



City of Duvall

Small Town. Real Life.

2015 BUDGET

**City of Duvall
Washington
2015 BUDGET**

ELECTED OFFICIALS

Will Ibershof	Mayor
Jason Walker	Mayor Pro Tem
Dianne Brudnicki	Councilmember
Leroy Collinwood	Councilmember
Scott Thomas	Councilmember
Becky Nixon	Councilmember
Gary Gill	Councilmember
Amy Ockerlander	Councilmember

ADMINISTRATION

Vacant/new position	City Administrator
Steve Leniszewski	Public Works Director
Jill Long	Finance Director
Lara Thomas	Planning Director
Rachel Turpin	Contract City Attorney
Carey Hert	Police Chief

For additional information:

City Hall 425 788-1185

www.duvallwa.gov

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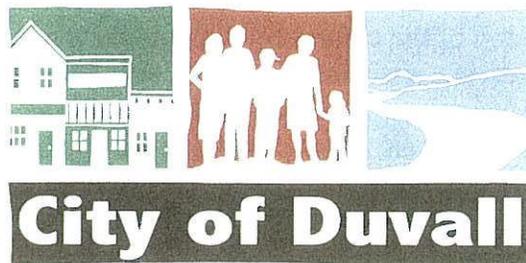
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Small Town. Real Life.

December 2014

OFFICE OF THE MAYOR

BUDGET MESSAGE

I am pleased to present the 2015 Budget for the City of Duvall. The budget is a living policy document that our City uses to plan for the future fiscal sustainability of our community. It is a forecast of expected resources and the purposeful investment of those resources. The 2015 Budget is a balanced budget - beginning fund balances and resources equal ending fund balances and expenditures. Per Council policy, the General Fund is maintaining a 17% operating reserve, plus \$25,000 for emergency management; the utilities are also maintaining their reserves in accordance with Council policy.

One key aspect of this budget is that we are no longer spending down the ending fund balance to fund on-going operations like we have in past years. This is a significant change for 2015. Instead, this budget is sustainable and focuses on balancing on-going revenues with on-going expenses.

Each year, the City anticipates a specific number of building permits. For 2014, we estimated we would receive revenues from 29 building permits; we have revised that estimate downward to 15. This decrease affects the 2014 revenues we forecast and is reflected in the 2014 ending balance, which reduces the beginning fund balance for 2015.

To balance the loss of revenue and match expenses with revenues, a tax increase for our utilities was approved. For cable TV, the tax will be increased to Six percent (6%) from One percent (1%). In addition, there will be a Two percent (2%) increase in the utility tax rates for water, sewer and storm. These four utility tax increases will generate \$175,000 a year and provide structural sustainability. The key point is that with these increases, the five-year revenue/expenditure forecast balances; without these increases, our five-year forecast does not balance.

This dramatic shift in the 2015 budget does not come without reductions in the different departments. Each department was charged with reducing operating and maintenance expenses. As the largest Departments in our organization, Police and Public Works were tasked with identifying the majority of reductions. Within the Public Works department, we are working with the labor union to achieve concessions in an effort to reduce the number of positions that will need to be eliminated to keep the 2015 budget balanced. In 2008, during the Great Recession, we

reduced the number of employees City-wide within the organization; now I am recommending reductions in Public Works. We will continue to provide quality service to our citizens based upon what we can afford. Many of the contracts with outside vendors we have relied upon in the past to provide park and landscape maintenance were canceled earlier this year to help manage our expenses. We will be using our in-house staff to assume those previously contracted maintenance services as best they can, given limited capacity. In order to maintain the current level of service in parks, new funding sources will be explored in 2015. I will also be working with our Home Owners Associations in 2015 to identify what volunteer opportunities are available to help maintain our parks.

There will be an increase of one police officer position within the Police Department, which will help reduce our overtime expenses. The Chief has identified savings in annual overtime in an amount that will both fund the position and provide additional overtime savings. We have seen a strong partnership with the Riverview School District in 2014 that I am confident will grow in 2015. The District has agreed to provide financial support for the services of a school resource officer (SRO). The SRO's duties will be provided to the District through current Department personnel. We will provide four hours per school day in exchange for \$25,000 per school year.

At Council direction, I have included a city administrator position in this budget. Council has had this position as a priority for the past few years and this budget accomplishes that priority. The city administrator position will provide day-to-day administrative leadership to the organization and will be responsible for improving accountability, ensuring transparency and identifying efficiencies that will improve service delivery to our community. This position will assist the Council and me in ensuring we accomplish our goals for 2015 and beyond.

The City of Duvall is a full-service municipality serving a resident population of approximately 7,325. The municipal government will employ 41.1 people to deliver \$22.5 million in services during 2015. The City delivers a variety of services, including police, street operations and maintenance, water distribution, sewer collection and treatment, storm drainage, planning, zoning, building, and development permitting, and road, park, utility and building capital project development. As a full service City, our entire staff is spread throughout and across multiple departments. The budget reflects an adjustment to salaries between Two percent (2%) for Non-represented and Teamster represented employees and Two and two-tenths percent (2.2%) for Police Union represented employees. There are also increases in Labor and Industries (L&I) rates and Public Employee Retirement System pension rates (PERS). Medical insurance costs will rise by Five percent (5%) and our liability/property insurance with Cities Insurance Authority of Washington (CIAW) will rise by Twenty percent (20%). This latter increase is due to a change in our carriers' fiscal year, so we are paying an additional three months in 2015 to extend our coverage to the new anniversary date. The water, sewer, and storm drainage utilities will incur their automatic Consumer Price Index (CPI) increase per Resolution 11-02, dated February 2011. The CPI increase of Two percent (2%) is to cover the inflationary and contractual increases in the cost of labor and materials to operate the utilities, keeping them at healthy levels as required by the bonding agencies. These utilities are seeing a number of projects that will improve and replace some of the aging equipment we have. In addition, there will be an additional Two percent (2%) increase for the utility excise taxes.

We will also be investing close to \$2.3 million dollars in capital projects. The projects include \$1.2 million for the Washington Department of Transportation (WSDOT) Coe Clemmons Creek Crossing, \$200,000 for the Taylor Park Wall improvements funded by a Community

Development Block Grant (CDBG), various utility system improvements, as well as \$179,911 for the Main Street design for sidewalks from Valley Street to Big Rock Road that began in 2014.

Lastly, we will be allocating \$60,000 from the Contingency Fund to continue the update of the City's Comprehensive Plan and Transportation Element as mandated by the state legislature and Growth Management Act.

Economic development is also very important to our community. The 2015 Budget once again provides financial support to the Cultural Commission so community events can continue. Both the residents and the business community enjoy the benefits that result from the different events the City helps host. The Commission will continue to work on expanding their fundraising effort to help support these events. The budget does not provide funding for our previous year's community grant program of \$20,000: \$10,000 was typically used for health and humans services and \$10,000 was used for community events. With the funding challenges we are facing, we cannot continue to fund these programs given other priorities.

In conclusion, this was a difficult budget to prepare and present to Council and the community. Yet they do meet many of the goals that council and I have discussed over the last several months. The goals I maintained within the 2015 Budget were to continue to provide the core services our citizens have come to enjoy and expect at a funding level that is sustainable, include the position of city administrator to provide the day-to-day organizational leadership, ensure public safety, identify and develop key efficiencies in each department, and work on growing our partnerships in the community. I feel we have accomplished these goals in the 2015 Budget.

Thanks to all City staff members who assisted me in preparing a balanced budget for 2015. This was a difficult exercise for them, and they rose to the challenge. Not only did they develop a sustainable budget for 2015 and beyond, they worked on a new format for presenting the budget to you that was designed to make your review more productive. This process will improve over time.

Finally, I sincerely thank Council for their hard work and diligence in working with City staff and me during 2014. It has been another challenging year where we have excelled in our efforts to maintain the high level of services our citizens have enjoyed and come to expect. This partnership developed on trust and understanding has allowed us to manage our resources in such a way that we are able to present a balanced budget for 2015.

Respectfully submitted,



Will Ibershof
Mayor

**CITY OF DUVALL
2015 BUDGET
COMPARED TO 2014 By Fund Type**

Fund Types	2013 Actuals	2014 Amended Budget	2015 Adopted Budget	2014-2015 % Change
General Fund	5,871,479	5,837,971	5,447,948	-6.7%
Contingency Fund	227,583	184,104	68,304	-62.9%
Special Revenue Funds	763,579	954,324	669,802	-29.8%
Capital Project Funds	3,322,522	4,123,785	3,481,792	-15.6%
Utility Funds	10,385,443	10,732,924	11,209,034	4.4%
Bond Redemption & Reserve	713,846	719,177	723,731	0.6%
Internal Service Funds	818,061	884,954	957,257	8.2%
TOTALS	\$ 22,102,512	\$ 23,437,240	\$ 22,557,867	-3.8%

**CITY OF DUVALL
TOTAL DEBT PAYMENT OBLIGATIONS
Principal and Interest**

	<u>PWTF</u>		<u>Bonds</u>			
	<u>1996 2.2M Gal Wtr Tank</u>	<u>1997 Wtr Main Pump</u>	<u>2004 Ref. 2.2 M Gal Wtr Tank</u>	<u>2011 Ref of 2000 Sewer</u>	<u>SRF Loan WWTP Construction</u>	<u>Total</u>
2015	50,668.09	15,991.00	212,580.00	230,905.00	334,555.16	844,699.25
2016		15,835.75	209,000.00	231,705.00	334,555.16	791,095.91
2017		15,680.57		442,620.00	334,555.16	792,855.73
2018				138,375.00	334,555.16	472,930.16
2019					334,555.16	334,555.16
2020					334,555.16	334,555.16
2021					334,555.16	334,555.16
2022					334,555.16	334,555.16
2023					334,555.16	334,555.16
2024					334,555.16	334,555.16
2025					167,277.78	167,277.78
Total	50,668.09	47,507.32	421,580.00	1,043,605.00	3,512,829.38	5,076,189.79

Total Water Debt Obligations	519,755.41
Total Sewer/Wastewater Debt Obligations	4,556,434.38
Total General Government Debt Obligations	-
Grand Total	<u>5,076,189.79</u>

CITY OF DUVALL

2015 RESERVE FUNDS

General Fund	\$	708,634	17% of operating budget or 2 months coverage
Disaster Relief		25,000	Established by City Council
Contingency		8,304	Maximum allowed is 37.5% of AV or about \$297K
Water Utility		657,717	Established by City Council
Sewer Utility		876,956	Established by City Council
Sewer Utility, DOE Loan		335,000	Annual loan payment
Storm Drain		274,050	Established by City Council
Utility Bond Debt Reserve		261,850	Amount required by bond covenant
Equipment Fund		<u>200,000</u>	Established by City Council
Total Restricted Funds	\$	<u>3,347,511</u>	

CITY OF DUVALL

SUMMARY OF CAPITAL PROJECTS

\$1,200,000	WSDOT Coe Clemmons
200,000	Taylor Park Wall, CDBG Grant
179,911	Main Street – Valley to Big Rock
10,000	Boy Scout/Park Projects
201,850	Water Various Capital Projects
442,500	Sewer Various Capital Projects
<u>14,000</u>	Sewer Equipment
\$2,248,261	TOTAL CAPITAL PROJECTS PROPOSED FOR 2015

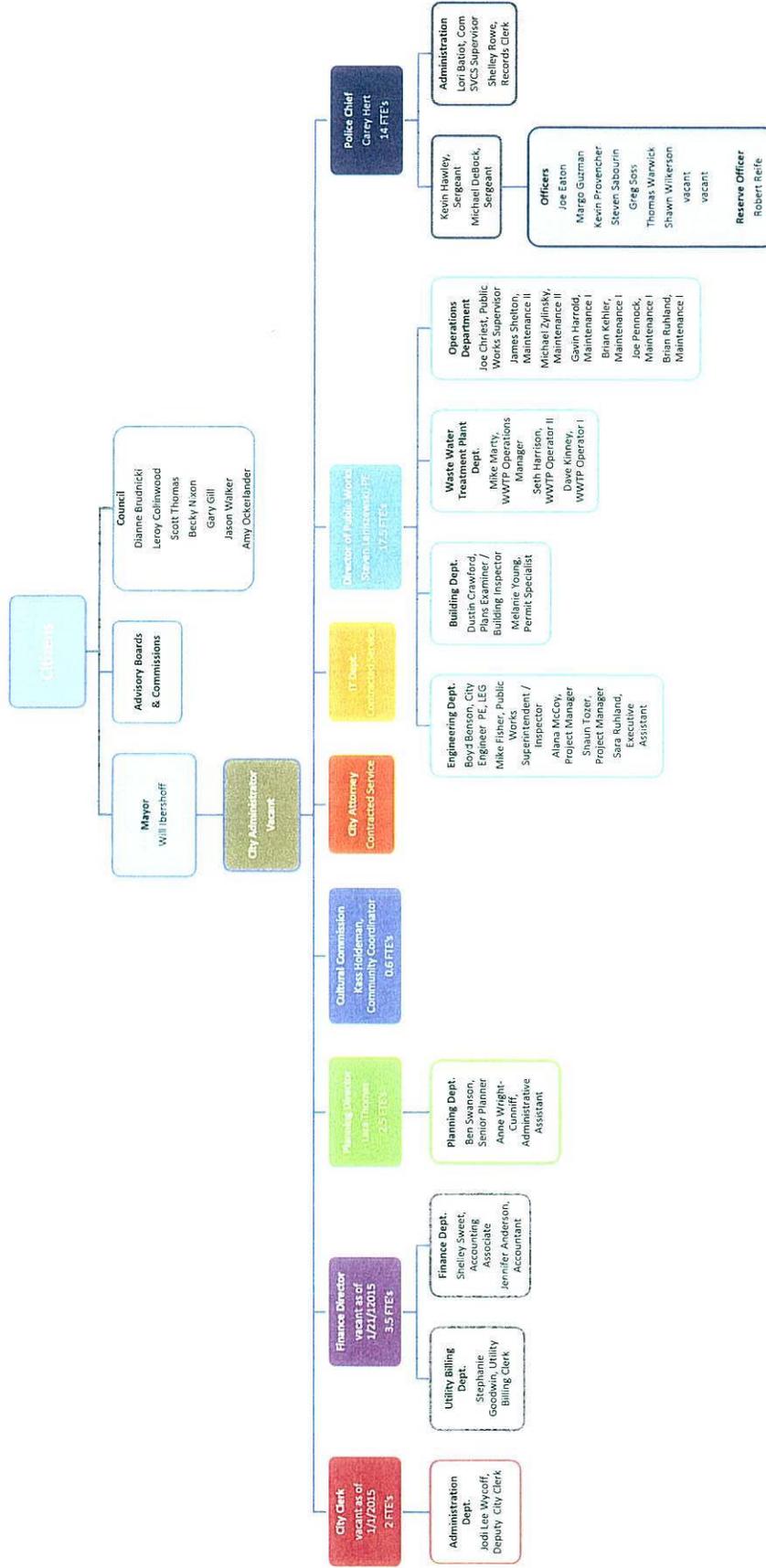
CITY OF DUVALL

2015 STAFFING

Number of Employees

<u>Full Time Equivalents:</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Executive	0.33	0.33	0.22	0.50	0.50	0.50	0.500	0.650
Finance	2.90	1.65	1.65	1.65	1.90	1.90	2.160	2.160
Police	17.89	16.89	16.89	16.75	16.75	16.75	13.750	14.000
Engineering	1.04	0.79	0.79	0.80	0.80	0.80	0.825	0.875
Economic Development	1.00	0.00	0.00	0.00	0.00	0.00	0.000	0.000
Community Events	0.00	0.00	0.00	0.00	0.40	0.60	0.600	0.600
Planning	3.89	2.89	2.00	2.50	2.00	2.50	2.500	2.500
Building	2.20	1.70	1.70	1.70	1.20	1.20	1.575	1.575
Big Rock Park	0.00	0.17	0.17	0.17	0.17	0.17	0.350	0.350
Parks	1.00	0.83	0.83	0.83	0.83	0.83	1.850	1.700
Streets	3.28	2.83	2.83	2.83	2.89	2.89	2.720	2.422
IT	0.00	0.00	0.50	0.50	0.50	0.50	0.500	0.000
Total General Fund	33.53	28.08	27.58	28.23	27.94	28.64	27.330	26.832
Water Utility	5.86	5.78	5.18	5.29	6.14	6.14	5.240	4.821
Sewer Utility	6.60	6.62	6.52	6.65	6.72	6.72	6.070	5.907
Storm Drainage Utility	6.01	6.02	5.72	5.82	5.10	5.10	3.960	3.540
Total Utilities	18.47	18.42	17.42	17.76	17.96	17.96	15.270	14.268
Total City Employees	52.00	46.50	45.00	45.99	45.90	46.60	42.600	41.100

City of Duvall 2015 Organizational Chart



CITY OF DUVALL
WASHINGTON

ORDINANCE NO. 1178

AN ORDINANCE OF THE CITY OF DUVALL, WASHINGTON,
ADOPTING THE BUDGET FOR THE FISCAL YEAR 2015.

WHEREAS, the Mayor of the City of Duvall, Washington, in accordance with the requirements of state law, completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the money required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the City of Duvall for fiscal year 2015; and

WHEREAS, notice was published that the City Council would meet on the 13th and 25th days of November at 7:00 p.m. at the Duvall Visitor Center for the purpose of public hearings for the making and adopting of a budget for the 2015 fiscal year; and

WHEREAS, the City Council did conduct public hearings at said times and did then consider the matter of the proposed budget; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed to be levied on the property within the City of Duvall for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being necessary to carry on the government of the City of Duvall for 2015;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUVALL, WASHINGTON,
DO ORDAIN AS FOLLOWS:

Section 1. Budget to Be Adopted. The budget for the City of Duvall, Washington, for the fiscal year 2015 is hereby adopted at the fund level as set forth in Section 2 of this Ordinance. Included as part of the budget, and attached hereto and incorporated herein, are: Exhibit "A", the City of Duvall 2015 Operating Budget, Exhibit "B", the salary/wage matrix for non-union employees, and Exhibit "C", the hourly billing rates.

Section 2. Funds Approved. Estimated resources, including fund balances or working capital, are set forth in Exhibit "A", and are hereby appropriated for expenditure as follows:

Fund	Description	Budget
001	General Fund	\$ 5,447,947.58
002	Contingency Fund	68,303.85
101	Street Fund	536,277.58
106	Big Rock Ball Park Maintenance	95,194.90
107	Sensitive Areas Mitigation Fund	38,329.87
141	Hydrant Maintenance & Replacement	-
302	Gen'l Govt Capital Improvement Fund	-
304	Real Estate Excise Tax Fund 1	532,232.31
305	Real Estate Excise Tax Fund 2	739,073.64
306	Main Street Improvement Fund	-

307	Street CIP Fund	1,378,582.30
308	Parks CIP Fund	831,903.59
401	Water Fund	4,190,929.42
402	Sewer Fund	3,624,452.09
404	Storm Drainage Fund	1,077,427.15
407	Water CIP Fund	819,007.67
408	Sewer CIP Fund	1,395,483.22
409	Storm Drainage CIP Fund	101,733.86
410	Bond Redemption Fund	461,480.72
411	Bond Reserve Fund	262,250.00
501	Equipment Fund	570,402.78
502	IT Fund	256,921.00
503	Building Maintenance Fund	129,933.01
	TOTAL	\$ 22,557,866.54

Section 3. Transmittal. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Municipal Research & Services Center of Washington and to the Association of Washington Cities.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

25 ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE DAY OF NOVEMBER, 2014.

CITY OF DUVALL


Mayor Will Ibershof

Approved as to form:

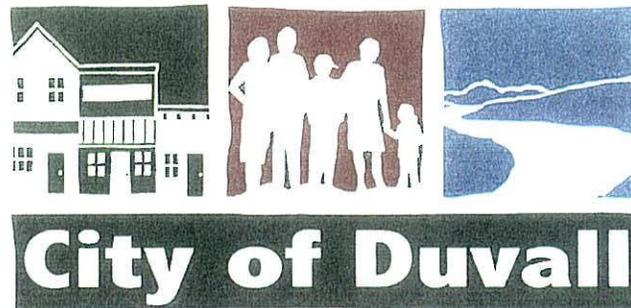

Rachel B. Turpin, City Attorney

ATTEST/AUTHENTICATED:


Jodee Schynn, City Clerk

Passed by the City Council: 11/15/14
Ordinance No. 1178
Date of Publication: 12/1/14

2015
Budget Summary



Small Town. Real Life.

Prepared by:

City of Duvall

PO Box 1300

Duvall, WA 98019

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001.01 - GENERAL/LEGISLATIVE FUND

PROGRAM: Legislative Services

PROGRAM STATEMENT:

This program provides for the salaries, governmental association memberships, training, and general operating expenses for the seven (7) elected City Council Members. The City Council is the legislative governing body for the City of Duvall. The City Council is responsible for all legislative actions and policy making for the City. The Council determines the services to be provided by the City, the level of those services, and how they are to be provided.

STAFFING LEVEL:

N/A

ACCOMPLISHMENTS:

- Transition of the Duvall Police Department.
- Sustained and Persevered through the "Great Recession."
- Completed a number of Capital Projects.
- Increased representation on Regional Boards and Legislative Advocacy.
- Moved forward to implement the position of a City Administrator.

EXPECTATIONS:

- Continue to look for ways to reduce expenses.
- Continue to implement more efficiencies in the operations of the day to day activities of the city.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Implementing and funding a City Administrator.
- Evaluate and consider the surplus of certain city properties.
- Lobbying and advocacy at all levels of government and regional boards.
- Strong partnerships with the Fire District and School District.
- Transitioning of the Duvall Police Department.
- Continue to work on and develop Capital Projects.
- Work to fund and increase more Economic Development.

EFFICIENCIES IN 2015:

- Developing efficiencies and accountabilities and provide recognition of them.
- Form more partnerships to leverage resources.

MANDATED PROGRAMS – FEDERAL AND STATE:

The City Council is empowered with the authority to enact:

- Policies and Ordinances.
- Adopt the Annual Budget.
- Amend the City’s Comprehensive Plans.
- Adopt regulation on rates and fees for services.
- Levy Taxes.
- Approve Contracts.

REVENUE GENERATED:

- Consider the creation of creating a Municipal Transportation Benefit District.
- Explore creating a regional Parks District.
- Look for ways to have City and Cultural Events be more self-sustaining and increase sponsorships and donations.

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	41,500.00	41,612.49	42,000.00	42,000.00	42,000.00
Personnel Benefits	3,227.37	3,247.16	3,376.00	3,376.00	3,360.00
Supplies	-	-	-	-	4,500.00
Services	6,768.44	10,646.10	15,800.00	13,704.00	12,900.00
Intergovernmental	13,215.59	11,943.24	16,000.00	17,970.10	19,000.00
Capital	-	-	-	-	-
Total Legislative	64,711.40	67,448.99	77,176.00	77,050.10	81,760.00

001.02 - GENERAL/EXECUTIVE FUND

PROGRAM: Executive Services

PROGRAM STATEMENT:

This program provides for the salary and operations of the Mayor. The Mayor is the chief executive and administrative officer of the city in charge of carrying out the policies as set by council and of seeing that local laws are enforced. The Mayor is in charge of the day-to-day operations of the city, including the supervision of all appointive officers and employees in the performance of their official functions.

STAFFING LEVEL:

In previous years, a percentage of the two co-administrators were allocated to this program. The allocation percentage has changed with the addition of the full time City Administrator in 2015. The remainder of this new position is allocated out and funded by the utilities. The allocation to the general fund is shown below.

FTE's	2013	2014	2015
Total FTE (General Fund)	.50	.50	.65

ACCOMPLISHMENTS:

- Transition of the Duvall Police Department.
- Sustained and Persevered through the "Great Recession."
- Completed a number of Capital Projects.
- Increased representation on Regional Boards and Legislative Advocacy.
- Moved forward to implement the position of a City Administrator.

EXPECTATIONS:

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- Continue to implement more efficiencies in the operations of the day to day activities of the city.

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- Continue to work on and develop Capital Projects.

- Work to fund and increase more Economic Development.

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REVENUE GENERATED:

- Consider the creation of creating a Municipal Transportation Benefit District.
- Explore creating a regional Parks District.
- Look for ways to have City and Cultural Events be more self-sustaining and increase sponsorships and donations.

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
EXECUTIVE DEPARTMENT					
Salaries & Wages	76,833.45	78,993.66	81,287.00	65,000.00	100,775.00
Personnel Benefits	20,033.17	21,254.42	23,535.00	18,302.00	31,448.00
Supplies	266.57	249.02	350.00	200.00	4,200.00
Services	6,418.50	5,671.85	9,300.00	65,650.00	8,920.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Executive	103,551.69	106,168.95	114,472.00	149,152.00	145,343.00

001.04 - GENERAL FUND

PROGRAM: Finance and Administrative Services

PROGRAM STATEMENT:

The Finance and Administrative program consists of the finance/accounting, utility billing, and city clerk functions.

The Finance division is responsible for managing the revenues and expenditures of approximately 23 million dollar budget and employs a full time Finance Director, accounting associate and a half-time accountant. This program also employs one utility billing clerk who handles the utility billing and customer service for 2,600 utility customers. Of these, over 300 customers utilize our E-billing system that saves \$1,200 a year in printing and postage costs.

The City Clerks' office is also included in this program and employs a City Clerk and a Deputy City Clerk. The City Clerk's Office authenticates, records, and maintains the City's official legislative acts. It assures compliance with legal requirements for Washington State Municipalities. The City Clerk is designated as the Public Records Officer for the City and serves as the designated agent for receiving claims against the City. The City Clerk's office schedules and coordinates City Council agendas and meeting packets prepares the City Council Meeting minutes, and provides legal and public notifications. The City Clerk's office also issues and tracks all business licenses, special event permits, pet licenses, newsletter, maintains the Board and Commission Roster, maintains the City's Ordinances and Resolutions and updates the Duvall Municipal Code.

STAFFING LEVEL:

Staffing levels changed in 2014 to more closely match work output. No additional staff was added. A percentage of the program positions are allocated out and funded in part by the utilities and Street funds. The allocation to the general fund is shown below.

FTE's	2013	2014	2015
Total FTE (General Fund)	1.9	2.16	2.16

ACCOMPLISHMENTS:

- This marks our 7th year with no findings from the State Auditor's office.
- Improved Utility Billing operations by promoting E-bills and Automated Clearing House (ACH) and Direct Debit options. Currently 13% of customers receive E-Bills and 10% use Direct Debit.
- Transitioning to the new Website that also includes a module for accepting and tracking citizen requests.
- Working with all departments as we transition to a new budget process.
- Contracted with a new records storage vendor and purged old documents.

EXPECTATIONS:

- Next year we will continue to promote the use of E-bills and Direct Debit through discussions with customers at the counter to newsletter articles.
- Upgrade the accounting software to improve reporting options and add bar coding to utility statements to reduce postage costs.
- Support the different departments as we roll out a new program based budget.
- Support the departments as they continue to search for grants and low interest loans on key council supported projects.
- Implementation of a new Agenda Packet software program to make the process more efficient.

OVERVIEW OF PRESENT AND ONGOING ACTIVITIES:

The Finance and Administrative Program has a wide range of activities. These range from:

- Financial reporting and annual audit.
- Accounts payable, accounts receivable, payroll and benefit administration.
- Manage cash operations, investments, and debt for the City.
- Internal controls oversight.
- Revenue forecasting.
- Annual budget preparation.
- Accounting software upgrade.
- Police Coalition Accounting – Financial administration services for the Coalition of Small Police Agencies formed in 2002 by an Interlocal Agreement. Maintain a separate fund to receive funds and revenues and disburse funds in accordance with the policies established by the Coalition.
- Preparation of finance policies, ordinances and resolutions.
- Manage Municipal Code Supplement services.
- Attend Council and other meetings and prepare agenda packets and minutes.
- Custodian of all official records and legal documents of the City.
- Respond to public information/records requests.
- Front office coverage, cash receipts, and customer service.
- Business Licenses, Pet Licenses, Special Event Permits.
- Website management.
- Monthly newsletter, support for Mayor, Council, Library Board.
- Management of the Rose Room rental, 293 standing reservations a year plus individual requests.
- Contract management (janitorial, window cleaning, gutters, archiving).

EFFICIENCIES IN 2015:

The finance division will focus on three different initiatives to help manage our costs and operate more efficiently. First, we will change to annual audits to provide more predictability in annual costs. Secondly, the software upgrade to Springbrook will allow us additional functions that will reduce costs and staff time as well as improve our reports we generate for department heads, the Mayor and Council. Finally, with additional customers using our E-bill and ACH Direct Debit system, it will reduce staff time to process their respective bills and reduce our printing and mailing costs. The City Clerk's Office will operate more efficiently by implementing new agenda packet software and a new agenda bill format. The new website will also provide increased transparency and improved tracking and response time to citizen requests.

MANDATED PROGRAMS – FEDERAL AND STATE:

- RCW 43.09.200 – Compliance with WA St. Auditor's Budgetary, Accounting & Reporting System.
- Quarterly and Annual Financial Reports.
- Annual Street Report.
- Annual Financial Audit performed by Washington State Auditor's Office.
- Submittal of financial information each year for continuing disclosure per Municipal Securities Rulemaking Board (MSRB) and City bond covenants.

REVENUE GENERATED:

Line Item	Amount
642 Business Licenses	\$35,350
Special Events Permits	\$ 1,100
Police Coalition Accounting	\$ 1,200
Rose Room Rentals	\$ 3,000

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	140,563.02	143,748.37	162,050.00	162,550.00	168,255.00
Personnel Benefits	43,594.87	44,423.31	55,455.00	56,055.00	59,284.00
Supplies	421.62	7,102.19	810.00	849.00	450.00
Services	31,549.73	24,466.75	38,060.00	29,984.00	29,097.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Finance & Administrative	216,129.24	219,740.62	256,375.00	249,438.00	257,086.00

001.05 - GENERAL FUND

PROGRAM: Planning Department Services

PROGRAM STATEMENT:

The Planning Department provides several services to the community (residents, business, and developers), building, engineering, public works/parks, and administration. Planning creates, implements, and manages zoning, critical areas, shoreline, floodplain, comprehensive plan, records management, and public art. Planning staffs the planning commission, council, land use committee, comprehensive plan advisory committee (ad-hoc), watershed planning advisory committee (ad-hoc), Snoqualmie Watershed Forum, the ad-hoc Farm, Fish, and Flood KC advisory committee, and the Snohomish Basin Forum (WRIA).

An integral part of planning's daily roles includes permitting, regulation management, community and business outreach, and interdepartmental coordination and cooperation. Planning staff is dedicated to providing prompt and courteous service.

STAFFING LEVEL:

Staffing levels in 2014 remained at 2.5. Planning proposes to retain 2.5 FTE (no additional staffing requests).

FTE's	2013	2014	2015
Total FTE (General Fund)	2	2.5	2.5

ACCOMPLISHMENTS:

- Conduct thorough and timely review of plans, specifications and engineering calculations.
- Maintained two week or less review timelines including planning department approvals associated with building permits.
- Provide technical assistance to the community, contractors, residents, business owners and other public agencies.
- On schedule to complete year two tasks for 2015 CPA update.
- On schedule to complete year one tasks for the watershed plan.
- Implemented blue beam software for plan review.
- Complete 2014 CP and zoning amendments.

EXPECTATIONS:

- Continue to conduct thorough and timely reviews.
- Continue to work proactively and professionally with the community, elected/appointed officials, developers and business community.
- Support interdepartmental items outside the normal departmental duties for the benefit of the community.

- We anticipate an increase in planning permits, construction review, and residential building permit review and inspections in 2015.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Entitlement - Permit intake and routing: materials submitted for a permit require other city department review; the Permit Technician receives, distributes and collects comments for summary. Reviewers included are: Public Works, Building, Fire, Tribes, County, State, and Federal Agencies.
- Research and development of planning polices based on standard practices and new planning trends.
- Inspect all active construction projects, ensuring that all required inspections are occurring in the order and sequence required to determine compliance.
- Assist and provide in-house services for other departmental capital projects, keeping costs down while delivering professional results.
- Provide upfront development review guidelines and insight expediting permit turnaround.
- Complete the 2015 Comprehensive Plan, Shoreline Master Plan, and the Watershed Plan.
- Update the 2008 PTOS Plan, Design Guidelines, landscape standards if funding is available.
- Set up a formal records management system with in the planning department.
- Utilize the new website to host project information, meetings, current development maps, agenda center, FB and twitter push to better inform the community.

EFFICIENCIES IN 2015:

- Continue to work with chamber and create tri-folds, pamphlets, regularly attend chamber meetings (Q & A).
- Community Outreach (Continue FB, neighborhood meetings, and community meetings).
- Full implementation of Blue Beam (project review tool) software – Planning implemented software in 2014 – train building, public works/engineering, and fire on software.
- Implement permit tracking software within the Development Review Team (I works or Spring Brook building permit module).
- Continue to seek grants for planning, acquisitions, records management, etc.
- Reduce overtime and comp time by adjusting work schedules.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of county, state and national regulations:

- Endangered Species Act (federal).
- Floodplain Management (federal/state).
- Permit review timelines (state) – formerly known as regulatory reform (permit processing and vesting).

- Growth Management Act (state).
- State Environmental Policy Act (state).
- Shoreline Management Act (state).
- Critical Areas (state).
- Affordable Housing (county).
- Growth Targets - buildable lands -housing and jobs- (county).

REVENUE GENERATED:

Line Item	Amount 2014 (estimate)	Amount 2015 (estimate)
Entitlement Review Fees	\$ 50,000.00 (35,000.00 budgeted)	\$50,000.00
KCCF grant (acquisition)		\$14,500.00
Snoqualmie WSF grant (1) acquisition		\$14,500.00
Snoqualmie WSF grant (pass through) (2)	26,679.00	\$28,296.00
DOC grant (CP)	9,000.00	\$9,000.00
EPA/DOC grant (WSP)	\$83,000.00	\$120,000.00

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	163,742.97	173,832.53	198,785.00	191,500.00	201,633.00
Personnel Benefits	47,791.03	53,355.43	58,011.00	58,100.00	66,985.00
Supplies	3,680.85	2,819.91	650.00	360.07	375.00
Services	20,715.10	60,591.09	350,310.00	234,300.00	238,290.00
Intergovernmental	26,434.00	29,471.00	29,631.00	29,631.00	31,440.00
Capital	-	-	-	-	-
Total Planning	262,363.95	320,069.96	637,387.00	513,891.07	538,723.00

001.06 - GENERAL FUND

PROGRAM: Building Department Services

PROGRAM STATEMENT:

The Building Department ensures the safety and welfare of those who live, work and visit Duvall by regulating the construction, use, and occupancy of buildings and structures through regulation management and interdepartmental cooperation. The building department staff ensures that building, electrical, mechanical, plumbing standards and other codes for construction are met through plan review, permit issuance and on-site inspections. After a construction project has been completed the department is responsible for maintenance of fire and life safety codes in non-residential buildings through an annual inspection program cooperatively administered by the City and Fire District 45 (FD45).

The Permit Center is the location for finding and submitting applications and obtaining permits for development, right of way uses, ball field reservations and new water and sewer connections. The Permit Center is a conduit to the Engineering, Parks, Planning, and Public Works departments. Permitting staff is dedicated to providing prompt and courteous service.

STAFFING LEVEL:

Staffing levels changed in 2014 to more closely match work output. No additional staff were added, FTE's were slightly reallocated.

FTE's	2013	2014	2015
Total FTE (General Fund)	1.2	1.575	1.575

ACCOMPLISHMENTS:

- Completed Chapter 10 (Building) Municipal Code Update and update of standard forms and applications.
- Conduct thorough and timely review of plans, specifications and engineering calculations.
- Created the "New Business Location Application" program to streamline applicant's expectations and provide a simple explanation of City permit requirements and timelines. This is intended to move someone efficiently through the permit process and help determine if a permit is even necessary in a quick and efficient manner.
- Maintain public works inspection background and training to provide support to other departments (cross trained, in house, no costs).
- Maintained two week or less review timelines including planning department approvals associated with building permits.
- Provide technical assistance to the community, contractors, residents, business owners and other public agencies.
- Performed 273 Building inspections (through May). (1049 inspections completed during 2013).
- Typically issue 250 total permits annually. Permit types included are:

- Additions.
- Clearing and grading.
- Commercial Buildings.
- Commercial Tenant Improvements (TI's).
- Decks.
- Mechanical.
- Plumbing.
- Remodels.
- Single family residential (varies between 25 and 65 annually) and generally make up the bulk of departmental revenues.

EXPECTATIONS:

- Continue to conduct thorough and timely reviews.
- Continue to work proactively with developers.
- Support the engineering and planning departments with items outside the normal departmental duties for the benefit of entire development group.
- We anticipate a fairly large increase in residential building permit review and inspections in 2015 based on plat construction and development projects underway in 2014.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Permit intake and routing: routinely, materials submitted for a permit require other city department review; the Permit Technician receives, distributes and collects comments for summary. Departments included are: Public Works, Planning, Fire, and Engineering.
- Researching and implementing Plan and Code amendments.
- Assure that buildings and structures are designed and constructed to comply with City, State and Federal codes and standards.
- Inspect all active construction projects, ensuring that inspections are occurring in the order and sequence required to determine compliance.
- Actively abate unsafe or dangerous structures.
- Assist and provide in-house design and review services for other departmental capital projects, keeping costs down while delivering professional results.
- Provide upfront development review guidelines and insight to expedite permit turnaround.
- Supports Engineering and Public Works by assisting with in-house revisions of the Public Works Development Design Standards including drafting and revising Standard Drawings using AutoCAD.

EFFICIENCIES IN 2015:

- Work proactively with current residents and business owners on permits other than single family residential (i.e. remodels or additions to homes or businesses). An example of this will be to develop a short flyer with links to key forms and documents.
- Continuing to improve the departments function with efficiencies and technology by implementing a team-wide (Engineering, Building and Planning) use of electronic plan review for building permits.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- International Residential Code.
- Washington State Energy Code.
- International Mechanical Code.
- International Fire Code.
- Uniform Plumbing Code.
- National Energy Code.
- International Building Code.

REVENUE GENERATED:

Line Item	Amount
Building Permit Fees	\$ 22,099 to Sept. 10 (\$53,000 estimate at year end)
Plan Review Fees	\$ 7,413 to Sept. 10 (\$24,000 estimate at year end)

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	70,009.29	80,082.03	107,874.00	108,100.00	118,399.00
Personnel Benefits	32,097.81	39,275.42	54,758.00	55,100.00	58,891.13
Supplies	2,013.90	1,978.84	1,900.00	1,350.00	1,400.00
Services	43,040.41	13,772.21	23,600.00	2,675.00	3,200.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Building	147,161.41	135,108.50	188,132.00	167,225.00	181,890.13

001.07 - GENERAL FUND

PROGRAM: POLICE DEPARTMENT

PROGRAM STATEMENT:

The purpose of the police department is to provide a safe environment for our community, while maintaining the highest level of professionalism, respect, honor, integrity and accountability, not only with the community we serve, but the entire criminal justice system in our area. Our program is to ensure that the values of free society are maintained and that the laws are enforced in a fair and impartial manner, recognizing both the statutory and judicial limitations of its authority and the constitutional rights of all persons. Additionally, this program values partnerships and transparency, providing for both educational and enforcement activities, through effective outreach programs and modern policing methods.

STAFFING LEVEL:

Staffing levels for 2013 were offset by the Carnation contract, which provided for Carnation paying a portion of our administrative and supervisory costs. These costs represented 0.75 FTE. (0.25 supervisory & 0.50 administrative) Staffing levels changed (mid-year) in 2014 from 13.75 to 13, after the departure of the previous Police Chief. For 2015, our Police Department is recommending an increase in staffing to 14, to accommodate current programming as well as provide additional programming for our community, through drug education and enforcement and a police liaison in our school system.

FTE's	2013	2014	2015
Total FTE (General Fund)	13	13.75	14

ACCOMPLISHMENTS:

- Enhanced communication efforts with City staff and local government.
- Established police record's retention schedule.
- Completed records destruction consisting of all police records from 1985 to 2007.
- Established community outreach position.
- Established City of Duvall's first National Night Out.
- Implemented Crime Mapping program for our community.
- Implemented Duvall Police FACEBOOK.
- Provided the best community education and outreach Duvall has ever had.
- Created effective partnerships with local civic groups.
- Created an effective partnership with Riverview School District.
- Established agreement with Riverview School District to provide officer presence in schools.
- Effectively worked with City staff, council & mayor to become more efficient.
- Effectively worked with police union to create a healthier, more efficient police department.

- Provided the City of Duvall with effective law enforcement service, maintaining it as one of the safest cities in King County.
- On target to respond to over 3,000 calls for service.
- Met all State & Federal training mandates.
- Survived numerous officer injuries and a complete transition of our police department.

EXPECTATIONS:

- Continue to provide a safe community through active patrol.
- Continue to enhance transparency with staff and community.
- Continue to provide police support for other departments and City activities.
- Continue to enhance our outreach efforts.
- Continue to improve department efficiencies to provide the greatest return on investment.
- Become more involved with drug education and enforcement.
- Become more involved with traffic and distracted driving campaigns, through education and enforcement.
- Continue to provide our community with high caliber, fully capable, qualified law enforcement staffing, through mandated and enhanced training efforts.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Respond to calls for service, for our community, as well as assisting surrounding agencies in need.
- Provide a consistent police presence in our community that continues to deter criminal activity.
- Review and implement police operational policies and procedures that continue to minimize risk and liability to staff, community and our City.
- Keep apprised of and adhere to City, State & Federal policy requirements/mandates.
- Provide community outreach programs through both, education and enforcement activities.
- Establish and maintain healthy partnerships with community members, civic groups and other criminal justice entities.
- Provide a safe place for others to live, work and play.
- Insure staff is meeting State & Federal mandated training requirements.
- Set and maintain standards and level of professionalism within the department.
- Maintain effective working relationships with other City staff.
- Maintain effective working relationships with the criminal justice system.
- Maintain contracts related to the criminal justice system, i.e., courts, jails, prosecutors, public defenders, communications, etc.
- Continuously review department expenditures, identifying essential and non-essential programming, to ensure fiscal responsibility to our community.

- Work with others to enhance programming that meets and/or exceeds the expectations of local government and our community, such as but not limited to; D.A.R.E., R.A.D., School Liaison Officer.
- Continue to enhance community outreach programming through interaction, such as community involved presentations, FACEBOOK, Crime Mapping, National Night Out, etc.
- Maintain accurate records of police activities, to include compliance with established record's retention standards.
- Maintain preventive maintenance of all issued and assigned police equipment, to include; weapons systems, computers systems, police facility and police vehicle fleet operations.
- Working to identify and implement an enhanced drug education and enforcement program for our community.
- Establish a true succession plan that will continue to sustain the operational readiness of our department.

EFFICIENCIES IN 2015:

- Work proactively with our community, through outreach and education efforts. Doing so will create trust and support, limiting the time we spend on complaints, and justification of our program.
- Continue to improve the knowledge and understanding of our staff, for the fiscal responsibility we have to our legislative body and community, ensuring that staff are always providing a service, or return on that investment.
- Continue to identify available resources of others, so we aren't trying to create, establish and / or maintain programming that is more cost effective to simply ask for assistance from others. For 2015, we will no longer be providing a K-9 Program in the City of Duvall. After careful analysis, it has been determined that the return on investment is simply not there. There are K-9 Officers all around us that are more than willing to respond to calls of Mutual Aid, at no cost to our City.
- Continue to enhance our partnership with the Riverview School District, by providing a consistent presence at schools. Doing so will provide students and staff a liaison to our department, providing for a potential decrease in less-desirable activities, reducing the number of police responses that require several hours of officer time, preventing them from performing other activities in our community.
- Continue to work with our police union toward implementing a more efficient patrol schedule. By changing from a 12 hour patrol schedule, we will increase the health and welfare of our staff, as well as reduce costs associated with police staffing.
- Better identify the core group of officers that will be best suited for our agency and community, that will come here for the right reasons, and stay here long term. In doing so, we will reduce the high costs of turnover, to include overtime.
- Work with other department entities to identify those things that police typically do, that may be done by them at a reduced cost to the City and our community. Through proper cross training efforts, other department staff could potentially do some of the things that are typically assigned to police, through overtime, at a much lower cost, and will continue to keep police on the street,

actively patrolling our streets, and providing necessary police related activities. (Example: Traffic Control for Flooding, Duvall Days, Etc.).

- Enhanced training efforts to establish succession planning. As a paramilitary organization, it is imperative that our staff are trained and prepared for unexpected absences of others. Each officer should know how to perform to the level of the officer above them. This will not only create effective career development of our staff, but will also provide for ongoing operational readiness, ensuring that our department will sustain the services we provide, regardless of when/who may be absent or decide to leave our agency.

MANDATED PROGRAMS – FEDERAL AND STATE:

- 24 Hour Training Minimum per Officer (CJTC).
- ICS Requirements (FEMA).
- Instructor maintained certifications.
- Supervisory certifications (CJTC).

REVENUE GENERATED:

\$25,000.00 through a partnership with the Riverview School District, which provides for an officer in our schools for (4) hours each day that school is in session.

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	1,360,542.16	1,429,774.58	1,289,372.00	1,273,414.00	1,232,942.00
Personnel Benefits	492,277.43	521,043.05	437,634.00	491,368.00	453,637.00
Supplies	78,678.18	61,672.20	54,320.00	40,600.00	46,250.00
Services	216,393.14	217,441.46	202,747.00	184,139.00	276,995.92
Intergovernmental	247,574.66	327,395.09	272,411.00	266,427.00	277,955.00
Capital	-	-	-	-	-
Total Police	2,395,465.57	2,557,326.38	2,256,484.00	2,255,948.00	2,287,779.92

001.09 - GENERAL FUND

PROGRAM: Recycling

PROGRAM STATEMENT:

The Recycling Program offers services such as the Annual Special Recycling Collection Event (SRCE), support for the Scout's Annual Treecycling Event, Household Battery Collection through Duvall True Value Hardware, and Semi-Annual Shredding Events. The Program also does occasional special projects such as refrigerator magnets mailed to each Duvall resident giving tips on what you can/cannot recycle. These events and programs help to promote a safe and healthy City.

The Recycling Program is fully funded by non-matching grants from King County Local Hazardous Waste Management Plan and King County Solid Waste Division. The Recycling Coordinator manages the application process, reimbursement requests, and all related documentation for the grant funds.

STAFFING LEVEL:

FTE's	2013	2014	2015
Total FTE (General Fund)	0	0	0

ACCOMPLISHMENTS:

The Recycling Program has reached a minimum of 300 households in the Duvall area every year during the Special Recycling Collection Event (SRCE). Over the past four years, over 160 tons (over 320,000 pounds) of waste has been diverted from landfills just from this one annual event.

In 2015 the Recycling Program expects to hold at least one shredding event in addition to the SRCE. This event will promote safe destruction of confidential records to help citizens prevent identity theft.

EXPECTATIONS:

Continue with the recycling events that are currently held and add at least one shredding event in 2015. Assuming there are grant funds available, and because we have had a fairly large influx of new residents recently, we may create and mail a new refrigerator magnet with recycling tips and information.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

The Recycling Program held the SRCE in July 2014 and will again in the summer of 2015. We will continue to encourage citizens to recycle throughout the year by supporting the Battery Recycling Program and introducing shredding events. We will advertise these programs via the City website, utility newsletter, and local newspaper where appropriate.

EFFICIENCIES IN 2015:

The Recycling Program will continue to look for vendors who provide services at the most cost effective rate possible. This entire program is grant funded by non-matching grants. If grant revenues are lower than previous years, funds will not be spent outside of the available amount.

MANDATED PROGRAMS – FEDERAL AND STATE:

“Waste Not Washington Act” – not a mandate but recommendations/goals for diverting waste in the State.

REVENUE GENERATED:

Line Item	Amount
	~\$19,000 grant funds

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	3,187.93	3,350.08	6,000.00	3,500.00	4,750.00
Personnel Benefits	788.63	572.91	-	750.00	750.00
Supplies	383.89	785.91	1,250.00	750.00	795.00
Services	7,594.17	9,535.74	13,950.00	11,700.00	12,700.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Recycling	11,954.62	14,244.64	21,200.00	16,700.00	18,995.00

001.10 - GENERAL FUND

PROGRAM: CIVIL SERVICE COMMISSION

PROGRAM STATEMENT:

The Civil Service Commission is charged with carrying out the provisions RCW 41.12 assuring the continuance of the civil service system, promoting efficiency in the dispatch of public business, selecting and promoting employees on the basis of merit, and assuring fair and impartial treatment for all classified civil service employees within the Police Department.

STAFFING LEVEL:

Civil Service is comprised of a Civil Service Secretary and (3) three Commissions, appointed by the Mayor. All Civil Service staff are volunteers and there is no compensation provided to them.

EXPECTATIONS:

- Hold regular, monthly meetings of the Commission.
- Keep minutes and other records of the Commission and certify to the same.
- Administer and enforce the provisions of the Civil Service Rules.
- Preparation of testing of candidates by determining the examinations to be conducted, ordering of or preparation of appropriate examinations to be conducted.
- Make necessary arrangements for examinations to be conducted.
- Review all questions relating to the eligibility of candidates.
- Score and certify testing documents.
- Provide Police Department with a certified eligibility list for hiring.
- Maintain effective relationship with Public Safety Testing for soliciting candidates for hire.
- Ensure all information provided, on behalf of the Police Department to Public Safety Testing is accurate and up to date.
- Provide adequate advertising for Police Officer recruitment, as needed.
- Certify lists of selected candidates for future testing and hiring.
- Hold executive sessions to consider employment and/or dismissal of a Police Officer or employee, or to hear complaints or charges brought against the officer or employee.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Preparing for informal interview, selection process for vacant Civil Service Commission seat.
- Maintaining eligibility list for entry level officer applications.
- Working to enhance recruitment flyers for police officers.

MANDATED PROGRAMS – FEDERAL AND STATE:

The Civil Service budget provides for advertising for selection of, background investigations for (including polygraph, psychological and medical examinations of candidates) and hiring of qualified police candidates, in accordance with The State of Washington police employee hiring regulations and mandates.

REVENUE GENERATED:

N/A

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	1,221.00	3,295.07	2,700.00	2,700.00	3,000.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Civil Service	1,221.00	3,295.07	2,700.00	2,700.00	3,000.00

001.15 - GENERAL FUND

PROGRAM: Parks Services

PROGRAM STATEMENT:

The Parks Services program serves as a key resource for our community. The Public Works department shares labor resources between parks, utilities, and roadway programs throughout the City. Staff is dedicated to providing prompt and courteous service to its citizens and visitors. Parks and recreation areas stimulate tourism, economic development and enhance the quality of life for our community. The Parks group operates within the Public Works department and is responsible for managing, caring for and operating more than 14 sites encompassing nearly 45 acres of land including developed parks, playgrounds, entrance gateways, riverfront beach area, boat launch, sports facilities, Dog Park, Historic Dougherty Farmstead, Railroad Depot, and trails in McCormick Park and other areas.

Much care is taken to provide neat, clean and appealing parks to the community. With the addition of new parks, restroom facilities, and increased park usage the Parks program's current staffing levels continue to be a concern as we add facilities and it becomes more difficult to maintain the current service levels throughout the system.

STAFFING LEVEL:

Staffing levels changed in 2014 and slightly again for 2015 as we shift the Public Works Director out of Administration and into other departments, we continue to more accurately determine actual staff time spent on maintaining the park system and we reduce allocations based on this budget proposal. No additional staff were added, FTE's were slightly reallocated.

FTE'S	2013	2014	2015
Total FTE (General Fund)	0.83	1.85	1.7

ACCOMPLISHMENTS:

- Assisted in stage restoration and completed stage site improvements at McCormick Park.
- Completed site preparation activities and improvements to accommodate Eagle Scout projects (fire pit, Big Rock Sports Park, Hix Park).
- Completed site preparation, utilities installation, and finish work for the Burhen Depot restroom.
- Conduct thorough and timely inspections of all playground facilities (2 times per week).
- Keep playgrounds and grass areas looking great!
- Manage sports field schedules for athletic fields and other park area rentals.
- Milled, prepared, constructed, and finished Depot Trestle entrance trellis to support Centennial Project completion.
- No claims for injuries on City Parks in 2013-2014.
- Parks program also prepares grounds and assists with numerous City events such as Summerstage, Duvall Days, the Sandblast Arts Festival, Heritage Festival, Downtown Christmas Tree Lighting and many more small events throughout the year.

- Preserve, repair, replace and upgrade all playground structures and equipment as needed.

EXPECTATIONS:

- Continue to be a resource for other city departments as they work on developing neighborhoods and new parks helping to make them efficient and cost effective to maintain and support.
- Continue to conduct thorough safety inspections limiting or eliminating accidents therein keeping insurance rates low.
- We anticipate a fairly large increase in residential building activity in 2015 which should continue to add to park demands making it difficult to maintain current levels of service without additional resources.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Currently maintain:

Type	#	acres
Community Park	4	26.4
Neighborhood Park	1	7.3
Playground / Pocket Park	8	10.5
Total	13	44.2

Does not include Big Rock Ball Fields (fund 106)

- Mow, weed eat, weed, landscape, clean & remove trash, as well as maintain: signage, irrigation, lighting, service contracts.
- Upkeep of Dougherty Farmstead grounds and structures.

EFFICIENCIES IN 2015:

- Keep equipment in good shape (mowers, weed eaters, vehicles, trailers) helping them run well.
- Procure a new trailer to help shuttle equipment from park to park safely.
- Work proactively to have efficient maintenance routes to save fuel and labor time.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- State Labor and Industries.
- Playground inspections are based on the latest American Society for Testing and Materials (ASTM) standards F1487-05, F2223-09 and the public playground safety guidelines set forth by the U.S. Consumer Product Safety Commission (CPSC). National Playground Safety Institute (NPSI) combines the guidelines and regulations from both organizations in an effort to simplify the inspection process so that nothing is missed.

REVENUE GENERATED:

Line Item	Amount
Economic related revenues	\$ undetermined
Rental fees	\$7,300

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	39,131.23	35,509.67	110,847.00	106,987.00	102,032.40
Personnel Benefits	15,830.18	10,023.75	42,669.00	42,224.00	40,742.09
Supplies	13,823.01	16,734.96	17,134.00	18,326.00	16,564.00
Services	33,287.27	42,117.35	49,872.75	35,795.37	41,921.34
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Parks	102,071.69	104,385.73	220,522.75	203,332.37	201,259.83

001.18 - GENERAL FUND

PROGRAM: Cultural Commission

PROGRAM STATEMENT:

The City of Duvall Cultural Commission is made up of volunteers and is staffed by the Community Coordinator. Their purpose is twofold; to engage and bring the community together through the arts and culture making Duvall a great place to live and play, and expose audience members to local businesses through event partnerships and event locations. They produce cultural events, oversee the Community Event Grant process, manage the Public Art Selection Process for projects that are under the City's jurisdiction, and work closely with other nonprofit organizations giving the City a visible presence in the community.

Community coordinator time is spent as follows:

50% Event Management; 41% Administrative tasks such as preparing for and attending meetings, reviewing and updating policies, managing budget, staff meetings, training, website content, grant applications and reports; and 7% Summer Guide (cost of printing and distributing Guide is covered by programs and ads).

STAFFING LEVEL:

FTE's	2013	2014	2015
Total FTE (General Fund)	.6	.6	.6

ACCOMPLISHMENTS:

- Increased cash sponsorship income by estimated 28%.
- Obtained critical repair to stage as in-kind sponsorship (tremendous value, new stage would cost \$120K).
- Partnership with Northwest Heritage Resources who provided additional programming at no cost.
- Nurtured the City's relationship with non-profit organizations to encourage them and, when appropriate, partner with them on events and activities.
- Submit Public Art Policy recommendation to Council (by year end).
- Increased level of reporting to City Council.

EXPECTATIONS:

- Feature a 4Culture Site Specific event to strengthen ties with 4Culture.
- Attend two Local Arts Agency meetings to interact with other cities' arts organizations and King County.
- Define a printed marketing piece that complements the Chamber of Commerce's "Visitor Guide".
- Utilize website more effectively.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

DCC's ongoing programs are:

- Speaker Series (monthly) - Speakers are scheduled on a variety of topics that reach a broad or specific audience. Costs are scaled to be appropriate for audience size. This is an informative and entertaining series that involves audiences we may not be reaching with other programs. It is geared toward adults, but children are welcome to attend. Goals that are reached are informing the public and bringing an audience to downtown.
- Irish Music Sessions (monthly) – Held at The Grange Café, an informal group of musicians that meet for an open mic session. No admission charge, benefits local business.
- Duvall Poetry (monthly) - Guest readers and open mic, brings local and out of area audience to downtown Duvall.
- Teen programming- teen musicians perform providing a local, free activity for teens. Youth leaders learn responsibility, leadership, event production. Partner with Riverview Youth Council. Program currently transitioning from outdoor concert to indoor open session in the fall for better use of resources and to reach local teens in a more casual environment.
- SummerStage- The weekly free summer concert series in McCormick Park is a 14 year Duvall tradition appealing to a wide audience due to the variety of musical styles presented. Sponsorship loyalty is key and attendance has grown 30% over the past five years. Concerts feature regional artists and professional sound services. Concerts utilize the City's stage. The location was changed mid 2014 with positive response from the public. The new location provides opportunities for expanded sponsorships, vendors, and community organization involvement.
- Duvall Art & Wine Walk- This event brings professional artists into downtown businesses for one Saturday. Businesses have the opportunity of 300 people coming through their door in one evening. The event goals are 1) To make art accessible to the community; 2) Bring new customers to local businesses; 3) Help artists reach a broad audience; 4) Educate the public on different types of art.
- DCC now partners with Cascade Community Theatre who manages wine tasting during the Art Walk. This fund raising component's proceeds go to CCT/Friends of DCC. The fund has been used to support additional programming, unexpected expenses, and equipment purchases.
- Heritage Festival- This one day event, a partnership with the Duvall Historical Society, opens up the Historical Dougherty Farmstead with tours, demonstrations, hands-on activities, music and storytelling relevant to life in the early 1900's.

EFFICIENCIES IN 2015:

2014/2015

- Re-evaluate and implement Teen Programming.
- Modify Winter Concert to increase attendance.
- Evaluate and implement additions to SummerStage to possibly include vendors (increasing revenue) and other community groups.
- Reduced staff training in 2014.
- Maximize sponsor and grant opportunities.

MANDATED PROGRAMS – FEDERAL AND STATE:

ASCAP/BMI licenses allow the City to publicly play any recorded music, or a performer in our venue to play music licensed by another artist.

REVENUE GENERATED (2015 EST):

DCC Generates revenue from sponsors, grants, donations, vendors, and ticket sales.

Line Item	Amount
001-00—337-07-3-00 Sustained Support	\$10,000
001-00-347-40-00-00 Ticket sales	0
	\$1,000
001-00-347-90-00-00 Adv/sponsor-Arts on Stage	
001-00-367-11-03-00 SummerStage Sponsorship	\$8,000
001-00-367-11-03010 Teen SummerStage Sponsorship	0
001-00-367-11-02-00 DCC General Donations	\$2,000
001-00-347-90-03-00 Summer Guide	\$2,500
Total	\$23,500

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	14,874.60	30,546.06	31,523.00	31,523.00	32,627.00
Personnel Benefits	1,198.78	4,481.81	5,500.00	5,500.00	6,048.00
Supplies	-	773.24	-	-	-
Services	37,648.91	33,401.63	37,610.00	28,970.00	34,660.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Cultural Commission	53,722.29	69,202.74	74,633.00	65,993.00	73,335.00

001.21 - GENERAL FUND

PROGRAM: Engineering Department Services

PROGRAM STATEMENT:

The Engineering Department provides design and construction management services, including field inspection, for the City's capital construction projects. Additionally, they determine development standards and ensure compliance in the private construction of subdivisions including parks, roads and utilities. The division plans for long-range capital and infrastructure needs for parks, transportation, storm water management, water, and sewer. It prepares and executes architectural and engineering plans as well as manages consultant contracts and construction contract bidding documents. The Department is also responsible for the periodic review and update of utility related Comprehensive Planning and operations documents, and submitting these documents for review by the appropriate State agencies. There are outlying programs that require oversight and they are lumped into the Engineering Department. Those programs are overseeing NPDES and surface water compliance, Emergency Management, GIS program, and support other City Staff on issues related to engineering.

STAFFING LEVEL:

Staffing levels changed in 2014 and slightly again for 2015 as we shift the Public Works Director out of Administration and into other departments to more closely match work output. No additional staff were added and FTE's were slightly reallocated.

FTE's	2013	2014	2015
Total FTE (General Fund)	0.8	0.83	0.875

ACCOMPLISHMENTS:

- 2013/2014 Emergency Management Plan Update completion and approval.
- Applied for 14 grants related to the business of the Engineering Department and were awarded (\$1,728,745):
 - Big Rock Road Overlay = \$425,857 (two grants combined).
 - KCCDBG grant, ADA curb ramp retrofit = \$60,000.
 - KCCDBG grant, Taylor Park Retaining Wall = \$200,000.
 - King Conservation District (KCD) = \$32,688 for Coe Clemons Creek Restoration.
 - Main Street Design (Valley to Big Rock) = \$580,000.
 - Main Street to Cherry Valley Road = \$400,000.
 - Sno-Valley Watershed Forum (Thayer Creek / SR203) = \$35,000.
 - Storm Drainage, DOE Capacity (pass-through) grant = \$50,000.
 - Storm Drainage, DOE Retrofit grant = \$120,000.
 - Washington State Department of Health (Tolt 2 pre-design) = \$25,000 (only if we enter into a loan with Public Works Trust Fund loan program).

- Wellness grant through AWC = \$200 and over \$20,000 in annual benefits savings.

Grants applied for pending approval:

- King County Youth sports = \$75,000 for \$1.2M project with Soccer and Baseball support of \$50,000 each. Presentation in September.
- RCO for Big Rock Sports Field = \$500,000 for \$1.2M project with Soccer and Baseball support of \$50,000 each. Presentation in August.
- Transportation Improvement Board for Main Street South = \$3,500,000.
- Conduct thorough and timely review of plans, specifications and engineering documents.
- Developed the first comprehensive and all inclusive citywide Pavement Management System (PMS).
- Maintain public works inspection background and training to provide to support other departments (cross trained, in house, no costs).
- Provide backup coverage for the Building department reducing consultant needs and saving costs.
- Provide surplus management and sales of equipment, citywide.

EXPECTATIONS:

- Continue to conduct thorough and timely reviews.
- Continue to work proactively with developers.
- Support the building and planning departments with items outside the normal departmental duties for the benefit of entire development group.
- We anticipate a fairly large increase in residential construction plan review in 2015 based on construction related private development projects underway in 2014 and the strong housing market in Duvall and on the Eastside.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Assist and provide in-house design and review services for other departmental capital projects, keeping costs down while delivering professional results.
- Assure that buildings and structures are designed and constructed to comply with City, State and Federal codes and standards.
- Emergency Management Plan Update.
- Inspect all active construction projects, ensuring that all required inspections are occurring in the order and sequence required to determine compliance.
- Manage grant funding for various City projects and programs, including regular reporting, coordination meetings, and billing that meets the requirements of the various granting agencies.
- Manage city buildings and properties including maintenance and upkeep, leases and rentals. Building rental schedules are managed for:
 - Community Center.
 - Depot.

- Dougherty Farm (Pea Patch, Pasture).
 - Rose Room.
 - Tech Center.
 - Visitors Center.
- Permit intake and routing: routinely, materials submitted for a permit require other city department review; the Permit Technician receives, distributes and collects comments for summary. Departments included are: Public Works, Planning, Fire, Building and Engineering.
 - Provide upfront development review guidelines and insight expediting permit turnaround.
 - Regional Hazards Mitigation Program development.
 - Researching and implement engineering and construction related standards.

EFFICIENCIES IN 2015:

- Continue to apply to all available and appropriate grant programs.
- Continuing to improve the departments function with efficiencies and technology by implementing a team (Engineering, Building and Planning) wide use of electronic plan review for building permits.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- Cross Connection Report (DOH).
- Emergency Management Plan, ICS and NIMS.
- FEMA Disaster Relief.
- National Pollutant Discharge Elimination Program (NPDES) Code compliance.
- State Transportation Improvement Plan.
- Water Quality Report, Department of Health (DOH).
- Water System Planning, Department of Health (DOH).

REVENUE GENERATED:

Line Item	Amount
Engineering Fees and Charges	\$ 23,754 to date (\$45,000 estimate at year end)
Zoning, Subdivision, Dvlp Fees (shared with Planning)	\$ 43,816 to date (\$60,000 estimate at year end)

BUDGET SUMMARY:

	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	74,345.40	77,325.38	77,091.00	77,000.00	78,966.53
Personnel Benefits	25,858.05	29,266.60	30,590.00	30,590.00	32,273.66
Supplies	3,214.38	2,132.23	3,645.00	2,100.00	3,645.00
Services	83,024.22	38,018.03	87,062.00	35,711.95	66,638.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Engineering	186,442.05	146,742.24	198,388.00	145,401.95	181,523.19

001.45 - GENERAL FUND

PROGRAM: Fire Permit Services

PROGRAM STATEMENT:

Through an Interlocal Agreement between the City of Duvall and King County Fire District 45 this program serves as the resource for commercial fire permits. The International Building and Fire Code sets the standard for inspection requirements and with a partnership, our two agencies inspect and administer annual fire department permits. The service shares critical information helping business / building owners navigate fire and life safety codes in non-residential buildings through an annual inspection program cooperatively administered by the City and Fire District 45 (FD45).

The Permit Center is the location for finding and submitting applications and obtaining permits for fire inspection permits. The Permit Center is a conduit to the Engineering, Fire, Parks, Planning, and Public Works departments. Permitting staff is dedicated to providing prompt and courteous service.

STAFFING LEVEL:

The City does not account for staff time in this operational fund. In general, the Building Department supports this program.

FTE's	2013	2014	2015
Total FTE (General Fund)	0	0	0

ACCOMPLISHMENTS:

- Completed first year formal program initiation with FD 45 with a renewed Interlocal agreement.
- Created standard forms and applications.
- Conduct thorough and timely inspections of commercial properties.
- Completed 7 Permits with associated inspections.
- Typically expected to issue 7-20 per year depending on business types and materials contents within businesses and/or buildings that would require the permit per the Fire Code.

EXPECTATIONS:

- Continue to conduct annual inspections increases first responder awareness and access to commercial structures.
- Continue to work proactively with business and building owners.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to provide the Inspection program with FD45 and increase business and building owner's awareness of the Building and Fire codes adopted by the City of Duvall.
- Assure that buildings and structures are inspected and safe for occupancy and use.

EFFICIENCIES IN 2015:

- Work proactively to continue establishing the program with the building and business owners.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- International Fire Code.
- International Building Code.

REVENUE GENERATED:

Line Item	Amount
Annual Permit Fees 001.00.345.83.51	\$ 2,010 (2013)
	City Admin fee of \$15 / permit

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	-	-	-	-	-
Intergovernmental	-	2,010.00	2,000.00	1,950.00	2,000.00
Capital	-	-	-	-	-
Total Fire	-	2,010.00	2,000.00	1,950.00	2,000.00

001.99 - GENERAL FUND

PROGRAM: Non-Departmental

PROGRAM STATEMENT:

The Non-Departmental Fund encompasses items that are not department specific, but are required and needed to carry out the duties and responsibilities of the city as a whole. This includes basic office supplies, postage. This Program also includes expenses for the many regional organizations that the City of Duvall is a member of. These regional affiliations allow the city to be a stakeholder at a regional level. Many of these organizations also allow the City to participate in cooperatives which saves the city large amounts of dollars for things such as administering the employee's health care and benefits and administering the "small works roster" program, which is required by State Law. This program also funds the expense of the King County Animal Control Interlocal Agreement, which is the agency the City of Duvall contracts with for Animal Control Services. The alternative for Animal Control Services would be for the City to provide its own animal control which could be very costly and demand additional resources that the city does not have and cannot provide.

STAFFING LEVEL:

N/A

ACCOMPLISHMENTS:

- We are in the processes of transitioning to a new records storage vendor which will save the city in record storage fees.
- We are in the process of transitioning to a new city website. This will be easier and less time consuming for staff to use as well as provide much better community outreach as well as allow citizens to fill out forms, applications, and requests electronically.
- The Clerk's will work to use less paper, this includes moving towards a paperless council packet and distributing large exhibits on a disc rather than print out hundreds of pages of paper exhibits.

EXPECTATIONS:

- Support all city departments and operations in the most efficient manner possible. No excessive or unnecessary expenditures. Will order and use ONLY what is absolutely necessary and needed.

OVERVIEW OF PRESENT AND ONGOING ACTIVITIES:

City Attorney Fees.
King County Animal Control.
General Office Supplies.
Professional Services/Records Retention.
Postage.
PSRC membership.
MRSC membership.
AWC membership.

SCA membership.

Puget Sound Clean Air (required).

L&I Program (required).

The Non Departmental Program also supports the following operations of the City and City Hall:

- Daily Cash Receipting (forms, deposit slips, copies).
- Citizen Complaints, requests, and general inquiries (forms, copies, applications).
- Preparation of policies, ordinances and resolutions (copies, binders).
- Manage Municipal Code Supplement services.
- Ensure that Legal Notices are Published and Posted in accordance with RCW for all Council Meetings, Special Meetings, Ordinances, Council Public Hearings (copies).
- Attends Council Meetings, Retreats, and Workshops and ensures that minutes are recorded of every meeting and action taken (audio equipment, batteries, presentation material).
- Prepares Council agenda packets and works with every department to try to ensure that all of the city departments items for Council Meeting Business are submitted for the packet (copies, exhibits).
- Custodian of all official records and legal documents of the City (file cabinets, copies, recording fees).
- Per state law the City is required to respond to public information/records requests (forms, copies).
- Receives and Tracks Business Licenses Applications from the Washington State Business License System and routes to appropriate departments. Answers and follows up on applicant questions (forms, copies).
- As a partner with King County Animal Control City Hall issues Pet Licenses (annual fee, receipts).
- Monthly newsletter, support for Mayor, Council, Library Board (forms, copies).
- Management of the Rose Room rental (supplies).

EFFICIENCIES IN 2015:

The City Clerk's office will focus on the following efficiencies to help manage expenses and operate more efficiently.

- Continue to seek out the best prices on supplies.
- Implement a mostly "electronic" Council Packet and reduce the amount of paper used for paper packets. Larger exhibits will be provided to the City Councilmembers on a disc.
- Records Management – contracting with a new vendor and will work to purge documents that can be sent to the State Archivist, destroyed, or managed off-site. (this will save space and improve efficiencies in responding to public record requests as well as reaching requests for council and staff.

- New Website – With the implementation of a new City Website Citizens will be able to submit more complaints and requests electronically via the website, thereby reducing the amount of paper forms.

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	9,390.61	9,443.39	15,000.00	9,000.00	14,250.00
Services	316,778.25	370,933.56	464,579.43	381,439.43	352,689.47
Intergovernmental	14,923.84	11,959.74	18,456.00	16,356.00	19,489.00
Capital	-	-	-	-	-
Total Non Departmental	341,092.70	392,336.69	498,035.43	406,795.43	386,428.47

002 - GENERAL FUND

PROGRAM: Contingency Fund

PROGRAM STATEMENT:

The Contingency Fund was set up by Council in 2004 by Resolution 04-04 as part of the City's fiscal policies. The Contingency Fund reserve is to be maintained in accordance with RCW 35.33.145 to cover unknown operational adjustments, service demands or opportunities which may arise during the year. Contributions to the Contingency Fund are to be transferred from the General Fund when deemed necessary. All expenditures from the Contingency Fund shall have the prior approval of the City Council. The total amount held in the Contingency Fund shall not exceed thirty-seven and one-half cents per thousand dollars of assessed valuation of property within the City. For 2015, the maximum balance would not exceed \$297,000. In recent years, Council has authorized funds to be transferred to the general fund to help fund the Comprehensive Plan and Transportation Element.

STAFFING LEVEL:

None

ACCOMPLISHMENTS:

EXPECTATIONS:

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

Funds are being transferred to the general fund in 2015 to complete the Comprehensive Plan and Transportation Element.

EFFICIENCIES IN 2015:

NA

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of county, state and national regulations – The City is mandated to complete its 10 year Comprehensive Plan update by the end of June 2015 –imbedded within the update includes other mandatory compliance programs.

- Endangered Species Act (federal).
- Floodplain Management (federal/state).
- Permit review timelines (state) – formerly known as regulatory reform (permit processing and vesting).
- Growth Management Act (state).
- State Environmental Policy Act (state).
- Shoreline Management Act (state).

- Critical Areas (state).
- Affordable Housing (county).
- Growth Targets - buildable lands -housing and jobs- (county).

REVENUE GENERATED:

NA

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Beginning Fund Balance	255,440.08	227,081.29	184,053.85	184,053.85	68,253.85
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	641.21	501.73	50.00	200.00	50.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	641.21	501.73	50.00	200.00	50.00
Total Available Resources	256,081.29	227,583.02	184,103.85	184,253.85	68,303.85
CONTINGENCY FUND EXPENSES					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	29,000.00	43,529.17	134,000.00	116,000.00	60,000.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Contingency Fund	29,000.00	43,529.17	134,000.00	116,000.00	60,000.00
END FUND BAL. - RESERVED	227,081.29	184,053.85	50,103.85	68,253.85	8,303.85
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	256,081.29	227,583.02	184,103.85	184,253.85	68,303.85

101 - STREET FUND

PROGRAM: Street Services (O&M)

PROGRAM STATEMENT:

The Street Service program serves as a key resource for our community. This program is housed within the Public Works Department and shares labor between parks, utilities, and streets programs. We are dedicated to providing the highest quality services for our citizens, city employees, business owners, and visitors. The program strives to enhance the City's infrastructure, while maintaining a safe roadway network.

Streets maintains and improves thirty-three (33) centerline miles of roadway. The program performs regular maintenance of roads, shoulders gravel base surfaces, traffic markings, signage,, sidewalks and bicycle/pedestrian facilities, roadside vegetation control, snow and ice removal and control, and public right-of-way street lighting. Much care and attention is taken in providing a neat, clean and well cared for roadway network. With the addition of new subdivisions and roadway projects our ability to maintain the current levels of service will continue to be a concern in coming years as facilities are added. Providing a dedicated revenue resource and implementing the pavement management program would significantly decrease our roadway maintenance needs and expenditures over the long term. Currently the roadway network is maintained without adequate funding and at bare minimum levels that do not cover annual needs for roadway reconstruction and pavement maintenance.

STAFFING LEVEL:

Staffing levels changed in 2014 and slightly again for 2015 as we shift the Public Works Director out of Administration and into other departments, continue to more accurately determine actual staff time spent on maintaining the street network and we reduce allocations based on this budget proposal.

FTE'S	2013	2014	2015
Total FTE (General Fund)	2.89	2.72	2.422

ACCOMPLISHMENTS:

- Constructed sidewalk ADA ramps and traffic calming measures in the downtown area with funds provided by a King County Community Development Block grant of \$60,000.
- Crack Sealed roadway. An emphasis on preventative maintenance reduces the frequency of more costly reactive maintenance methods over the long term.
- Created an entire Pavement Management System (PMS) in-house including:
 - Pavement rating data, system wide inventory and GIS Input and calculations.
 - Ranked and prioritized pavement maintenance and restoration needs.
 - Provided costs to maintain the roadway network include financing options, and a system wide approach.
- Pavement overlay provided on Big Rock Road utilizing two (2) Transportation Improvement Board (TIB) grants totaling \$425,857 dollars (cover 100% of the project cost).

- Coordinated with WSDOT for the design of the Coe Clemons Creek Culvert Replacement Project which will include installation of City requested improvements. Project is scheduled to advertise for bids in the fall of 2014 with construction planned during the summer of 2015.
- Developed preliminary design and engineering documents for the “Main Street South” project (Valley to Big Rock Rd) including visioning, concepts, and 30% design reviews; completion of the 60% design review is anticipated late in 2014 or early 2015.
- Preserve, repair, replace and upgrade all travel ways as possible in the system.

EXPECTATIONS:

- Develop cost and funding alternatives for the roadway network to allow staff the opportunity to maintain the system appropriately (not adequately funded at this time).
- We anticipate a fairly large increase in residential building activity in 2015 which should continue add to the demands of the roadway network making it difficult to maintain current levels of service without additional resources.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Currently maintain:

Type	Miles
Collector Arterial	8.05
Minor Arterial	2.03
Neighborhood Collector	5.04
Principal Arterial	1.34
All Other	16.54
Total	33.15

- Coordinate with residents, businesses, and schools to address traffic concerns which help to ensure that we are providing a safe travel environment in all of our neighborhoods and business areas.
- Responsible for maintaining roadway landscape features (islands and bulbs) throughout Duvall including weed, landscape, clean and remove trash, as well as maintain signage, irrigation, lighting, and service contracts.
- The City coordinates and assists but does not maintain the three (3) traffic signals within the City limits of Duvall. Those are maintained by the Washington State Department of Transportation (WSDOT) per the Revised Code of Washington (RCW) 47.24.
- We coordinate the maintenance on ~450 street luminaires operated by Puget Sound Energy.
- We will review all capital improvement and private development project plans for traffic signals, street luminaires, lane markings, and roadway signage issues, and will also review work zone traffic control plans for right-of-way use permits for any work in the streets.

- We work closely with other public agencies such as Washington State Department of Transportation (WSDOT), King County Metro, Sno-Valley Transit, Fire District 45, Duvall Police Department and King County Roads to coordinate operations on our systems to serve all modes of travel.

EFFICIENCIES IN 2015:

- Continue to utilize Interlocal agreements for construction and other roadway services (overlay and roadway striping) for road network.
- Keep equipment in good operating condition (crack sealer, rollers, paving equipment, vehicles, trailers) increasing equipment lifespan.
- Work proactively to have efficient maintenance strategies to save fuel and labor time.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- Drainage criteria- Currently adopted “King County Surface Water Design Manual”.
- MUTCD (Manual on Uniform Traffic Control Devices).
- NPDES (National Pollutant Discharge Elimination System) – runoff control.
- State Labor and Industries.
- WSDOT regulations.

REVENUE GENERATED:

Line Item	Amount
Motor vehicle fuel tax	\$ 142,800
Street use permits	\$ 6,000
Grants (3, 2 TIB, 1 CDBG)	\$ 485,857

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
STREET FUND					
Beginning Fund Balance	\$ 112,969.71	\$ 125,084.93	\$ 101,890.06	\$ 101,890.06	\$ 64,034.58
Taxes	245,473.48	227,048.16	235,200.00	235,200.00	248,959.00
Licenses & Permits	10,415.80	16,594.21	6,000.00	7,000.00	6,000.00
Intergovernmental	151,428.30	142,642.71	367,990.00	367,990.00	147,084.00
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	278.73	2,692.33	250.00	1,200.00	200.00
Other Financing Sources	50,640.74	50,000.00	100,000.00	100,000.00	70,000.00
Total Operating Revenues	458,237.05	438,977.41	709,440.00	711,390.00	472,243.00
Total Available Resources	\$ 571,206.76	\$ 564,062.34	\$ 811,330.06	\$ 813,280.06	\$ 536,277.58
STREET FUND EXPENSES					
Salaries & Wages	\$ 181,427.01	\$ 191,155.97	\$ 184,161.00	\$ 178,849.00	\$ 167,578.45
Personnel Benefits	65,608.67	69,220.06	74,018.00	72,141.00	67,544.62
Supplies	23,201.26	23,423.59	26,499.00	25,380.00	26,474.85
Services	157,912.91	177,157.71	201,267.08	196,693.48	185,564.02
Intergovernmental	450.00	450.00	500.00	450.00	500.00
Capital	17,521.98	764.95	310,000.00	310,000.00	55,000.00
Total Street Fund	\$ 446,121.83	\$ 462,172.28	\$ 796,445.08	\$ 783,513.48	\$ 502,661.94
END FUND BAL. - RESERVED	125,084.93	101,890.06	14,884.98	29,766.58	33,615.64
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	\$ 571,206.76	\$ 564,062.34	\$ 811,330.06	\$ 813,280.06	\$ 536,277.58

106 - SPECIAL REVENUE FUND

PROGRAM: Big Rock Park Services

PROGRAM STATEMENT:

The Big Rock Park is a unique portion of the Parks program. It has dedicated City revenues from the general fund AND a dedicated revenue stream from field rental and use fees which is why it is separated from the general "Parks Program". The program serves as another key resource for our community. The Public Works department shares labor between parks, utilities, and roadway programs throughout the City. Staff is dedicated to providing prompt and courteous service to its citizens and visitors. Parks and recreation areas stimulate tourism, economic development and enhance the quality of life for our community. This group operates within the Public Works department and is responsible for managing, caring for and operating this 9.75 acre site which contains: a playground, one 250' foot baseball field, one 285' baseball field, one full size soccer field, the city skate park, graffiti wall, storm detention facilities, picnic areas, plaza, temporary restrooms, and a 113 stall parking lot (5 ADA stalls included).

Much care and attention is taken in providing neat, clean and appealing parks to the community. With the addition of new facilities and an increase in park usage it has become difficult to maintain the current service levels at Big Rock Park and throughout the system. The Big Rock Parks program's current staffing levels will continue to be a concern in coming years.

STAFFING LEVEL:

Staffing levels changed in 2014 as we were more accurately able to determine actual staff time spent on maintaining the park. No additional staff were added, FTE's were slightly reallocated at that time.

FTE'S	2013	2014	2015
Total FTE (General Fund)	0.17	0.35	0.35

ACCOMPLISHMENTS:

- Completed site preparation activities and improvements to accommodate the Eagle Scout playground project.
- Conduct thorough and timely inspections of all playground facilities (2 times per week).
- Keep playgrounds and grass areas looking great!
- Manage sports field schedules for athletic fields and other park area rentals.
- No claims for injuries on City Parks in 2013-2014.
- Completed turf / infield revision project adding ≈6,000 of grass turf. This will add to the increase in use of the site for baseball and for soccer.
- Contract management including updated (Request for Proposals) RFP for mowing of turf fields.
- Submitted two grant applications and packages for field renovation, site improvements and installation of synthetic turf in the upper baseball and soccer fields.

EXPECTATIONS:

- Continue to conduct thorough safety inspections limiting or eliminating accidents therein keeping insurance rates low.
- We anticipate a fairly large increase in residential building activity in 2015 which should continue add to park demands making it difficult to maintain current levels of service without additional resources.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Mow, weed eat, weed, landscape, clean and remove trash, as well as maintain signage, irrigation, lighting, and service contracts.
- Perform project grant presentations to evaluation committees representing RCO and King County Youth Sport Programs.

EFFICIENCIES IN 2015:

- Keep equipment in good operating conditions (mowers, weed eaters, vehicles, trailers) improving performance and life span.
- Procure a new trailer to help shuttle equipment from park to park safely.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- NPDES (drainage considerations).
- Playground inspections are based on the latest American Society for Testing and Materials (ASTM) standards F1487-05, F2223-09 and the public playground safety guidelines set forth by the U.S. Consumer Product Safety Commission (CPSC). National Playground Safety Institute (NPSI) combines the guidelines and regulations from both organizations in an effort to simplify the inspection process so that nothing is missed.
- State Labor and Industries.

REVENUE GENERATED:

Line Item	Amount
Rental fees	\$11,849. ⁷⁸

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
BIG ROCK BALL PARK FUND					
Beginning Fund Balance	\$ 59,661.54	\$ 54,792.43	\$ 45,614.26	\$ 45,614.26	\$ 5,094.90
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	13,014.00	11,849.78	14,000.00	12,000.00	12,000.00
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	156.35	124.61	100.00	100.00	100.00
Other Financing Sources	45,150.00	35,000.00	45,000.00	45,000.00	78,000.00
Total Operating Revenues	58,320.35	46,974.39	59,100.00	57,100.00	90,100.00
Total Available Resources	\$ 117,981.89	\$ 101,766.82	\$ 104,714.26	\$ 102,714.26	\$ 95,194.90
BIG ROCK BALL PARK EXPENSES					
Salaries & Wages	\$ 8,360.36	\$ 9,127.86	\$ 23,070.00	\$ 22,687.00	\$ 28,841.00
Personnel Benefits	2,892.53	3,641.45	9,157.00	9,022.00	11,015.00
Supplies	4,322.80	4,639.48	6,132.40	4,900.00	7,250.00
Services	47,613.77	38,743.77	54,263.86	61,010.36	32,288.83
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Big Rock Ball Park	\$ 63,189.46	\$ 56,152.56	\$ 92,623.26	\$ 97,619.36	\$ 79,394.83
END FUND BAL. - RESERVED	54,792.43	45,614.26	12,091.00	5,094.90	15,800.07
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	\$ 117,981.89	\$ 101,766.82	\$ 104,714.26	\$ 102,714.26	\$ 95,194.90

107.005 - SPECIAL REVENUE FUND

PROGRAM: Sensitive Areas Mitigation Fund

PROGRAM STATEMENT:

In 2005, the City adopted sensitive area regulations that include performance-based standards and the opportunity for applicants to pay a fee in lieu for wetland and creek impacts upstream. The City approved the first off-site project for the Duvall Commons project. The accountant has just over \$30,000.00 to complete a mitigation project in the lower Thayer Creek Corridor. In 2015, planning will begin the implementation of the program.

STAFFING LEVEL:

Staffing levels in 2014 for this program were zero and in 2015 planning will staff the project. Estimated time is approximately 40-50 hours. Staffing costs will be billed to this fund and paid to the general fund.

Planning Staff	2013	2014	2015
Total FTE (Restricted Fund)	0	0	0

ACCOMPLISHMENTS:

- Implementation of a new program.

EXPECTATIONS:

- Plan and permit the project in 2015 (winter/spring).
- Install mitigation plantings in 2015 (fall).

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

EFFICIENCIES IN 2015:

- Contract out plantings and maintenance

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of county, state and national regulations

- DMC 14.42, Sensitive Area Regulations.

REVENUE GENERATED:

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Beginning Fund Balance	38,043.78	38,141.38	38,229.87	38,229.87	38,279.87
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	97.60	88.49	50.00	50.00	50.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	97.60	88.49	50.00	50.00	50.00
Total Available Resources	38,141.38	38,229.87	38,279.87	38,279.87	38,329.87
SENSITIVE AREAS MITIGATION					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	15,000.00	-	15,000.00
Services	-	-	16,200.00	-	16,200.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Sensitive Areas	-	-	31,200.00	-	31,200.00
END FUND BAL. - RESERVED	38,141.38	38,229.87	7,079.87	38,279.87	7,129.87
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	38,141.38	38,229.87	38,279.87	38,279.87	38,329.87

304 - SPECIAL REVENUE FUND

PROGRAM: Real Estate Excise Tax #1 (REET 1) Services

PROGRAM STATEMENT:

REET is a 0.5% tax on the sale of real estate inside our city limits and, per state law (RCW 82.45.060), is restricted to expenditures on long-range capital and infrastructure needs. REET 1 is the first ½ of the 0.5% collected (or 0.25%). The Engineering Department provides design and construction management services, including field inspection, for the City’s capital construction projects.

Capital projects are public works projects of a local government that involve planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvements of the following: streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewers, parks recreational facilities, law enforcement facilities, trails, administrative and/or judicial facilities, plus river and/or waterway flood control projects.

STAFFING LEVEL:

The City has not accounted for staff time in this capital project fund. In general, the Engineering Department supports projects within this fund (001.21) however, based on City Council support staff time will be billed to projects within this account to better track and understand the full cost of projects.

FTE's	2013	2014	2015
Total FTE (REET Fund)	0	0	0

ACCOMPLISHMENTS:

- Developed plans and infrastructure to support the public restroom, aka the “Comfort Station” that was generously donated by the Burhen’s (shared expense).
- Provided design, construction management and construction of the Police Station additions, aka, the “Sally Port”. This garage type structure is for security purposes as well as evidence storage, training and prisoner transport. The area was chosen not to be installed in 2004 with the original facility due to costs. It is now realized that the annual operation costs for storage (rent) can be saved with the addition of this facility [4.5 year Return on our Investment (ROI)]. Construction is anticipated to be completed in the fall of 2014.

EXPECTATIONS:

- Continue to support the City’s capital needs with this fund.
- Continue to work proactively with our utility funds / projects to combine projects for a higher realization of construction cost efficiencies.
- Support WSDOT’s efforts of rebuilding the culvert under SR203 (aka Main Street) just south of Valley Street to accommodate bike lane and sidewalk installation in the near future.
- We anticipate a fairly large increase in residential construction in 2015 based on construction related private development projects underway in 2014 and the strong housing market in Duvall

and on the Eastside. This increase should add to this funds balance providing additional resources to complete important projects and enhance our community.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and potentially add back construction projects:
 - PW Yard Expansion / Main Street frontage.

EFFICIENCIES IN 2015:

- Continue to incorporate utility projects with capital projects as appropriate providing construction cost efficiencies.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- Statewide Growth Management Act (GMA).

REVENUE GENERATED:

Line Item	Amount
REET taxes (2013)	\$ 170,754

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
REAL ESTATE EXCISE TAX 1					
Beginning Fund Balance	\$ 194,926.82	\$ 188,330.56	\$ 342,837.31	\$ 342,837.31	\$ 396,832.31
Taxes	177,465.11	170,754.77	135,000.00	155,000.00	135,000.00
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	575.34	636.16	500.00	500.00	400.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	178,040.45	171,390.93	135,500.00	155,500.00	135,400.00
Total Available Resources	\$ 372,967.27	\$ 359,721.49	\$ 478,337.31	\$ 498,337.31	\$ 532,232.31
REAL ESTATE EXCISE TAX 1					
Salaries & Wages	\$ -	-	\$ -	\$ -	\$ 9,328.08
Personnel Benefits	-	-	-	-	3,997.75
Supplies	-	-	-	-	-
Services	53,900.99	-	-	-	-
Intergovernmental	-	-	-	-	-
Capital	130,735.72	16,884.18	150,000.00	101,505.00	322,000.00
Total Real Estate Excise Tax 1	\$ 184,636.71	\$ 16,884.18	\$ 150,000.00	\$ 101,505.00	\$ 335,325.83
END FUND BAL. - RESERVED	188,330.56	342,837.31	328,337.31	396,832.31	196,906.48
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	\$ 372,967.27	\$ 359,721.49	\$ 478,337.31	\$ 498,337.31	\$ 532,232.31

305 - SPECIAL REVENUE FUND

PROGRAM: Real Estate Excise Tax #2 (REET 2) Services

PROGRAM STATEMENT:

REET is a 0.5% tax on the sale of real estate inside our city limits and, per state law (RCW 82.45.060), is restricted to expenditures on long-range capital and infrastructure needs. REET 2 is the second ½ of the 0.5% collected (or 0.25%). The Engineering Department provides design and construction management services, including field inspection, for the City’s capital construction projects.

The difference between REET 1 and this fund, REET 2 is that it allows maintenance (O&M) costs to become eligible for use and does not allow for the acquisition of land for parks. There is a limit, however, on how much can be spent on O&M. The maximum amount of REET 2 that may be spent on O&M is the greater of \$100,000 or 35 percent of the available funds, not to exceed \$1 million per year. Counties only may use REET 2 revenues to pay existing debt service on capital projects listed in RCW 82.46.010(6) - the kinds of capital projects that may be done with REET 1 revenues.

Capital projects are public works projects of a local government that involve planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvements of the following: streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewers, parks, recreational facilities, law enforcement facilities, trails, administrative and/or judicial facilities, plus river and/or waterway flood control projects.

STAFFING LEVEL:

The City has not accounted for staff time in this capital project fund. In general, the Engineering Department supports projects within this fund (001.21) however, based on City Council support staff time will be billed to projects within this account to better track and understand the full cost of projects.

FTE's	2013	2014	2015
Total FTE (REET 2 Fund)	0	0	0

ACCOMPLISHMENTS:

- Completed the special “Centennial” project incorporating 100 years of Duvall’s history into the roadway expansion of Stephens Street from Main Street to Depot / McCormick Park.
- Continue annual set-aside for Eagle Scout projects (\$10,000). The City continues to set aside funds to help Eagle Scouts improve Duvall and leave a legacy while at the same time assisting them in fulfilling their hope of becoming an Eagle Scout. Recent projects include:
 - Big Rock Sports Park Playground.
 - Deck at Depot Building.
 - Fire Pit.
 - Hix Park reconstruction (Spider web climbing structure).
 - Milk Barn, Bunk House, Garage, Loafing Sheds and ADA ramp restoration all at the Dougherty Farm.

- Developed plans and infrastructure to support the public restroom, aka the “Comfort Station” that was generously donated by the Burhen’s (shared expense).
- Planned expenditure for the Historic Depot building to be repainted in late 2014.
- Provided design, construction management and construction of the Police Station additions, aka, the “Sally Port”. This garage type structure is for security purposes as well as evidence storage, training and prisoner transport. The area was chosen not to be installed in 2004 with the original facility due to costs. It is now realized that the annual operation costs for storage (rent) can be saved with the addition of this facility [4.5 year Return on our Investment (ROI)]. Construction is anticipated to be completed in the fall of 2014.

EXPECTATIONS:

- Continue to support the City’s capital needs with this fund.
- Continue to work proactively with our utility funds / projects to combine projects for a higher realization of construction cost efficiencies.
- Support WSDOT’s efforts of rebuilding the culvert under SR203 (aka Main Street) just south of Valley Street to accommodate bike lane and sidewalk installation in the near future
- We anticipate a fairly large increase in residential construction in 2015 based on construction related private development projects underway in 2014 and the strong housing market in Duvall and on the Eastside. This increase should add to this funds balance providing additional resources to complete important projects and enhance our community.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and potentially add back construction projects:
 - PW Yard Expansion / Main Street frontage.

EFFICIENCIES IN 2015:

- Continue to incorporate utility projects with capital projects as appropriate providing construction cost efficiencies.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- Statewide Growth Management Act (GMA).

REVENUE GENERATED:

Line Item	Amount
REET taxes (2013)	\$ 170,754

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
REAL ESTATE EXCISE TAX 2					
Beginning Fund Balance	\$ 621,639.83	558,939.80	352,178.64	\$ 352,178.64	\$ 403,673.64
Taxes	177,437.54	170,754.75	135,000.00	155,000.00	135,000.00
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	200,000.00
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	1,601.13	6,460.26	700.00	700.00	400.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	179,038.67	177,215.01	135,700.00	155,700.00	335,400.00
Total Available Resources	\$ 800,678.50	\$ 736,154.81	\$ 487,878.64	\$ 507,878.64	\$ 739,073.64
REAL ESTATE EXCISE TAX 2					
Salaries & Wages	\$ -	-	\$ -	\$ -	\$ 30,269.46
Personnel Benefits	-	-	-	-	12,972.63
Supplies	-	-	-	-	-
Services	-	-	-	-	100,000.00
Intergovernmental	-	-	-	-	-
Capital	241,738.70	383,976.17	182,475.11	104,205.00	532,000.00
Total Real Estate Excise Tax 2	\$ 241,738.70	\$ 383,976.17	\$ 182,475.11	\$ 104,205.00	\$ 675,242.09
END FUND BAL. - RESERVED	558,939.80	352,178.64	305,403.53	403,673.64	63,831.55
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	\$ 800,678.50	\$ 736,154.81	\$ 487,878.64	\$ 507,878.64	\$ 739,073.64

307 - STREETS CAPITAL FUND

PROGRAM: Streets Capital Services

PROGRAM STATEMENT:

The capital side of the Street Program serves as a key resource for our community. This program is funded by Traffic Impact Fees (TIF). TIF revenues are receipted at the time of permit approval for commercial or residential construction. The current fee per equivalent residential unit (ERU, equates to one PM Peak Hour Trip) is \$7,346. The program strives to enhance the City's roadway infrastructure by utilizing the impact fees for capacity projects that mitigate the impacts of growth within our community's city limits.

The Transportation Element of the City's comprehensive plan sets the path for projects within this fund. The list of eligible projects is updated and changes annually. The City follows a six (6) year Transportation Improvement Plan (TIP) as required by WSDOT and provided by the Engineering Department to the Mayor and City Council for annual adoption. Capital projects are planning, acquisition, construction, or improvements of streets, lighting systems, traffic signals, bridges, trails, sidewalks projects as identified in the TIP.

STAFFING LEVEL:

The City has not accounted for staff time in this capital project fund. In general, the Engineering Department supports projects within this fund (001.21) however, based on City Council support staff time will be billed to projects within this account to better track and understand the full cost of projects.

FTE's	2013	2014	2015
Total FTE (Streets Cap. Fund)	0	0	0

ACCOMPLISHMENTS:

- Main Street South Improvements including Design and Coordination with WSDOT for Coe Clemons Creek project and management of the City's consultant, KPG. The project is underway and currently at 30% design. Staff applied for many grants and was awarded a grant in the amount \$580,000 for this project (71.6% of the project cost) from the Puget Sound Regional Council (PSRC).
- Provided permitting, design and construction management for the Main Street / Cherry Valley Road project. Staff applied for many grants and was awarded a grant in the amount \$400,000 for this project (55% of the project cost) from the Washington State Transportation Improvement Board (TIB).

EXPECTATIONS:

- Continue to support the City's capital needs with this fund.
- Continue to work proactively with our utility funds and Streets projects to combine projects for a higher realization of construction cost efficiencies.
- Support WSDOT's efforts of rebuilding the culvert under SR203 (aka Main Street) just south of Valley Street to accommodate bike lane and sidewalk installation in the near future.

- We anticipate a fairly large increase in residential construction in 2015 based on construction related private development projects underway in 2014 and the strong housing market in Duvall and on the Eastside. This increase should add to this funds balance creating more resources to enhance our community.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and potentially add back construction projects:
 - NE 145th Street Design and Construction.
 - PW Yard Expansion / Main Street frontage.

EFFICIENCIES IN 2015:

- Continuing to combine utility projects with capital projects as appropriate.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- Statewide Growth Management Act (GMA).
- WSDOT.

REVENUE GENERATED:

Line Item	Amount
Traffic Impact Fees (2013)	\$ 370,219
Traffic Impact Fees (2014 budgeted)	\$ 217,000
Traffic Impact Fees (2014 to Sept. 10)	\$ 7,346

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
STREET CAPITAL IMPROVEMENT					
Beginning Fund Balance	\$ 543,528.92	1,021,972.35	1,277,484.11	\$ 1,277,484.11	\$ 1,024,974.30
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	89,699.81	845,300.19	895,300.19	-
Charges for Goods & Services	523,980.53	370,219.00	217,000.00	110,190.00	352,608.00
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	2,139.40	2,751.49	2,000.00	2,000.00	1,000.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	526,119.93	462,670.30	1,064,300.19	1,007,490.19	353,608.00
Total Available Resources	\$ 1,069,648.85	\$ 1,484,642.65	\$ 2,341,784.30	\$ 2,284,974.30	\$ 1,378,582.30
STREET CAPITAL IMPROVEMENT					
Salaries & Wages	\$ -	-	\$ -	\$ -	\$ 26,422.43
Personnel Benefits	-	-	-	-	11,323.90
Supplies	-	-	-	-	-
Services	-	861.84	-	-	-
Intergovernmental	-	-	-	-	-
Capital	47,676.50	206,296.70	1,807,000.00	1,260,000.00	679,911.00
Total Street Capital Improvemer	\$ 47,676.50	\$ 207,158.54	\$ 1,807,000.00	\$ 1,260,000.00	\$ 717,657.33
END FUND BAL. - RESERVED	1,021,972.35	1,277,484.11	534,784.30	1,024,974.30	660,924.97
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	\$ 1,069,648.85	\$ 1,484,642.65	\$ 2,341,784.30	\$ 2,284,974.30	\$ 1,378,582.30

308 - PARKS CAPITAL FUND

PROGRAM: Parks Capital Services

PROGRAM STATEMENT:

The capital side of the Parks program serves as a key resource for our community. This program is funded by Park Impact Fees (PIF). PIF revenues are receipted at the time of permit approval for residential/multi-family home construction. The current fee per equivalent residential unit (ERU) is \$4,013. The program strives to enhance the City's parks facilities by utilizing fees for capacity projects that mitigate the impacts of growth within our city limits.

The Parks and Recreation Element of the City's comprehensive plan sets the path for projects within this fund. The list of eligible projects is summarized in the Parks, Trails and Open space document (PTOS). Capital projects are planning, acquisition, construction, or improvements of parks related projects as identified in the PTOS.

STAFFING LEVEL:

The City has not accounted for staff time in this capital project fund. In general, the Engineering Department supports projects within this fund (001.21) however, based on City Council support staff time will be billed to projects within this account to better track and understand the full cost of projects.

FTE's	2013	2014	2015
Total FTE (Parks Cap. Fund)	0	0	0

ACCOMPLISHMENTS:

- City staff have prepared and received quotes for the expansion of playground equipment as budgeted in 2014 however the costs are slightly higher than expected and we are looking for ways to offset the costs with other revenues.
- City staff had planned on negotiating the purchase of land for a park identified within the PTOS in coordination with a current land use application. After beginning the process of the land use action staff believes they will have the opportunity to procure the park through development activity in exchange for PIF credit in lieu of a capital purchase.

EXPECTATIONS:

- Continue to support the City's capital needs with this fund.
- Continue to work proactively with our utility funds and Parks projects to combine projects for a higher realization of construction cost efficiencies.
- We anticipate a fairly large increase in residential construction in 2015 based on construction related private development projects underway in 2014 and the strong housing market in Duvall and on the Eastside. This increase should add to this funds balance providing additional resources to complete projects and enhance our community.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and potentially add back construction projects:
 - Big Rock Ball Field turf reconstruction; fields 1 & 2. Proposing on grants.

EFFICIENCIES IN 2015:

- Continue to incorporate park projects with capital projects as appropriate providing construction cost efficiencies.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- Statewide Growth Management Act (GMA)

REVENUE GENERATED:

Line Item	Amount
Park Impact Fees (2013)	\$ 207,458
Park Impact Fees (2014 budgeted)	\$ 126,000
Park Impact Fees (2014 to date)	\$ 4,527

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
PARKS CAPITAL IMPROVEMENT					
Beginning Fund Balance	\$ 303,940.46	519,958.25	626,784.59	\$ 626,784.59	\$ 625,779.59
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	13,346.07	13,253.24	12,000.00	13,000.00	13,000.00
Charges for Goods & Services	276,288.90	207,458.00	126,000.00	60,195.00	192,624.00
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	1,112.82	1,333.14	1,000.00	1,000.00	500.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	290,747.79	222,044.38	139,000.00	74,195.00	206,124.00
Total Available Resources	\$ 594,688.25	\$ 742,002.63	\$ 765,784.59	\$ 700,979.59	\$ 831,903.59
PARKS CAPITAL IMPROVEMENT					
Salaries & Wages	\$ -	-	-	\$ -	\$ 6,624.80
Personnel Benefits	-	-	-	-	2,839.20
Supplies	-	-	-	-	-
Services	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Capital	74,730.00	115,218.04	532,000.00	75,200.00	-
Total Parks Capital	\$ 74,730.00	\$ 115,218.04	\$ 532,000.00	\$ 75,200.00	\$ 9,464.00
END FUND BAL. - RESERVED	519,958.25	626,784.59	233,784.59	625,779.59	822,439.59
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	\$ 594,688.25	\$ 742,002.63	\$ 765,784.59	\$ 700,979.59	\$ 831,903.59

401 - WATER FUND

PROGRAM: Water Services (O&M)

PROGRAM STATEMENT:

The Water Service program serves as a key resource for our community. This program is housed within the Public Works Department and shares labor between parks, utilities, and streets programs. We are dedicated to providing the highest quality services for our citizens, city employees, business owners, and visitors. The program strives to enhance the City's infrastructure, while maintaining a safe and reliable water distribution system. The operation and maintenance budget for the water division is funded from monthly water rates.

Water serve 2,563 accounts and maintains thirty-nine (39) miles of pipe network with 5 pressure zones, two storage reservoirs totaling 2.6 million gallons (MG), one pump station, three (3) pressure relief stations and twelve (12) pressure reducing stations. Much care and attention is taken to provide an efficient, clean and well cared for water distribution system.

STAFFING LEVEL:

Staffing levels changed in 2014 and slightly again for 2015 as we shift the Public Works Director out of Administration and into other departments, as we continue to more accurately determine actual staff time spent on maintaining the water system and we reduce allocations based on this budget proposal. A portion of the new City Administrator position was also added (+0.15) to this fund changing the FTE count.

FTE'S	2013	2014	2015
Total FTE (Water Fund)	6.15	5.24	4.821

ACCOMPLISHMENTS:

- Completed all annually scheduled maintenance items:
 - Exercising hydrants, valves and pumps.
 - Rebuilding Pressure Reducing Valves annually (2 per station for a total of 24 valves)
 - Reservoir inspections.
 - Water Quality reporting, annually.
 - Water Quality testing, weekly.
- Emphasizing preventative maintenance reduces the frequency of more costly reactive maintenance items over the long term.
- Maintained "Green" operating status with the Washington State Department of Health.
- Previously created and mapped the entire system in GIS to aid in maintenance as well as tracking and inventory of the water system.

EXPECTATIONS:

- Water mainline flushing. Eliminates odors, colors, debris and improves overall water quality in the pipe network.
- We anticipate a fairly large increase in residential building activity in 2015. Development will continue to add to the demands of the network requiring system reviews and inspections on a project by project basis as well as system wide modeling to confirm development can be accommodated.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Currently maintain:

Type	#
Hydrants	400
Pressure Reducing Stations	12
Pressure Relief Stations	3
Pump Station	1
Reservoirs	2
Valves	1,200
Water main (miles)	39

- Review all capital improvement plans and private development project plans.

EFFICIENCIES IN 2015:

- Keep equipment in good operating condition (Service truck, vehicles, trailers) improving performance and lifespan.
- Work proactively to have efficient maintenance routines to save fuel and labor time.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- EPA-National Drinking Water Standards.
- OSHA.
- Washington State Department of Health.
- Washington State L&I.

REVENUE GENERATED:

Line Item	Amount
Water charges	\$1,563,629. ⁶¹
Water hook-up / connection fees	\$31,965
Penalties	\$81,290. ⁵⁵

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
WATER					
Beginning Fund Balance	\$ 1,588,419.29	1,522,884.68	2,011,711.67	\$ 2,011,711.67	\$ 2,328,857.42
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	151,847.00	-	-	-
Charges for Goods & Services	1,671,872.21	1,637,970.83	1,696,160.00	1,642,750.00	1,755,847.00
Fines & Penalties	63,092.66	81,290.55	65,000.00	72,000.00	75,000.00
Miscellaneous Revenues	29,608.48	33,133.42	31,160.00	30,860.00	31,225.00
Other Financing Sources	-	55,326.87	-	-	-
Total Operating Revenues	1,764,573.35	1,959,568.67	1,792,320.00	1,745,610.00	1,862,072.00
Total Available Resources	\$ 3,352,992.64	\$ 3,482,453.35	\$ 3,804,031.67	\$ 3,757,321.67	\$ 4,190,929.42
WATER					
Salaries & Wages	\$ 386,851.47	406,517.05	382,971.00	\$ 376,596.00	\$ 369,403.00
Personnel Benefits	141,505.55	148,349.80	149,853.00	147,602.00	148,255.00
Supplies	499,895.60	480,264.62	526,871.46	502,295.00	524,429.39
Services	185,056.00	195,159.05	296,373.25	197,971.25	286,950.41
Intergovernmental	245,059.41	210,353.58	233,001.00	193,000.00	273,472.00
Capital	371,739.93	30,097.58	16,123.40	11,000.00	53,525.00
Total Water	\$ 1,830,107.96	\$ 1,470,741.68	\$ 1,605,193.11	\$ 1,428,464.25	\$ 1,656,034.80
END FUND BAL. - RESERVED	1,522,884.68	2,011,711.67	2,198,838.56	644,821.00	657,717.00
END FUND BAL. - UNRESERVED	-	-	-	1,684,036.42	1,877,177.62
TOTAL USES	\$ 3,352,992.64	\$ 3,482,453.35	\$ 3,804,031.67	\$ 3,757,321.67	\$ 4,190,929.42

402 - SEWER FUND

PROGRAM: Sewer Services (O&M)

PROGRAM STATEMENT:

The Sewer program serves as a key resource for our community. This program is housed within the Public Works Department and shares labor between parks, utilities, and streets programs throughout the City. We are dedicated to providing the highest quality services for our citizens, city employees, business owners, and visitors. The program strives to enhance the City's infrastructure, while maintaining a safe and reliable sewer distribution and treatment system. Staff is responsible for meeting all requirements and permits regulated by state and federal governments for plant generated air, effluent, and solids. The operation and maintenance budget for the sewer division is funded from monthly sewer rates.

The Sewer utility serves 2,412 accounts and maintains thirty (30) miles of sewer collection pipe, six (6) lift stations, and the waste water treatment plant (WWTP). Much care and attention is taken to provide an efficient, clean and well cared for sewer system.

STAFFING LEVEL:

Staffing levels changed in 2014 and slightly again for 2015 as we shift the Public Works Director out of Administration and into other departments, as we continue to more accurately determine actual staff time spent on maintaining the water system and we reduce allocations based on this budget proposal. A portion of the new City Administrator position was also added (+0.15) to this fund changing the FTE count.

FTE'S	2013	2014	2015
Total FTE (Sewer Fund)	6.72	6.07	5.907

ACCOMPLISHMENTS:

- Completed all scheduled maintenance items:
 - Influent / Effluent water quality testing and reporting, annually.
 - Influent / Effluent water quality testing and reporting, weekly. Including:
 - * Ammonia (NH³).
 - * Biological Oxygen Demand (BOD).
 - * Carbonaceous biochemical oxygen demand (CBOD).
 - * Dissolved Oxygen (DO).
 - * Fecal-coliform.
 - * Nitrate / Nitrite.
 - * Ortho-Phosphate.
 - * pH.
 - * Total organic nitrogen and ammonia nitrogen (TKN).

- * Total Phosphorous.
- * Total Suspended Solids (TSS).
- * Total Volatile Suspended Solids (TVSS).
- Lift station inspections including generator start up, weekly.
- Quarterly lift station inspections (major maintenance) and generator service.
- Emphasizing preventative maintenance reduces the frequency of more costly reactive maintenance items over the long term.
- Salvaged generators from lift station removal project placing two of them at sites which required upgrades. One generator has been kept as a spare.
- Washer Compactor/Bandscreen Installation.
- No accidents at WWTP.
- No sewer lift station overflows.
- No WWTP overflows off site.
- Previously created and mapped the entire system in GIS to aid in maintenance of the system as well as tracking and inventorying the sewer system.
- Received Washington State Department of Ecology 2013 Wastewater Treatment Plant Outstanding Performance Award.
- Installed 2,600 linear feet of new sewer main on Big Rock Road and removed three (3) sewer lift stations reducing obligations and annual maintenance costs.
- Treated 195,400,000 gallons in 2013.
- Treatment plant capabilities:
 - Currently = 1.3 million gallons per day (MGD).
 - Future = 1.75 million gallons per day (MGD).

EXPECTATIONS:

- To maintain an efficiently operating treatment facility and sewer collection infrastructure.
- Sewer mainline flushing. Eliminates back-ups and overflows in the pipe network (reduces claims).
- We anticipate a fairly large increase in residential building activity in 2015. Development will continue to add to the demands of the network requiring system reviews and inspections on a project by project basis as well as system wide modeling to confirm development can be accommodated.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Currently maintain:

Type	#
Lift Stations	6
Sewer manholes	704
Sewer main (miles)	30

- Dewatering of bio-solids and facilitation of shipping the bio-solids to an Eastern Washington beneficial use facility.
- Review all capital improvement plans and private development project plans.

EFFICIENCIES IN 2015:

- Began (and plan on continuing) purchasing chemicals in bulk, saving delivery and purchase costs.
- Continuation of semi-annual lift station, collection system and treatment plant cleaning and degreasing, semi-annual maintenance of emergency generators located at the treatment facility and lift stations and maintenance program for the treatment plant.
- Keep equipment in good operating condition (plant equipment, vehicles, trailers) improving performance and lifespan.
- Replace aging equipment at the WWTP with new more efficient equipment.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- King County Department of Health.
- NPDES.
- OSHA.
- Puget Sound Clean Air Agency.
- Washington State Department of Ecology.
 - Statewide General Permit.
 - Bio-solids Management.
- Washington State Department of Labor & Industries.

REVENUE GENERATED:

Line Item	Amount
Sewer charges	\$2,026,898. ⁴⁶
Sewer hook-up / connection fees	\$2,300

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
SEWER					
Beginning Fund Balance	\$ 1,633,345.99	1,774,325.67	1,518,167.34	\$ 1,518,167.34	\$ 1,424,952.09
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	733.31	-	260,667.00	260,667.00	-
Charges for Goods & Services	1,953,122.17	2,029,198.46	2,051,000.00	2,100,000.00	2,196,500.00
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	5,491.69	4,491.48	3,500.00	3,000.00	3,000.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	1,959,347.17	2,033,689.94	2,315,167.00	2,363,667.00	2,199,500.00
Total Available Resources	\$ 3,592,693.16	\$ 3,808,015.61	\$ 3,833,334.34	\$ 3,881,834.34	\$ 3,624,452.09
SEWER					
Salaries & Wages	\$ 498,553.61	518,444.35	483,434.00	\$ 480,247.00	\$ 493,003.00
Personnel Benefits	185,701.11	199,277.12	200,665.00	199,539.00	210,390.00
Supplies	65,018.83	56,237.24	77,050.00	54,146.44	60,300.00
Services	777,345.02	662,520.69	823,307.12	755,441.81	804,433.97
Intergovernmental	199,991.39	190,090.86	213,650.00	199,652.45	268,298.86
Capital	91,757.53	663,278.01	810,000.00	767,855.55	456,500.00
Total Sewer	\$ 1,818,367.49	\$ 2,289,848.27	\$ 2,608,106.12	\$ 2,456,882.25	\$ 2,292,925.83
END FUND BAL. - RESERVED	1,774,325.67	1,518,167.34	1,225,228.22	1,194,761.00	1,211,956.00
END FUND BAL. - UNRESERVED	-	-	-	230,191.09	119,570.26
TOTAL USES	\$ 3,592,693.16	\$ 3,808,015.61	\$ 3,833,334.34	\$ 3,881,834.34	\$ 3,624,452.09

404 - STORM FUND

PROGRAM: Storm Drainage Services (O&M)

PROGRAM STATEMENT:

The Storm Drainage Service Program serves as a key resource for our community. This program is housed within the Public Works Department and shares labor between parks, utilities, and streets throughout the City. We are dedicated to providing the highest quality services for our citizens, city employees, business owners, and visitors. The program strives to enhance the City's infrastructure, while maintaining a safe and reliable storm drainage collection & treatment system. The operation and maintenance budget for the storm division is funded from monthly storm fees.

The Storm utility serves 2,563 accounts maintaining approximately 53 miles of storm drainage collection pipes and ditches along with approximately 90 water quality treatment facilities (vaults, detention pipes, and ponds), and 1,590 catch basins. Much care and attention is taken in providing an efficient, clean and well cared for storm system. Storm program activities are driven in large part by increasing federal and state regulations requiring compliance with the Clean Water Act.

STAFFING LEVEL:

Staffing levels changed in 2014 and slightly again for 2015 as we shift the Public Works Director out of Administration and into other departments, as we continue to more accurately determine actual staff time spent on maintaining the water system and we reduce allocations based on this budget proposal. A portion of the new City Administrator position was also added (+0.05) to this fund changing the FTE count.

FTE'S	2013	2014	2015
Total FTE (Storm Fund)	5.09	3.96	3.54

ACCOMPLISHMENTS:

- To increase efficiencies, we are experimenting with renting a vactor truck for one month instead of contracting work to a vactor service. While spending the same amount of money, this allows us to clean most all of the structures as opposed having a contractor clean half the system or less.
- Completed the annual inspection of ponds / vaults.
- Emphasizing on preventative maintenance reduces the frequency of more costly reactive maintenance items over the long term.
- Maintained National Pollutant Discharge Elimination Program (NPDES) permit through the Washington State Department of Ecology.
- Updated the previously created and mapped the entire system in GIS to aid in maintenance of the system as well as tracking and inventorying.
- Successfully obtained \$120,000 in grant funding through the Washington State Department of Ecology for the design of storm drainage pond retrofits and LID projects.

EXPECTATIONS:

- Continued NPRES Permit compliance.
- Storm system catch basin annual cleanings.
- To maintain runoff treatment facilities and the storm drainage collection system infrastructure.
- We anticipate a fairly large increase in residential building activity in 2015 which should continue to add to the demands of the network requiring review and inspections on a project by project basis as well as system wide modeling to confirm development can be accommodated.
- Weed eat / mow all storm drainage ponds at least once (not possible without summer helpers)

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Currently maintain:

Type	#
Catch basins	1,590
Detention ponds (open)	30
Detention vaults and pipes (underground)	40
Storm pipes/ditches (miles)	53

- Properly dispose of catch basin materials and roadway sweepings. They are classified as hazardous (hydrocarbons, etc.) and must be disposed of appropriately.
- Review all capital improvement plans and private development project plans. Always suggest / begin a review with the hope of an open water quality pond being built. Open ponds cost a little more annually to maintain but will never cost as much as replacing an underground, reinforced concrete detention facility.
- When possible, dewater / decant materials at a designated water quality facility in Duvall allowing solids to be dewatered, saving trucking and disposal fees (weight reduces when dewatering).

EFFICIENCIES IN 2015:

- Continue to explore the benefits of utilizing rental equipment operated by staff rather than hiring contractors for certain types of work.
- Continued in-house NPDES permit compliance activities.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- Federal Clean Water Act.
- National Pollutant Discharge Elimination System (NPDES).
- OSHA.

- United States Environmental Protection Agency (EPA).
- Washington State Department of Ecology.
- Washington State Department of Labor & Industries.

REVENUE GENERATED:

Line Item	Amount
Storm charges	\$642,155. ⁰²

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
STORM DRAINAGE					
Beginning Fund Balance	\$ 334,631.65	269,969.97	349,923.74	\$ 349,923.74	\$ 382,892.15
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	186,260.35	92,975.06	145,000.00	131,118.00	7,600.00
Charges for Goods & Services	618,821.45	642,155.02	657,408.00	657,000.00	686,135.00
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	782.01	1,539.93	800.00	1,100.00	800.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	805,863.81	736,670.01	803,208.00	789,218.00	694,535.00
Total Available Resources	\$ 1,140,495.46	\$ 1,006,639.98	\$ 1,153,131.74	\$ 1,139,141.74	\$ 1,077,427.15
STORM DRAINAGE					
Salaries & Wages	\$ 327,207.67	334,195.04	292,153.00	\$ 287,496.00	\$ 270,016.00
Personnel Benefits	123,757.32	121,933.11	115,367.00	113,408.00	109,772.00
Supplies	19,276.42	22,634.88	16,511.60	18,230.00	19,100.00
Services	175,084.06	126,172.98	310,147.32	278,960.79	244,198.30
Intergovernmental	56,534.02	51,576.62	60,776.00	58,154.80	74,267.00
Capital	168,666.00	203.61	4,000.00	-	4,000.00
Total Storm Drainage	\$ 870,525.49	\$ 656,716.24	\$ 798,954.92	\$ 756,249.59	\$ 721,353.30
END FUND BAL. - RESERVED	269,969.97	349,923.74	354,176.82	278,676.00	274,049.52
END FUND BAL. - UNRESERVED	-	-	-	104,216.15	82,024.33
TOTAL USES	\$ 1,140,495.46	\$ 1,006,639.98	\$ 1,153,131.74	\$ 1,139,141.74	\$ 1,077,427.15

407 - WATER CAPITAL FUND

PROGRAM: Water Capital Services

PROGRAM STATEMENT:

The capital side of the Water program serves as a key resource for our community and its continual growth. This program is funded by water connection fees, commonly called General Facility Charges (GFC's). GFC revenues are receipted at the time of permit approval for commercial or residential construction. The current fee per equivalent residential unit (ERU, one single family residence) is \$6,999. The program strives to enhance the City's water system infrastructure by utilizing the facilities charges for system wide capacity improvements and replacement projects.

The six (6) year comprehensive water system plan sets the path for projects within this fund. The list of eligible projects is updated annually. The City follows a six (6) year plan as required by WSDOH and is provided by the Engineering Department to the Mayor, City Council and King County for approval.

STAFFING LEVEL:

The City does not account for staff time in this capital project fund. In general, the Engineering Department supports projects within this fund (001.21).

FTE's	2013	2014	2015
Total FTE (Water Cap. Fund)	0	0	0

ACCOMPLISHMENTS:

- Added water main within the "Centennial" project as an efficiency. This allows for better water quality, flow and circulation in the downtown area as well as enabling future development / Economic Development.
- Completed the engineering analysis for:
 - Reservoir Seismic Evaluations and Recommendations.
 - Tolt 2 Supply Line Evaluation/Pre-Design.

EXPECTATIONS:

- Continue to support the City's capital needs with this fund.
- Continue to work proactively with our utility funds / projects to combine projects for a higher realization of construction cost efficiencies.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and add projects as appropriate.

EFFICIENCIES IN 2015:

- Continue to incorporate water-related capital projects with other city projects as appropriate providing construction cost efficiencies.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- EPA-National Drinking Water Standards.
- Maintain required licenses to run a municipal water system.
- Statewide DOH drinking water standards.
- Washington State Department of Health, drinking water standards.

REVENUE GENERATED:

Line Item	Amount
General Facilities Charges (2013)	\$ 330,963
General Facilities Charges (2014 budgeted)	\$ 195,000
General Facilities Charges (2014 to date)	\$ 0

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
WATER CAPITAL IMPROVEMENT					
Beginning Fund Balance	694,213.03	923,147.04	775,798.57	775,798.57	481,555.67
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	2,108.88	1,923.05	1,650.00	1,100.00	1,500.00
Other Financing Sources	532,480.00	330,963.00	195,000.00	104,985.00	335,952.00
Total Operating Revenues	534,588.88	332,886.05	196,650.00	106,085.00	337,452.00
Total Available Resources	1,228,801.91	1,256,033.09	972,448.57	881,883.57	819,007.67
WATER CAPITAL IMPROVEMENT					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	226,582.00	212,790.00	205,320.00	205,320.00	212,280.00
Debt Services - Principal	65,199.90	65,199.90	65,199.90	65,199.90	65,199.84
Debt Services - Interest	4,905.48	3,756.74	2,608.00	2,608.00	1,459.25
Intergovernmental	8,967.49	5,953.62	2,925.00	1,000.00	5,000.00
Capital	-	192,534.26	310,000.00	126,200.00	201,850.00
Total Water Capital	305,654.87	480,234.52	586,052.90	400,327.90	485,789.09
END FUND BAL. - RESERVED	923,147.04	775,798.57	386,395.67	481,555.67	333,218.58
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	1,228,801.91	1,256,033.09	972,448.57	881,883.57	819,007.67

408 - SEWER CAPITAL FUND

PROGRAM: Sewer Capital Services

PROGRAM STATEMENT:

The capital side of the Sewer program serves as a key resource for our community and its continual growth. This program is funded by sewer connection fees, commonly called General Facility Charges (GFC's). GFC revenues are receipted at the time of permit approval for construction projects including commercial construction or at final plat for residential / multi-family home developments. The current fee per equivalent residential unit (ERU) is \$9,962. The program strives to enhance the City's sewer system infrastructure and treatment process by utilizing the facilities charges for system wide capacity improvements and replacement projects.

The comprehensive sewer system plan sets the path for projects within this fund. The list of eligible projects is updated annually. As the city grows, significant future projects will involve capacity related improvements at the Wastewater Treatment Plant (WWTP). It is expected that we will need to install the fourth (4th) treatment train in the next 5-10 year planning cycle. Current capacity should be adequate to a population of approximately 9,000 with ultimate build out providing process treatment capacity for a population of approximately 13,000.

STAFFING LEVEL:

The City does not account for staff time in this capital project fund. In general, the Engineering Department supports projects within this fund (001.21).

FTE's	2013	2014	2015
Total FTE (Sewer Cap. Fund)	0	0	0

ACCOMPLISHMENTS:

- No projects in 2014
- Bandscreen
- Curtain Wall installation in 2013

EXPECTATIONS:

- Evaluate plant expansion needs based on housing activity.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and add projects as appropriate.

EFFICIENCIES IN 2015:

- Continue to incorporate sewer-related capital projects with other city projects as appropriate providing construction cost efficiencies.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- King County Department of Health.
- NPDES.
- Puget Sound Clean Air Agency.
- Washington State Department of Ecology.

REVENUE GENERATED:

Line Item	Amount
General Facilities Charges (2013)	\$ 545,109. ¹¹
General Facilities Charges (2014 budgeted)	\$ 361,000
General Facilities Charges (2014 to date)	\$ 6,198

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Beginning Fund Balance	66,246.17	103,068.59	419,336.86	419,336.86	467,148.26
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	166,233.02	162,221.81	166,907.29	144,616.56	201,108.96
Other Financing Sources	238,404.88	545,109.11	361,000.00	249,050.00	727,226.00
Total Operating Revenues	404,637.90	707,330.92	527,907.29	393,666.56	928,334.96
Total Available Resources	470,884.07	810,399.51	947,244.15	813,003.42	1,395,483.22
SEWER CAPITAL IMPROVEMENT					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	30,344.02	47,286.77	11,300.00	11,300.00	31,736.62
Debt Services - Principal	313,113.69	314,682.85	316,259.88	316,259.88	317,844.80
Debt Services - Interest	21,441.47	19,872.31	18,295.28	18,295.28	16,710.36
Intergovernmental	2,320.75	9,220.72	6,915.00	-	-
Capital	595.55	-	-	-	-
Total Sewer Capital	367,815.48	391,062.65	352,770.16	345,855.16	366,291.78
END FUND BAL. - RESERVED	103,068.59	419,336.86	594,473.99	467,148.26	1,029,191.44
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	470,884.07	810,399.51	947,244.15	813,003.42	1,395,483.22

409 - STORM CAPITAL FUND

PROGRAM: Storm Capital Services

PROGRAM STATEMENT:

The capital side of the Storm drainage program serves as a key resource for our community and its continual growth. This program is funded by storm drainage area charges. Storm revenues are receipted at the time of final plat for residential / multi-family home development. The current fee is \$1,823 per acre. The program strives to enhance the City's storm system infrastructure by utilizing the facilities charges for system wide capacity and replacement projects.

The comprehensive drainage plan sets the path for projects within this fund. The list of eligible projects is updated annually. Most projects identified over the past several years have been completed with grant funding. A funding strategy for this program should be reviewed and updated to provide a more reliable source of revenue.

STAFFING LEVEL:

The City does not account for staff time in this capital project fund. In general, the Engineering Department supports projects within this fund (001.21).

FTE's	2013	2014	2015
Total FTE (Storm Cap. Fund)	0	0	0

ACCOMPLISHMENTS:

- Parkwood Pond Retrofit Design, DOE LID Design projects.

EXPECTATIONS:

- Begin looking at facility retrofits or expansion based on housing activity.
- Review and update storm drainage comprehensive plan to prepare for future growth.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and add projects as appropriate.

EFFICIENCIES IN 2015:

- Continue to incorporate storm-related capital projects with other city projects with as appropriate.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- NPDES
- Washington State Department of Ecology

REVENUE GENERATED:

Line Item	Amount
Area Connection Charges (2013)	\$ 10,217. ⁷⁵
Area Connection Charges (2014 budgeted)	\$ 12,000
Area Connection Charges (2014 to date)	\$ 0

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
STORM DRAINAGE IMPROVEMENT					
Beginning Fund Balance	6,374.89	11,654.77	10,718.86	10,718.86	19,668.86
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	23.00	28.83	15.00	15.00	30.00
Other Financing Sources	5,403.70	10,217.75	12,000.00	9,115.00	82,035.00
Total Operating Revenues	5,426.70	10,246.58	12,015.00	9,130.00	82,065.00
Total Available Resources	11,801.59	21,901.35	22,733.86	19,848.86	101,733.86
STORM DRAINAGE IMPROVEMENT					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	53.32	-	-	-	-
Intergovernmental	93.50	182.49	180.00	180.00	1,200.00
Capital	-	11,000.00	-	-	-
Total Storm Drainage	146.82	11,182.49	180.00	180.00	1,200.00
END FUND BAL. - RESERVED	11,654.77	10,718.86	22,553.86	19,668.86	100,533.86
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	11,801.59	21,901.35	22,733.86	19,848.86	101,733.86

410 - UTILITY REVENUE BOND DEBT SERVICE FUND

PROGRAM: Bond Debt Service

PROGRAM STATEMENT:

The purpose of this fund is to redeem bond principal and make semi-annual interest payments on the outstanding utility revenue bonds. The utilities currently have two outstanding bond issues; the 2004 water tank bonds and the 2000 sewer bonds that were refinanced in 2011. The water bonds will be paid off in 2016 and the Sewer bonds will be paid off in 2018. Principal payments for Water are made in July with semi-annual interest in January and July. Principal payments for Sewer are made in November with semi-annual interest in May and November. The new sewer bonds were structured with a large payment due in 2017. The total bond obligations for principal and interest are shown below.

	2004 Water Tank	2011 Sewer
2015	\$212,580	\$ 230,905
2016	\$209,000	\$ 231,705
2017	0	\$ 442,620
2018	0	\$ 138,375
TOTAL	\$421,580	\$1,043,605

STAFFING LEVEL:

none

ACCOMPLISHMENTS:

- Refinanced the sewer bonds in 2011 and saved the utility over \$200,000 in interest over the remaining 7 years of the bonds.
- Earned an AA rating for the City Utilities in 2011

EXPECTATIONS:

- Pay the principal and interest when due

OVERVIEW OF PRESENT AND ONGOING ACTIVITIES:

- Submittal of financial information each year for continuing disclosure per Municipal Securities Rulemaking Board (MSRB)
- Compliance with bond covenants

EFFICIENCIES IN 2015:

NA

MANDATED PROGRAMS – FEDERAL AND STATE:

- RCW 43.09.200 – Compliance with WA St. Auditor’s Budgetary, Accounting & Reporting System (BARS).
- Bond ordinance covenants. Revenue bonds carry with them a number of covenants; one of these is reserve requirements. The reserve requirement is the least of: Maximum Annual Debt service requirement, average annual debt service x 1.25 or 10% of issue price of the 2004 and 2011 bonds. Our reserve requirement is based on the 10% rule and is currently \$261,500.

REVENUE GENERATED:

Line Item	Amount
Interest	\$ 200
Transfer in from water	\$212,580
Transfer in from Sewer	\$230,905

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Beginning Fund Balance	57,328.58	57,419.74	17,695.72	17,695.72	17,695.72
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	276.42	213.11	200.00	200.00	200.00
Other Financing Sources	432,202.53	393,756.49	439,031.25	439,031.25	443,585.00
Total Operating Revenues	432,478.95	393,969.60	439,231.25	439,231.25	443,785.00
Total Available Resources	489,807.53	451,389.34	456,926.97	456,926.97	461,480.72
BOND REDEMPTION					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	977.16	301.75	1,000.00	600.00	600.00
Debt Services - Principal	365,000.00	375,000.00	390,000.00	390,000.00	405,000.00
Debt Services - Interest	66,410.63	58,391.87	48,631.25	48,631.25	38,185.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Bond Redemption	432,387.79	433,693.62	439,631.25	439,231.25	443,785.00
END FUND BAL. - RESERVED	57,419.74	17,695.72	17,295.72	17,695.72	17,695.72
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	489,807.53	451,389.34	456,926.97	456,926.97	461,480.72

411 - UTILITY REVENUE BOND DEBT RESERVE FUND

PROGRAM: Bond Debt Reserve

PROGRAM STATEMENT:

The purpose of this fund is to maintain the required reserve balance for the outstanding revenue bonds. A reserve fund is required by the bond covenants and is currently calculated based on 10% of the issue price of the 2004 and 2011 bonds. The required reserve is currently \$261,500 and will decrease in 2018 to \$138,375 when the water bonds are paid off and be eliminated totally in 2019 when the sewer bonds are paid off. Interest revenue earnings in excess of the required reserve balance are transferred to the utility funds each year.

STAFFING LEVEL:

none

ACCOMPLISHMENTS:

- Refinanced the sewer bonds in 2011 and saved the utility over \$200,000 in interest over the remaining 7 years of the bonds.
- Earned an AA rating for the City Utilities in 2011

EXPECTATIONS:

- Maintain the required reserve balance.

OVERVIEW OF PRESENT AND ONGOING ACTIVITIES:

- Submittal of financial information each year for continuing disclosure per Municipal Securities Rulemaking Board (MSRB)
- Compliance with bond covenants

EFFICIENCIES IN 2015:

NA

MANDATED PROGRAMS – FEDERAL AND STATE:

- RCW 43.09.200 – Compliance with WA St. Auditor’s Budgetary, Accounting & Reporting System (BARS)
- Bond ordinance covenants. Revenue bonds carry with them a number of covenants; one of these is reserve requirements. The reserve requirement is the least of: Maximum Annual Debt service requirement, average annual debt service x 1.25 or 10% of issue price of the 2004 and 2011 bonds. Our reserve requirement is based on the 10% rule and is currently \$261,500.

REVENUE GENERATED:

Line Item	Amount
Interest	\$400

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Beginning Fund Balance	261,850.00	261,850.00	261,850.00	261,850.00	261,850.00
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	-
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	670.03	606.49	400.00	400.00	400.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	670.03	606.49	400.00	400.00	400.00
Total Available Resources	262,520.03	262,456.49	262,250.00	262,250.00	262,250.00
BOND RESERVE					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Services	670.03	606.49	400.00	400.00	400.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Bond Reserve	670.03	606.49	400.00	400.00	400.00
END FUND BAL. - RESERVED	261,850.00	261,850.00	261,850.00	261,850.00	261,850.00
END FUND BAL. - UNRESERVED	-	-	-	-	-
TOTAL USES	262,520.03	262,456.49	262,250.00	262,250.00	262,250.00

501 - EQUIPMENT FUND

PROGRAM: Equipment Services

PROGRAM STATEMENT:

This type of fund is called an internal service fund. It is a shared fund used only for equipment (vehicles, mowers, typically purchases of items greater than \$5,000 each) and their maintenance. A benefit of this type of fund is that it clearly shows the amount of costs solely attributable to equipment and the resources necessary to maintain, repair or replace it. This is a fairly new fund for the city; and was initiated in 2011 for the purpose of amortizing replacement costs, maintaining a reserve, identifying the entire city's equipment in one place, and allowing for funds for equipment to have their own account.

The city has become more responsible for funding replacement as well as proactive in budgeting for items. Every department and program within the city contributes its fair share based on FTE splits and the individual needs of the departments.

STAFFING LEVEL:

The City does not account for staff time in this fund.

ACCOMPLISHMENTS:

- Maintained required reserves of \$200,000.
- Enhanced surplus procedures attempting to maximize sales of surplus equipment while trying to spend a reasonably low amount of staff time to do so.

EXPECTATIONS:

- Staff manages the purchases of equipment and repair of equipment in an efficient manner.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Continue to monitor funds and maintain reserves.

EFFICIENCIES IN 2015:

- Continuing to utilize state bid and competitive bid processes.

MANDATED PROGRAMS – FEDERAL AND STATE:

Implementation of state and nationally standardized codes including:

- State law for surplus sales (RCW 39.33)

REVENUE GENERATED:

Line Item	Amount
Sales of scrap and junk (2013)	\$ 0
Miscellaneous Revenues (2013)	\$ 0
Sales of fixed assets (2013)	\$ 6,575

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
EQUIPMENT & VEHICLE					
Beginning Fund Balance	\$ 456,376.90	\$ 472,675.41	\$ 545,374.38	\$ 545,374.38	\$ 493,441.78
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	22,431.21	2,000.00	-	-	-
Charges for Goods & Services	220,663.90	199,750.00	193,492.00	133,612.50	76,161.00
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	1,208.71	1,221.38	800.00	9,100.00	800.00
Other Financing Sources	-	6,575.00	-	-	-
Total Operating Revenues	244,303.82	209,546.38	194,292.00	142,712.50	76,961.00
Total Available Resources	\$ 700,680.72	\$ 682,221.79	\$ 739,666.38	\$ 688,086.88	\$ 570,402.78
EQUIPMENT & VEHICLE					
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-	-	-
Supplies	4,067.12	6,636.35	21,987.00	9,200.00	10,000.00
Services	62,814.15	58,753.83	72,732.00	63,033.10	65,097.00
Intergovernmental	-	-	-	-	-
Capital	161,124.04	71,457.23	134,391.00	122,412.00	22,400.00
Total Equipment & Vehicle	\$ 228,005.31	\$ 136,847.41	\$ 229,110.00	\$ 194,645.10	\$ 97,497.00
END FUND BAL. - RESERVED	472,675.41	545,374.38	510,556.38	200,000.00	200,000.00
END FUND BAL. - UNRESERVED	-	-	-	293,441.78	272,905.78
TOTAL USES	\$ 700,680.72	\$ 682,221.79	\$ 739,666.38	\$ 688,086.88	\$ 570,402.78

502 - INFORMATION TECHNOLOGY

PROGRAM: Information Technology Internal Service Fund

PROGRAM STATEMENT:

The Information Technology program is charged with operating and maintaining voice and data networks, providing on-going software support for various enterprise and departmental systems as well as working cooperatively with departments to identify and adopt new technologies throughout the City and Police. This includes the of all city and police systems

Duvall currently maintains intra-site fiber runs to 6 sites, 12+ network appliances, 16+ physical and virtualized server environments, 60+ workstations\laptops\mobile devices\MDT, 8+ major software systems (116+ total), VoIP and facility security system. These systems require constantly monitor, patch, upgrade, reconfigure, and maintenance. Other related activities include governance, purchase, disaster planning and recovery, compliance audits for system integrity and security and regulatory policies.

STAFFING LEVEL:

In previous years, a portion of the IT Manager was allocated out and funded in part by the utilities. The allocation to the general fund is shown below. The program is currently under review for 2015 with consultants and contractors supporting this program.

FTE's	2013	2014	2015
Total FTE (General Fund)	.5	.5	.0

ACCOMPLISHMENTS:

- Centralization of IT costs into a separate fund for entire city. This provides better visibility of technology costs, will ensure departments pay their fair share and retain the integrity of appropriations to which charges are made.
- Successful completion of the 2014 bi-annual Criminal Justice Information Systems (CJIS) audit.
- Recommendation and implementation of plans review system for planning departments.
- Upgrade of all user systems to a supported platform (e.g.: XP to Windows 7, Server 2000 to 2012).
- To get more done with existing staff it is necessary to create and maintain a solid and reliable server and network infrastructure. Since 2011 the city has improved application and back-office support through: server virtualization, network improvements, implementation of help desk system, training and migration to a shared storage system. This has resulted in minimizing the number of physical servers, and power requirements, while expanding the services offered and improved stability overall to 99.9%.

EXPECTATIONS:

- Maintain a “no call is too small” policy when servicing help desk requests.
- Fully fund, maintain, evaluate and adjust system replacement costs for city and police needs as the environment changes.

- Support ad-hoc departmental projects as requested.
- Identify and create technology governance and policies still needed.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- Establishing the city as a critical node on the King County network (INET) that services all agencies in the Snoqualmie Valley.
- Consolidation of all software services to central data center at the police station.
- Creation of multi-site (in town) backup storage point at public works.

EFFICIENCIES IN 2015:

- Migration to Office 365 Government Cloud
- Begin providing “brown bag” or “lunch and learn” sessions to employees in effort to reduce help desk requests.
- Evaluation of existing workflows in city for possible automation.

MANDATED PROGRAMS – FEDERAL AND STATE:

- Public Records: RCW 40.14, 42.56, 82.32.330, WAC 458-276
- CJIS (Criminal Justice Information Systems) Policy
- The Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, RCW 43.105.041, Washington State Guidelines 1000-G1
- National Infrastructure Protection Plan (NIPP), as defined in section 2.2.4
- PCI Data Security Standard (Credit Card Security)

REVENUE GENERATED:

This is an Internal Service Fund and is fully reimbursed by the other funds that it serves.

BUDGET SUMMARY:

Description	2012 Actual	2013 Actual	2014 Adopted	2014 Y/E Estimate	2015 Budget
IT					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges for Goods & Services	-	-	-	-	256,921.00
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	-	-	-	-	256,921.00
Total Available Resources	\$ -	\$ -	\$ -	\$ -	\$ 256,921.00
IT					
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	32,750.00
Services	-	-	-	-	199,171.00
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total IT	\$ -	\$ -	\$ -	\$ -	\$ 231,921.00
END FUND BAL. - RESERVED	-	-	-	-	25,000.00
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 256,921.00

503 - BUILDING FUND

PROGRAM: Building Maintenance Services

PROGRAM STATEMENT:

This type of fund is called an internal service fund. It is a shared fund used only for building maintenance, upgrades and repairs. A benefit of this type of fund is that it clearly shows the amount of costs solely attributable to building maintenance. This is a fairly new fund for the city; and was initiated in 2012 for the purpose of identifying within a consolidated budget line what it takes to operate city facilities in whole to provide a better understanding of that effort. Previously, it was very difficult to understand the resources necessary to maintain all of our facilities.

The city has become more responsible for funding maintenance as well as proactive in budgeting for items. Every department or program within the city contributes its fair share based on FTE splits and the individual needs of the departments.

STAFFING LEVEL:

The City does not account for staff time in this fund.

ACCOMPLISHMENTS:

- On-going updates to the previously completed Facilities Inventory and Summary.
- With the consolidation of all of the city buildings into one account it has increased efficiencies in many ways. Some examples are: consolidated purchasing procedures, minimized service providers, minimized scheduling repairs to buildings (fewer providers to track down), began specifying annual service contracts (already saved thousands of dollars on HVAC unit repairs alone) and streamlined billing.

EXPECTATIONS:

- Staff manages the facilities and their needs for repair in an efficient manner.

OVERVIEW OF ONGOING AND PRESENT ACTIVITIES:

- City buildings:

Building	age
City Hall	37
Comfort Station (Restroom)	1
Dougherty Farmhouse	126
Old Library (current Visitor's Center)	79
Permit Center @ WWTP	26
Police Station	10

Building	age
Public Works Shop	15
Railroad Depot	103
Tech Center	23
WRECK Center	76

EFFICIENCIES IN 2015:

- Continuing to utilize state bid and competitive bid process for services.

MANDATED PROGRAMS – FEDERAL AND STATE:

NA

REVENUE GENERATED:

Line Item	Amount
Interdepartmental transfers, no revenue over operating costs	\$ 0

BUDGET SUMMARY:

Line Item	2012 Actuals	2013 Actuals	2014 Adopted	2014 Estimated	2015 Proposed
Beginning Fund Balance	12,964.70	9,203.60	37,134.98	37,134.98	17,523.21
Taxes	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Intergovernmental	5,610.00	8,274.00	-	-	-
Charges for Goods & Services	89,010.00	118,312.00	108,133.04	87,133.04	112,389.80
Fines & Penalties	-	-	-	-	-
Miscellaneous Revenues	24.86	49.30	20.00	20.00	20.00
Other Financing Sources	-	-	-	-	-
Total Operating Revenues	94,644.86	126,635.30	108,153.04	87,153.04	112,409.80
Total Available Resources	107,609.56	135,838.90	145,288.02	124,288.02	129,933.01
Building Maintenance					
Salaries & Wages	-	-	-	-	-
Personnel Benefits	-	-	-	-	-
Supplies	-	-	-	-	1,000.00
Services	98,405.96	98,703.92	129,133.04	106,764.81	111,389.84
Intergovernmental	-	-	-	-	-
Capital	-	-	-	-	-
Total Building Maintenance	98,405.96	98,703.92	129,133.04	106,764.81	112,389.84
END FUND BAL. - RESERVED	9,203.60	37,134.98	16,154.98	17,523.21	17,543.17
TOTAL USES	107,609.56	135,838.90	145,288.02	124,288.02	129,933.01

EXHIBIT B

CITY OF DUVALL NON-UNION PAY CLASSIFICATIONS - 2015

2% over 2014-proposed

		PROBATION PERIOD		STEPS					LONGEVITY PAY		
		A	B	C	D	E	F	G	H	I	J
		10-14 YRS	15-19 YRS	20+ YRS							
CITY ADMINISTRATOR	ANNUAL	120,000.00	122,400.00	124,848.00	127,344.96	129,891.86	132,489.70	135,139.49			
	MONTHLY	9,282.00	9,282.00	9,514.05	9,751.90	9,995.70	10,245.59	10,501.73			
PUBLIC WORKS DIRECTOR	ANNUAL		105,692.09	108,826.04	111,829.39	114,858.85	117,888.36	120,943.94			
	MONTHLY		8,807.67	9,068.84	9,319.12	9,571.57	9,824.03	10,078.66			
PLANNING DIRECTOR	ANNUAL		94,880.00	96,777.60	98,713.15	100,687.42	102,701.16	104,755.19			
	MONTHLY		7,906.67	8,064.80	8,226.10	8,390.62	8,558.43	8,729.60			
POLICE CHIEF	ANNUAL		102,442.22	105,003.28	107,628.36	110,319.07	113,077.05	115,903.97			
	MONTHLY		8,536.85	8,750.27	8,969.03	9,193.26	9,423.09	9,658.66			
FINANCE DIRECTOR	ANNUAL	95,171.75	97,075.17	99,016.68	100,997.02	103,016.96	105,077.30	107,178.85	660.11	1,320.08	1,980.19
	MONTHLY	7,930.98	8,089.60	8,251.39	8,416.42	8,584.75	8,756.44	8,931.57	55.01	110.01	165.02
CITY ENGINEER	ANNUAL	88,690.47	92,999.63	97,282.69	101,565.75	105,927.14	110,210.20	114,493.24	660.11	1,320.08	1,980.19
	MONTHLY	7,390.87	7,749.97	8,106.89	8,463.81	8,827.26	9,184.18	9,541.10	55.01	110.01	165.02
PLANNING MANAGER	ANNUAL	73,338.18	76,138.13	79,754.41	83,370.68	86,986.96	90,603.23	94,219.50	660.11	1,320.08	1,980.19
	MONTHLY	6,111.52	6,344.84	6,646.20	6,947.56	7,248.91	7,550.27	7,851.63	55.01	110.01	165.02
IT MANAGER	ANNUAL	77,684.57	79,269.95	80,887.71	82,538.48	84,222.94	85,941.77	87,695.69	660.11	1,320.08	1,980.19
	MONTHLY	6,473.71	6,605.83	6,740.64	6,878.21	7,018.58	7,161.81	7,307.97	55.01	110.01	165.02
EXECUTIVE ASST TO THE PW DIRECTOR	ANNUAL	62,178.00	63,409.24	64,686.09	65,962.94	67,285.40	68,630.65	70,021.50	660.11	1,320.08	1,980.19
	MONTHLY	5,181.50	5,284.10	5,390.51	5,496.91	5,607.12	5,719.22	5,835.13	55.01	110.01	165.02
ACCOUNTANT	ANNUAL	60,145.52	62,548.21	65,055.37	67,666.96	70,356.94	73,177.47	76,102.50	660.11	1,320.08	1,980.19
	MONTHLY	5,012.13	5,212.35	5,421.28	5,638.91	5,863.08	6,098.12	6,341.87	55.01	110.01	165.02
BUILDING OFFICIAL	ANNUAL	54,948.40	58,761.36	62,495.96	66,282.81	70,174.42	73,804.27	77,565.00	660.11	1,320.08	1,980.19
	MONTHLY	4,579.03	4,896.78	5,208.00	5,523.57	5,834.79	6,150.36	6,463.75	55.01	110.01	165.02
CITY CLERK	ANNUAL	53,407.55	57,168.29	60,955.11	64,715.85	68,476.57	72,289.53	76,024.13	660.11	1,320.08	1,980.19
	MONTHLY	4,450.63	4,764.02	5,079.59	5,392.99	5,706.38	6,024.13	6,335.34	55.01	110.01	165.02
RECORDS MANAGER - POLICE	ANNUAL	54,304.64	55,378.25	56,476.82	57,600.37	58,748.88	59,847.46	61,120.81	660.11	1,320.08	1,980.19
	MONTHLY	4,525.39	4,614.85	4,706.40	4,800.03	4,895.74	4,987.29	5,093.40	55.01	110.01	165.02
COMMUNITY COORDINATOR	ANNUAL	49,501.47	50,491.07	51,502.18	52,534.80	53,588.94	54,643.08	55,740.25	660.11	1,320.08	1,980.19
	MONTHLY	4,125.12	4,207.59	4,291.85	4,377.90	4,465.75	4,553.59	4,645.02	55.01	110.01	165.02

EXHIBIT C

CITY OF DUVALL Hourly Billing Rates

	2014 <u>Rates</u>	2015 <u>Rates</u>	% <u>Change</u>
City Administrator	\$ -		
Planning Admin. Assistant	\$ 57.00	\$ 58.00	2%
Associate Planner	\$ 84.00	\$ 86.00	2%
Planning Mgr/Senior Planner	\$ 92.00	\$ 94.00	2%
Planning Director			
Engineering Technician	\$ 81.00	\$ 83.00	2%
Public Works Superintendent	\$ 98.00	\$ 100.00	2%
Utilities Inspector	\$ -		
City Engineer	\$ 108.00	\$ 110.00	2%
Public Works Director	\$ 113.00	\$ 115.00	2%
Building Official	\$ 111.00	\$ 113.00	2%
Plans Examiner	\$ 81.00	\$ 83.00	2%
Building Permit Technician	\$ 78.00	\$ 79.50	2%
Public Works Crew Time	\$ 82.00	\$ 84.00	2%
Project Managers	\$ 91.00	\$ 93.00	2%
Police Services*	\$ 67.00	\$ 68.50	2%

*Police rates may vary due to personnel required and equipment used.
Billing Rates will be for actual costs incurred.