771	66,000	65,000
	<u>621,122</u>	<u>612,500</u>	<u>619,400</u>
<u>Licenses &amp; Permits</u>			
Business Licenses	92,867	90,000	93,000
Comcast PEG Contribution	91,014	25,000	91,000
Franchise Fees	1,029,061	1,020,000	1,029,000
	<u>1,212,942</u>	<u>1,135,000</u>	<u>1,213,000</u>
<u>State Shared Revenues</u>			
City Assistance State Revenue	0	0	0
Streamline Mitigation of Sales Tax	557,415	540,000	557,400
Payment in Lieu of Taxes - DNR	8,898	4,800	4,800
CJ - High Crime	148,505	0	148,000
MVET Criminal Justice - Population	20,548	23,500	23,800
CJ Contracted Services	134,119	130,100	134,100
CJ Special Programs	77,114	80,600	79,600
DUI - Cities	16,618	17,300	16,600
Liquor Board Excise Tax	225,791	76,100	108,900
Liquor Board Profits	898,852	812,200	813,300
Work Study Reimbursement	0	0	0
	<u>2,087,860</u>	<u>1,684,600</u>	<u>1,886,500</u>
<u>Service Revenues</u>			
Airway Heights Bldg. Plan Rev.	10,476	0	10,500
Building Permits	640,896	730,000	640,900
Cry Wolf Fees 001.000.000.342.28.02	170,262	130,000	171,000
Demolition Permits	3,446	3,000	3,400
Building & Planning Fees	95,403	0	104,100
Entertainment License	12,604	0	12,600
Grading Permits	3,444	1,100	3,400
Home Profession Fee	3,360	0	3,400
Mechanical Permits	84,045	84,000	84,000
Misc. Permits & Fees	11,117	5,900	5,000
Planning Fees 001.058.059.345.83.*	332,778	310,000	332,800
Plumbing Permits	50,829	40,000	50,800
Right of Way Permits	82,262	0	85,000
Temporary Use Permit Fees	471	0	500
	<u>1,501,393</u>	<u>1,304,000</u>	<u>1,507,400</u>
<u>Fines and Forfeitures</u>			
Code Enforcement	3,906	0	4,000
Public Safety Grants	61,255	8,000	28,000
Fines & Forfeits - Traffic	586,000	656,000	587,000
Other Criminal- Non Traffic Fines	683,641	838,300	684,800
	<u>1,334,802</u>	<u>1,502,300</u>	<u>1,303,800</u>
<u>Recreation Program Charges</u>			
Activity Fees (To use a recreational facility)	438,226	397,100	405,400
Program Fees (To participate in a program)	168,250	174,400	174,100
	<u>606,476</u>	<u>571,500</u>	<u>579,500</u>
<u>Miscellaneous</u>			
Investment Interest	88,008	90,000	65,000
Sales Tax Interest	6,086	15,000	7,000
Property Tax Interest	0	0	0
Dept. of Ecology Grant	51,048	0	0
EECBG Grant	20,383	0	0
Police Precinct Rent & Maint.	41,636	53,000	41,600
Miscellaneous Revenue & Grants	5,611	0	2,800
	<u>212,772</u>	<u>158,000</u>	<u>116,400</u>
<u>Transfers</u>			
Transfer-in - #101 (street admin)	39,600	39,700	39,700
Transfer-in - #120	0	50,787	0
Transfer-in - #105 (h/m tax-CP advertising)	30,000	30,000	30,000
Transfer-in - #310 (full paveback)	0	0	0
Transfer-in - #402 (storm admin)	15,000	13,400	13,400
	<u>84,600</u>	<u>133,887</u>	<u>83,100</u>
 Total General Fund Revenue	 <u>35,911,072</u>	 <u>35,325,487</u>	 <u>36,823,500</u>



**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget - Other Funds**  
**Detail Revenues by Type**

	2012 Actuals	2013 Budget	2014 Proposed Budget
<u>101 Street Fund</u>			
Investment Interest	4,056	5,000	3,000
Grants Revenues	173,185	200,000	0
Motor Fuel (Gas) Tax	1,846,990	1,861,100	1,858,600
Other Miscellaneous Revenues & Grants	64,415	0	0
Transfers in - #302	7,614	0	0
Street Maintenance & Repair Charges	0	0	0
Utilities tax	2,735,484	2,900,000	2,750,000
	<u>4,831,743</u>	<u>4,966,100</u>	<u>4,611,600</u>
<u>103 Paths &amp; Trails Fund</u>			
Investment interest	67	0	0
Motor Fuel (Gas) Tax	7,790	7,800	7,800
	<u>7,857</u>	<u>7,800</u>	<u>7,800</u>
<u>105 Hotel/Motel Tax Fund</u>			
Hotel/Motel Tax	490,004	490,000	490,000
Investment Interest	592	500	300
	<u>490,596</u>	<u>490,500</u>	<u>490,300</u>
<u>120 CenterPlace Operating Reserve Fund</u>			
Investment Interest	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<u>121 Service Level Stabilization Reserve Fund</u>			
Transfer in	0	0	0
Investment Interest	9,103	7,000	7,300
	<u>9,103</u>	<u>7,000</u>	<u>7,300</u>
<u>122 Winter Weather Reserve Fund</u>			
Investment Interest	883	700	700
	<u>883</u>	<u>700</u>	<u>700</u>
<u>123 City Facilities Repair &amp; Replacement Fund</u>			
Investment Interest	2,099	1,600	1,700
Transfers in	397,000	0	0
	<u>399,099</u>	<u>1,600</u>	<u>1,700</u>
<u>204 Debt Service - LTGO 03 Fund</u>			
Facilities District Revenue	432,320	437,120	441,520
Transfers in- #301	92,651	92,951	93,152
Transfers in- #302	92,651	92,952	93,151
	<u>617,623</u>	<u>623,023</u>	<u>627,823</u>
<u>301 REET 1 Capital Projects Fund</u>			
Investment Interest	1,204	500	1,000
REET 1 - 2nd Percent	654,264	500,000	600,000
Misc. Revenues	9,601	0	0
	<u>665,069</u>	<u>500,500</u>	<u>601,000</u>
<u>302 REET 2 Capital Projects Fund</u>			
Investment Interest	1,762	1,000	1,000
REET 2 - 2nd .25 Percent	531,442	500,000	600,000
Transfers in - Capital Grants fund	6,477	0	0
	<u>539,681</u>	<u>501,000</u>	<u>601,000</u>
<u>303 Street Capital Projects Fund</u>			
Developer Contributions	760,768	0	166,020
Grant Proceeds	3,852,253	6,597,842	11,092,997
Transfers in - #001	64,750	0	0
Transfers in - #101	476,659	0	0
Transfers in - #102	207,447	0	0
Transfers in - #301	253,429	892,404	268,575
Transfers in - #302	1,101,314	617,479	585,097
Transfers in - #310	140,139	0	0
Transfers in - #311	299,027	0	0
Transfers in - #312 Appleway Landscaping	0	18,000	250,000
Transfers in - #313 Sullivan Rd W Bridge	0	0	2,320,000
Transfers in - #402	113,014	0	7,101
Spokane County Sewer	0	0	0
Miscellaneous	1,651	0	0
	<u>7,270,451</u>	<u>8,125,725</u>	<u>14,689,790</u>
<u>309 Parks Capital Projects Fund</u>			
Investment Interest	848	0	500
Transfers in- #001	106,250	50,000	192,500
Transfers in- #304	0	0	0
	<u>107,098</u>	<u>50,000</u>	<u>193,000</u>
<u>310 Civic Facilities Capital Projects Fund</u>			
Investment Interest	5,349	0	1,900
Misc Revenues	7,577	0	0
	<u>12,926</u>	<u>0</u>	<u>1,900</u>

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget - Other Funds**  
**Detail Revenues by Type**

	2012 Actuals	2013 Budget	2014 Proposed Budget
<u>311 Pavement Preservation Fund</u>			
Grants	0	165,793	2,763,272
Transfers in - #001	2,045,503	0	888,823
Transfers in - #101	0	282,000	282,000
Transfers in - #123	0	616,284	616,284
Transfers in - #301	0	150,000	184,472
Transfers in - #302	0	150,000	184,472
	<u>2,045,503</u>	<u>1,364,077</u>	<u>4,919,323</u>
<u>312 Capital Reserve Fund</u>			
Transfers in - #001	0	7,826,207	0
	<u>0</u>	<u>7,826,207</u>	<u>0</u>
<u>402 Stormwater Management Fund</u>			
Grant Proceeds	64,838	200,000	0
Transfers in - #101 (shop facility)	0	0	0
Investment Interest	2,658	1,800	2,500
Stormwater Management Fee	1,834,740	1,800,000	1,835,000
	<u>1,902,236</u>	<u>2,001,800</u>	<u>1,837,500</u>
<u>403 Aquifer Protection Area Fund</u>			
Spokane County	510,936	500,000	500,000
Grant revenue	0	0	870,000
Grant DOE - Decant Facility	0	735,000	0
Grant DOT - Decant Facility	0	150,000	0
Decant Facility	0	610,331	0
Grant - Sprague Swales	96,291	0	0
Investment Interest	0	1,000	0
	<u>607,227</u>	<u>1,996,331</u>	<u>1,370,000</u>
<u>501 Equipment Rental &amp; Replacement Fund</u>			
Investment Interest	1,498	1,000	1,000
Transfers in - #001	15,400	15,400	15,400
Transfers in - #001 (Vehicle Lease)	94,844		
Transfers in - #101	9,100	10,777	10,777
Transfers in - #101 (plow replace)	0	150,000	75,000
Transfers in- #402	0	1,567	1,567
Transfers in - #101	0	0	15,000
Transfers in - #402	0	0	30,000
	<u>120,842</u>	<u>178,744</u>	<u>148,744</u>
<u>502 Risk Management Fund</u>			
Employment Security Transfers	0	0	0
Transfers in - #001	319,000	319,000	325,000
Investment Interest	9	0	0
	<u>319,009</u>	<u>319,000</u>	<u>325,000</u>
Total of "Other Fund" Revenues	<u>19,966,905</u>	<u>28,960,107</u>	<u>30,434,480</u>
General Fund Revenues	<u>35,911,072</u>	<u>35,325,487</u>	<u>36,823,500</u>
Total Revenues	<u>55,878,021</u>	<u>64,285,594</u>	<u>67,257,980</u>

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**  
**Expenditures by Fund and Department**

General Fund

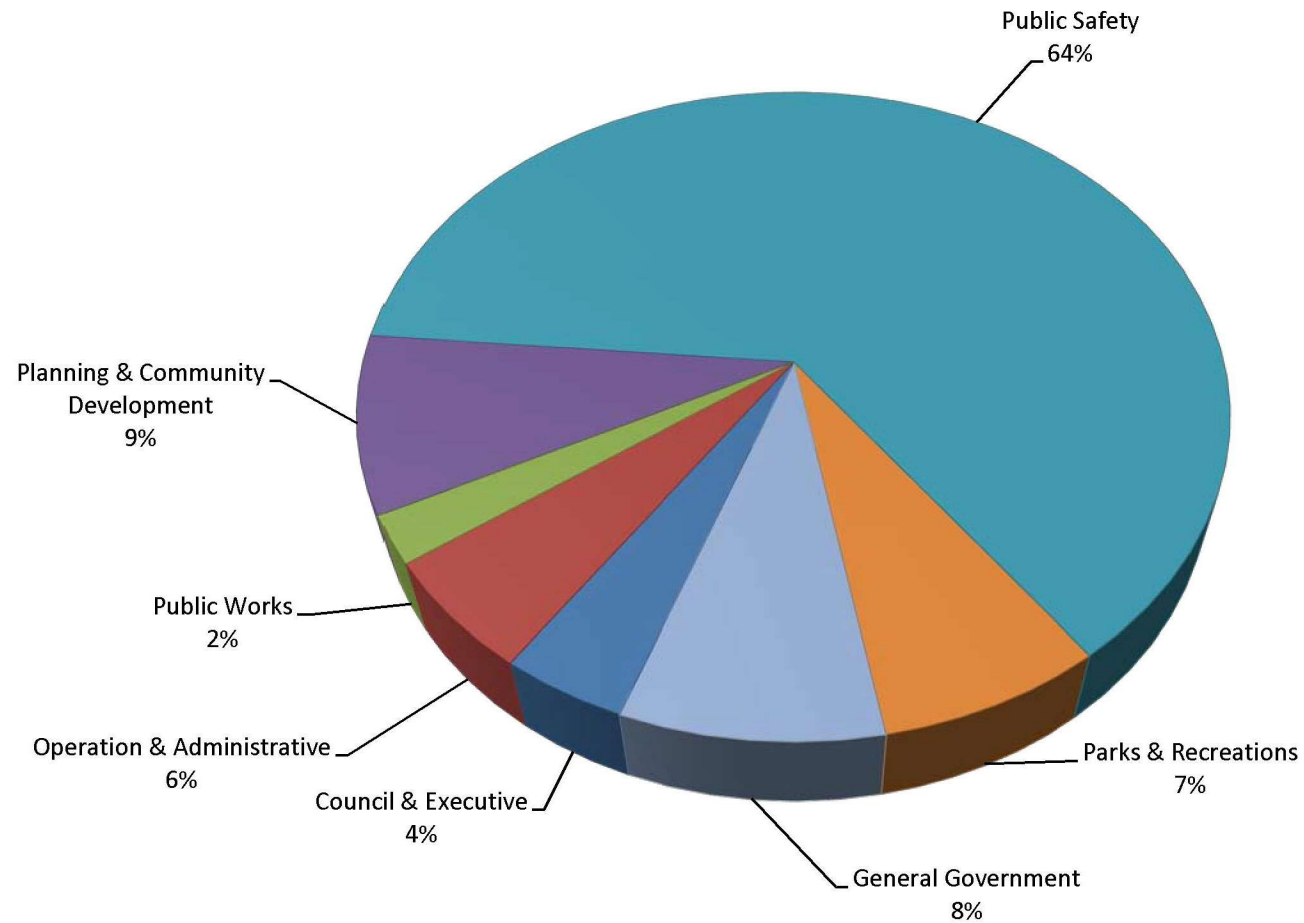
Council	414,950
City Manager	1,109,765
Public Safety	23,758,643
Operations & Administrative	
Deputy City Manager	653,215
Finance	1,180,659
Human Resources	237,883
Public Works	891,494
Planning & Community Development	
Admin	290,883
Development Engineering	807,114
Planning	928,906
Building	1,267,656
Parks & Recreation	
Administration	286,093
Maintenance	796,200
Recreation	229,152
Aquatics	490,400
Senior Center	89,882
CenterPlace	828,842
General Government	3,147,923
Total General Fund	<u>37,409,660</u>

Other Funds

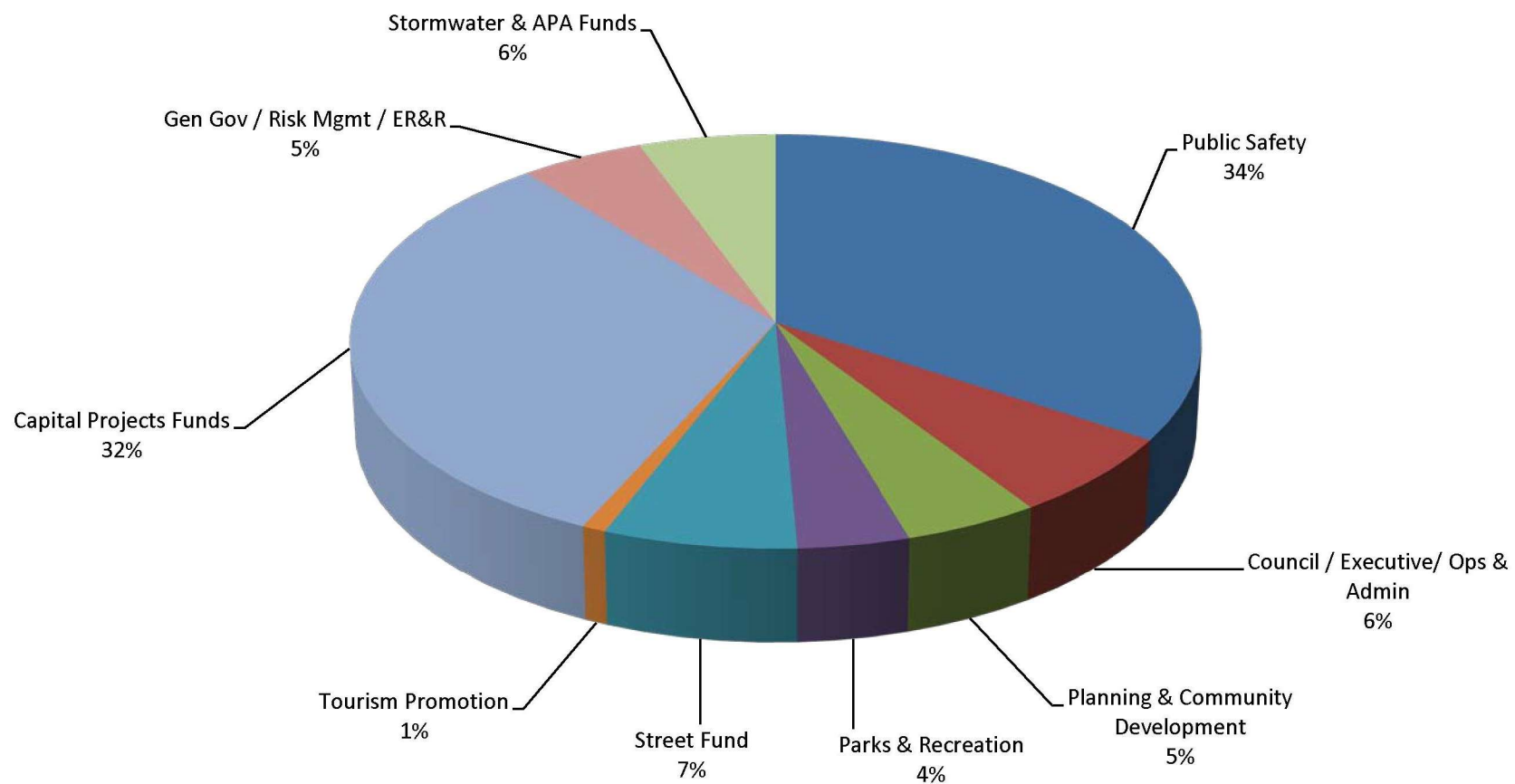
Street Fund	4,688,216
Paths & Trails Fund	0
Hotel/Motel Fund	577,000
CenterPlace Operating Reserve Fund	0
Service Level Stabilization Fund	0
Winter Weather Reserve Fund	500,000
Civic Facility Replacement Fund	616,284
Debt Service - LTGO 03	627,823
REET 1 Capital Projects Fund	546,199
REET 2 Capital Projects Fund	862,720
Street Capital Projects Fund	14,689,790
Parks Capital Projects Fund	262,500
Civic Facilities Capital Projects Fund	0
Pavement Preservation	3,595,521
Capital Reserve Fund	2,570,000
Stormwater Management Fund	2,823,978
Aquifer Protection Area	1,120,000
Equipment Rental & Replacement (ER&R)	90,000
Risk Management Fund	325,000
Total All Funds	<u><u>71,304,691</u></u>



**CITY OF SPOKANE VALLEY, WA**  
**2014 General Fund Expenditures**  
**\$ 37,409,660**



**CITY OF SPOKANE VALLEY, WA**  
**2014 City Wide Expenditures**  
**\$ 71,304,691**



**CITY OF SPOKANE VALLEY, WA**

**2014 Budget**

**General Fund Expenditures by Department and Type**

	Wages, Benefits & Payroll Taxes	Supplies	Services & Charges	Intergovernmental	Interfund	Capital Expenditures	Total
City Council	210,658	4,192	200,100	0	0	0	414,950
City Manager and City Attorney	964,112	5,750	139,903	0	0	0	1,109,765
Public Safety	0	0	0	23,758,643	0	0	23,758,643
<u>Operations &amp; Administrative</u>							
Deputy City Manager	590,025	2,050	61,140	0	0	0	653,215
Finance	1,151,059	7,000	22,600	0	0	0	1,180,659
Human Resources	214,905	700	22,278	0	0	0	237,883
Public Works	799,369	28,300	63,825	0	0	0	891,494
<u>Planning &amp; Community Development</u>							
Admin	232,683	3,100	55,100	0	0	0	290,883
Development Engineering	709,964	9,800	87,350	0	0	0	807,114
Planning	777,356	11,250	140,300	0	0	0	928,906
Building	1,136,956	28,200	102,500	0	0	0	1,267,656
<u>Parks &amp; Recreation</u>							
Administration	222,343	19,800	30,950	13,000	0	0	286,093
Maintenance	0	10,000	786,200	0	0	0	796,200
Recreation	156,702	5,350	67,100	0	0	0	229,152
Aquatics	0	2,500	487,900	0	0	0	490,400
Senior Center	81,682	2,500	5,700	0	0	0	89,882
CenterPlace	420,115	64,187	344,540	0	0	0	828,842
General Government	0	77,400	1,301,300	269,600	1,406,323	93,300	3,147,923
Total	<u>\$ 7,667,929</u>	<u>\$ 282,079</u>	<u>\$ 3,918,786</u>	<u>\$ 24,041,243</u>	<u>\$ 1,406,323</u>	<u>\$ 93,300</u>	<u>\$ 37,409,660</u>



**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**  
**General Fund Department Changes from 2013 to 2014**

			Difference Between 2013 and 2014	
	2013 Budget	2014 Budget	Increase (Decrease)	
			\$	%
<u>City Council</u>				
Wages, Payroll Taxes & Benefits	188,868	210,658	21,790	11.54%
Supplies	4,150	4,192	42	1.01%
Services & Charges	197,093	200,100	3,007	1.53%
Total	390,111	414,950	24,839	6.37%
<u>City Manager</u>				
Wages, Payroll Taxes & Benefits	574,080	596,300	22,220	3.87%
Supplies	3,300	3,350	50	1.52%
Services & Charges	60,604	61,193	589	0.97%
Total	637,984	660,843	22,859	3.58%
<u>Legal</u>				
Wages, Payroll Taxes & Benefits	362,811	367,812	5,001	1.38%
Supplies	2,400	2,400	0	0.00%
Services & Charges	108,950	78,710	(30,240)	(27.76%)
Total	474,161	448,922	(25,239)	(5.32%)
<u>Public Safety</u>				
Judicial System	2,090,326	2,612,788	522,462	24.99%
Law Enforcement	17,220,568	18,144,552	923,984	5.37%
Jail System	1,301,540	1,501,222	199,682	15.34%
Animal Control Contract	268,351	287,081	18,730	6.98%
Fines & Forfeitures	1,050,264	764,500	(285,764)	(27.21%)
Communications	208,151	0	(208,151)	(100.00%)
Other	0	74,500	74,500	#DIV/0!
Total	22,139,200	23,384,643	1,245,443	5.63%
<u>Deputy City Manager</u>				
Wages, Payroll Taxes & Benefits	573,870	590,025	16,155	2.82%
Supplies	2,350	2,050	(300)	(12.77%)
Services & Charges	33,486	61,140	27,654	82.58%
Total	609,706	653,215	43,509	7.14%
<u>Finance/IT</u>				
Wages, Payroll Taxes & Benefits	1,055,533	1,151,059	95,526	9.05%
Supplies	3,500	7,000	3,500	100.00%
Services & Charges	30,600	22,600	(8,000)	(26.14%)
Total	1,089,633	1,180,659	91,026	8.35%
<u>Human Resuorces</u>				
Wages, Payroll Taxes & Benefits	210,161	214,905	4,744	2.26%
Supplies	700	700	0	0.00%
Services & Charges	21,608	22,278	670	3.10%
Total	232,469	237,883	5,414	2.33%

(Continued to next page)

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**  
**General Fund Department Changes from 2013 to 2014**

	2013 Budget	2014 Budget	Difference Between 2013 and 2014	
			Increase (Decrease)	
			\$	%
(Continued from previous page)				
<u>Public Works</u>				
Wages, Payroll Taxes & Benefits	741,993	799,369	57,376	7.73%
Supplies	25,500	19,500	(6,000)	(23.53%)
Services & Charges	108,950	63,825	(45,125)	(41.42%)
Total	876,443	882,694	6,251	0.71%
<u>Community Dev.-Admin</u>				
Wages, Payroll Taxes & Benefits	227,975	232,683	4,708	2.07%
Supplies	3,100	3,100	0	0.00%
Services & Charges	38,850	55,100	16,250	41.83%
Total	269,925	290,883	20,958	7.76%
<u>Community Dev.-Engineering</u>				
Wages, Payroll Taxes & Benefits	764,895	709,964	(54,931)	(7.18%)
Supplies	7,800	9,800	2,000	25.64%
Services & Charges	92,900	87,350	(5,550)	(5.97%)
Total	865,595	807,114	(58,481)	(6.76%)
<u>Community Dev.-Planning</u>				
Wages, Payroll Taxes & Benefits	759,293	777,356	18,063	2.38%
Supplies	7,250	11,250	4,000	55.17%
Services & Charges	145,950	140,300	(5,650)	(3.87%)
Total	912,493	928,906	16,413	1.80%
<u>Community Dev.-Building</u>				
Wages, Payroll Taxes & Benefits	1,036,282	1,136,956	100,674	9.71%
Supplies	34,200	28,200	(6,000)	(17.54%)
Services & Charges	104,850	102,500	(2,350)	(2.24%)
Total	1,175,332	1,267,656	92,324	7.86%
<u>Parks &amp; Rec- Admin</u>				
Wages, Payroll Taxes & Benefits	221,717	222,343	626	0.28%
Supplies	8,300	8,450	150	1.81%
Services & Charges	40,700	43,950	3,250	7.99%
Total	270,717	274,743	4,026	1.49%
<u>Parks &amp; Rec- Maintenance</u>				
Wages, Payroll Taxes & Benefits	0	0	0	#DIV/0!
Supplies	27,500	10,000	(17,500)	(63.64%)
Services & Charges	761,500	786,200	24,700	3.24%
Total	789,000	796,200	7,200	0.91%
<u>Parks &amp; Rec- Recreation</u>				
Wages, Payroll Taxes & Benefits	152,321	156,702	4,381	2.88%
Supplies	6,700	5,350	(1,350)	(20.15%)
Services & Charges	72,300	67,100	(5,200)	(7.19%)
Total	231,321	229,152	(2,169)	(0.94%)

(Continued to next page)

**CITY OF SPOKANE VALLEY, WA**  
**2014 Budget**  
**General Fund Department Changes from 2013 to 2014**

	2013 Budget	2014 Budget	Difference Between 2013 and 2014	
			Increase (Decrease)	
			\$	%
(Continued from previous page)				
<u>Parks &amp; Rec- Aquatics</u>				
Wages, Payroll Taxes & Benefits	0	0	0	#DIV/0!
Supplies	2,500	2,500	0	0.00%
Services & Charges	483,100	487,900	4,800	0.99%
Total	485,600	490,400	4,800	0.99%
<u>Parks &amp; Rec- Senior Center</u>				
Wages, Payroll Taxes & Benefits	77,693	81,682	3,989	5.13%
Supplies	3,500	2,500	(1,000)	(28.57%)
Services & Charges	6,950	5,700	(1,250)	(17.99%)
Total	88,143	89,882	1,739	1.97%
<u>Parks &amp; Rec- CenterPlace</u>				
Wages, Payroll Taxes & Benefits	410,402	420,115	9,713	2.37%
Supplies	68,947	64,187	(4,760)	(6.90%)
Services & Charges	321,535	344,540	23,005	7.15%
Total	800,884	828,842	27,958	3.49%
<u>Pavement Preservation</u>				
Council Designation	855,857	888,823	32,966	3.85%
Total	855,857	888,823	32,966	3.85%
<u>General Government</u>				
Wages, Payroll Taxes & Benefits	0	0	0	#DIV/0!
Supplies	105,800	77,400	(28,400)	(26.84%)
Services & Charges	1,693,300	1,664,200	(29,100)	(1.72%)
Total	1,799,100	1,741,600	(57,500)	(3.20%)
Transfers out - #502	319,000	325,000	6,000	1.88%
Total recurring expenditures	35,312,674	36,823,010	1,510,336	4.28%
<u>Summary by Category</u>				
Wages, Payroll Taxes & Benefits	7,357,894	7,667,929	310,035	4.21%
Supplies	317,497	261,929	(55,568)	(17.50%)
Services & Charges	4,323,226	4,294,686	(28,540)	(0.66%)
Pavement Preservation	855,857	888,823	32,966	3.85%
Transfers out - #502	319,000	325,000	6,000	1.88%
Judicial System	2,090,326	2,612,788	522,462	24.99%
Law Enforcement	17,220,568	18,144,552	923,984	5.37%
Jail System	1,301,540	1,501,222	199,682	15.34%
Animal Control Contract	268,351	287,081	18,730	6.98%
Fines & Forfeitures	1,050,264	764,500	(285,764)	(27.21%)
Communications	208,151	0	(208,151)	(100.00%)
Other	0	74,500	74,500	#DIV/0!
	35,312,674	36,823,010	1,510,336	4.28%



This department accounts for the cost of providing effective elected representation of the citizenry in the governing body. The Council makes policy decisions for the City and is accountable to Spokane Valley citizens by making decisions regarding how resources are allocated, the appropriate levels of service, and establishing goals and policies for the organization.

#### **Accomplishments for 2013**

- Continue monitoring wastewater issues, including governance of wastewater facilities, and pursuit of the most efficient and economical methods to ensure the continuation of wastewater discharge licenses.  
Monitored status of Spokane County Wastewater Permit. Staff assisted in analyzing discharge options to Saltese Flats.
- Pursue the topic of Solid Waste to include identifying the issue and obtaining alternatives of joining the consortium or handling it ourselves and the consequences of each alternative.  
Staff provided support and analysis on a range of solid waste disposal and collection options. The City worked in conjunction with Spokane County and City of Spokane to develop an RFP to evaluate alternatives for solid waste management and disposal. The project team selected a consultant and moved forward with looking at alternative options. The consultant completed cost models for the project team to discuss. A special joint meeting was held with the County Commissioners, City of Spokane and all other municipalities in the County to discuss the results of the study and future options for the regional system.
- Develop a Shoreline Master Program to appropriate regulatory protection for waters of statewide significance as required by state statute.  
The SMP is moving forward with many significant components having been adopted by resolution this year. The regulations are nearly complete. The adoption process commenced in late Summer and should be completed in 2013.
- Pursue a legislative capital budget request for possible financial assistance in the restoration of the Sullivan Bridge; purchase of a Transfer Station; and the assistance with creating the Appleway Trail Project.  
Pursued legislative requests through our legislative advisor for the Sullivan Bridge project only. We were unsuccessful in obtaining additional financial assistance for the Sullivan Bridge replacement project. Public Works was successful in obtaining a grant from SRTC for the Appleway Trail Project in the amount of \$640,000.00.
- Create an Economic Development Plan including review and evaluation of Spokane Valley's development regulations and how they compare with other jurisdictions; and keeping options open for an alternative city hall.  
Completed an Economic Development Work Plan and designated a staff coordinator. Evaluating sites for City Hall location, continuing evaluations of development regulations, and developing a Certified Sites Program for vacant commercial and industrial property.

#### **Goals for 2014**

- Continue to monitor the discharge permit process for the Spokane County wastewater treatment plant.
- Implement solid waste alternatives for collection, transport and disposal in the best interest of the City of Spokane Valley.
- Pursue a legislative capital budget request or other grant/funding for the Appleway Trail Project, parkland acquisition, the Barker Road grade separation and purchase of a transfer station.
- Continue and expand where possible, an economic development plan, including review and evaluation of Spokane Valley's development regulations and how they compare with other jurisdictions; and keeping options open for an alternative city hall.
- Focus on sustainability of Street Preservation program beyond 2016.
- Evaluate law enforcement needs based on calls for service, crime rates, business and population growth and other supporting data.

<b>Fund: 001</b>	<b>General Fund</b>	<b>Spokane Valley</b>
<b>Dept: 011</b>	<b>Legislative Branch</b>	<b>2014 Budget</b>

<b><u>Budget Summary</u></b>				
	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Mayor	1	1.0	1.0	1.0
Council	6	6.0	6.0	6.0
Total FTEs	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 141,389	\$ 165,571	\$ 188,868	\$ 210,658
Supplies	3,515	3,605	4,150	4,192
Services & Charges	139,814	171,816	197,093	200,100
Total Legislative Branch	<u>\$ 284,718</u>	<u>\$ 340,992</u>	<u>\$ 390,111</u>	<u>\$ 414,950</u>

<b>Fund: 001</b>	<b>General Fund</b>	<b>Spokane Valley</b>
<b>Dept: 013</b>	<b>Executive &amp; Legislative Support</b>	<b>2014 Budget</b>

#### 013 - City Manager

This department is accountable to the City Council for the operational results of the organization, effective support of elected officials in achieving their goals; fulfillment of the statutory requirements of the City Manager, implementation of City Council policies, and provision of a communication linkage between citizens, the City Council, City departments, and other government agencies.

#### Accomplishments for 2013

- In addition to the support of the 2013 Council Goals as referenced under the Legislative Budget:
- Provided oversight and direction for the City's internal Economic Development projects
- Executed marketing plan for the promotion of the City as a business friendly community
- Presented Council a balanced 2014 Budget

#### Goals for 2014

- In addition to the support of the 2014 Council Goals as referenced under the Legislative Budget:
- Present Council a balanced 2015 Budget
- Continue further efforts in promotion of the City
- Prepare Legislative Agenda for Council consideration

#### 015 - Legal

#### Accomplishments for 2013

- Finalize transfer of Sprague Park property following completion of joint site plan
- Completion of comprehensive Procurement Manual
- Assist in identifying option, providers, and costs for disposal and collection
- Ongoing research and advice for City marijuana regulations

#### Goals for 2014

- Analyze governance of solid waste facilities and pursuit of efficient and economical methods of solid waste disposal and collection; review and negotiate terms of solid waste interlocal
- Negotiate and draft franchise agreements on an as-needed basis with utility providers

#### Budget Summary

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
City Manager	1.0	1.0	1.0	1.0
City Attorney	1.0	1.0	1.0	1.0
City Clerk	1.0	1.0	1.0	1.0
Deputy City Attorney	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0
Administrative Assistant - Legal	1.0	1.0	1.0	1.0
Administrative Assistant (CC)	1.0	1.0	1.0	1.0
Administrative Assistant (CM)	1.0	1.0	1.0	1.0
Total FTEs	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>
Interns	<u>3.5</u>	<u>3.5</u>	<u>2.0</u>	<u>2.0</u>
<b>Budget Detail (*)</b>				
Wages, Payroll Taxes & Benefits	\$ 722,496	\$ 847,380	\$ 936,891	\$ 964,112
Supplies	3,273	4,501	5,700	5,750
Services & Charges	215,742	174,452	169,554	139,903
Total Executive & Legislative Support	<u>\$ 941,511</u>	<u>\$ 1,026,333</u>	<u>\$ 1,112,145</u>	<u>\$ 1,109,765</u>



The Public Safety department budget provides funds for the protection of persons and property in the city. The City contracts with Spokane County for law enforcement, district court, prosecutor services, public defender services, probation services, jail and animal control services. See following page for detail information on each budgeted section.

**Judicial System** - The Spokane County District Court is contracted to provide municipal court services. The contract provides for the services of judge and court commissioner with related support staff. Budgeted amount also includes jury management fees.

Budgeted contract amount: \$ 2,253,940

**Law Enforcement** - The Spokane County Sheriff's Office is responsible for maintaining law and order and providing police services to the community under the direction of the Police Chief. The office provides for the preservation of life, protection of property, and reduction of crime.

Budgeted contract amount: \$ 18,907,900

**Jail System** - Spokane County provides jail and probation services for persons sentenced by any City of Spokane Valley Municipal Court Judge for violating laws of the city or state.

Budgeted contract amount: \$ 1,545,222

**Animal Control** - Spokane County will provide animal control services to include licensing, care and treatment of lost or stray animals, and response to potentially dangerous animal confrontations.

Budgeted contract amount: \$ 287,081

**Fines & Forfeitures State Remittance**

Budgeted contract amount: \$ 764,500

**Communications**

Budgeted contract amount: \$ -

**Interfund Transfers** - Transfer to Fund #123 to cover future building improvements or the eventual replacement of the precinct building

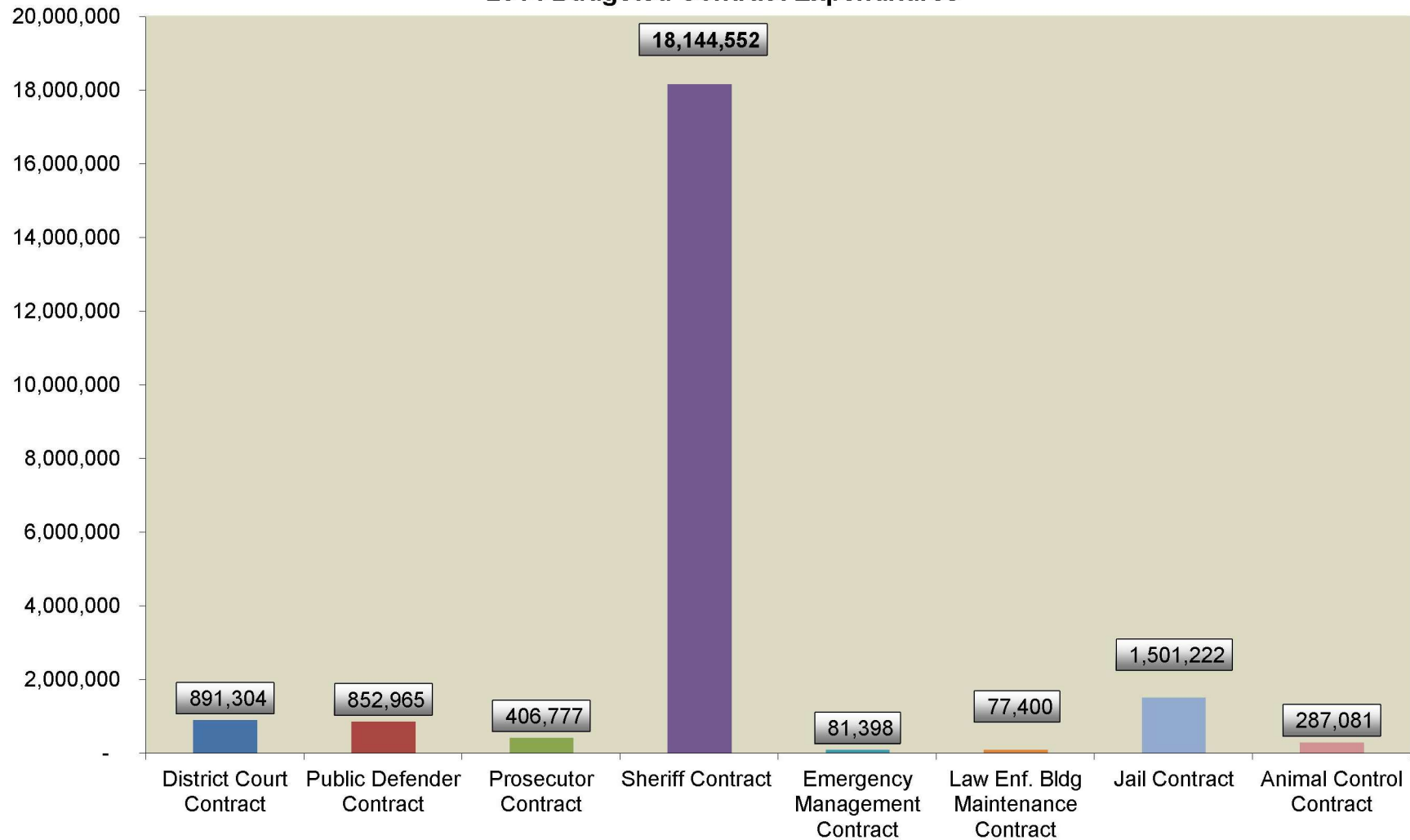
\$ -

Total \$ 23,758,643

**City of Spokane Valley  
2014 Budget  
016 - Public Safety**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Judicial System:</b>				
District Court Contract	1,098,465	792,455	898,375	891,304
Public Defender Contract	705,375	769,295	672,894	852,965
Prosecutor Contract	484,799	421,087	393,219	406,777
Pretrial Services Contract	144,713	102,300	125,838	102,894
Prosecutor - Funded by JAG Grant	97	-	-	-
Subtotal Judicial System	<u>2,433,449</u>	<u>2,085,137</u>	<u>2,090,326</u>	<u>2,253,940</u>
<b>Law Enforcement System:</b>				
Sheriff Contract	16,885,482	16,853,600	16,599,835	18,144,552
Emergency Management Contract	59,622	80,877	82,291	81,398
Wages, Payroll Taxes & Benefits	6,133	2,389	4,936	3,500
Operating Supplies	5,630	6,497	2,473	3,500
Repair & Maintenance. Supplies	1,412	693	2,473	3,500
Janitorial Supplies	1,083	1,062	-	-
Small Tools & Minor Equipment	-	-	990	-
Electricity/Gas	29,266	21,603	33,880	30,000
Water	1,804	1,385	2,541	1,750
Sewer	847	849	847	900
Waste Disposal	3,423	3,504	2,964	4,000
Copier Maintenance	-	-	-	-
Law Enf. Bldg Maintenance Contract	50,940	59,194	74,153	77,400
Taxes and Assessments	-	358	-	400
Contingency	-	-	367,735	500,000
Crywolf Charges & Fees	33,314	45,568	45,450	48,000
Sterling Bank Fees	4,365	5,057	-	7,000
Crywolf Refunds	1,769	-	-	2,000
Subtotal Law Enforcement System:	<u>17,085,090</u>	<u>17,082,636</u>	<u>17,220,568</u>	<u>18,907,900</u>
<b>Jail System:</b>				
Jail Contract	689,636	976,681	1,301,540	1,501,222
Work Release (Geiger)	795,160	429,420	-	-
Subtotal Jail System:	<u>1,484,796</u>	<u>1,406,101</u>	<u>1,301,540</u>	<u>1,501,222</u>
<b>Other:</b>				
Capital Outlays/Communications	190,738	206,445	208,151	-
Fines & Forfeitures State Remittance	751,862	682,014	1,050,264	764,500
Animal Control Contract	306,923	284,926	268,351	287,081
Non-Capital Equipment for JAG Grant	44,524	16,253	-	20,000
Non-Capital Equip for ARRA JAG Grant	93,462	26,099	-	-
Small Tools	-	-	-	12,000
Professional Services	1,765	-	-	-
JAG - Wireless Cards	10,462	10,035	-	-
Building Replacement Costs	77,600	80,000	-	-
Nighttime Seatbelt Patrol Overtime	3,000	1,783	-	-
Maintenance	-	-	-	12,000
Drive Hammered - Get Nailed Grant	6,943	5,876	-	-
Child Car Seat Overtime	2,436	-	-	-
Slow Down or Pay Up	2,734	-	-	-
Stickman Knows	-	3,992	-	-
Subtotal Other:	<u>1,492,449</u>	<u>1,317,423</u>	<u>1,526,766</u>	<u>1,095,581</u>
<b>Total Public Safety</b>	<u><u>22,495,784</u></u>	<u><u>21,891,297</u></u>	<u><u>22,139,200</u></u>	<u><u>23,758,643</u></u>

**City of Spokane Valley  
2014 Budgeted Contract Expenditures**





<b>Fund: 001</b>	<b>General Fund</b>	<b>Spokane Valley</b>
<b>Dept: 018</b>	<b>Operations &amp; Administrative Services</b>	<b>2014 Budget</b>

The Operations & Administrative Services Department is composed of three divisions, the Deputy City Manager Division, the Finance Division, and the Human Resources Division.

### **013 - Deputy City Manager Division**

The Deputy City Manager (DCM) supervises the Operations & Administrative Services Department, assists the City Manager in organizing and directing the other operations of the City, and assumes the duties of City Manager in his/her absence.

Note: The Deputy City Manager position has been vacant since January 2010 but intended to be filled in the future.

### **Accomplishments for 2013**

- Negotiated public safety contracts to include enhanced reporting, greater accuracy, and easier administration.
- Implemented quarterly reporting on public safety contracts to Council.
- Evaluated County Information Systems contract and eliminated unnecessary licenses.
- Completed SWOT analysis in conjunction with annual update of Business Plan
- Recruited and coordinated community Ten Year Anniversary Committee & worked with various City departments in successful planned programs and events in celebration of the ten year anniversary.
- Provided public information & marketing support to the City's economic development & tourism promotion efforts. Updated DRAFT Strategic Communications Plan.

### **Goals for 2014**

- Evaluate law enforcement needs based upon calls for service, crime rates, and citizen/business growth.
- Finalize case weighting methodology in collaboration with the Spokane County Public Defender's Office. Update Draft 6 Year Strategic Communications Plan.
- Provide public information support that informs and engages the public as needed for Sullivan Bridge Replacement, Appleway Trail development, and other major projects that may be identified by the Council.
- Increase HotTopic community newsletter from twice annually to four times per year inserted in the Spokesman and Valley News Herald
- Identify and maximize opportunity to promote the City of Spokane Valley.

### **Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Deputy City Manager	1.0	1.0	1.0	1.0
Senior Administrative Analyst	1.0	1.0	1.0	1.0
Public Information Officer	1.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	1.0	1.0
Administrative Assistant	2.0	2.0	1.0	0.0
Office Assistant II	1.0	1.0	1.0	1.0
Office Assistant I	1.0	1.0	1.0	1.0
Total FTEs	<u>8.0</u>	<u>8.0</u>	<u>7.0</u>	<u>6.0</u>
Intern	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 424,953	\$ 404,685	\$ 573,870	\$ 590,025
Supplies	1,380	1,728	2,350	2,050
Services & Charges	79,375	23,651	33,486	61,140
Total Deputy City Manager Division	<u>\$ 505,708</u>	<u>\$ 430,064</u>	<u>\$ 609,706</u>	<u>\$ 653,215</u>

Fund: 001

General Fund

Spokane Valley

Dept: 018

Operations &amp; Administrative Services

2014 Budget

**014 - Finance Division**

The Finance Division provides financial management services for all City departments. Programs include accounting and financial reporting, payroll, accounts payable, purchasing, budgeting and financial planning, treasury, information technology and investments. The division is also responsible for generating and analyzing financial data related to the City's operations. The department prepares monthly Finance Activity Reports for review by the City Manager and City Council as well as the Annual Financial Report that is subject to an annual audit conducted by the Washington State Auditor's Office.

**Accomplishments for 2013**

- Implemented State Auditor recommendations.
- Improved financial statement preparation process and accuracy.
- Replaced 3 servers that reached the end of their life cycle.
- Assisted in negotiations to renew the City's lease of the City Hall building.
- Replaced the software used to monitor sales tax receipts.
- Added a big screen television to the Opportunity Conference room in order to more readily communicate information to meeting participants.
- Replaced projectors in the Council Chambers with big screen televisions in order to improve visual quality.
- Acquired i-Pads for City Council and City Directors as a means of more easily facilitating the preparation of weekly Council agenda packets.
- Replaced City logos on the entire City fleet.
- Acquired 2-Ford Escapes for use by the Community Development Department.
- Updated the City chart of accounts to match the new State Auditor's Office BARS configuration.

**Goals for 2014**

- Implement 2012 audit recommendations
- Work towards continued improvement and accuracy in the financial statement preparation process.
- Complete the 2013 annual financial report by May 30, 2014 and receive a "clean audit opinion".
- Maintain consistent levels of service in payroll, accounts payable, budget development, periodic financial report preparation and information technology services.
- Replace approximately 30 desktop computers that will reach the end of their life cycle.
- Replace 3 servers that will reach the end of their life cycle.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Finance & Admin Services Director	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accountant/Budget Analyst	3.00	3.00	3.75	3.75
Accounting Technician	2.00	2.00	2.00	2.00
IT Specialist	3.00	3.00	2.00	2.00
GIS/Database Administrator	1.00	1.00	1.00	1.00
Help Desk Technician	0.00	0.00	0.00	1.00
Total FTEs	11.00	11.00	10.75	11.75
Intern	1.0	1.0	0.0	0.0
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 903,495	\$ 895,125	\$ 1,055,533	\$ 1,151,059
Supplies	6,468	7,026	3,500	7,000
Services & Charges	46,543	18,665	30,600	22,600
Total Finance Division	\$ 956,506	\$ 920,816	\$ 1,089,633	\$ 1,180,659

<b>Fund: 001</b>	<b>General Fund</b>	<b>Spokane Valley</b>
<b>Dept: 018</b>	<b>Operations &amp; Administrative Services</b>	<b>2014 Budget</b>

### **016 - Human Resources Division**

Human Resources (HR) is administered through the Deputy City Manager (DCM). The HR operation provides services in compensation, benefits, training and organizational development, staffing, employee relations, and communications.

#### **Accomplishments for 2013**

- Achievement of the 2012 WellCity Award presented by the Association of Washington Cities
- Development and Launch of the City's Mobile App for tourism
- Development and Launch of the Employee Intranet
- Implementation of a revised employee compensation and benefits structure
- Increase of on-time employee evaluations from 22% to greater than 90%

#### **Goals for 2014**

- Explore AWC Retro Program for possible reductions in workman's compensation rates
- Assist Finance/Information Technology in compliance with the WCIA standards associated with cyber liability.
- Launch of game mobile app to support tourism within Spokane Valley
- Provide employee training in the areas of safe driving, Hazardous Material Identification and fire extinguisher use.

#### **Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Human Resource Manager	1.0	1.0	1.0	1.0
Human Resources Technician	1.0	1.0	1.0	1.0
Total FTEs	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 182,604	\$ 187,339	\$ 210,161	\$ 214,905
Supplies	596	461	700	700
Services & Charges	21,314	24,278	21,608	22,278
Total Human Resources Division	<u>\$ 204,514</u>	<u>\$ 212,078</u>	<u>\$ 232,469</u>	<u>\$ 237,883</u>



Fund: 001

General Fund

Spokane Valley

Dept: 032

Public Works

2014 Budget

The Public Works Department oversees the City's transportation system, which includes construction and maintenance of streets and stormwater systems, operations and maintenance of traffic signs and signals and transportation planning.

#### Accomplishments for 2013

- Designed twenty three projects and managed the construction of thirteen.
- Developed the 2014-2019 Six Year TIP
- Submitted eleven grants for various capital projects; currently received \$2.1M
- Completed two 2012 and five 2013 Pavement Preservation Projects
- Completed design and permitting of the Sullivan Road West Bridge Replacement Project
- Completed construction of Phase 1 (Sullivan Park) - Sullivan Road West Bridge Replacement Project

#### Goals for 2014

- Implement approved capital projects.
- Provide planning for development of the updated Transportation Improvement Plan.
- Prepare and submit grant applications for capital projects.
- Complete 2014 Pavement Preservation Projects as approved

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Personnel - FTE Equivalents</b>				
Public Works Director	1.0	1.0	1.0	1.0
Administrative Assistant	2.0	2.0	2.0	2.0
Assistant Engineer (CIP)	1.0	1.0	1.0	1.0 (1)
Engineering Technician I	1.0	1.0	2.0	2.0 (1)
Engineering Technician II	2.0	2.0	1.0	1.0 (1)
Limited Term Construction Inspector-Bridge	0.0	0.0	0.0	0.5 (2)
Maint./Construction Inspector (ROW)	1.0	1.0	0.0	0.0
Senior Engineer	2.0	2.0	2.0	1.0
Senior Engineer -Proj Mgmt	1.0	1.0	1.0	2.0 (1)
Planning Grants Engineer	0.0	0.0	0.0	0.375
Total FTEs	11.0	11.0	10.0	10.875
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 550,017	\$ 516,757	\$ 741,993	\$ 799,369
Supplies	16,954	15,881	25,500	28,300
Services & Charges	101,646	104,612	108,950	63,825
Capital Outlay	-	69,344	-	-
Total Public Works	\$ 668,617	\$ 706,594	\$ 876,443	\$ 891,494

(1) Only 50% is budgeted to the public works department in the General Fund with the balance budgeted as a part of capital projects funds.

(2) This position is budgeted 50% as a part of capital projects funds and 50% street fund.

<b>Fund: 001</b>	<b>General Fund</b>	<b>Spokane Valley</b>
<b>Dept: 050</b>	<b>Community Development - Administrative</b>	<b>2014 Budget</b>

The Administrative Division provides overall management and oversight of the Community Development Department including the permitting operation, long-range planning, development engineering, and code compliance and provides staff support through administration of the department's budget, provides administrative support and department training.

#### **Accomplishments for 2013**

- Continued work on City's economic development plan.
- Continued to implement customer service improvements for the department.
- Continued work on permit process and customer service improvement plan.
- Continued to implement a document control system for documents and forms.

#### **Goals for 2014**

- Continue work on City's economic development plan.
- Continue to implement a document control system for documents and forms.
- Assist in City's Marketing Plan
- Assist in City Hall project

#### **Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Community Development Director	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Office Assistant I	1.0	1.0	0.0	0.0
Total FTEs	<u>3.0</u>	<u>3.0</u>	<u>2.0</u>	<u>2.0</u>
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 280,228	\$ 269,228	\$ 227,975	\$ 232,683
Supplies	1,488	3,854	3,100	3,100
Services & Charges	27,403	34,934	16,100	55,100
Intergovernmental Payments	10,645	-	10,000	-
Total Administrative Division	<u>\$ 319,764</u>	<u>\$ 308,016</u>	<u>\$ 257,175</u>	<u>\$ 290,883</u>

Fund: 001

General Fund

Spokane Valley

Dept: 055

Community Development - Dev. Engineering

2014 Budget

Development Engineering provides the review and inspection for stormwater, access management and other public works improvements in development applications, and provides policy recommendations for public works issues.

#### Accomplishments for 2013

- Updated the Standard Plans for the Street Standards.
- Continued to work on permit process and customer service improvement plan.
- Updated Development Engineering's Webpage.
- Submitted Forker Draw Hydrology to FEMA for review
- Assisted in development of Regional LID guidance manual
- Updated Development Engineering's Webpage.

#### Goals for 2014

- Update Street Standards.
- Work on Regional Low Impact Development Standards
- Work on Floodplain Revisions
- Developers Forums
- Work on the City's Certified Sites Program

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Personnel - FTE Equivalents</b>				
Senior Engineer	1.0	1.0	1.0	1.0
Assistant Engineer	0.0	0.0	1.0	1.0
Engineer	1.5	1.5	1.5	1.5
Engineering Technician	1.5	1.5	1.5	0.5
Maint/Construction Inspector	1.0	1.0	2.0	1.0
Office Assistant I	1.0	1.0	1.0	1.0
ROW Inspector	0.0	0.0	0.0	1.0
Total FTEs	6.0	6.0	8.00	7.00
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 527,389	\$ 567,984	\$ 764,895	\$ 709,964
Supplies	7,939	3,251	7,800	9,800
Services & Charges	64,346	112,499	53,150	87,350
Intergovernmental Payments	37,410	7,764	25,000	-
Total Engineering Division	\$ 637,084	\$ 691,498	\$ 850,845	\$ 807,114



Fund: 001

General Fund

Spokane Valley

Dept: 056

Community Development - Planning

2014 Budget

The Planning Division is responsible for providing professional policy guidance on land use issues to the City Council and Planning Commission. Planning staff participate at a regional level on issues such as annexations, growth targets, water quality, etc. It is also responsible for processing land use permits, reviewing environmentally sensitive areas, administering the State Environmental Protection Act and reviewing home occupation licenses.

#### Accomplishments for 2013

- Continued work on the Shoreline Master Program.
- Continued to work on Economic Development issues for the City.
- Continued work on permit process and customer service improvement plan.
- Continued to work on code compliance procedure manual update with legal office.
- Continued participation in the County's UGA update process
- Completed the 2013 Annual Comprehensive Plan amendments.

#### Goals for 2014

- Complete the Shoreline Master Program.
- Continue work on the City's Economic Development Program.
- Continue work on permit process and customer service improvement plan.
- Developers Forums
- 2014 Annual Comprehensive Plan amendments.
- CBDG - Identify Sidewalk projects
- Review of Municipal Code for updates

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Personnel - FTE Equivalents</b>				
Planning Manager	1.0	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0	2.0
Associate Planner	2.0	2.0	1.0	0.0
Assistant Planner	2.5	2.5	0.0	0.0
Code Enforcement Officer	0.0	0.0	2.0	2.0
Office Assistant I	0.0	0.0	1.0	1.0
Planner	0.0	0.0	0.0	2.0
Planning Technician	1.0	1.0	1.0	0.0
Total FTEs	8.5	8.5	8.0	8.0
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 648,560	\$ 697,096	\$ 758,871	\$ 777,356
Supplies	5,119	3,888	7,250	11,250
Services & Charges	70,027	140,425	98,200	140,300
Intergovernmental Services	18,629	-	35,000	-
Total Planning Division	\$ 742,335	\$ 841,409	\$ 899,321	\$ 928,906

Fund: 001

General Fund

Spokane Valley

Dept: 057

Community Development - Building Division

2014 Budget

The Building Division implements the Washington State Building Code. This Division is responsible for ensuring that buildings and structures comply with adopted building codes through technical plan review and inspection services. The Permit Center receives applications and coordinates the review and processing of permits. Code compliance staff enforce zoning and building regulations on a complaint-driven basis. ROW inspection program provides inspection services to assure the compliance with the RPCP and the durability and safety of work done in the public ROW.

#### Accomplishments for 2013

- Continue work on permit process and customer service improvement plan.
- Maintained partnering efforts with Spokane and Spokane County.
- Developed web-access for permit system.
- Developed department reports.

#### Goals for 2014

- Continue work on permit process and customer service improvement plan.
- Maintain partnering efforts with Spokane and Spokane County.
- Develop web-access for permit system.
- Coordinate on Regional Hazard Mitigation Plan

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Personnel - FTE Equivalents</b>				
Building Official	1.0	1.0	1.0	1.0
Building Inspector II	3.0	3.0	3.0	3.0
Assistant Planner	0.0	0.0	2.0	0.0
Planner	0.0	0.0	0.0	2.0
Code Enforcement Officer BP	2.0	2.0	0.0	0.0
Construction Inspector	0.0	0.0	0.0	0.0
Development Service Coordinator	0.0	0.0	1.0	1.0
Engineering Tech	0.0	0.0	0.0	1.0
Maint/Const Inspector (ROW)	1.0	1.0	0.0	0.0
Office Assistant I	1.0	1.0	1.0	1.0
Permit Facilitator	2.0	2.0	2.0	2.0
Plans Examiner	0.75	0.75	0.50	0.50
Senior Permit Specialist	1.00	1.00	0.0	0.00
Senior Plans Examiner	1.0	1.0	1.0	1.0
Total FTEs	12.75	12.75	11.50	12.50
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 993,267	\$ 1,021,199	\$ 1,036,282	\$ 1,136,956
Supplies	22,515	21,645	34,200	28,200
Services & Charges	62,803	94,541	62,100	102,500
Intergovernmental Payments	18,629	-	30,000	-
Capital Outlays	64,308	86,384	-	-
Interfund Charges	-	3,668	-	-
Total Building Division	\$ 1,161,522	\$ 1,227,437	\$ 1,162,582	\$ 1,267,656

Fund: 001

General Fund

Spokane Valley

Dept: 076

Parks &amp; Recreation

2014 Budget

The Parks and Recreation Department is composed of six divisions including Administration, Maintenance, Recreation, Aquatics, Senior Center, and CenterPlace. The overall goal of the department is to provide quality recreation programs and acquisition, renovation, development, operation and maintenance of parks and maintenance of parks and recreation facilities.

#### **000 - Parks Administration Division**

The Administration Division provides direction and leadership for the Parks and Recreation Department in implementing the goals and objectives of the City Council and facilitates the general upkeep of parks and public areas of the City.

#### **Accomplishments for 2013**

- Completed update to the Parks & Recreation Master Plan.
- Completed conceptual site plan for Park/Library site.
- Completed the West Entry Gateway Signage project.
- Completed the addition of new ADA walkways at Discovery Playground.
- Finalized the Centennial Trail maintenance agreement.

#### **Goals for 2014**

- Develop Master Plan for Sand Volleyball Complex at Browns Park.
- Implement acquisition priorities from Master Plan.
- Install new picnic shelter at Edgecliff Park.
- Add shade structure and new equipment to Discovery Playground.

#### **Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Parks & Recreation Director	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Total FTEs	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 195,308	\$ 204,362	\$ 221,717	\$ 222,343
Supplies	32,474	17,641	35,800	19,800
Services & Charges	670,565	766,894	791,200	30,950
Intergovernmental Services	10,208	12,550	11,000	13,000
Interfund Transfer	7,000	7,000	-	-
Capital Outlays	-	6,545	-	-
Total Parks Administration	<u>\$ 915,555</u>	<u>\$ 1,014,992</u>	<u>\$ 1,059,717</u>	<u>\$ 286,093</u>



<b>Fund: 001</b>	<b>General Fund</b>	<b>Spokane Valley</b>
<b>Dept: 076</b>	<b>Parks &amp; Recreation</b>	<b>2014 Budget</b>

**300 - Maintenance Division**

The Parks Maintenance Division is responsible for the contracted maintenance and upkeep of our parks and public areas including the Centennial Trail.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Budget Detail</b>				
Supplies	4,608	12,133	27,500	10,000
Services & Charges	651,591	738,636	761,500	786,200
Total Parks Administration	<u>\$ 656,199</u>	<u>\$ 750,769</u>	<u>\$ 789,000</u>	<u>\$ 796,200</u>

Fund: 001

General Fund

Spokane Valley

Dept: 076

Parks &amp; Recreation

2014 Budget

**301 - Recreation Division**

The Recreation Division coordinates and facilitates the delivery of recreation programs and service throughout the City and the City's Park system.

**Accomplishments for 2013**

- Utilized Certified Card Holder Services and Spokane Kids Calendar in efforts to increase marketing and program awareness.
- Continue to work with local partners to provide successful programs and events such as Breakfast with Santa with the Rotary and Sand Volleyball Tournaments and leagues with Evergreen Volleyball Association.
- Altered Recreation Brochure distribution and agency used to design the publication which resulted in cost savings for the Department.

**Goals for 2014**

- Continue to provide quality recreation programs for the Spokane Valley Community.
- Research additional speciality camp options for Spring and Winter school breaks.
- Actively look for sponsorship opportunities within the Community in regards to the Summer Outdoor Movies.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Recreation Coordinator	1.0	1.0	1.0	1.0
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 137,379	\$ 131,218	\$ 145,999	\$ 156,702
Supplies	4,688	4,220	6,700	5,350
Services & Charges	65,087	74,269	72,300	67,100
Interfund Charges	-	-	-	-
Total Recreation Division	<u>\$ 207,154</u>	<u>\$ 209,707</u>	<u>\$ 224,999</u>	<u>\$ 229,152</u>

Fund: 001

General Fund

Spokane Valley

Dept: 076

Parks &amp; Recreation

2014 Budget

**302 - Aquatics Division**

The City of Spokane Valley owns three pools: Park Road Pool, Terrace View Pool, and Valley Mission Pool. Services include open swim, swim lessons, swim team and facility rentals. In addition, the City leases a portion of Valley Mission Park to Splashdown Inc. for a water park.

The City currently is contracting with the YMCA for all aquatic activities within the City. The YMCA provides the lifeguards and maintains the pools during the season.

**Accomplishments for 2013**

- Completed the painting of the Terrace View Pool tank.
- Introduced merchandise options to the pools as an additional source of revenue.
- Increased swim lesson and team fees to be competitive in our area.
- Extended water exercise from just Tues. and Thurs. to Mon. - Thurs. at Terrace View Pool.

**Goals for 2014**

- Maintain full summer swimming program.
- Research vending options at the pools.
- Paint the Park Road Pool tank.
- Research birthday party package pricing options.

**Budget Summary**

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Budget Detail</b>				
Supplies	\$ 1,947	\$ 5,053	\$ 2,500	\$ 2,500
Services & Charges	446,067	434,242	483,100	487,900
Intergovernmental Services	-	-	-	-
Total Aquatics Division	<u>\$ 448,014</u>	<u>\$ 439,295</u>	<u>\$ 485,600</u>	<u>\$ 490,400</u>



Fund: 001

General Fund

Spokane Valley

Dept: 076

Parks &amp; Recreation

2014 Budget

**304 - Senior Center Division**

The City of Spokane Valley Parks and Recreation Department assumed operational control of the Valley Senior Center in 2003.

**Accomplishments for 2013**

- Continued Resource Fair for Seniors and their families; Event now combined with "Get Connected Event" with Healthy Communities and the Parks & Recreation Department.
- Extended exercise programs for seniors and added several new programs.
- Educated volunteer leaders on Spokane County Regional Health District food codes.
- Continued to participate with Senior Circle through Spokane Valley Hospital.
- Offered a number of health related presentations.

**Goals for 2014**

- Offer more Tuesday evening classes in the Senior Wing of CenterPlace.
- Increase participation by 10 percent.
- Keep Senior Center Board & volunteers compliant with Agency regulations and rules; Such as the Gambling Commission and the Health District.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Personnel - FTE Equivalents</b>				
Senior Center Specialist	1.0	1.0	1.0	1.0
Total FTEs	1.0	1.0	1.0	1.0
Intern	1.0	1.0	1.0	1.0
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 72,601	\$ 78,209	\$ 77,693	\$ 81,682
Supplies	960	2,855	3,500	2,500
Services & Charges	2,779	5,133	6,950	5,700
Capital Outlay	-	-	-	-
Total Senior Center Division	<u>\$ 76,340</u>	<u>\$ 86,197</u>	<u>\$ 88,143</u>	<u>\$ 89,882</u>

Fund: 001

General Fund

Spokane Valley

Dept: 076

Parks &amp; Recreation

2014 Budget

**305 - CenterPlace Division**

Construction of Mirabeau Point CenterPlace began in late 2003, and was completed mid-year 2005. The project represented the culmination of eight years of planning and fundraising by Mirabeau Point Inc. and the joint involvement of the City and Spokane County. The approximately 54,000 square foot facility houses the City of Spokane Valley Senior Center, a great room/banquet facility, numerous meeting rooms, multi-purpose rooms and high tech lecture hall. The facility combines with Mirabeau Meadows Parks and Mirabeau Springs to form a regional focal point for northeast Washington and Northern Idaho.

**Accomplishments for 2013**

- Improved tracking of events and revenue generated from them.
- Created an updated marketing plan to promote business events at CenterPlace.
- Developed on-line packets to reduce paper usage and printing costs.
- Re-designed our reservation forms for better customer understanding.
- Created better defined job duties of part-time event staff to ensure consistency in performance.

**Goal for 2014**

- Start implementing suggestions from Marketing Plan.
- Develop a list of maintenance items needing attention and establish a priority ranking.
- Create an on-site storage facility in loading dock area that would alleviate storage challenges in CenterPlace and ensure our compliance with current regulations.

**Budget Summary**

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Personnel - FTE Equivalents</b>				
Customer Relations/Facilities Coordinator	1.0	1.0	1.0	1.0
Administrative Assistant	2.0	2.0	1.0	1.0
Office Assistant I	0.0	0.0	1.0	1.0
Custodian	0.0	0.0	0.0	0.0
Maintenance Worker	2.0	2.0	2.0	2.0
Total FTEs	5.0	5.0	5.0	5.0
<b>Budget Detail</b>				
Wages, Payroll Taxes & Benefits	\$ 339,744	\$ 389,547	\$ 410,402	\$ 420,115
Supplies	59,756	82,900	68,947	64,187
Services & Charges	260,998	318,679	321,535	344,540
Capital Outlays	328,311	317,000	-	-
Total CenterPlace Division	\$ 988,809	\$ 1,108,126	\$ 800,884	\$ 828,842

Fund: 001  
Dept: 090

General Fund  
General Government

Spokane Valley  
2014 Budget

The General Government Department accounts for those activities that are not specific to the functions of any particular General Fund Department or operation. Expenditures recorded here are composed of City Hall rent and related utilities; information technology equipment and services; capital costs that benefit more than one department; support of agencies external to the City that provide social service programs and economic development services; and transfers to other City funds for property/casualty insurance premiums (Fund #502), park capital projects (Fund #309) and the pavement preservation program (Fund #311).

Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Supplies</b>				
Employee Recognition & Safety Program	1,694	347	5,000	0
PEG COSV Small tools & Minor Equip	0	329	0	100
Business Registrations	1,292	1,288	2,000	2,000
Employee Recognition-Operating Supplies	25	0	0	3,000
Office & Operating Supplies	0	158	0	0
Small Tools & Minor Equipment	1,629	8,081	1,700	2,500
Non Capital Office Furniture & Equipment	0	526	0	0
Computer Hardware - Non Capital	0	0	0	23,000
Computer Software - Non Capital	0	0	0	31,800
Non Capital Computer Software/Hardware	35,941	22,568	82,100	0
Fuel	763	0	0	0
Office & Operating Supplies	9,229	4,504	15,000	15,000
	<u>50,573</u>	<u>37,801</u>	<u>105,800</u>	<u>77,400</u>
<b>Other Services &amp; Charges</b>				
Broadcasting Council Meeting	45,725	0	0	0
Contingency	0	0	150,000	150,000
Accounting & Auditing	68,336	69,161	90,000	90,000
Uncollectible Accounts Expense	2,054	2,288	0	0
Petty Cash Reimbursement	11	0	0	0
Advertising	169	0	0	0
Postage	3,626	3,993	5,000	5,000
Telephone Service	23,845	29,196	30,900	18,500
Internet Service	0	0	0	18,100
City Wide Records Management	3,300	3,610	10,000	10,000
City Hall Rent	461,208	478,324	428,400	416,000
Facility Repairs & Maintenance	381	583	30,000	5,000
Equip Repair & Maint-Hardware Support	25,680	23,083	38,500	36,500
IT Support	96,059	75,225	105,000	28,500
Software Licenses & Maintenance	68,706	70,737	80,000	78,600
PEG Reimburse - CMTV	28,988	12,305	0	0
Printing & Binding	0	343	5,000	0
Miscellaneous Services	10,872	7,045	15,000	15,000
Merchant Charges (Bankcard Fees)	9,927	1,492	10,000	2,500
EECBG Utilities Partnering Program	12,947	20,383	0	0
Vehicle Rental	4,130	7,000	7,000	7,000
General Operating Leases: Computer	45,559	52,842	35,000	39,600
Economic Development-Site Selector	9,179	9,197	12,000	11,000
Professional Services - Economic Devel.	83,352	100,340	87,000	82,500
City Economic Development	1,375	88,230	200,000	200,000
Professional Services - Social Services	67,961	49,095	63,000	67,500
Alcohol Treatment: Liquor Excise Tax	8,750	4,516	7,000	0
Alcohol Treatment: Liquor Profits	12,512	17,977	14,000	20,000
Prior Period Adjustment	0	(163,322)	0	0
	<u>\$ 1,094,652</u>	<u>\$ 963,643</u>	<u>\$ 1,422,800</u>	<u>\$ 1,301,300</u>



Fund: 001  
Dept: 090

General Fund  
General Government

Spokane Valley  
2014 Budget

Budget Summary cont.				
	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Intergovernmental Services</b>				
Election Costs	50,184	0	57,000	57,000
Voter Registration	79,252	86,132	83,000	87,000
Taxes and assessments	8,536	6,006	8,600	8,600
Spokane County Air Pollution Authority	114,941	115,569	117,000	117,000
	<u>252,913</u>	<u>207,707</u>	<u>265,600</u>	<u>269,600</u>
<b>Capital Outlays</b>				
PEG COSV Broadcast-Office Furn.	13,330	0	0	0
PEG COSV Broadcast-Software/hardware	47,095	24,232	0	33,300
PEG COSV Broadcast-Communication	5,357	0	0	0
Copy Machine	0	21,523	2,000	20,000
Office Furniture & Equipment	0	0	3,500	0
Computer Software/Hardware	22,121	3,063	24,400	0
Computer Hardware - Capital	0	0	0	40,000
Construction - Pavement Preservation	0	0	855,857	0
	<u>87,903</u>	<u>48,818</u>	<u>885,757</u>	<u>93,300</u>
<b>Debt Service: Principal</b>				
Interest and Other Debt Service Costs	(952)	444	-	-
<b>Interfund Payments for Service</b>				
Interfund Transfer to ST Cap 2011+	1,084,681	0	0	0
Interfund Trf to #303-Street Capital	551,730	0	0	0
Interfund Trf to #309-Park Capital	100,000	106,250	50,000	192,500
Interfund Trf to #311-Pavement reservatio	0	2,045,203	0	888,823
Interfund Trf to #312-Capital Reserve Fun	0	0	7,826,207	0
Interfund Trf to #502-Risk Management	319,000	319,000	319,000	325,000
	<u>2,055,411</u>	<u>2,470,453</u>	<u>8,195,207</u>	<u>1,406,323</u>
<b>10th Anniversary</b>				
Supplies - 10th Anniversary	-	257	-	-
<b>Total Governmental Division</b>	<u>\$ 3,540,500</u>	<u>\$ 3,729,123</u>	<u>\$ 10,875,164</u>	<u>\$ 3,147,923</u>

The Street Fund was established to account for the activities associated with the provision of efficient and safe movement of both motorized and nonmotorized vehicles, as well as pedestrians within the limits of the City, and coordinate convenient interconnect to the regional transportation system. Maintenance work includes snow and ice control, street pavement repairs, traffic signals and signs, landscaping and vegetation control and many other street maintenance and repair activities.

#### Accomplishments for 2013

- Received grant funding for traffic sign and safety improvements
- Signal retiming for parts of Sullivan and Sprague-Appleway Corridors
- Worked with WSDOT and ASHTO to reestablish the I-90 Business Route signage
- Renewed contracts with private contractors for street maintenance services
- Continue to improve the efficiency of snow and ice operations
- Updated the Pavement Management Plan

#### Goals for 2014

- Optimize traffic signals on selected corridors .
- Apply for grants and work with various schools to install flashing beacons at crosswalks.
- Renew Contracts with private contractors for street maintenance services.
- Continue with the development and implementation of a fleet maintenance program

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Personnel - FTE Equivalents</b>				
Senior Engineer - Traffic	1.0	1.0	1.0	1.0
Public Works Superintendent	1.0	1.0	1.0	1.0
Maintenance/Construction Inspector	1.5	2.0	2.0	2.0
Assistant Engineer - Traffic/Planning	1.0	1.0	1.0	1.0
Planning Grants Engineer	0.0	0.0	0.0	0.375
Total FTEs	4.5	5.0	5.0	5.375
Interns	1.0	1.0	1.0	2.0
* For 0.5 FTE of the 2 FTEs, only 50% is budgeted to the Street Fund with the balance budgeted as part of the capital project funds				
<b>Revenues</b>				
Motor Vehicle Fuel Tax	1,857,708	1,846,990	1,861,100	1,858,600
Investment Interest	5,252	4,056	5,000	3,000
Utility Tax	2,880,963	2,735,469	2,900,000	2,750,000
Grants	528,156	210,948	200,000	0
Miscellaneous	52,677	34,280	0	0
Total revenues	5,324,756	4,831,743	4,966,100	4,611,600
<b>Expenditures</b>				
Wages, Payroll Taxes & Benefits	435,510	572,348	573,170	627,288
Supplies	331,254	496,825	72,200	386,500
Services & Charges	2,878,710	2,595,785	2,925,152	2,392,201
Intergovernmental Payments	712,919	723,305	851,000	798,000
Transfers out - #001	25,000	39,600	39,700	39,700
Transfers out - #311 (pavement preservatio	0	0	282,000	282,000
Transfers out - #501 (vehicle replacement)	0	110,777	160,777	85,777
Transfers out - #501 (new vehicle)	0	0	0	15,000
Transfers out	22,205	0	0	0
Equipment	223,442	18,000	0	61,750
Capital construction	1,282,183	536,400	200,000	0
Total expenditures	5,911,223	5,093,040	5,103,999	4,688,216
Revenues over (under) expenditures	(586,467)	(261,297)	(137,899)	(76,616)
Beginning fund balance	3,076,201	2,489,734	2,228,437	2,090,538
Ending fund balance	\$ 2,489,734	\$ 2,228,437	\$ 2,090,538	\$ 2,013,922

**Fund: 103****Trails & Paths Fund****Spokane Valley****2014 Budget**

The State of Washington collects a \$.375 per gallon motor vehicle fuel tax at the pump and remits \$.0296 of the tax back to cities on a per capita basis. For 2014 the Municipal Research and Services Center estimates the distribution back to cities will be \$20.40 per person. Based upon a City of Spokane Valley population of 91,490 (per the Washington State Office of Financial Management on April 1, 2013) we anticipate the City will collect \$1,866,400 in 2014. RCW 47.030.050 specifies that .42% of this tax must be expended for the construction of paths and trails and based upon the 2014 revenue estimate. This computes to \$7,800. The balance or \$1,858,600 will be credited to Fund #101 for Street maintenance and operations.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Motor Vehicle Fuel (Gas) Tax	7,835	7,790	7,800	7,800
Investment Interest	63	67	0	
Total revenues	<u>7,898</u>	<u>7,857</u>	<u>7,800</u>	<u>7,800</u>
<b>Expenditures</b>				
Capital Outlay	0	0	0	0
Total expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues over (under) expenditures	7,898	7,857	7,800	7,800
Beginning fund balance	48,186	56,084	63,941	71,741
Ending fund balance	<u>\$ 56,084</u>	<u>\$ 63,941</u>	<u>\$ 71,741</u>	<u>\$ 79,541</u>

**Fund: 105****Hotel/Motel Fund****Spokane Valley****2014 Budget**

The Hotel/Motel Fund accounts for the receipt and expenditure of a special excise tax of two percent on the sale or charge made for the furnishing of lodging under RCW 82.08. These funds will be used solely for the purpose of paying all or any part of the cost of tourist promotion, acquisition or operation of tourism-related facilities, and marketing of special events and festivals designed to attract tourists.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Hotel/Motel Tax	457,603	490,004	490,000	490,000
Investment Interest	455	592	500	300
Total revenues	<u>458,058</u>	<u>490,596</u>	<u>490,500</u>	<u>490,300</u>
<b>Expenditures</b>				
Tourism Promotion	472,482	511,756	425,500	547,000
City Directed Marketing Efforts	0	0	55,000	0
Transfers out- #001	0	30,000	30,000	30,000
Total expenditures	<u>472,482</u>	<u>541,756</u>	<u>510,500</u>	<u>577,000</u>
Revenues over (under) expenditures	(14,424)	(51,160)	(20,000)	(86,700)
Beginning fund balance	272,356	257,932	206,772	186,772
Ending fund balance	<u>\$ 257,932</u>	<u>\$ 206,772</u>	<u>\$ 186,772</u>	<u>\$ 100,072</u>



**Fund: 120****Center Place Operating Reserve Fund****Spokane Valley****2014 Budget**

The CenterPlace Operating Reserve Fund was established as a result of covenant related to the issuance of limited tax general obligation bonds in 2003 for the purpose of constructing the CenterPlace facility. As a part of the bond issuance the City agreed to establish a \$300,000 operating reserve account that could be used to make debt service payments on the bonds and/or pay for operating expenses of CenterPlace. If at any time the City were to draw on these reserves it would have to prepare and follow a plan for reinstatement of those funds drawn. This reserve is required to be in place for the life of the 2003 bonds or through December 1, 2033.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Investment Interest	556	0	0	0
Transfers-in	0	0	0	0
Total revenues	<u>556</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Expenditures</b>				
Operations	0	0	50,787	0
Total expenditures	<u>0</u>	<u>0</u>	<u>50,787</u>	<u>0</u>
Revenues over (under) expenditures	556	0	(50,787)	0
Beginning fund balance	350,231	350,787	350,787	300,000
Ending fund balance	<u>\$ 350,787</u>	<u>\$ 350,787</u>	<u>\$ 300,000</u>	<u>300,000</u>

**Fund: 121****Service Level Stabilization Reserve Fund****Spokane Valley****2014 Budget**

The Service Level Stabilization Reserve Fund was established to provide an emergency revenue source to maintain service levels in the event of a downturn in the local economy.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Investment Interest	8,632	9,103	7,000	7,300
Transfer-in	0	0	0	0
Total revenues	<u>8,632</u>	<u>9,103</u>	<u>7,000</u>	<u>7,300</u>
<b>Expenditures</b>				
Operations	0	0	0	0
Total expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Revenues over (under) expenditures	8,632	9,103	7,000	7,300
Beginning fund balance	5,423,796	5,432,428	5,441,531	5,448,531
Ending fund balance	<u>\$ 5,432,428</u>	<u>\$ 5,441,531</u>	<u>\$ 5,448,531</u>	<u>\$ 5,455,831</u>

<b>Fund: 122</b>	<b>Winter Weather Reserve Fund</b>	<b>Spokane Valley</b>
		<b>2014 Budget</b>

The Winter Weather Reserve Fund was established to provide an emergency reserve for use during unusually harsh winters where the Street Fund #101 budget becomes inadequate to accommodate the amount of snow plowing that may be necessary. In the event the City draws against this fund in any given winter we will strive to replenish the balance back to approximately \$500,000 through subsequent years transfers from Fund #101.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Investment Interest	837	883	700	700
Transfer-in	0	0	0	0
Total revenues	<u>837</u>	<u>883</u>	<u>700</u>	<u>700</u>
<b>Expenditures</b>				
Snow removal	0	0	0	500,000
Total expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>500,000</u>
Revenues over (under) expenditures	837	883	700	(499,300)
Beginning fund balance	501,168	502,005	502,888	503,588
Ending fund balance	<u>\$ 502,005</u>	<u>\$ 502,888</u>	<u>\$ 503,588</u>	<u>\$ 4,288</u>

<b>Fund: 123</b>	<b>Civic Facility Replacement Fund</b>	<b>Spokane Valley</b>
		<b>2014 Budget</b>

This fund was initially created to set aside money for the eventual replacement of CenterPlace and the police precinct building located on on east Sprague Avenue and the source of funds has in prior years been an annual transfer from the General Fund. Beginning in 2013 however the City made the decision to no longer set money aside in this fund for future building replacements and instead decided to commit the entire fund balance of Fund #123 to a pavement preservation program that will be operated through Fund #311 - Pavement Preservation. This is in recognition of the fact that addressing deteriorating streets in a timely manner is a much higher priority in the present than setting money aside for buildings that will need replaced in the distant future. It was the City's conclusion that to both set money aside for the replacement of CenterPlace now while at the same time repaying the 2003 LTGO bonds (see Fund #204 discussion) that were issued to finance the construction of CenterPlace is essentially asking the same generation of taxpayers/citizens to pay for the same structure twice - the initial construction and the replacement.

Based upon the projected fund balance at the end of 2014 of \$1,174,679, we estimate we can sustain a transfer of \$616,284 through approximately 2016 or for a total of four years.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Investment Interest	1,989	2,099	1,600	1,700
Transfers in- #001	394,600	397,000	0	0
Total revenues	<u>396,589</u>	<u>399,099</u>	<u>1,600</u>	<u>1,700</u>
<b>Expenditures</b>				
Transfers out- #311	0	0	616,284	616,284
Total expenditures	<u>0</u>	<u>0</u>	<u>616,284</u>	<u>616,284</u>
Revenues over (under) expenditures	396,589	399,099	(614,684)	(614,584)
Beginning fund balance	1,608,259	2,004,848	2,403,947	1,789,263
Ending fund balance	<u>\$ 2,004,848</u>	<u>\$ 2,403,947</u>	<u>\$ 1,789,263</u>	<u>\$ 1,174,679</u>

This fund is used to account for the accumulation of resources for, and the payment of limited tax general obligation (LTGO) bonds also referred to as councilmanic or nonvoted bonds. When LTGO bonds are issued the City irrevocably pledges the full faith, credit and resources necessary to make timely payments of principal, and interest, withing constitutional and statutory limitations pertaining to non-voted general obligations.

In 2003 the City issued \$9,430,000 in LTGO bonds for the construction of CenterPlace. Of this total:

- \$7,000,000 of the proceeds was used to finance the construction of the CenterPlace facility at Mirabeau Point. These bonds will be paid off in annual installments over the 30-year period ending December 31, 2033. Annual debt service payments on these bonds are provided by the Spokane Public Facilities District. At January 1, 2014 the outstanding balance on this portion of the bond issue will be \$5,990,000.
- \$2,430,000 of the proceeds was used to finance Road and Street Improvements near CenterPlace. These bonds will be paid off in annual installments over the 20-year period ending December 31, 2023. Annual debt service payments on these bonds are provided by equal distributions from the 1st and 2nd quarter percent real estate excise tax (REET) recorded in City Funds 301 and 302. At January 1, 2014 the outstanding balance on this portion of the bond issue will be \$1,445,000.

**Budget Summary**

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Revenues</b>				
Spokane Public Facilities District	427,120	432,320	437,120	441,520
Transfers in - #301	92,252	92,651	92,951	93,152
Transfers in - #302	92,251	92,652	92,952	93,151
Total revenues	611,623	617,623	623,023	627,823
<b>Expenditures</b>				
Debt Service Payment - CenterPlace	427,470	432,531	437,120	441,520
Debt Service Payment - Roads	184,153	185,092	185,903	186,303
Total expenditures	611,623	617,623	623,023	627,823
Revenues over (under) expenditures	0	0	0	0
Beginning fund balance	0	0	0	0
Ending fund balance	0	0	0	0



Fund: 301

## REET 1 Capital Projects Fund

Spokane Valley

2014 Budget

This fund is used to account for the collection and expenditures of the first one-quarter of one-percent real estate excise tax (REET 1) that is authorized through RCW 82.46. This quarter percent must be expended for purposes identified in a capital improvements plan. Revenues recorded in this fund are typically used as a matching fund for street related construction projects that are accounted for in Fund #303 - Street Capital Projects Fund, and to pay for a portion of the annual bond payment on the City's 2003 LTGO bonds that are accounted for in Fund #204 - LTGO Debt Service Fund. Beginning in 2013 the City began transferring a portion of these REET revenues to Fund #311 - Pavement Preservation Fund to provide partial financing towards the City's pavement preservation effort.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
REET 1 - Taxes	481,623	654,264	500,000	600,000
Investment Interest	1,518	1,204	500	1,000
Miscellaneous Revenues	0	9,601	0	0
Total revenues	<u>483,141</u>	<u>665,069</u>	<u>500,500</u>	<u>601,000</u>
<b>Expenditures</b>				
Intergovernmental Services	0	0	0	
Transfers out - #204	92,251	92,651	92,951	93,152
Transfers out - #303	278,105	253,429	892,404	268,575
Transfers out - #311 ( <i>pavement preservation</i> )	0	0	150,000	184,472
Interfund Transfers	133,588	(1,203)	0	0
Total expenditures	<u>503,944</u>	<u>344,877</u>	<u>1,135,355</u>	<u>546,199</u>
Revenues over (under) expenditures	(20,803)	320,192	(634,855)	54,801
Beginning fund balance	<u>792,875</u>	<u>772,072</u>	<u>1,092,264</u>	<u>457,409</u>
Ending fund balance	<u>\$ 772,072</u>	<u>\$ 1,092,264</u>	<u>\$ 457,409</u>	<u>\$ 512,210</u>

This fund is used to account for the collection and expenditures of the second one-quarter of one-percent real estate excise tax (REET 2) that is authorized through RCW 82.46. This quarter percent may be only be levied by cities that are planning under the Growth Management Act and may only be used to finance capital projects. Revenues recorded in this fund are typically used as a matching fund for street related construction projects that are accounted for in Fund #303 - Street Capital Projects Fund, and to pay for a portion of the annual bond payment on the City's 2003 LTGO bonds that are accounted for in Fund #204 - LTGO Debt Service Fund. Beginning in 2013 the City began transferring a portion of these REET revenues to Fund #311 - Pavement Preservation Fund to provide partial financing towards the City's pavement preservation effort.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
REET 2 - Taxes	479,129	531,442	500,000	600,000
Investment Interest	1,732	1,762	1,000	1,000
Transfers in - #307	0	6,477	0	
Total revenues	<u>480,861</u>	<u>539,681</u>	<u>501,000</u>	<u>601,000</u>
<b>Expenditures</b>				
Transfers out - #101	0	7,615	0	0
Transfers out - #204	92,251	92,651	92,952	93,151
Transfers out - #303	1,045,677	1,112,518	617,479	585,097
Transfers out - #307	45,714	(173,470)	0	0
Transfers out - #311 ( <i>pavement preservation</i> )	0	0	150,000	184,472
	<u>1,183,642</u>	<u>1,039,314</u>	<u>860,431</u>	<u>862,720</u>
Revenues over (under) expenditures	(702,781)	(499,633)	(359,431)	(261,720)
Beginning fund balance	2,333,084	1,630,303	1,130,670	771,239
Ending fund balance	<u>\$ 1,630,303</u>	<u>\$ 1,130,670</u>	<u>\$ 771,239</u>	<u>\$ 509,519</u>

The Street Capital Projects Fund accounts for monies used to finance street construction and reconstruction projects adopted in the City's 6-year Transportation Improvement Plan (TIP). Revenues to finance the projects represent a combination of State and Federal Grants which typically cover upwards of 80% of projects costs with the City match portion coming from transfers from the REET 1 Capital Projects Fund #301, REET 2 Capital Projects Fund #302 and sometimes Stormwater Management Fund #402.

**Budget Summary**

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Revenues</b>				
Grant Proceeds	3,297,974	3,852,253	6,597,842	11,092,997
Developer Contribution	91,268	760,768	0	166,020
Miscellaneous	209,037	1,652	0	0
Transfers in - #001	551,730	64,750	0	0
Transfers in - #101	0	476,659	0	0
Transfers in - #102	0	207,447	0	0
Transfers in - #301	259,060	253,428	892,404	268,575
Transfers in - #302	1,036,178	1,101,314	617,479	585,097
Transfers in - #310	0	140,139	0	0
Transfers in - #311	0	299,027	0	0
Transfers in - #312 Appleway Landscaping	0	0	18,000	250,000
Transfers in - #312 Sullivan Rd W Bridge	0	0	0	2,320,000
Transfers in - #402	56,862	113,014	0	7,101
Transfers in	50,151	0	0	0
Total revenues	5,552,260	7,270,451	8,125,725	14,689,790
<b>Expenditures</b>				
Pines/Mansfield, Wilbur Rd. to Pines	22,743	43,725	300,000	0
24th Avenue - Sullivan to 22nd	0	0	15,000	0
Argonne Rd Corridor Upgrade SRTC 06-31	134,006	109,948	957,892	860,280
Pines (SR27) ITS Improvement SRTC 06-26	3,090	196,503	637,288	10,000
Broadway Avenue Safety Project Pines- Park	804,028	1,747	0	0
Sprague/Sullivan PCC Intersection	1,510	(7,240)	0	0
Park Road - #2 (PE Only) - Broadway to Indiana	122,989	1,019	0	0
Indiana Ave. Extension - 3600	1,358,038	53,791	0	0
Indiana /Sullivan Intersection PCC	1,252,581	1,435	0	0
Sprague Ave Resurfacing-Evergreen to Sullivan	44,359	2,825,760	188,745	0
Mission Ave -Flora to Barker	7,061	109	127,500	382,410
Park Rd RR Crossing Safety Improvements	25,839	0	0	0
Sullivan & Euclid PCC	25,923	8,720	139,332	123,090
Broadway @ Argonne/Mullan	42,887	1,255	219,599	50,000
Spokane Valley-Millwood Trail	3,778	3,834	200,000	100,000
24th Ave Sidewalk - Adams to Sullivan	1,696	43,091	0	0
Greenacres Trail - Design	44,787	2,816	0	0
In-House Design - Sidewalk Infill	7,851	529,155	337,507	364,425
Sidewalk & Transit Stop Accessibility	9,500	233,859	33,198	0
Sullivan Rd W Bridge Replacement	54,386	949,390	800,000	8,888,189
Mansfield Ave. Connection	477	21,996	1,012,924	1,158,727
Sullivan Rd W Bridge Temp Repairs	1,950	192,039	0	0
University Rd / I-90 Overpass Study	0	5,336	125,000	50,000
Evergreen - 16th to 32nd reconstruction	0	1,677,723	0	0
Pines Rd (SR27) & Grace Ave. Intersect study	0	0	98,100	538,850
City wide safety improvements	0	841	450,995	341,928
Wellesley Ave & Adams rd sidewalk	0	27,137	554,500	30,000
Argonne/Mullan corridor safety - Indiana to Broadway	0	0	104,460	0
Argonne Rd - Empire to Knox	0	0	172,785	0
Sprague ave ADA sdwlk improvement (Havana-Fancher)	0	10,429	110,400	0
Appleway Trail Design	0	0	150,000	0
Sullivan Road Corridor Traffic Study	0	0	100,000	100,000
Citywide Traffic Sign Upgrade	0	0	150,000	50,000
Appleway Landscaping - Phase 1	0	0	18,000	250,000
ITS Infill Project Phase 1 (PE START 2014)	0	0	0	91,891
8th Avenue - McKinnon to Fancher	0	0	0	300,000
STEP Projects (106,129,130,131,151,152)	1,375,144	231,761	0	0
Contingency	0	0	1,122,500	1,000,000
Misc. Road Projects	207,447	0	0	0
Total expenditures	5,552,070	7,166,179	8,125,725	14,689,790
Revenues over (under) expenditures	190	104,272	0	0
Beginning fund balance	73,456	73,646	177,918	177,918
Ending fund balance	\$ 73,646	\$ 177,918	\$ 177,918	\$ 177,918



Fund: 309

## Parks Capital Projects Fund

Spokane Valley

2014 Budget

The Parks Capital Projects Fund was created to account for park related capital improvements. Source of financing is an annual transfer of money from the General Fund #001.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Grant Proceeds	496,250	0	0	0
Transfers in - #001	100,000	106,250	50,000	192,500
Investment Interest	1,735	848	0	500
Total revenues	<u>597,985</u>	<u>107,098</u>	<u>50,000</u>	<u>193,000</u>
<b>Expenditures</b>				
Sand volleyball courts (4) at Brown's Park	0	0	0	40,000
Edgecliff picnic shelter	0	0	0	65,000
Discovery Playground equipment	0	0	0	50,000
Shade structure at Discovery Playground	0	0	0	15,000
City entry sign	0	0	0	70,000
Park signs (3)	0	0	0	22,500
Terrace View Park Play Equipment	0	166,932	0	0
CenterPlace S. Landscape Development	0	38,365	0	0
Capital	0	0	50,000	0
Greenacres Park	1,338,146	10,529	0	0
Terrace View Park Shelter	98,053	0	0	0
Total expenditures	<u>1,436,199</u>	<u>215,826</u>	<u>50,000</u>	<u>262,500</u>
Revenues over (under) expenditures	(838,214)	(108,728)	0	(69,500)
Beginning fund balance	<u>1,249,365</u>	<u>411,151</u>	<u>302,423</u>	<u>302,423</u>
Ending fund balance	<u>\$ 411,151</u>	<u>\$ 302,423</u>	<u>\$ 302,423</u>	<u>\$ 232,923</u>

The Civic Building Capital Projects Fund was initially set-up to accumulate resources to ultimately acquire or construct a City Hall building. The initial sources of revenue to set-up the fund reserves were transfers from the General Fund during 2005 through 2007, and as recently as December 31, 2009 this fund had a fund balance of \$5,828,600. During 2010 and 2011 the City determined that street repairs and reconstruction represented a more immediate City need and opted to expend nearly \$2,000,000 of the fund balance for these projects. The projects themselves were part of a septic tank elimination program (STEP) initiated by Spokane County that resulted in the installation of sewer lines down many City streets. At that time the City decided to completely reconstruct the effected streets rather than patch them.

In 2012 the City opted to use this fund to finance a variety street related capital projects as well as the \$2.5 million acquisition of an 8.4 acre parcel of land on Sprague Avenue that is adjacent to Balfour Park. Partially offsetting the cost of the land acquisition cost was a \$744,048 receipt from the Spokane County Library District who will acquire 2.5 of the 8.4 acres initially purchased by the City where they plan to ultimately construct a library building with no less than 30,000 square feet. In order for the Library District to actually construct a new building on this site they must first have a successful voted bond issue to provide necessary financing. In the event the Library District is unable to pass a bond within five-years (in 2017), they will transfer the property back to the City in exchange for the same \$744,048 price paid at the initial point of the land acquisition.

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Revenues</b>				
Investment Interest	8,609	5,349	0	1,900
Miscellaneous	0	7,577	0	0
Total revenues	8,609	12,926	0	1,900
<b>Expenditures</b>				
West Gateway at Thierman	0	88,559	0	0
STEP - Greenhaven	0	67,737	0	0
STEP - 48th & Sundown	0	72,402	0	0
Acquisition of Sprague Property	0	2,501,668	0	0
Sprague Property Acquisition costs	0	29,109	0	0
Transfers out- #001	551,730	0	0	0
Transfers out- #311	500,000	0	0	0
Total expenditures	1,051,730	2,759,475	0	0
Revenues over (under) expenditures	(1,043,121)	(2,746,549)	0	1,900
Beginning fund balance	4,899,744	3,856,623	1,110,074	1,110,074
Ending fund balance	\$ 3,856,623	\$ 1,110,074	\$ 1,110,074	\$ 1,111,974

This fund was created during the 2011 Budget development process for the purpose of setting money aside for yet to be determined street capital improvement projects. During the 2011 Budget the City Council opted to:

- During the 2011 Budget development process the City Council opted to make an initial transfer of \$500,000 from the Civic Facilities Capital Projects Fund #310, and additionally transfer an amount equivalent to 40% of the General Fund's audited fund balance that exceeded \$26,000,000 as of December 31, 2010. The 2010 ending fund balance was \$27,461,703 which resulted in an additional 2011 transfer of \$584,681  $(= \$27,461,703 - \$26,000,000) \times 40\%$  bringing the total of 2011 transfers to \$1,084,681. There were no pavement preservation expenditures in 2011.
- In the 2012 Budget the City Council opted to transfer 100% of the General Fund unreserved fund balance in excess of \$26,000,000 to Fund #311 which computed out to \$2,045,203  $(= \$28,045,203 - \$26,000,000)$ . Pavement preservation expenditures in 2012 totalled \$2,181,451.
- In the 2013 Budget development process the City committed to finance pavement preservation at a level equivalent to 6% of 2013 General Fund recurring expenditures which computed out to \$2,054,141  $(= \$34,235,677 \times 6\%)$ . This was funded with an appropriation of \$855,857 directly from the General Fund plus an additional appropriation of \$1,198,284 in Fund #311. Sources of financing for the fund #311 appropriation included transfers-in from Fund #101 of \$282,000; #123 of \$616,284; #301 of \$150,000 and #302 of \$150,000. With an additional \$165,793 in grant revenue this brought total 2013 pavement preservation revenues to \$2,219,934, which are anticipated to finance \$2,904,313 in projects in 2013  $(= \$855,587 \text{ in Fund \#001 and } \$2,048,456 \text{ in Fund \#311})$ .
- The 2014 Budget is again being developed to set aside City funds equivalent to 6% of 2014 General Fund recurring expenditures with the computation taking place prior to the addition of a pavement preservation element which computes out to \$2,156,051  $(= \$35,934,187 \times 6\%)$ . This is being financed with transfers from a number of City funds including \$888,823 from the General Fund #001 which brings General Fund recurring expenditures to a total of \$36,823,010 (computed as \$35,934,187 + \$888,823). Transfers from other funds includes \$282,000 from Fund #101; \$616,284 from Fund #123; \$184,472 from Fund #301 and \$184,472 from Fund #302. With an additional \$2,763,272 of grant revenue this brings anticipated 2014 pavement preservation revenues to \$4,919,323. The 2014 Budget is anticipated to finance \$3,595,521 in projects in 2014.

Setting aside City funds in an amount equivalent to 6% of General Fund expenditures through the aforementioned plan is sustainable for approximately 4-years (2013 through 2016), which will coincide with the ultimate exhaustion of the Fund #123 fund balance. Beyond that point, we anticipate the financial commitment to pavement preservation is sustainable at an annual level of no less than \$1,539,767 including \$888,823 from the General Fund #001; \$282,000 from the Street Fund #101; \$184,472 from the REET 1 Capital Projects Fund #301; and \$184,472 from the REET 2 Capital Projects Fund #302. The City will also take advantage of grant programs directed at pavement preservation as they become available.

Because this is a Capital Project Fund whose sole purpose is to provide for Pavement Preservation projects, any money not expended in a given year will remain in the fund and will be available for reappropriation in subsequent years.

Please see the following page for a list of proposed / potential projects in 2014.

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Revenues</b>				
Transfers in - #001	584,681	2,045,203	0	888,823
Transfers in - #101	0	0	282,000	282,000
Transfers in - #123	0	0	616,284	616,284
Transfers in - #301	0	0	150,000	184,472
Transfers in - #302	0	0	150,000	184,472
Transfers in - #310	500,000	0	0	0
Grants	0	0	165,793	2,763,272
Miscellaneous	0	300	0	0
Total revenues	1,084,681	2,045,503	1,364,077	4,919,323
<b>Expenditures</b>				
Pavement preservation	0	1,882,424	2,048,456	3,595,521
Transfers out - #303 - Sullivan Brdg Rpr	0	192,039	0	0
Transfers out - #303 - Evergreen 16-32	0	79,945	0	0
Transfers out - #303 - Sidewalk Infill	0	27,043	0	0
Total expenditures	0	2,181,451	2,048,456	3,595,521
Revenues over (under) expenditures	1,084,681	(135,948)	(684,379)	1,323,802
Beginning fund balance	0	1,084,681	948,733	264,354
Ending fund balance	\$ 1,084,681	\$ 948,733	\$ 264,354	\$ 1,588,156



Fund: 311

## Pavement Preservation Fund

Spokane Valley

2014 Budget

Based upon recommendations in the Pavement Management Plan Update 2011 along with field verification by Public Works staff we are recommending the following preliminary project list of pavement preservation projects for 2014:

STREET	FROM	TO
Sprague Avenue*	Herald Road	University Avenue
Argonne Road*	Sprague Avenue	Broadway Avenue
Sprague Avenue (EB Only)*	Havana Street	Fancher Road
Sprague Avenue*	Fancher Road	Dollar Road
Sprague Avenue	Vista Road	Herald Road
Adams Road**	Sprague Avenue	4th Avenue
Appleway Blvd	Thierman Road	Park road

\*These are projects recommended by SRTC staff for grant funding.

\*\*These are projects eligible for CDBG funding

Carried over from 2013

If construction bids are lower than our estimates or if grant money is received, then the following list of projects would be recommended for additional pavement preservation projects in 2014:

STREET	FROM	TO
24th Avenue	Pines Road	McDonald Road
Sullivan Road	16th Avenue	24th Avenue
Mullan Road	Sprague Avenue	Broadway Avenue
Park Road	Mission Avenue	Trent Avenue

Please note: Further investigation, testing and evaluation will be necessary to finalize these lists.

This fund was created in 2013 to be used to account for the accumulation of resources for a number of future capital projects. Source of funds was a 2013 transfer of a portion of the General Fund fund balance in the amount of \$7,826,207. Potential projects for which resources of this fund included:

- The replacement of the western most portion of the Sullivan Street Bridge that accomodates southbound traffic.
- The acquisition or construction of a City Hall building.
- Development of a joint library and City park site adjacent to Balfour Park.

In 2013 the City appropriated \$120,150 for a variety of capital projects including:

- \$60,000 for business route signage
- \$42,150 for site development of the Balfour Park / Library project
- an \$18,000 transfer to Fund #303 for design costs related to landscaping alongside Appleway Avenue

Projects in 2014 will include:

- a \$2,320,000 transfer to Fund #303 that represents the City's anticipated match towards a \$15.3 million replacement of the westbound portion of the Sullivan Road Bridge that is anticipated to take place during 2014 and 2015.
- a \$250,000 transfer to Fund #303 for landscaping alongside Appleway Avenue

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Revenues</b>				
Transfers in #001	0	0	7,826,207	0
Investment Interest	0	0	0	0
Total revenues	0	0	7,826,207	0
<b>Expenditures</b>				
Business Route Singage	0	0	60,000	0
Balfour Park / Library site development	0	0	42,150	0
Transfers out #303 - Sullivan Rd W Bridge	0	0	0	2,320,000
Transfers out #303 - Appleway Landscaping	0	0	18,000	250,000
Total expenditures	0	0	120,150	2,570,000
Revenues over (under) expenditures	0	0	7,706,057	(2,570,000)
Beginning fund balance	0	0	0	7,706,057
Ending fund balance	0	0	7,706,057	\$ 5,136,057

The purpose of the Stormwater Management Fund is to account for the funds related to the maintenance, improvement and expansion of the City's storm sewer system. The revenue for this fund originates from a stormwater fee collected on behalf of the City by Spokane County. The annual fee is \$21 for each single family unit and \$21 per each 3,160 square feet of impervious surface for all other properties. Each increment of 3,160 square feet is known as an equivalent residential unit (ERU).

#### Accomplishments for 2013

- Completed design and construction on 4 stormwater capital projects
- Eliminated stormwater discharges to the Spokane River from the Sullivan Road Bridges
- Completed the Underground Injection Control (UIC) Assessment and Retrofit Plan
- Completed the City's first Stormwater Capital Improvement plan for 2014-2019
- Developed and implemented an ongoing structure inspection program
- Facilitated a 30-year interlocal agreement with WSDOT to construct/operate Decant Facility

#### Goals for 2014

- Complete small works projects per the Stormwater CIP
- Complete design and construction of stormwater capital projects in the current CIP
- Update specifications and bid the street sweeping contract
- Continue development and refining a Stormwater Capital Improvement Program
- Continue work with WSDOT to build a decant facility to process/dispose liquid and solid stormdrain debris

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Personnel - FTE Equivalents</b>				
Engineer	1.0	1.0	1.0	1.0
Engineering Technician II	1.0	1.0	1.0	1.0
Assistant Engineer	1.0	1.0	1.0	1.0
Maintenance/Construction Inspector	1.5	1.5	1.5	1.5
Planning Grants Engineer	0.0	0.0	0.0	0.25
Total FTEs	4.5	4.5	4.5	4.75
Interns	2.0	2.0	2.0	2.0
<b>Revenues</b>				
Stormwater Management fees	1,785,381	1,789,489	1,800,000	1,835,000
Investment Interest	2,833	2,601	1,800	2,500
Miscellaneous	47,571	45,308	0	0
Nonrecurring Grant Proceeds	373,861	64,838	200,000	0
Total revenues	2,209,646	1,902,236	2,001,800	1,837,500
<b>Expenditures</b>				
Wages, Payroll Taxes & Benefits	417,874	373,824	475,604	505,535
Supplies	13,427	12,158	16,300	15,900
Services & Charges	1,017,181	1,014,609	1,127,120	1,065,076
Intergovernmental Services	23,076	24,820	27,000	26,500
Transfers out - #001	0	0	13,400	13,400
Transfers out - #501	70,248	16,567	1,567	1,567
Transfers out - #501 - new vehicle	0	0	0	30,000
Capital construction	91,211	145,585	1,047,000	900,000
Property acquisition	0	0	0	250,000
VMS Trailer	0	0	0	16,000
Total Expenditures	1,633,017	1,587,563	2,707,991	2,823,978
Revenues over (under) expenditures	576,629	314,673	(706,191)	(986,478)
Beginning fund balance			2,697,333	1,991,142
Ending fund balance			\$ 1,991,142	\$ 1,004,664



In 1985 voters of Spokane County approved a ballot proposition to create the Spokane Aquifer Protection Area (APA) as well as corresponding aquifer protection area fees with both sunseting December 31, 2005. Boundaries of the APA included portions of unincorporated areas (including what is now Spokane Valley) and the cities of Liberty Lake, Millwood and Spokane. In 2004 the City of Spokane Valley approved a resolution authorizing the inclusion of its municipal boundaries within the APA. The APA program was subsequently reauthorized through 2025 with voter approval. All fees are collected by Spokane County.

In 2004 the City of Spokane Valley (City) entered into an interlocal agreement with Spokane County (County) that authorized the County to collect and retain APA fees through 2010 for a variety of projects including:

- up to \$100,000 annually through 2010 to the Spokane Regional Health District to provide for data base management related to monitoring of septic tanks and their potential impact on water quality in the Spokane Valley Rathdrum Prairie Aquifer.
- a septic tank elimination program (STEP) designed to replace septic tanks with sanitary sewer systems.

In the 2004 interlocal agreement the City and County also agreed that for the years 2011 through 2025 the APA fees remaining after the payment of reasonable administration and billing fees incurred by the County would be distributed annually between the County, City and City of Spokane on a proportional basis relative to the amount generated in unincorporated areas, the City and City of Spokane.

The fees collected on the City's behalf by Spokane County are expended entirely on stormwater related projects that designed to protect the aquifer. These fees plus grant monies received from a number of granting agencies finance a variety of capital projects.

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Revenues</b>				
Spokane County	417,326	510,934	500,000	500,000
Grant DOE - Decant Facility	0	0	735,000	0
Grant DOT - Decant Facility	0	0	150,000	0
Grant DOE - Sprague UIC Elimination	0	0	610,331	0
Grant revenue	0	96,291	0	870,000
Miscellaneous	0	2	0	0
Investment Interest	0	0	1,000	0
Total Revenues	417,326	607,227	1,996,331	1,370,000
<b>Expenditures</b>				
Sprague Swales	0	1,133,211	40,000	0
14th Ave Custer to Carnahan	0	0	300,000	0
Bettman-Dickey Storm drain	0	0	250,000	0
Decant Facility	0	0	980,000	0
Broadway SD Retrofit (design only)	0	0	0	60,000
Outfall Diversion Projects (design only)	0	0	0	60,000
SE Yardley Retrofits	0	0	0	1,000,000
Total Expenditures	0	1,133,211	1,570,000	1,120,000
Revenues over (under) expenditures	417,326	(525,984)	426,331	250,000
Beginning fund balance			(108,658)	317,673
Ending fund balance			\$ 317,673	\$ 567,673

The Equipment Rental & Replacement Fund (ER&R) is an Internal Service Fund that is designed to provide the funds necessary to purchase new vehicles and equipment at predetermined life cycles. This fund operates by charging each City department a monthly rental rate for the vehicles they use. The fee is based upon the estimated useful life of the vehicle and its replacement cost. The theory behind this program is that it allows City departments to budget vehicle replacement costs as a recurring expense over an extended period of time rather than as an intermittent capital expense that may be difficult to afford in any single year. In the event a City department requires an additional vehicle that actually adds to the fleet rather than simply replaces an existing vehicle, then that department must budget for the initial purchase price and transfer the necessary funds to the ER&R Fund to make the acquisition. In subsequent years the department will then begin paying a replacement fee spread out over the estimated useful life of the new vehicle.

The 2014 Budget includes an appropriation of \$90,000 to add three 1/2 ton pickups for our Public Works Department. Source of financing for the pickups will be \$15,000 from Street Fund #101, \$30,000 from Stormwater Fund #402 and \$45,000 from the Equipment Rental & Replacement Fund #501 fund balance.

#### Budget Summary

	2011 Actual	2012 Actual	2013 Budget	2014 Proposed Budget
<b>Revenues</b>				
Transfers in - #001 (replacements)	15,400	0	15,400	15,400
Transfers in - #101 (replacements)	0	119,344	10,777	10,777
Transfers in - #101 (addtl' pickup)	0	0	0	15,000
Transfers in - #101 (plow replace.)	9,100	0	150,000	75,000
Transfers in - #402 (addtl' pickup)	0	0	0	30,000
Transfers in - #402 (replacements)	0	0	1,567	1,567
Investment Interest	1,456	1,498	1,000	1,000
Total Revenues	<u>25,956</u>	<u>120,842</u>	<u>178,744</u>	<u>148,744</u>
<b>Expenditures</b>				
Computer replacement lease	0	0	0	0
Software/Hardware replacement	0	0	0	0
Snow plow replacement	0	0	0	0
Vehicle Replacement	0	0	50,000	90,000
Total Expenditures	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>90,000</u>
Revenues over (under) expenditures	<u>25,956</u>	<u>120,842</u>	128,744	58,744
Beginning fund balance			1,053,177	1,181,921
Ending fund balance			<u>\$ 1,181,921</u>	<u>\$ 1,240,665</u>

**Fund: 502****Risk Management Fund****Spokane Valley****2014 Budget**

The City of Spokane Valley Risk Management Fund was established to account for insurance costs, claims settlement and administration of a Risk Management Safety Program. This fund also accounts for unemployment claims filed by former employees through the State of Washington.

**Budget Summary**

	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Proposed Budget</b>
<b>Revenues</b>				
Transfers in - #001	319,000	319,000	319,000	325,000
Investment Interest	25	9	0	0
Total Revenues	<u>319,025</u>	<u>319,009</u>	<u>319,000</u>	<u>325,000</u>
<b>Expenditures</b>				
Auto & Property insurance	282,419	255,185	300,000	325,000
Unemployment Claims	24,087	10,340	19,000	0
Miscellaneous	2,349	862	0	0
Total Expenditures	<u>308,855</u>	<u>266,387</u>	<u>319,000</u>	<u>325,000</u>
Revenues over (under) expenditures	10,170	52,622	0	0
Beginning fund balance	20,420	30,590	83,212	83,212
Ending fund balance	<u>\$ 30,590</u>	<u>\$ 83,212</u>	<u>\$ 83,212</u>	<u>\$ 83,212</u>



CITY OF SPOKANE VALLEY, WA  
Capital Expenditures for 2014

Capital Outlay Description	2014 Expenditure Budget	SOURCE OF FUNDS										
		#101 Street	#301 REET 1 Capital Projects	#302 REET 2 Capital Projects	#303 Street Capital Projects	#311 Pavement Preservation	#312 Capital Reserve	#402 Stormwater Management	#403 Aquifer Protection Area	#501 Equipment Rental & Replacement	Grants	Developer Contributions
<b>#303 Street Capital Projects Fund</b>												
0060 Argonne Road - I90 to Trent	\$ 860,280		116,138								744,142	
0061 Pines (SR27) ITS Improvements	\$ 10,000		1,350								8,650	
0123 Mission Ave - Flora to barker	\$ 382,410			51,625							330,785	
0141 Sullivan Rd/Euclid PCC (PE/RW)	\$ 123,090			16,617							106,473	
0142 Broadway @ Argonne & Mullan PCC int, (PE/RW)	\$ 50,000		6,750								43,250	
0145 Spokane Valley-Millwood Trail	\$ 100,000										100,000	
0149 Sidewalk Infill	\$ 364,425			50,794				7,101			306,530	
0155 Sullivan Rd W Bridge Replacement	\$ 8,888,189						2,320,000				6,568,189	
0156 Mansfield Ave Connection	\$ 1,158,727			20,151							972,556	166,020
0159 University Rd/I-90 Overpass Study	\$ 50,000		6,750								43,250	
0166 Pines Rd (SR27) & Grace Ave. Intersection Safety	\$ 538,850										538,850	
0167 Citywide Safety Improvements	\$ 341,928			32,410							309,518	
0168 Wellesley Ave Sidewalk & Adams Rd Sidewalk	\$ 30,000		19,208								10,792	
0177 Sullivan road Corridor Traffic Study	\$ 100,000			13,500							86,500	
0181 Citywide Traffic Sign Upgrade	\$ 50,000										50,000	
0185 Appleway Landscaping - Phase 1	\$ 250,000						250,000					
ITS Infill Project Phase 1	\$ 91,891		18,379								73,512	
8th Avenue - McKinnon to Fancher	\$ 300,000			300,000								
Contingency <sup>1</sup>	\$ 1,000,000		100,000	100,000							800,000	
<b>Subtotal</b>	<b>\$ 14,689,790</b>	<b>0</b>	<b>268,575</b>	<b>585,097</b>	<b>0</b>	<b>0</b>	<b>2,570,000</b>	<b>7,101</b>	<b>0</b>	<b>0</b>	<b>11,092,997</b>	<b>166,020</b>
<b>#101 Street Fund</b>												
- Patch trailer	\$ 30,000	30,000										
- Hawk signal	\$ 25,000	25,000										
- Software	\$ 6,750	6,750										
<b>Subtotal</b>	<b>\$ 61,750</b>	<b>61,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>#309 Parks Capital Projects Fund</b>												
- Capital - various projects	\$ 262,500				262,500							
<b>Subtotal</b>	<b>\$ 262,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>262,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>#311 Pavement Preservation Fund</b>												
0179 2013 Street Preservation Phase 2	1,610,000					217,350					1,392,650	
0186 Adams road resurfacing Project	198,760					27,686					171,074	
0187 Sprague Ave Preservation Project	1,352,841					182,634					1,170,207	
0188 Sullivan Rd Preservation Project	33,920					4,579					29,341	
Appleway - Thierman to Park	400,000					400,000					0	
<b>Subtotal</b>	<b>\$ 3,595,521</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>832,249</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,763,272</b>	<b>0</b>
<b>#402 Stormwater Management Fund</b>												
- Capital - various projects	900,000							900,000				
- Property acquisition	250,000							250,000				
- Variable messaging system (VMS) trailer	16,000							16,000				
<b>Subtotal</b>	<b>\$ 1,166,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,166,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>#403 Aquifer Protection Area Fund</b>												
- Broadway stormdrain retrofit	60,000								60,000			
- Outfall diversion	60,000								60,000			
- SE Yardley retrofits	1,000,000								130,000		870,000	
<b>Subtotal</b>	<b>\$ 1,120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>870,000</b>	<b>0</b>
<b>#501 Equipment Rental and Replacement Fund</b>												
- 3 one-half ton pickups	90,000									90,000		
<b>Subtotal</b>	<b>\$ 90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>0</b>	<b>0</b>
<b>Total Capital Expenditures and Related Financing Sources</b>	<b>\$ 20,985,561</b>	<b>\$ 61,750</b>	<b>\$ 268,575</b>	<b>\$ 585,097</b>	<b>\$ 262,500</b>	<b>\$ 832,249</b>	<b>\$ 2,570,000</b>	<b>\$ 1,173,101</b>	<b>\$ 250,000</b>	<b>\$ 90,000</b>	<b>\$ 14,726,269</b>	<b>\$ 166,020</b>

<sup>1</sup> Contingency amount is to cover unforeseen overruns, costs related to projects that were expected to complete in 2013 and the costs of projects that have not yet had funding sources identified.

- Dollar figures in *Italicized Bold* font are paid from a combination of existing fund balance and fund revenue that is not attributable to a single project.

**CITY OF SPOKANE VALLEY, WA**  
**Full Time Equivalent Employees**

	Adopted					Proposed 2014	Difference from 2013 to 2014 + (-)	
	2009	2010	2011	2012	2013			
#001 - General Fund								
City Manager / City Clerk	5	5	5	5	5	5		
Legal	3	3	3	3	3	3		
Deputy City Manager	8	8	7	7	6	6		
Finance	10	12	11	11	10.75	11.75	1.000	(1)
Human Resources	2	2	2	2	2	2		
Public Works	7.5	7.5	7.5	7	7	7.375	0.375	(2)
CD - Administration	3	3	3	3	2	2		
CD - Engineering	8	8	6	6	8	7	(1.000)	(3)
CD - Planning	9	9	8.5	8.5	8	8		
CD - Building	14.75	14.75	12.75	12.75	11.5	12.5	1.000	(3)
Parks & Rec - Admin	2	2	2	2	2	2		
Parks & Rec - Recreation	1	1	1	1	1	1		
Parks & Rec - Senior Cntr	1	1	1	1	1	1		
Parks & Rec - CenterPlace	7	7	5	5	5	5		
Total General Fund	81.25	83.25	74.75	74.25	72.25	73.625	1.375	
#101 - Street Fund	5	5	4.5	5	5	5.375	0.375	(2)
#303 - Street Capital Project Fund	3.5	3.5	3.5	3.5	3.5	3.5		
#402 - Storm Water Fund	4	4	4.5	4.5	4.5	4.75	0.250	(2)
Total FTEs	93.75	95.75	87.25	87.25	85.25	87.250	2.000	

- (1) Reflects the addition of a 1.0 FTE Help Desk Technician.  
(2) Reflects the addition of a 1.0 FTE Planning Grants Engineer.  
(3) Reflects the transfer of an employee from one division to another.

<b>2013 Work Force Comparison</b>			
<b>The 30 Washington Communities with a Population of 30,000 to 100,000</b>			
<b>CITY</b>	<b>POPULATION</b>	<b>FULL-TIME</b>	<b>PART-TIME</b>
Bellingham	82,310	725	55
Yakima	92,620	685	17
Renton	95,540	642	16
Redmond	55,840	568	23
Olympia	48,480	532	11
Kirkland	81,730	481	42
Richland	51,150	448	30
Auburn	73,235	396	3
Kennewick	76,410	329	8
Lynnwood	35,960	304	18
Bremerton	37,850	300	16
Longview	36,940	287	8
Pasco	65,600	286	5
Bothell	34,460	277	11
Federal Way	89,720	275	15
Puyallup	37,980	262	11
Lacey	44,350	251	4
Walla Walla	31,930	236	15
Marysville	62,100	232	9
Lakewood	58,310	227	7
Issaquah	32,130	226	11
Edmonds	39,950	193	5
Mount Vernon	32,710	189	24
Pullman	30,990	187	35
Wenatchee	32,520	158	4
Shoreline	53,670	115	14
<b>Spokane Valley</b>	<b>91,490</b>	<b>85</b>	<b>2</b>
Sammamish	48,060	65	4
Burien	48,030	56	10
University Place	31,340	43	7
<b>AVERAGE</b>		<b>302</b>	<b>15</b>
Source: Association of Washington Cities Survey: 2013 Full Time			

7/22/2013



**Appendix A**  
**EMPLOYEE POSITION CLASSIFICATION**  
**MONTHLY SALARY SCHEDULE**  
**Salary Schedule**  
**Effective January 1, 2014**

Position Title	Grade	2014 Range
City Manager		Unclassified
Deputy City Manager	21-22	8,888.39 - 13,432.15
City Attorney	21	8,888.39 - 12,089.04
Community Development Director	21	8,888.39 - 12,089.04
Finance Director	21	8,888.39 - 12,089.04
Public Works Director	21	8,888.39 - 12,089.04
Parks and Recreation Director	19	7,199.37 - 9,792.94
Human Resources Manager	18	6,480.26 - 8,813.21
Planning Manager	18	6,480.26 - 8,813.21
Building Official	18	6,480.26 - 8,813.21
Senior Engineer - Capital Projects, Development	18	6,480.26 - 8,813.21
Deputy City Attorney	18	6,480.26 - 8,813.21
Senior Engineer - Traffic, CIP Planning/Grants	17	5,831.91 - 7,931.56
Accounting Manager	17	5,831.91 - 7,931.56
City Clerk	16	5,248.20 - 7,137.95
Engineer	16	5,248.20 - 7,137.95
Senior Plans Examiner	16	5,248.20 - 7,137.95
Public Works Superintendent	16	5,248.20 - 7,137.95
Senior Administrative Analyst	16	5,248.20 - 7,137.95
Senior Planner	16	5,248.20 - 7,137.95
Development Services Coordinator	16	5,248.20 - 7,137.95
Associate Planner	15	4,724.02 - 6,424.59
CenterPlace Coordinator	15	4,724.02 - 6,424.59
Assistant Engineer	15	4,724.02 - 6,424.59
IT Specialist	15	4,724.02 - 6,424.59
Engineering Technician II	15	4,724.02 - 6,424.59
GIS/Database Administrator	15	4,724.02 - 6,424.59
Human Resource Analyst	14	4,251.88 - 5,782.58
Accountant/Budget Analyst	14	4,251.88 - 5,782.58
Administrative Analyst	14	4,251.88 - 5,782.58
Planner	14	4,251.88 - 5,782.58
Building Inspector II	14	4,251.88 - 5,782.58
Plans Examiner	14	4,251.88 - 5,782.58
Public Information Officer	14	4,251.88 - 5,782.58
Engineering Technician I	14	4,251.88 - 5,782.58
Senior Permit Specialist	14	4,251.88 - 5,782.58
Maintenance/Construction Inspector	13-14	3,826.38 - 5,782.58
Recreation Coordinator	13-14	3,826.38 - 5,782.58
Customer Relations/Facilities Coordinator	13	3,826.38 - 5,204.11
Code Enforcement Officer	13	3,826.38 - 5,204.11
Building Inspector I	13	3,826.38 - 5,204.11
Planning Technician	13	3,826.38 - 5,204.11
Deputy City Clerk	12-13	3,445.00 - 5,204.11
Senior Center Specialist	12-13	3,445.00 - 5,204.11
Human Resources Technician	12-13	3,445.00 - 5,204.11
Permit Facilitator	12	3,445.00 - 4,683.59
Help Desk Technician	12	3,445.00 - 4,683.59
Administrative Assistant	11-12	3,099.55 - 4,683.59
Permit Specialist	11-12	3,099.55 - 4,683.59
Accounting Technician	11-12	3,099.55 - 4,683.59
Maintenance Worker	11-12	3,099.55 - 4,683.59
Office Assistant II	10-11	2,789.41 - 4,215.44
Custodian	10	2,789.41 - 3,793.02
Office Assistant I	9-10	2,510.78 - 3,793.02

*Note: Slight rounding differences may exist between the figures reflected on this page and the actual payroll rates computed by the Eden Payroll System.*

## **CITY OF SPOKANE VALLEY**

### **Glossary of Budget Terms**

**Accrual Basis** – A basis of accounting in which revenues and expenditures are recorded at the time they occur as opposed to when cash is actually received or spent.

**Appropriation** – A legal authorization granted by the City Council to make expenditures and to incur obligations for a specific purpose.

**Assessed Valuation** – The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

**Authorized Positions** – Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Bond** – A long-term promise to repay a specified amount (the face amount of the bond) on a particular date (the maturity date). The most common types of bonds are general obligation revenue bonds. Bonds are primarily used to finance capital projects.

**Budget** – A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

**Budget Message** – The opening section of the budget that provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous years, and the views and recommendations of the Mayor.

**Capital Improvement** – Expenditures related to acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

**Capital Outlay** – Fixed assets that have general value of \$5,000 or more and have a useful economic lifetime of more than one year.

**Capital Project** – Major construction, acquisition, or renovation activities which add value to government's physical assets or significantly increase their useful life, also called capital improvements.

**Capital Projects Fund** – A fund created to account for all resources and expenditures used for the acquisition of fixed assets except those financed by enterprise funds.

**Contingency** – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Contractual Services** – Services rendered to a government by private firms, individuals, or other governmental agencies.

**Debt Service** – Payment of interest and principal on borrowed money according to a predetermined payment schedule.

**Department** – The basic unit of service responsibility, encompassing a broad mandate of related service responsibilities.



**Division** – Can be a subunit of a department which encompasses a substantial portion of the duties assigned to a department (e.g. Building Division in the Planning and Community Development Department).

**Encumbrance** – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**Expense** – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Face Value** – The amount of principal that must be paid at maturity for a bond issue.

**Fiscal Year** – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization.

**Full-time Equivalent Position (FTE)** – A full-time or part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time person working 20 hours per week would be equivalent of 0.5 of a full-time position.

**Fund** – A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.

**GAAP** – Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures

that define accepted accounting principles.

**GASB** – The Governmental Accounting Standards Board, established in 1985, is the current standard-setting board for governmental GAAP.

**General Fund** – The principal operating fund of the City used for general governmental operations. Taxes and fees that generally have no restriction on their use support it.

**General Obligation (G.O.) Bonds** – This type of bond is backed by the full faith, credit and taxing power of the government issuing it.

**Indirect Cost** – A cost necessary for the functioning of the organization as a whole, but which cannot be identified with a specific product, function or activity.

**Infrastructure** – The physical assets of a government (e.g. streets, water, sewer, public buildings, and parks).

**Interfund Transfers** – The movement of monies between funds of the same governmental entity.

**Levy** – To impose taxes for the support of the governmental activities.

**Long-term Debt** – Debt with a maturity of more than one year after the date of issuance.

**Mission Statement** – A broad statement of the intended accomplishment or basic purpose of a program.

**Modified Accrual Accounting** – A basis of accounting in which



expenditures are accrued but revenues are accounted for when they become measurable and available. Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

**Operating Budget** – The portion of the budget that pertains to daily operations that provide basic governmental services.

**Ordinance** – A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Program** – The smallest organization that delivers a specific set of services. A program may be an entire department; or if a department encompasses significantly diverse responsibilities or large work forces, a single department may be divided into two or more programs.

**Reserve** – An account used to either set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution** – A special or temporary order of a legislative body—an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources** – Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue** – Sources of income financing the operations of government.

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

**Unreserved Fund Balance** – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Charges** – The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Vision Statement** – A short statement that conveys the big picture of the organization. It is general in scope, not restricting. It answers the question “Why?”

**CITY OF SPOKANE VALLEY  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 13-016**

**AN ORDINANCE OF THE CITY OF SPOKANE VALLEY, SPOKANE COUNTY, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2014 THROUGH DECEMBER 31, 2014; APPROPRIATING FUNDS; RENAMING FUNDS 301 REET 1 CAPITAL PROJECTS AND 302 REET 2 CAPITAL PROJECTS; ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS; AND OTHER MATTERS RELATING THERETO.**

WHEREAS, State law requires the City Manager to prepare a preliminary budget for the City of Spokane Valley at least 60 days before the beginning of the City fiscal year beginning January 1, 2014 and ending December 31, 2014; and

WHEREAS, the City Manager in consultation with the Finance Director and Department Heads has prepared and placed on file with the City Clerk a preliminary budget, together with an estimate of the amount of money necessary to meet the expenses of the City including payment of outstanding obligations; and

WHEREAS, notice was posted and published for public hearings held on August 27 and September 24, 2013. The City Council met and invited public comment in the City Council Chambers during each public hearing; and

WHEREAS, proper notice was given and the preliminary budget was filed with the City Clerk September 17, 2013; and

WHEREAS, the City Council desires to adopt the 2014 budget, including all allowances, and an appropriation for each fund; and

WHEREAS, the City of Spokane Valley property tax levy in 2013 for collection in 2014, will be \$10,919,932.10, which represents a 0% increase in the 2014 levy. This levy is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of State assessed property, any annexations that have occurred, and refunds made.

NOW, THEREFORE, the City Council of the City of Spokane Valley do ordain as follows:

**Section 1. Adoption of 2014 Budget.** The budget for the City of Spokane Valley for the year 2014 is adopted at the fund level. The final budget for 2014 is attached hereto and by this reference is incorporated herein pursuant to RCW 35A.33.075. For summary purposes, the total estimated appropriations for each separate fund, plus the aggregate total for all such funds, is set forth as follows:



Annual Appropriation Funds	Fund No.	Estimated Beginning Fund Balance	Revenues	Total Sources	Appropriations	Estimated Ending Fund Balance
General Fund	001	20,735,863	36,823,500	57,559,363	37,409,660	20,149,703
Street Fund	101	2,090,638	4,611,600	6,702,138	4,688,216	2,013,922
Paths & Trails Fund	103	71,741	7,800	79,541	0	79,541
Hotel/Motel Fund	105	186,772	490,300	677,072	577,000	100,072
CenterPlace Operating Reserve Fund	120	300,000	0	300,000	0	300,000
Service Level Stabilization Fund	121	5,448,531	7,300	5,455,831	0	5,455,831
Winter Weather Reserve Fund	122	503,588	700	504,288	500,000	4,288
City Facilities Repair & Replacement	123	1,789,263	1,700	1,790,963	616,284	1,174,679
Debt Service LTGO 03	204	0	627,823	627,823	627,823	0
REET 1 Capital Projects Fund	301	457,409	601,000	1,058,409	546,199	512,210
REET 2 Capital Projects Fund	302	771,239	601,000	1,372,239	862,720	509,519
Street Capital Projects	303	177,918	14,689,790	14,867,708	14,689,790	177,918
Parks Capital Projects Fund	309	302,423	193,000	495,423	262,500	232,923
Civic Facilities Capital Projects Fund	310	1,110,074	1,900	1,111,974	0	1,111,974
Pavement Preservation Fund	311	264,354	4,919,323	5,183,677	3,595,521	1,588,156
Capital Reserve Fund	312	7,706,057	0	7,706,057	2,570,000	5,136,057
		41,915,770	63,576,736	105,492,506	66,945,713	38,546,793
Working Capital Funds	Fund No.	Estimated Beginning Working Capital	Revenues	Total Sources	Appropriations	Estimated Ending Working Capital
Stormwater Management Fund	402	1,991,142	1,837,500	3,828,642	2,823,978	1,004,664
Aquifer Protection Area Fund	403	317,673	1,370,000	1,687,673	1,120,000	567,673
Equipment Rental & Replacement Fund	501	1,181,921	148,744	1,330,665	90,000	1,240,665
Risk Management Fund	502	83,212	325,000	408,212	325,000	83,212
		3,573,948	3,681,244	7,255,192	4,358,978	2,896,214
Total of all Funds		45,489,718	67,257,980	112,747,698	71,304,691	41,443,007

The total balance of all funds appropriated for 2014 is \$71,304,691.

**Section 2. Renaming Fund 301 and 302.** Fund 301 entitled "Capital Projects" is hereby renamed "REET 1 Capital Projects," and Fund 302 entitled "Special Capital Projects" is renamed "REET 2 Capital Projects."

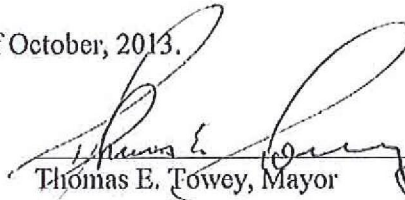
**Section 3. Transmittal of Budget.** A complete copy of the budget as adopted, together with a copy of this Ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

**Section 4. Severability.** If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

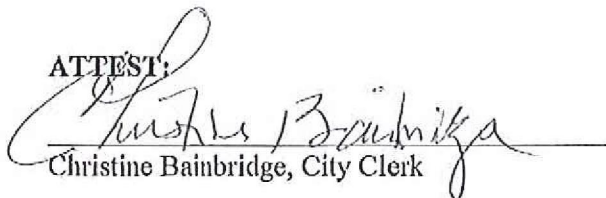
**Section 5. Effective Date.** This Ordinance shall be in full force and effect five days after the date of publication of this Ordinance or a summary thereof in the official newspaper of the City.



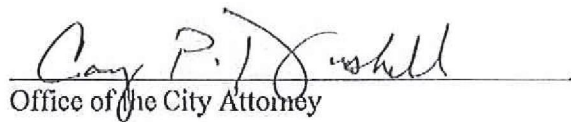
PASSED by the City Council this 22<sup>nd</sup> day of October, 2013.

  
Thomas E. Tovey, Mayor

ATTEST:

  
Christine Bainbridge, City Clerk

Approved As To Form:

  
Office of the City Attorney

Date of Publication: 11-1-2013  
Effective Date: 11-6-2013