



**THE ADVENTURE  
STARTS HERE!**

# UTILITY FUNDS

## Fund 411 Water O&M

This fund supports the maintenance, operation, and inspection of existing and new installations within the City's drinking water system which consists of approximately 150 miles of pipe and appurtenances and 9 reservoirs. Performance of maintenance activities is required in order to comply with Washington Administrative Code section(s) 246-290 and maintain the City's water system operating permit as administered by the Washington State Department of Health, Office of Drinking Water.

Water related capital is accounted for in Fund 412 Water CIP, thus this fund has no capital considerations. Ending fund balance over the 12% required reserves (per City policy) is transferred from this fund into the water capital fund each year to be used for scheduled water capital projects.

| Revenues               |                |                |                |                |                   |                  |
|------------------------|----------------|----------------|----------------|----------------|-------------------|------------------|
|                        | Actual<br>2015 | Actual<br>2016 | Actual<br>2017 | Budget<br>2018 | Projected<br>2018 | Approved<br>2019 |
| Beginning Fund Balance | \$ 1,468,720   | \$ 2,658,150   | \$ 3,696,326   | \$ 4,681,476   | \$ 4,681,476      | \$ 938,190       |
| Taxes                  | -              | -              | -              | -              | -                 | -                |
| Licenses & Permits     | -              | -              | -              | -              | -                 | -                |
| Intergovernmental      | -              | -              | -              | -              | -                 | -                |
| Charges for Services   | 4,919,322      | 5,488,619      | 6,693,165      | 5,892,476      | 6,108,759         | 6,535,405        |
| Fines & Forfeitures    | -              | -              | -              | -              | -                 | -                |
| Interest & Other       | 23,748         | 83,563         | 2,960,327      | 31,125         | 50,434            | 56,700           |
| Transfers In           | 5,770          | 13,848         | -              | -              | -                 | 34,937           |
| Total                  | \$ 6,417,560   | \$ 8,244,180   | \$13,349,817   | \$10,605,077   | \$ 10,840,669     | \$ 7,565,232     |

| Expenditures           |                |                |                |                |                   |                  |
|------------------------|----------------|----------------|----------------|----------------|-------------------|------------------|
|                        | Actual<br>2015 | Actual<br>2016 | Actual<br>2017 | Budget<br>2018 | Projected<br>2018 | Approved<br>2019 |
| Personnel              | \$ 711,294     | \$ 798,531     | \$ 855,884     | \$ 909,082     | \$ 875,671        | \$ 937,639       |
| Supplies (30)          | 1,205,109      | 1,599,298      | 1,594,928      | 1,606,350      | 1,688,572         | 1,788,285        |
| Professional Svcs (40) | 706,772        | 876,833        | 898,538        | 946,008        | 799,944           | 945,403          |
| Intergovernmental (50) | 232,412        | 600,116        | 897,161        | 889,710        | 891,069           | 953,395          |
| Capital (60)           | -              | 40             | -              | 750            | -                 | -                |
| Debt Service (70-80)   | 623,823        | 659,802        | 799,897        | 697,710        | 697,709           | 694,940          |
| Other (90)             | 280,000        | 8,823          | 3,641,001      | 4,949,513      | 4,949,513         | 1,607,211        |
| Ending Fund Balance    | 2,658,150      | 3,700,736      | 4,662,410      | 605,954        | 938,190           | 638,359          |
| Total                  | \$ 6,417,560   | \$ 8,244,180   | \$13,349,817   | \$10,605,077   | \$ 10,840,669     | \$ 7,565,232     |

| Full Time Equivalents History |                |                |                |                |                   |                  |
|-------------------------------|----------------|----------------|----------------|----------------|-------------------|------------------|
|                               | Actual<br>2015 | Actual<br>2016 | Actual<br>2017 | Budget<br>2018 | Projected<br>2018 | Approved<br>2019 |
| Director                      | 0.15           | 0.18           | 0.18           | 0.18           | 0.18              | 0.18             |
| Supervisor/Leads              | 1.29           | 1.11           | 1.56           | 1.66           | 1.66              | 1.66             |
| Admin Support                 | 0.98           | 0.98           | 1.21           | 1.21           | 1.21              | 1.21             |
| O&M Employees                 | 4.31           | 4.96           | 4.45           | 4.35           | 4.35              | 4.34             |
| Total                         | 6.73           | 7.22           | 7.40           | 7.40           | 7.40              | 7.39             |

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## Fund 411 – Water O&M

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### 2018 Accomplishments

- Operated 100% of isolation valves and fire hydrants.
- Maintained system compliance with WAC 246-290.
- Completed replacement of obsolescent system controls at three pump stations.
- Re-located communications hub for off-site operator control system from the reservoir at the Department of Corrections site to an area where access is not restricted by the Department of Corrections lock-down operations.

### 2019 Major Goals and Objectives

- Operate 100% of isolation valves and fire hydrants.
- Maintain compliance with WAC 246-290.
- Complete replacement of undersized water main at Trombley Reservoir and 191<sup>st</sup> Ave. SE.
- Work with the Finance Department to develop a 6 Year Projection to insure long term funding sustainability.

## Fund 412 Water CIP

The Water CIP works to both maintain and improve upon the City of Monroe’s public water system, ensuring that the needs of the existing population and future growth can be met. The Water CIP follows the City’s Comprehensive Plan, specifically the Utility Systems Plan, in determining project selection. There are 53 identified water-related CIP projects that range from increasing system capacity to replacing aging infrastructure, the latter which is closely coordinated with the Operations & Maintenance Division of Public Works for their input on existing issues. Project selection is also compared with the annual street preservation efforts to ensure that utility trenching doesn’t mar a planned asphalt overlay. Project selection, budgeting, design and construction is managed by the Design and Construction Division of Public Works.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 5,388,005          | \$ 5,872,694          | \$ 2,802,534          | \$ 3,100,611          | \$ 3,100,611             | \$ 7,225,796            |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | -                     | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | 486,808               | 995,627               | 801,645               | 250,000               | 820,000                  | 641,316                 |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 38,326                | 30,605                | 30,464                | 36,073                | 70,087                   | 71,000                  |
| Transfers In           | 280,000               | -                     | 750,000               | 4,734,873             | 4,734,873                | 1,597,586               |
| Total                  | \$ 6,193,139          | \$ 6,898,927          | \$ 4,384,643          | \$ 8,121,557          | \$ 8,725,570             | \$ 9,535,698            |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 184,485            | \$ 286,572            | \$ 257,678            | \$ 305,138            | \$ 278,287               | \$ 300,453              |
| Supplies (30)          | 4,348                 | 210                   | -                     | -                     | 68                       | -                       |
| Professional Svcs (40) | 19,006                | 42,468                | 56,988                | 160,405               | 160,405                  | 75,277                  |
| Intergovernmental (50) | -                     | -                     | -                     | 25,000                | 82,000                   | 71,231                  |
| Capital (60)           | 112,606               | 3,767,143             | 969,366               | 1,980,000             | 979,015                  | 4,930,408               |
| Debt Service (70-80)   | -                     | -                     | -                     | -                     | -                        | -                       |
| Other (90)             | -                     | -                     | -                     | -                     | -                        | -                       |
| Ending Fund Balance    | 5,872,694             | 2,802,534             | 3,100,611             | 5,651,014             | 7,225,796                | 4,158,329               |
| Total                  | \$ 6,193,139          | \$ 6,898,927          | \$ 4,384,643          | \$ 8,121,557          | \$ 8,725,570             | \$ 9,535,698            |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Director                      | 0.05                  | 0.10                  | 0.10                  | 0.10                  | 0.10                     | 0.10                    |
| Supervisor/Leads              | 0.95                  | 1.34                  | 1.34                  | 1.49                  | 1.49                     | 1.49                    |
| Admin Support                 | 0.25                  | 0.50                  | 0.50                  | 0.50                  | 0.50                     | 0.50                    |
| O&M Employees                 | 0.49                  | 0.45                  | 0.45                  | 0.30                  | 0.30                     | 0.30                    |
| Total                         | 1.74                  | 2.39                  | 2.39                  | 2.39                  | 2.39                     | 2.39                    |

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## Fund 412 – Water CIP

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### 2018 Accomplishments

- Graden Water Main Replacement – Completed the design phase.
- Cascade View Drive Water Main Replacement – Completed the design phase.
- 132nd Street SE Water Main Replacement – Completed the design phase.
- 182nd Avenue Water Main Replacement – Completed the design phase.
- 179th Avenue / Fairgrounds Water Main Replacement – Completed construction.
- Smith – Park Utilities Replacement – Completed Construction.
- Tester Road Water Main Replacement – Completed Construction.

In 2018, Fund 412 Water CIP installed approximately 3,640 feet of new ductile iron water main.

### 2019 Major Goals and Objectives

- The proposed projects for 2019 are:
  - Graden Water Main Replacement - Construction ;
  - Cascade View Drive Water Main Replacement – Construction;
  - 132nd Street SE Water Main Replacement – Construction;
  - 182nd Avenue Water Main Replacement – Construction;
  - Dept of Corrections 2nd Water Reservoir – Design Phase;
  - Adams Lane Water Main Replacement – Design Phase.

The proposed construction projects in 2019 are anticipated to install approximately 9,850 feet of new ductile iron water mains.

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## Sewer Overview

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The 2019 Budget recommends the adoption of a 10% utility tax on the City's sewer operations. As discussed on page 29, a utility tax is a tax levied on the gross operating revenues earned by the system as a whole. It is not a pass through tax (such as a sales tax).

The City currently charges a utility tax on its water operations, as well as on electric, natural gas, and phone. The sewer tax is anticipated to generate approximately \$999,133 of new revenue to the General Fund without increasing rates over the next six years, with the exception of 2019, where residential sewer rates are proposed to **decrease** by 2.5%. This is possible with the strategic use of revenue debt to help fund the sewer system's 6 year capital needs.

On September 11, 2018, the City Council adopted a Debt Policy for the City and its various operations. This policy includes guidance regarding how debt is issued and defines a minimum debt service ratio coverage the utilities would have to maintain before issuing debt. (A debt service ratio is the "net income" of the utility system divided by the annual debt payment due, which then indicates how much is available to make your debt payments after all expenses, except capital, are paid.) The City's policy defines the minimum debt service ratio at 1.25 times annual debt obligations, which is also industry best practice and the minimum required by our existing debt service obligations. Anticipated sewer operations debt service coverage ratio based on the proposed rate decrease and the new utility tax is 2.55 times.

Long range sewer projections (6 years, consistent with the 6 Year Strategic Plan and the General Fund projections) illustrates the sewer fund can absorb a 10% utility tax, again, similar to what is charged to the water utility. The 6 year sewer projections decrease residential rates in 2019 by 2.5%, impose the utility tax, and issues \$5,000,000 in revenue debt in 2021 (first payment would be due in 2022) for capital needs. In 2021, an existing debt obligation will be paid in full, offsetting the new \$5 million bond. The 6 year sewer projections do not increase or decrease residential rates in years 2020 through 2024. The sewer projections do increase the low income senior and low income disabled discount from 30% to 40%.

Based on the long range projections and the judicious but still conservative use of new revenue debt, the sewer funds debt service ratios over the 6 year period range from a low of 2.01 times to a high of 2.56 times. Both operating and capital reserve targets are met or exceeded, and rates remain stable.

## Sewer Overview - Six Year Projection

|  | 2019 Projected    | 2020              | 2021              | 2022              | 2023              | 2024              |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>OPERATIONS</b>                        |                   |                   |                   |                   |                   |                   |
| Beginning Fund Balance                   | \$1,238,233       | \$847,945         | \$857,540         | \$876,461         | \$894,198         | \$867,758         |
| Service Charges                          | \$6,240,000       | 1.26% \$6,318,624 | 1.26% \$6,398,239 | 1.26% \$6,478,856 | 1.26% \$6,560,490 | 0.00% \$6,560,490 |
| DOC Revenue                              | \$1,135,000       | 0.00% \$1,135,000 | 0.00% \$1,135,000 | 0.00% \$1,135,000 | 0.00% \$1,135,000 | 0.00% \$1,135,000 |
| Charges for Services                     | \$53,000          | 0.00% \$53,000    | 0.00% \$53,000    | 0.00% \$53,000    | 0.00% \$53,000    | 0.00% \$53,000    |
| Misc. Revenues                           | \$27,264          | 2.00% \$19,658    | 2.00% \$19,850    | 2.00% \$20,229    | 2.00% \$20,583    | 2.00% \$20,055    |
| Other/Transfer In                        | \$94,930          |                   |                   |                   |                   |                   |
| subtotal revenues                        | \$8,788,427       | \$8,374,227       | \$8,463,629       | \$8,563,547       | \$8,663,271       | \$8,636,303       |
| <b>Expenditures</b>                      |                   |                   |                   |                   |                   |                   |
| Salaries (10)                            | \$1,047,263       | \$1,099,626       | \$1,154,607       | \$1,212,338       | \$1,272,955       | \$1,336,602       |
| Benefits (20)                            | \$514,588         | \$566,047         | \$622,651         | \$684,917         | \$753,408         | \$828,749         |
| Supplies (30)                            | \$413,110         | \$425,503         | \$438,268         | \$451,416         | \$464,959         | \$478,908         |
| Professional Svcs (40)                   | \$1,965,136       | \$2,024,090       | \$2,084,813       | \$2,147,357       | \$2,211,778       | \$2,278,131       |
| Intergovernmental (50)                   | \$255,000         | \$265,863         | \$277,189         | \$288,997         | \$301,308         | \$314,144         |
| Utility Tax                              | \$869,349         | \$837,422         | \$846,362         | \$856,354         | \$866,327         | \$863,630         |
| Other Transfers (90)                     | \$15,477          | \$15,500          | \$15,500          | \$15,500          | \$15,500          | \$15,500          |
| Transfer Out - F530 (90)                 | \$50,000          | \$50,000          | \$0               | \$0               | \$0               | \$0               |
| Capital (60)                             | \$10,000          | \$0               | \$0               | \$0               | \$0               | \$0               |
| subtotal expenses                        | \$5,139,923       | \$5,284,051       | \$5,439,391       | \$5,656,879       | \$5,886,235       | \$6,115,665       |
| rev over/under exp                       | \$3,648,504       | \$3,090,176       | \$3,024,238       | \$2,906,668       | \$2,777,036       | \$2,520,638       |
| Debt Service (70-80)                     | \$1,941,763       | \$1,877,617       | \$1,879,953       | \$1,810,272       | \$1,360,577       | \$1,397,790       |
| Subtotal Fund Balance                    | \$1,706,741       | \$1,212,559       | \$1,144,285       | \$1,096,396       | \$1,416,459       | \$1,122,848       |
| reserve target                           | \$847,945         | \$857,540         | \$876,461         | \$894,198         | \$867,758         | \$899,755         |
| Amount to transfer to CIP                | \$858,796         | \$355,018         | \$267,824         | \$202,197         | \$548,702         | \$223,094         |
| <b>CAPITAL</b>                           |                   |                   |                   |                   |                   |                   |
| Beginning Fund Balance                   | \$ 6,733,585      | \$ 6,990,247      | \$ 6,418,317      | \$ 6,493,410      | \$ 5,776,651      | \$ 4,106,444      |
| Bond Proceeds                            |                   |                   | \$ 5,000,000      |                   |                   |                   |
| Transfer In from Operations              | \$ 858,796        | \$ 355,018        | \$ 267,824        | \$ 202,197        | \$ 548,702        | \$ 223,094        |
| Interest Earnings & Other                | \$ 134,691        | \$ 139,824        | \$ 128,386        | \$ 129,888        | \$ 115,553        | \$ 82,148         |
| Capital Fees                             | \$ 1,163,136      | \$ 894,720        | \$ 745,600        | \$ 596,480        | \$ 596,480        | \$ 596,480        |
| subtotal revenues                        | \$ 8,890,208      | \$ 8,379,809      | \$ 12,560,127     | \$ 7,421,976      | \$ 7,037,385      | \$ 5,008,166      |
| Salaries                                 | \$ 172,971        | \$ 181,620        | \$ 190,701        | \$ 200,236        | \$ 210,248        | \$ 220,760        |
| Benefits                                 | \$ 70,000         | \$ 77,000         | \$ 84,700         | \$ 93,170         | \$ 102,487        | \$ 112,736        |
| Charges for Services                     | \$ 107,590        | 3.00% \$ 110,818  | 3.00% \$ 114,143  | 3.00% \$ 117,567  | 3.00% \$ 121,094  | 3.00% \$ 124,727  |
| Capital                                  | \$ 1,419,616      | \$ 1,488,599      | \$ 5,589,774      | \$ 1,161,715      | \$ 2,425,908      | \$ 858,683        |
| Utility Tax                              | \$ 129,784        | \$ 103,455        | \$ 87,399         | \$ 72,637         | \$ 71,204         | \$ 67,863         |
| subtotal expenses                        | \$ 1,899,961      | \$ 1,961,492      | \$ 6,066,717      | \$ 1,645,325      | \$ 2,930,941      | \$ 1,384,769      |
| rev over/under exp (EFB)                 | \$ 6,990,247      | \$ 6,418,317      | \$ 6,493,410      | \$ 5,776,651      | \$ 4,106,444      | \$ 3,623,397      |
| total available for debt coverage        | \$ 4,946,331      | \$ 4,124,720      | \$ 3,898,224      | \$ 3,633,036      | \$ 3,489,069      | \$ 3,199,266      |
| debt service                             | \$ 1,941,763      | \$ 1,877,617      | \$ 1,879,953      | \$ 1,810,272      | \$ 1,360,577      | \$ 1,397,790      |
| debt service ratio (>1.25)               | 2.55              | 2.20              | 2.07              | 2.01              | 2.56              | 2.29              |
| <b>Total Utility Tax to General Fund</b> | <b>\$ 999,133</b> | <b>\$ 940,877</b> | <b>\$ 933,761</b> | <b>\$ 928,991</b> | <b>\$ 937,531</b> | <b>\$ 931,493</b> |

| Issue                   | 2019             | 2020             | 2021             | 2022             | 2023             |
|-------------------------|------------------|------------------|------------------|------------------|------------------|
| All                     | 1,941,763        |                  |                  |                  |                  |
| 2017 Revenue Bonds      |                  | 375,830          | 377,845          | 379,665          | 397,540          |
| 2016 Revenue Bonds      |                  | 81,400           | 81,080           | 80,730           | 81,350           |
| 2011 W/S Bonds          |                  | 487,887          | 489,207          | 489,807          | 471,687          |
| 2001 DOE Loan           |                  | 371,320          | 371,320          | 371,320          |                  |
| 2003 DOE Loan           |                  | 78,750           | 78,750           | 78,750           |                  |
| 2005 Bonds              |                  | 482,430          | 481,751          |                  |                  |
| <i>5.5M 20Y in 2021</i> |                  |                  |                  | 410,000          | 410,000          |
| <i>Placeholder</i>      |                  |                  |                  |                  |                  |
| <i>Placeholder</i>      |                  |                  |                  |                  |                  |
| Total Debt Service      | <u>1,941,763</u> | <u>1,877,617</u> | <u>1,879,953</u> | <u>1,810,272</u> | <u>1,360,577</u> |



2024

906,880

80,910

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410,000

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1,397,790

## Fund 421 Sewer O&M

This fund supports the maintenance and operation of the wastewater treatment plant (WWTP) and the sewer collections system. Funding ensures compliance with the limits set forth by the National Pollution Discharge Elimination System Permit and the Puget Sound Clean Air Agency Permit through process control testing, monitoring, implementation of pretreatment requirements, solids management, and maintenance of the WWTP equipment and facilities. The sewer collection system consists of approximately 60 miles of sewer main and 1,200 manholes.

Sewer related capital is accounted for in Fund 422 Sewer CIP, thus this fund has minimal capital considerations. Ending fund balance over the 12% required reserves (per City policy) is transferred from this fund into the sewer capital fund each year to be used for scheduled sewer capital projects.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 1,096,726          | \$ 2,135,275          | \$ 2,512,798          | \$ 2,403,717          | \$ 2,403,717             | \$ 1,238,233            |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | -                     | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | 7,645,349             | 7,463,056             | 7,750,935             | 7,496,700             | 7,753,766                | 7,428,000               |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 17,562                | 62,684                | 6,358,752             | 23,222                | 59,754                   | 27,264                  |
| Transfers In           | 17,785                | 42,684                | -                     | -                     | -                        | 94,930                  |
| <b>Total</b>           | <b>\$ 8,777,421</b>   | <b>\$ 9,703,699</b>   | <b>\$16,622,485</b>   | <b>\$ 9,923,639</b>   | <b>\$ 10,217,238</b>     | <b>\$ 8,788,427</b>     |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 1,415,375          | \$ 1,340,393          | \$ 1,429,705          | \$ 1,525,388          | \$ 1,472,720             | \$ 1,561,851            |
| Supplies (30)          | 231,913               | 248,854               | 262,382               | 289,442               | 433,216                  | 413,110                 |
| Professional Svcs (40) | 1,383,882             | 1,481,773             | 1,510,655             | 1,772,166             | 1,733,243                | 1,965,136               |
| Intergovernmental (50) | 147,677               | 153,591               | 250,615               | 255,000               | 254,276                  | 1,124,349               |
| Capital (60)           | -                     | 40                    | -                     | 20,750                | 14,225                   | 10,000                  |
| Debt Service (70-80)   | 1,963,301             | 1,963,312             | 2,013,345             | 1,945,995             | 1,945,994                | 1,941,763               |
| Other (90)             | 1,500,000             | 2,014,338             | 8,775,194             | 3,417,849             | 3,125,329                | 924,273                 |
| Ending Fund Balance    | 2,135,275             | 2,501,398             | 2,380,588             | 697,049               | 1,238,233                | 847,945                 |
| <b>Total</b>           | <b>\$ 8,777,421</b>   | <b>\$ 9,703,699</b>   | <b>\$16,622,485</b>   | <b>\$ 9,923,639</b>   | <b>\$ 10,217,238</b>     | <b>\$ 8,788,427</b>     |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Director                      | 0.15                  | 0.18                  | 0.18                  | 0.18                  | 0.18                     | 0.18                    |
| Supervisor/Leads              | 2.02                  | 1.99                  | 2.04                  | 2.14                  | 2.14                     | 2.14                    |
| Admin Support                 | 0.98                  | 0.98                  | 1.20                  | 1.20                  | 1.20                     | 1.20                    |
| O&M Employees                 | 9.98                  | 9.87                  | 9.41                  | 9.31                  | 9.31                     | 9.31                    |
| <b>Total</b>                  | <b>13.13</b>          | <b>13.01</b>          | <b>12.83</b>          | <b>12.83</b>          | <b>12.83</b>             | <b>12.83</b>            |

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## Fund 421 – Sewer O&M

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### 2018 Accomplishments

- Completed emergency repair of collapsed sewer main in Adams Lane.
- Met goal for tri-annual maintenance cleaning of sewer lift stations.
- Resolved 100% of reported customer back-ups within 48 hours of notification.

### 2019 Major Goals and Objectives

- Complete high pressure sewer main cleaning project.
- Resolve 100% of reported customer back-ups within 48 hours.
- Operate the WWTP within the regulatory requirements of the National Pollution Discharge Elimination System (NPDES) permit.

## Fund 422 Sewer CIP

The Sewer CIP works to both maintain and improve upon the City of Monroe’s public sewer system, ensuring that the needs of the existing population and future growth can be met. The Sewer CIP follows the City’s Utility Systems Plan in determining project selection. Capital projects with the City of Monroe’s Wastewater Treatment Plant are included in this fund and represent 18 of the 29 listed sewer projects. Project selection is closely coordinated with the Operations & Maintenance Division of Public Works for their input on existing issues. Project selection is also compared with the annual street preservation efforts to ensure that utility trenching doesn’t mar a planned asphalt overlay. Project selection, budgeting, design and construction is managed by the Design and Construction Division of Public Works.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 4,532,722          | \$ 4,498,563          | \$ 4,558,793          | \$ 6,049,059          | \$ 6,049,060             | \$ 6,733,585            |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | -                     | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | 608,554               | 1,167,197             | 1,230,240             | 750,000               | 1,000,000                | 1,163,136               |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 30,309                | 142,917               | 45,193                | 62,985                | 100,018                  | 134,691                 |
| Transfers In           | 1,500,000             | 2,000,000             | 2,500,000             | 2,792,520             | 2,500,000                | 858,796                 |
| Total                  | \$ 6,671,585          | \$ 7,808,677          | \$ 8,334,226          | \$ 9,654,564          | \$ 9,649,078             | \$ 8,890,208            |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 187,330            | \$ 231,606            | \$ 261,179            | \$ 308,914            | \$ 281,706               | \$ 304,361              |
| Supplies (30)          | 4,348                 | 0                     | 3                     | -                     | 68                       | -                       |
| Professional Svcs (40) | 25,813                | 59,895                | 53,792                | 133,720               | 133,719                  | 107,590                 |
| Intergovernmental (50) | -                     | -                     | -                     | -                     | -                        | 129,784                 |
| Capital (60)           | 1,955,531             | 2,958,384             | 1,970,192             | 4,123,700             | 2,500,000                | 1,358,226               |
| Debt Service (70-80)   | -                     | -                     | -                     | -                     | -                        | -                       |
| Other (90)             | -                     | -                     | -                     | -                     | -                        | -                       |
| Ending Fund Balance    | 4,498,563             | 4,558,792             | 6,049,060             | 5,088,230             | 6,733,585                | 6,990,247               |
| Total                  | \$ 6,671,585          | \$ 7,808,677          | \$ 8,334,226          | \$ 9,654,564          | \$ 9,649,078             | \$ 8,890,208            |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Director                      | 0.10                  | 0.10                  | 0.10                  | 0.10                  | 0.10                     | 0.10                    |
| Supervisor/Leads              | 1.09                  | 1.34                  | 1.34                  | 1.49                  | 1.49                     | 1.49                    |
| Admin Support                 | 0.25                  | 0.50                  | 0.50                  | 0.50                  | 0.50                     | 0.50                    |
| O&M Employees                 | 0.30                  | 0.45                  | 0.45                  | 0.30                  | 0.30                     | 0.30                    |
| Total                         | 1.74                  | 2.39                  | 2.39                  | 2.39                  | 2.39                     | 2.39                    |

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## Fund 422 – Sewer CIP

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### 2018 Accomplishments

- **Smith-Park Utilities Replacement – completed construction.**
- **Began construction of Wastewater Treatment Plan (WWTP) energy conservation project phase III.**
- **Replaced 680 feet of aging sewer main and reconnected 380 feet of side sewer service lines.**

### 2019 Major Goals and Objectives

- **The proposed projects for 2019 are:**
  - **Madison Street sewer replacement – design phase;**
  - **Adams Lane sewer replacement – design phase;**
  - **Complete construction of WWTP energy conservation project phase III;**
  - **Prepare WWTP Engineering Report and Mixing Zone Study.**

## Fund 431 Stormwater O&M

This fund supports the maintenance and operation of the City's storm water collection and drainage system. Timely performance of maintenance activities keeps Monroe in compliance with the Clean Water Act as is mandated by the National Pollutant Discharge Elimination System (NPDES) permit issued to the City through the Washington State Department of Ecology. The physical system includes approximately 2,150 catch basins, numerous water quality filters and flow control structures, culverts, various types of ponds, biological treatment installations, and open ditches.

Storm related capital is accounted for in Fund 432 Stormwater CIP, thus this fund has no capital considerations. Ending fund balance over the 12% required reserves (per City policy) is transferred from this fund into the storm capital fund each year to be used for scheduled storm capital projects.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 55,893             | \$ 257,717            | \$ 457,649            | \$ 685,519            | \$ 685,520               | \$ 337,055              |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | 80,838                | -                     | 25,000                | -                     | 50,000                   | -                       |
| Charges for Services   | 1,609,800             | 1,663,806             | 1,798,366             | 1,777,200             | 1,812,200                | 1,928,656               |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 2,732                 | 3,788                 | 808,703               | 7,100                 | 11,000                   | 7,741                   |
| Transfers In           | 1,445                 | 3,468                 | -                     | -                     | -                        | 12,646                  |
| <b>Total</b>           | <b>\$ 1,750,709</b>   | <b>\$ 1,928,779</b>   | <b>\$ 3,089,718</b>   | <b>\$ 2,469,819</b>   | <b>\$ 2,558,720</b>      | <b>\$ 2,286,098</b>     |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 582,914            | \$ 657,895            | \$ 729,274            | \$ 880,351            | \$ 839,099               | \$ 905,097              |
| Supplies (30)          | 18,779                | 8,068                 | 16,022                | 23,242                | 36,266                   | 25,010                  |
| Professional Svcs (40) | 514,713               | 576,715               | 526,565               | 569,891               | 537,340                  | 652,794                 |
| Intergovernmental (50) | 106,972               | 122,717               | 127,258               | 130,000               | 126,700                  | 178,200                 |
| Capital (60)           | -                     | 52                    | -                     | 750                   | 33,000                   | -                       |
| Debt Service (70-80)   | 104,612               | 104,835               | 205,671               | 198,476               | 198,476                  | 198,713                 |
| Other (90)             | 165,000               | 7,720                 | 803,269               | 450,783               | 450,783                  | 91,106                  |
| Ending Fund Balance    | 257,717               | 450,777               | 681,659               | 216,326               | 337,056                  | 235,178                 |
| <b>Total</b>           | <b>\$ 1,750,709</b>   | <b>\$ 1,928,779</b>   | <b>\$ 3,089,718</b>   | <b>\$ 2,469,819</b>   | <b>\$ 2,558,720</b>      | <b>\$ 2,286,098</b>     |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Director                      | 0.15                  | 0.18                  | 0.18                  | 0.18                  | 0.18                     | 0.18                    |
| Supervisor/Leads              | 0.82                  | 0.92                  | 1.37                  | 1.47                  | 1.47                     | 1.47                    |
| Admin Support                 | 0.98                  | 0.98                  | 1.25                  | 1.25                  | 1.25                     | 1.25                    |
| O&M Employees                 | 4.07                  | 4.23                  | 3.71                  | 4.61                  | 4.61                     | 4.63                    |
| <b>Total</b>                  | <b>6.02</b>           | <b>6.30</b>           | <b>6.50</b>           | <b>7.50</b>           | <b>7.50</b>              | <b>7.52</b>             |

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## Fund 431 – Stormwater O&M

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### 2018 Accomplishments

- **Complied with all National Pollutant Discharge Elimination System (NPDES) permit requirements.**
- **Inspected over 2,100 catch basins and stormwater control structure installations.**
- **Cleaned all porous concrete in the downtown area on a quarterly basis.**
- **Received \$50,000 in grant funding from the Washington State Department of Ecology.**

### 2019 Major Goals and Objectives

- **Achieve compliance with NPDES permit requirements.**
- **Clean porous concrete in the downtown area on a quarterly basis.**
- **Work with the Finance Department to develop a 6 Year Projection to insure long term funding sustainability.**

## Fund 432 Stormwater CIP

The Stormwater CIP works to both maintain and improve upon the City of Monroe’s public stormwater system, ensuring that the needs of the existing population and future growth can be met. The Stormwater CIP follows the City’s Comprehensive Plan, specifically the Utility Systems Plan, in determining project selection. Capital projects focus on resolving maintenance issues, such as correcting slow draining areas, localized ponding on public streets, and improving stormwater treatment facilities. Project selection is also compared with the annual street preservation efforts to ensure that utility trenching doesn’t mar a planned asphalt overlay. Project selection, budgeting, design and construction is managed by the Design and Construction Division of Public Works.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 1,505,819          | \$ 1,287,746          | \$ 1,008,491          | \$ 698,887            | \$ 698,887               | \$ 707,084              |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | 887,694               | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | -                     | -                     | -                     | -                     | -                        | -                       |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 8,111                 | 7,214                 | 8,348                 | 7,083                 | 9,580                    | 14,141                  |
| Transfers In           | 165,000               | -                     | -                     | 321,108               | 321,108                  | 341,573                 |
| <b>Total</b>           | <b>\$ 2,566,624</b>   | <b>\$ 1,294,960</b>   | <b>\$ 1,016,839</b>   | <b>\$ 1,027,078</b>   | <b>\$ 1,029,575</b>      | <b>\$ 1,062,798</b>     |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 178,959            | \$ 222,512            | \$ 251,697            | \$ 298,698            | \$ 270,824               | \$ 293,844              |
| Supplies (30)          | 4,429                 | -                     | 3                     | -                     | -                        | -                       |
| Professional Svcs (40) | 16,675                | 51,807                | 45,077                | 39,595                | 39,594                   | 43,390                  |
| Intergovernmental (50) | -                     | -                     | -                     | -                     | -                        | -                       |
| Capital (60)           | 1,078,814             | 12,149                | 21,175                | 590,000               | 12,073                   | 550,080                 |
| Debt Service (70-80)   | -                     | -                     | -                     | -                     | -                        | -                       |
| Other (90)             | -                     | -                     | -                     | -                     | -                        | -                       |
| Ending Fund Balance    | 1,287,746             | 1,008,491             | 698,887               | 98,785                | 707,085                  | 175,484                 |
| <b>Total</b>           | <b>\$ 2,566,624</b>   | <b>\$ 1,294,960</b>   | <b>\$ 1,016,839</b>   | <b>\$ 1,027,078</b>   | <b>\$ 1,029,575</b>      | <b>\$ 1,062,798</b>     |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Director                      | 0.05                  | 0.05                  | 0.05                  | 0.05                  | 0.05                     | 0.05                    |
| Supervisor/Leads              | 1.09                  | 1.34                  | 1.34                  | 1.34                  | 1.34                     | 1.34                    |
| Admin Support                 | 0.25                  | 0.50                  | 0.50                  | 0.50                  | 0.50                     | 0.50                    |
| O&M Employees                 | 0.30                  | 0.45                  | 0.45                  | 0.45                  | 0.45                     | 0.45                    |
| <b>Total</b>                  | <b>1.69</b>           | <b>2.34</b>           | <b>2.34</b>           | <b>2.34</b>           | <b>2.34</b>              | <b>2.34</b>             |



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## Fund 432 – Stormwater CIP

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### 2018 Accomplishments

- **Smith-Park Utilities Replacement – completed design.**
- **Dickinson Road Utilities Replacement – completed design.**
- **Provided for geotechnical services in support of the above design efforts, specifically to determine stormwater infiltration feasibility at the sites.**

### 2019 Major Goals and Objectives

- **The proposed projects for 2019 are:**
  - **Lake Tye Bioswale Retrofit – design phase;**
  - **Blueberry Lane Stormwater Replacement – design phase.**

## Fund 450 Revenue Bond Reserve

This fund accounts for the bond reserves required to be held by our bond covenants. We hold 1.25 times our annual revenue debt service requirement in this fund. As the utility revenue bonds are paid down, money in excess of the 1.25 times requirement would be transferred back into the water, sewer, and stormwater operations funds. If new bonds are issued, transfers in from the operations funds are required.

This fund has no associated staff, budget accomplishments, or budget goals.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 1,995,151          | \$ 1,983,629          | \$ 1,935,851          | \$ 1,953,799          | \$ 1,953,800             | \$ 2,885,762            |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | -                     | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | -                     | -                     | -                     | -                     | -                        | -                       |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 13,479                | 12,222                | 17,949                | 14,000                | 40,000                   | 55,984                  |
| Transfers In           | -                     | -                     | -                     | 891,963               | 891,963                  | -                       |
| Total                  | \$ 2,008,629          | \$ 1,995,851          | \$ 1,953,800          | \$ 2,859,762          | \$ 2,885,763             | \$ 2,941,746            |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ -                  | \$ -                  | \$ -                  | \$ -                  | \$ -                     | \$ -                    |
| Supplies (30)          | -                     | -                     | -                     | -                     | -                        | -                       |
| Professional Svcs (40) | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental (50) | -                     | -                     | -                     | -                     | -                        | -                       |
| Capital (60)           | -                     | -                     | -                     | -                     | -                        | -                       |
| Debt Service (70-80)   | -                     | -                     | -                     | -                     | -                        | -                       |
| Other (90)             | 25,000                | 60,000                | -                     | -                     | -                        | 142,513                 |
| Ending Fund Balance    | 1,983,629             | 1,935,851             | 1,953,800             | 2,859,762             | 2,885,763                | 2,799,233               |
| Total                  | \$ 2,008,629          | \$ 1,995,851          | \$ 1,953,800          | \$ 2,859,762          | \$ 2,885,763             | \$ 2,941,746            |

This fund does not have assigned staff.

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## Fund 450 – Revenue Bond Reserves

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### 2018 Accomplishments

- Non-applicable to this cost center.

### 2019 Major Goals and Objectives

- Non-applicable to this cost center.



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# INTERNAL SERVICE FUNDS

## Fund 510 Information Technology

The Information Technology department is responsible for all facets of the City's computers, network, and telephone system. The department maintains back-ups, integrity, and security of all City computers and telephone operations. Responsible for configuring workstations, servers, and peripheral equipment; providing technical hardware and software support to users; maintaining Exchange Server; demonstrating continuous effort to improve operations, decrease turnaround times, working cooperatively across all departments.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 75,748             | \$ 216,230            | \$ 259,783            | \$ 306,017            | \$ 306,017               | \$ 306,674              |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | -                     | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | 531,895               | 452,309               | 486,079               | 531,379               | 528,967                  | 634,637                 |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 3,869                 | 4,038                 | 5,734                 | 5,693                 | 9,718                    | 9,133                   |
| Transfers In           | -                     | -                     | -                     | -                     | -                        | -                       |
| Total                  | \$ 611,512            | \$ 672,577            | \$ 751,595            | \$ 843,089            | \$ 844,702               | \$ 950,444              |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 119,514            | \$ 133,222            | \$ 138,899            | \$ 141,565            | \$ 146,091               | \$ 154,710              |
| Supplies (30)          | 3,112                 | 3,509                 | 9,654                 | 15,200                | 52,500                   | 86,450                  |
| Professional Svcs (40) | 272,656               | 276,063               | 297,025               | 465,702               | 329,437                  | 557,215                 |
| Intergovernmental (50) | -                     | -                     | -                     | -                     | -                        | -                       |
| Capital (60)           | -                     | -                     | -                     | 10,000                | 10,000                   | -                       |
| Debt Service (70-80)   | -                     | -                     | -                     | -                     | -                        | -                       |
| Other (90)             | -                     | -                     | -                     | -                     | -                        | -                       |
| Ending Fund Balance    | 216,230               | 259,783               | 306,017               | 210,622               | 306,674                  | 152,069                 |
| Total                  | \$ 611,512            | \$ 672,577            | \$ 751,595            | \$ 843,089            | \$ 844,702               | \$ 950,444              |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Human Resources Director      | 0.00                  | 0.05                  | 0.20                  | 0.20                  | 0.20                     | 0.20                    |
| Support Technician            | 1.00                  | 1.00                  | 1.00                  | 1.00                  | 1.00                     | 1.00                    |
| Total                         | 1.00                  | 1.05                  | 1.20                  | 1.20                  | 1.20                     | 1.20                    |

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## Fund 510 – Information Technology

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### 2018 Accomplishments

- Replaced servers.
- Upgraded Exchange.
- Deployed campus Wi-Fi.
- Updated City website.
- Replaced Police Department fingerprint machine.
- Implemented new SPAM filter.
- Assisted with implementation of NextRequest.
- Assisted with Council Chambers remodel/audio and visual update
- Adopted Social Media policy.

### 2019 Major Goals and Objectives

- Develop Information Technology strategic plan.
- Deploy fiber to City Hall campus.
- Upgrade to Windows 10 operating system.
- Replace Open Eye system at the Police Department.

## Fund 520 Fleet & Equipment

This fund supports the maintenance and operations of the City-wide fleet serving every department as well as providing recommendations for capital fleet additions and replacement for the City. The fleet manages approximately 235 vehicles and pieces of equipment. As in internal service fund, this fund derives its revenues through charges for services to the various City departments with fleet needs. Charges include depreciation on existing equipment so that the City can proactively manage its fleet replacement program.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 2,214,278          | \$ 2,796,336          | \$ 3,619,260          | \$ 3,758,957          | \$ 3,758,958             | \$ 4,274,430            |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | -                     | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | 1,478,268             | 1,658,165             | 1,793,309             | 1,653,354             | 1,654,564                | 1,790,542               |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 29,525                | 48,416                | 65,285                | 38,703                | 120,076                  | 90,488                  |
| Transfers In           | 16,857                | 75,545                | -                     | -                     | -                        | -                       |
| Total                  | \$ 3,738,928          | \$ 4,578,462          | \$ 5,477,854          | \$ 5,451,014          | \$ 5,533,598             | \$ 6,155,460            |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 210,192            | \$ 232,891            | \$ 240,119            | \$ 246,343            | \$ 243,744               | \$ 255,699              |
| Supplies (30)          | 109,583               | 101,201               | 112,696               | 116,275               | 234,500                  | 291,000                 |
| Professional Svcs (40) | 251,522               | 265,886               | 291,576               | 273,949               | 245,382                  | 151,002                 |
| Intergovernmental (50) | -                     | -                     | -                     | -                     | -                        | -                       |
| Capital (60)           | 371,295               | 359,222               | 1,073,968             | 494,480               | 535,541                  | 909,270                 |
| Debt Service (70-80)   | -                     | -                     | -                     | -                     | -                        | -                       |
| Other (90)             | -                     | -                     | -                     | -                     | -                        | -                       |
| Ending Fund Balance    | 2,796,336             | 3,619,261             | 3,759,494             | 4,319,967             | 4,274,430                | 4,548,489               |
| Total                  | \$ 3,738,928          | \$ 4,578,462          | \$ 5,477,854          | \$ 5,451,014          | \$ 5,533,598             | \$ 6,155,460            |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Director                      | 0.15                  | 0.15                  | 0.15                  | 0.15                  | 0.15                     | 0.15                    |
| Supervisor                    | 0.00                  | 0.35                  | 0.35                  | 0.35                  | 0.35                     | 0.35                    |
| Admin Support                 | 0.15                  | 0.15                  | 0.15                  | 0.15                  | 0.15                     | 0.15                    |
| O&M Employees                 | 1.77                  | 1.45                  | 1.45                  | 1.45                  | 1.45                     | 1.45                    |
| Total                         | 2.07                  | 2.10                  | 2.10                  | 2.10                  | 2.10                     | 2.10                    |

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## Fund 520 – Fleet & Equipment

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### 2018 Accomplishments

- Purchased and completed up-fitting of the City's Incident Support Center and truck. Work included refurbishment of a one ton class flatbed truck, installation of portable radio antenna mast, smart screens and battery back-up system, as well as custom locking gun-rack for use by the Police Department.
- Placed 13 new units into service.
- Sold 10 units as surplus.

### 2019 Major Goals and Objectives

- Transition fleet services to electronic maintenance tracking software.
- Place 18 new units into service.
- Sell 14 units as surplus.



## Fund 530 - Facilities

This fund accounts for the maintenance and operations of 65,000 square feet of City facilities. This fund also pays the City's various utilities accounts associated with its street lights, pump stations, etc. As in internal service fund, this fund derives its revenues through charges for services to the various City departments based on its facilities use.

| Revenues               |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Beginning Fund Balance | \$ 270,027            | \$ 75,450             | \$ 86,746             | \$ 41,859             | \$ 41,860                | \$ 86,521               |
| Taxes                  | -                     | -                     | -                     | -                     | -                        | -                       |
| Licenses & Permits     | -                     | -                     | -                     | -                     | -                        | -                       |
| Intergovernmental      | -                     | -                     | -                     | -                     | -                        | -                       |
| Charges for Services   | 1,005,338             | 1,249,845             | 1,199,869             | 1,251,465             | 1,251,465                | 1,206,400               |
| Fines & Forfeitures    | -                     | -                     | -                     | -                     | -                        | -                       |
| Interest & Other       | 7,922                 | 12,905                | 12,026                | 8,414                 | 8,810                    | 9,230                   |
| Transfers In           | -                     | -                     | -                     | 50,000                | 50,000                   | 227,000                 |
| Total                  | \$ 1,283,287          | \$ 1,338,200          | \$ 1,298,641          | \$ 1,351,738          | \$ 1,352,134             | \$ 1,529,151            |

| Expenditures           |                       |                       |                       |                       |                          |                         |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                        | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Personnel              | \$ 273,010            | \$ 295,049            | \$ 324,011            | \$ 344,513            | \$ 332,113               | \$ 356,235              |
| Supplies (30)          | 139,498               | 130,256               | 79,314                | 156,000               | 136,330                  | 163,000                 |
| Professional Svcs (40) | 795,329               | 826,160               | 853,072               | 799,261               | 797,170                  | 830,505                 |
| Intergovernmental (50) | -                     | -                     | -                     | -                     | -                        | -                       |
| Capital (60)           | -                     | -                     | -                     | -                     | -                        | 103,500                 |
| Debt Service (70-80)   | -                     | -                     | -                     | -                     | -                        | -                       |
| Other (90)             | -                     | -                     | -                     | -                     | -                        | -                       |
| Ending Fund Balance    | 75,450                | 86,735                | 42,245                | 51,964                | 86,522                   | 75,911                  |
| Total                  | \$ 1,283,287          | \$ 1,338,200          | \$ 1,298,641          | \$ 1,351,738          | \$ 1,352,134             | \$ 1,529,151            |

| Full Time Equivalents History |                       |                       |                       |                       |                          |                         |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------|
|                               | Actual<br><u>2015</u> | Actual<br><u>2016</u> | Actual<br><u>2017</u> | Budget<br><u>2018</u> | Projected<br><u>2018</u> | Approved<br><u>2019</u> |
| Director                      | 0.05                  | 0.05                  | 0.05                  | 0.05                  | 0.05                     | 0.05                    |
| Supervisor/Leads              | 0.26                  | 0.49                  | 0.49                  | 0.49                  | 0.49                     | 0.49                    |
| O&M Employees                 | 2.62                  | 2.51                  | 2.39                  | 2.39                  | 2.39                     | 2.39                    |
| Total                         | 2.93                  | 3.05                  | 2.93                  | 2.93                  | 2.93                     | 2.93                    |

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## Fund 530 – Facilities

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### 2018 Accomplishments

- **Provided support and maintenance operations for 35,000 square feet of City facilities.**
- **Maintained HVAC systems, lighting systems, building, and security alarm systems.**
- **Provided minor repair and remodeling of work spaces to meet employee ergonomic needs and functional space requirements.**
- **Re-located and rewired City Hall emergency back-up power system**
- **Replaced rotted beam and gutter system on north side of city hall.**

### 2019 Major Goals and Objectives

- **Provide support and maintenance operations for 65,000 square feet of City facilities.**
- **Maintain HVAC systems, lighting systems, building, and security alarm systems.**
- **Facilitate re-location of Public Works O&M shop spaces and material storage facilities.**
- **Relocate City records, community coordination center, and Public Works operations to new facility after construction.**
- **Replace Police Station Roof.**
- **Complete City Hall facilities report to inform future campus improvements.**