

CITY OF NAPAVINE

2019

BUDGET

VERSION III



**FOR THE FISCAL YEAR
January 1, 2019
Through
December 31, 2019**

Adopted 12/26/2018

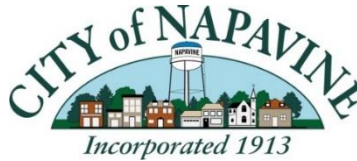
The City of Napavine is an equal opportunity employer and provider.



TABLE OF CONTENTS

.....	i
MAYOR'S BUDGET MESSAGE.....	I
City of Napavine, Washington	iv
PRINCIPAL OFFICIALS.....	V
CITY-WIDE ORGANIZATION CHART.....	VI
ORDINANCE ADOPTING 2019 BUDGET.....	VII
2018 ESTIMATED YEAR END BALANCES.....	IX
2018 YEAR END RESTRICTED REVENUES.....	X
2019 BUDGET SUMMARY.....	XIII
2019 RESTRICTED FUNDS.....	XIV
General Fund.....	xiv
Park Improvement Fund.....	xiv
Street Fund.....	xiv
Street Improvement Fund.....	xv
Criminal Justice Fund.....	xv
Project Planning Fund.....	xv
FINANCIAL SECTION.....	1
GOVERNMENTAL FUND TYPES.....	1
GENERAL FUND.....	1
General Fund Summary Review.....	1
Tax Revenues.....	2
Licenses and Permits.....	3
Intergovernmental Revenue.....	3
Liquor Excise Tax.....	4
Liquor Board Profits.....	4
Charges for Goods and Services.....	5
Court Fines & Penalties.....	5
Miscellaneous Revenues.....	6
General Fund Expenditure Summary.....	7
GENERAL FUND BUDGET SUMMARY.....	8
SUBSTANCE ABUSE FUND.....	9
PARK IMPROVEMENT FUND.....	10
GENERAL GOVERNMENT EQUIPMENT FUND.....	11
SPECIAL REVENUE FUND TYPES.....	12
STREET FUND.....	12
Street Fund Revenues.....	12
STREET CAPITAL EQUIPMENT FUND.....	14
STREET IMPROVEMENT FUND.....	15
CRIMINAL JUSTICE FUNDS.....	17
CAPITAL PROJECT FUND TYPES.....	19
Project Planning Fund.....	19
PROPRIETARY FUND TYPES.....	21
ENTERPRISE FUNDS.....	21

WATER FUND.....	21
Water Fund Revenues	21
WASTEWATER FUND.....	23
Wastewater Fund Revenue	23
WATER DEPOSIT TRUST FUND	25
USDA BOND RESERVE FUND	26
PROPRIETARY CAPITAL FUNDS	27
WATER SYSTEM IMPROVEMENT FUND	27
LID 2011-1 REDEMPTION FUND	29
WATER CAPITAL EQUIPMENT FUND	30
WASTEWATER SYSTEM IMPROVEMENT FUND	31
Wastewater System Improvement Revenue	31
SEWER CAPITAL EQUIPMENT FUND	32
FIDUCIARY FUND TYPES	33
UNEMPLOYMENT COMPENSATION (PRIVATE-PURPOSE TRUST FUND)	33
MUNICIPAL COURT TRUST FUND	33
AGENCY FUND TYPES	34
AGENCY FUNDS.....	34
CITY AGENCY FUND.....	34
DEBT SCHEDULE	35
SCHEDULE OF TRANSFERS	36
SALARY SCHEDULE.....	37
SALARY FUND ALLOCATION	38
BUDGET PROJECTIONS	39
GENERAL FUND PROJECTIONS	39
STREET OPERATING FUND PROJECTIONS	40
WATER OPERATING FUND PROJECTIONS	41
WASTEWATER OPERATING FUND PROJECTIONS	42
DETAILED SALARY SCHEDULE.....	43
GLOSSARY OF TERMS	44



MAYOR'S BUDGET MESSAGE

TO: The Legislative Body and Citizen of Napavine
FROM: Mayor John Sayers
SUBJECT: Recommended Final Budget Proposal for 2019

I am pleased to submit for your consideration the 2019 proposed Annual Budget for the City of Napavine.

Proposed expenditures for the forthcoming budget year are provided in the following table on a comparative basis with the current year's budget and previous year's actual expenditures:

	Actual Expenditures	Projections	Proposed	% Chg
	2017	2018	2019	18-19
General Government Services	239,019	294,010	290,980	-1.03%
Public Safety	276,011	407,100	465,985	14.46%
Criminal Justice - Public Safety	13,041	8,100	17,000	109.88%
Transportation	214,360	223,965	258,675	15.50%
Economic Environment	66,844	85,780	117,055	36.46%
Mental and Physical Health	417	505	520	2.97%
Culture and Recreation	30,856	8,330	54,340	552.34%
Proprietary Services:				
Water Services	265,478	335,940	369,520	10.00%
Wastewater Services	364,922	450,530	490,020	8.77%
Total Operating Appropriations	1,470,950	1,814,260	2,064,095	13.77%
Estimated Other Financing Uses:				
Debt Services	465,495	461,475	524,745	13.71%
Capital Expenditures/Projects	106,635	106,635	1,342,890	1159.33%
Transfers Out	126,500	176,500	103,500	-41.36%
Total Other Financing Uses	698,630	744,610	1,971,135	164.72%
Total Estimated/Uses	2,169,580	2,558,870	4,035,230	57.70%

The budget as proposed is approximately 53.72 percent higher than last year's primarily due to increases in proposed expenditures for salaries and benefits, maintenance and operations of streets, water, sewer and proposed capital projects in parks, streets and water.

The budget includes a proposed 1% levy increase of \$2,978 with a total levy budget of \$315,000 to allow for the maximum levy for Napavine to include new construction and state assessed utilities, which is split 50/50 with General Fund and Street Fund. The anticipated tax rate for 2019 is 1.86 per \$1,000 of assessed property value compared to \$1.94 in 2018.

The estimated income from retail sales and use taxes is \$371,000, only slightly higher than current years anticipated revenues. It is difficult to predict sales tax revenue due to economic fluctuations, law changes to internet sales and one-time construction projects in process in the city.

Budgeted funds do include the use of estimated fund balance to be carried over from the primary funds such as general fund, street fund, water and sewer utility funds.

City of Napavine, does impose utility taxes on electric, cable television and telephone communications at a rate of 6%, however does not impose utility tax on natural gas. It is not anticipated there will be any significant increases in revenue from any source other than property taxes for the budget year.

Estimated revenues for the forthcoming budget are compared to projections for the current year and last year's actual revenues received. These projections, current adopted budget, and prior year results are as follows:

	Actual Revenue	Budget Projections	Revenue Estimates	% Chg
	2017	2018	2019	18-19
Estimated Beginning Fund Balance	2,658,853	3,169,834	3,426,849	8.11%
Taxes	873,748	963,320	961,110	-0.23%
Licenses and Permits	48,768	34,430	35,475	3.04%
Intergovernmental Revenues	141,909	157,805	891,600	465.00%
Charges for Goods and Services	1,230,209	1,209,140	1,229,865	1.71%
Fines and Penalties	38,664	42,755	45,640	6.75%
Miscellaneous Revenues	296,037	335,994	186,540	-44.48%
Disposition of Capital Assets				
Total Estimated Revenues	2,629,334	2,743,444	3,350,230	22.12%
Total Other Estimated Financing Sources	147,943	179,300	103,500	-42.28%
Total All Estimated Resources	5,436,130	6,092,578	6,880,579	12.93%

PERSONNEL

Personnel changes in the budget include bringing staffing levels back up to 40 hours per week except for Municipal Court staff. The budget includes the position of Public Works/Community Development Director, who is the supervisor for all public works maintenance activities and oversees the Community Development Department which oversees economic development, land use and building permitting.

Union contracts are being negotiated for 2019 open wage and is a part of the budget with a \$400 per month increase for non-department head employees and a 6% wage increase for department heads. The budget also provides for any salary the normal progressive step increases for those not presently at the top of their position class range.

LAW ENFORCEMENT

Total costs for law enforcement are up 14.46 percent from \$383,220 to \$442,865. The primary increases are in the area of salaries, benefits, dispatching, training, ammunition and insurance.


GENERAL

\$1,010 is appropriated for the city's contribution to the air pollution control authority which is based on 2019 population estimate of 1,940. \$205 increase over the current year's budget. \$520 is budgeted for public health and alcoholism programs which is 2% of liquor state shared profits and excise tax as mandated by law to receive these funds.

Four major capital improvement projects are included in this budget proposal such as:

- Well #6 Treatment Plant,
- Woodard Road rebuilding and resurfacing,
- Safe Routes to School sidewalks along Fourth Ave NE;
- Park improvements of a new kitchen at Mayme Shaddock Park Hopefully,

Very truly yours,



Mayor John Sayers

City of Napavine, Washington



The City of Napavine was incorporated November 21, 1913 and operates under the laws of the state of Washington applicable to a Mayor-Council form of government. The City of Napavine uses single-entry, cash basis accounting and reporting.

The City of Napavine is a general-purpose government that provides police services, municipal court services, community parks, land use planning, building plan review and code enforcement, street maintenance, water distribution, wastewater collection and general administrative services.

PRINCIPAL OFFICIALS

ELECTED CITY OFFICIALS

(City Council)

John Sayers, Mayor Term Expiration 12/31/2019
Don Webster, Council Position #1 (Appointed) Term Expiration 12/31/2021
Larry Stafford, Council Position #2 (Appointed)..... Term Expiration 12/31/2019
LaVerne Haslett, Council Position #3 Term Expiration 12/31/2019
Shawn O’Neill, Council Position #4 Term Expiration 12/31/2021
James Haslett, Council Position #5 Term Expiration 12/31/2019

DEPARTMENT HEADS/APPOINTED CITY OFFICIALS

James M. B. Buzzard City Attorney
Mary Wood City Clerk-Treasurer
Bryan MorrisPublic Works Community Development Director
Chris Salyers Police Chief
Joseph Mano Municipal Court Judge
Katie Clark Court Administrator

PLANNING COMMISSION

Deborah Graham
Larry Hamilton, Chair

Bob Bozarth
Vacant

Arnold Haberstroh

Mailing Address

P O Box 810
Napavine, WA 98565

Physical Address

407 Birch Ave SW
Napavine, WA 98565

Phone

360-262-3547

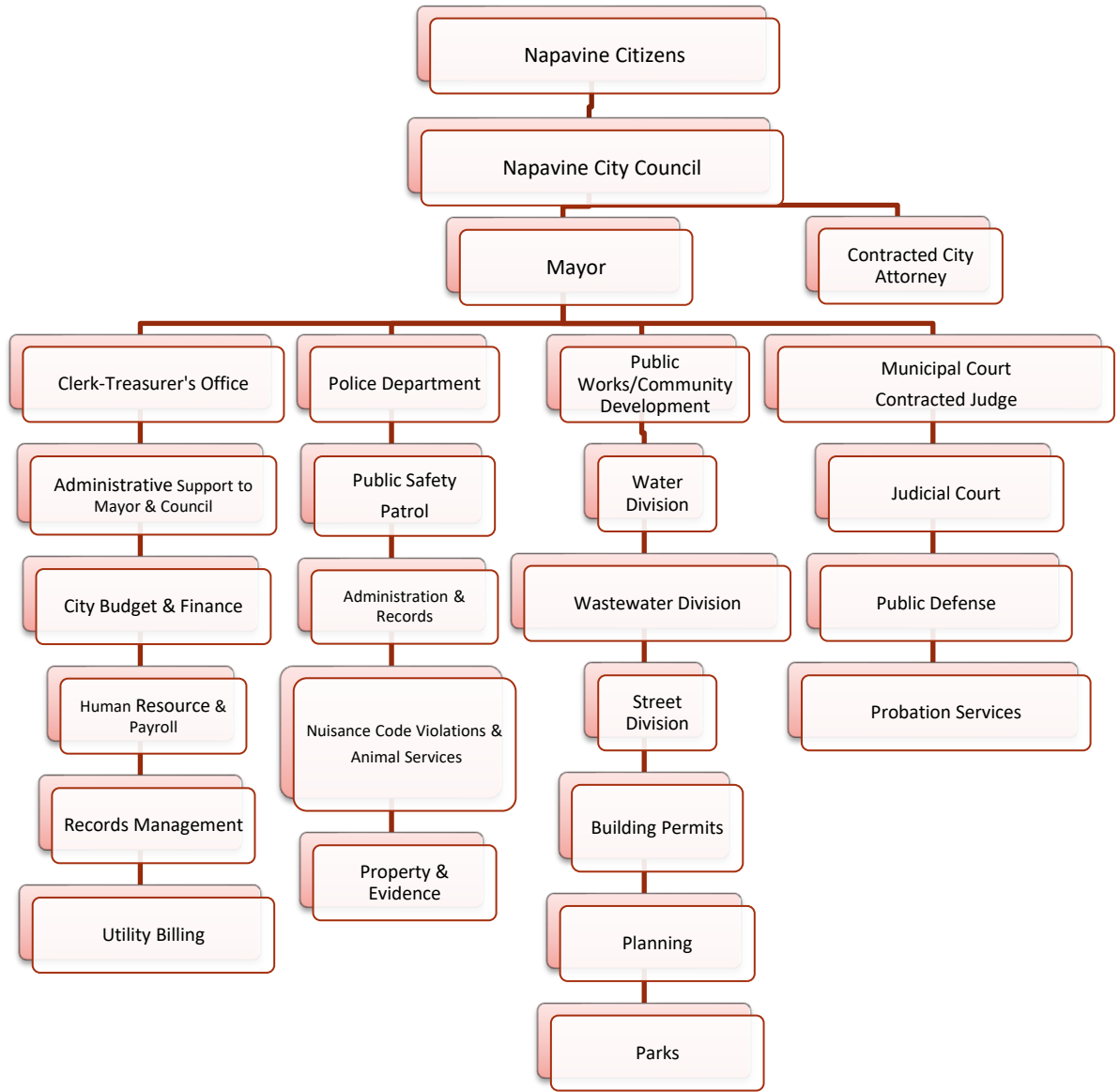
Fax

360-262-9199

Home Page

www.cityofnapavine.com

CITY-WIDE ORGANIZATION CHART



ORDINANCE ADOPTING 2019 BUDGET

ORDINANCE NO. 584

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF NAPAVINE, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2019

WHEREAS, the City of Napavine, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the City for the fiscal year ending December 31, 2019; and

WHEREAS, a notice was published that the City Council would meet on December 6, 2018 at 6:00 p.m., in the council chambers of city hall for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard in a public hearing upon said budget; and

WHEREAS, the City Council did hold a public hearing at that time and place and did then consider the matter of the proposed budget for the fiscal year 2019; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of the City for the fiscal year 2019 and being sufficient to meet the various needs of the City during that period;

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

SECTION 1. The budget for the City of Napavine, Washington for the year 2019 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive budget document, "City of Napavine 2019 Budget", copies of which are on file in the Office of the City Clerk.

SECTION 2. Estimated resources, including fund balances for each separate fund of the City of Napavine, for the year 2019 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2019 as set forth in the City of Napavine 2019 Budget.

Fund	Estimate Begin Balance	Estimated Revenues	Appropriations/ Expenditures	Estimated Ending Fund Balance
General Fund 001	522,743	936,365	986,710	472,398
Substance Abuse Fund 002	6,129	50	2,500	3,679
Park Improvement Fund 004	82,074	10,635	43,500	49,209
General Govrnmt Equipment Fund 005	-	5,000	3,000	2,000
Street Fund 101	233,301	208,110	267,685	173,726
Street Improvement Fund 105	145,676	794,340	795,560	144,456
Criminal Justice Funds 110	50,410	38,390	26,830	61,970
Project Planning Fund 305	101,265	21,440	28,000	94,705
Water Fund 401	648,627	445,870	488,350	606,147
Water System Improvement Fund 402	723,286	65,470	417,500	371,256
Water Deposit Trust Fund 404	7,915	-	7,900	15
Wastewater Fund 406	292,612	776,760	853,280	216,092
Wastewater System Improve Fund 408	285,264	70,175	55,000	300,439
LID 2011-1 Bond Redemption Fund 415	273,502	70,905	82,495	261,912
Private-Purpose Trust Funds 621	31,336	3,500	25,000	9,836
Total All Funds	3,404,139	3,462,010	4,083,310	2,782,839

SECTION 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditors' Office and to the Association of Washington Cities.

SECTION 4. Effective Date. This ordinance shall be in full force and take effect on January 1, 2019, pursuant to RCW 35A.12.130.

PASSED by the City Council, of City of Napavine, at a regular open public meeting and **APPROVED** by the Mayor, thereof this 26th day of December 2018.

Mayor

Attest:

Mary Wood
City Clerk-Treasurer

Approved as to form and content:

City Attorney, Jim M.B. Buzzard, WSBA #33555

PASSED FIRST READING: December 11, 2018 (with amendments)
 PASSED SECOND READING: December 26, 2018 (with amendments)
 EFFECTIVE DATE: January 1, 2019
 PUBLICATION DATE: January 2, 2019

2018 ESTIMATED YEAR END BALANCES

		2018 Estimated Year End								
	Description	Beginning		Transfers		Transfers	Ending		Designated	Unreserved
		Cash & Invest	Revenues	IN	Expenditures	Out	Cash & Invest	Restricted \$	UnReserved	Balance
001	General Fund 001	456,593	925,255	15,000	825,105	49,000	522,743	14,220	105,796	402,727
002	Substance Abuse Fund	6,569	60		500		6,129	6,129		0
004	Park Improvement Fund 004	63,624	18,450		-		82,074	79,055		3,019
101	Street Fund 101	226,926	214,865	48,000	243,965	10,500	235,326	9,471		225,855
105	Street Improvement Fund 105	120,866	72,700	10,000	57,890		145,676	62,839	30,990	51,847
110	Criminal Justice Funds	38,940	37,455		10,985	15,000	50,410	47,082		3,328
305	Project Planning Fund	92,535	36,730		28,000		101,265	95,384		5,881
401	Water Fund 401	661,367	443,335		405,075	51,000	648,627			648,627
402	Water System Improvement Fund	669,716	33,570	50,000	30,000		723,286			723,286
403	USDA Bond Reserve Fund	22,710	-		-		22,710	22,710		-
404	Water Deposit Trust Fund	8,515	-		600		7,915	7,915		0
406	Wastewater Fund 406	338,337	751,480		746,205	51,000	292,612			292,612
408	Wastewater System Improve Fund	207,014	48,250	50,000	20,000		285,264			285,264
415	LID 2011-1 Bond Redemption Fund	228,287	128,420		83,205		273,502	273,502		-
621	Private-Purpose Trust Funds	27,836		3,500			31,336	31,336		-
622	Municipal Court Trust Fund	76	39,200		39,000		276	276		-
631	Agency Funds	1,104	18,120		18,500		724	724		-
	Grand Total	3,171,014	2,767,890	176,500	2,509,030	176,500	3,429,874	650,644	136,786	2,642,444
				2,944,390		2,685,530				

2018 YEAR END RESTRICTED REVENUES

2018 Restricted Revenues								
Fund:	General Fund							
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
9,595	Liquor Excise Tax	70.96A.087	2% Substance abuse treatments	192				
15,750	Liquor Board Profits	70.96A.085	2% Substance abuse treatments	315	79	586	586	(0)
15,770	Liquor Control Board Profits	66.24.065	20.23% Public Safety	3,186	11,036	14,222	14,222	-
8,000	Sale Proceeds RR Spur	Res 14-07-62	Future Capital Needs	8,000	97,796	105,796	-	105,796
25,345			Total Restricted Funds	11,693	108,911	120,604	14,808	105,796
Public Safety increase law enforcement								

Two percent (2%) of the total amount of liquor excise tax and liquor board profits must be spent on substance abuse treatment programs. Programs must be approved by the board authorized by RCW 70.96A.300 and the Secretary of the Department of Social and Health Services. In addition, Initiative 1183 added \$10 million dollars to the distribution for enhancing public safety programs. In percentage terms, this means 20.23 percent (20.23%) of the distribution must be spent for programs that enhance public safety. With the privatization of liquor sales, the liquor control board profits are the state distribution of a portion of beer tax and spirit fees. Distribution is based on population.

Fund:	Park Improvement Fund							
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
18,200	Real Estate Excise Tax	82.46.010 (2)	Capital Facilities Plan Capital Projects	18,200	60,855	79,055	0	79,055

Real Estate Excise tax is restricted for capital projects that are recognized in the city's Capital Facilities Plan which meets capital threshold of \$5,000 or more based on the city's Capital Asset Policy that was adopted in 2012. The city is saving funds from the Real Estate Excise tax revenues for an upgrade to the kitchen area at Mayme Shaddock Park with enclosed restrooms and heating by building a new facility.

RCW 82.46.015 provides for twenty-five percent (25%) of available funds for the maintenance of capital projects if the city will have adequate funding from all sources of public funding to pay for all capital projects as defined in RCW 82.46.010, which are identified in the Capital Facilities

Plan for the succeeding two-year period. Maintenance means the use of funds for labor and materials that will preserve, prevent the decline of, or extend the useful life of a capital project. Maintenance does not include labor or material costs for routine operations of a capital project.

Fund: Street Fund								
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
5,615	Multimodal Transportation City	47.66.070	Transportation purpose only	5,615	3,856	9,471	-	9,471
5,615			Total Restricted Funds	5,615	3,856	9,471	0	9,471

Multimodal transportation funds are a part of the transportation package that was passed in 2015 legislative session in Section 405 of Engrossed Substitute House Bill 2524, Chapter 14, Laws of 2017 and Section 331 of 2ESSB 5987, Chapter 44, Laws 15. RCW 47.66.070 provides for the multimodal transportation account and states that the funds may be used only for transportation purposes. Transportation is defined as “the movement of people, animals and goods from one location to another.” The Increased Motor Vehicle Fuel Tax funds are restricted for highway purposes and the Multimodal Transportation Tax Funds are restricted for any transportation purposes. That system includes public roads, ferries, public transportation, aviation, freight and passenger rail, ports, and bicycles and pedestrian facilities.

Fund: Street Improvement Fund								
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
18,200	Real Estate Excise Tax	82.46.010 (2)	Capital Facilities Plan/Capital Projects	18,200	44,639	62,839	0	62,839
-	HH Napavine 16		Developers Agreement	0	15,000	15,000	0	15,000
-	HH Napavine 16 Contribution		Developers Agreement	0	15,990	15,990	0	15,990
18,200			Total Restricted Funds	18,200	75,629	93,829	0	93,829
Note: \$40,000 for TIB Match								

Real Estate Excise tax is restricted for capital projects that are recognized in the city’s Capital Facilities Plan which meets capital threshold of \$5,000 or more based on the city’s Capital Asset Policy that was adopted in 2012. The city maintains this fund for future street projects listed in the Capital Facilities Plan which was updated August 22, 2017.

Fund: Criminal Justice Fund								
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
1,000	Criminal Justice Lo-Pop	82.14.330	Criminal Justice purpose non-recurring (Purchase police cars)	1,000	3,428	4,428	0	4,428
1,990	CJ-Special Programs	82.14.330 (2)(b)	Innovative Law Strategies, At-Risk Children, Child Abuse, Domestic Violence	1,990	12,595	14,585	3,050	11,535
280	DUI - Cities		DUI OT Enforcement	280	3,414	3,694	105	3,589
34,185	CJ - Sales Tax	82.14.340	Criminal Justice Purposes	34,185	16,324	50,509	22,980	27,529
37,455			Total Restricted Funds	37,455	35,762	73,217	26,135	47,082

The term *criminal justice purposes* indicate a broad definition which would encompass all costs incurred in connection with the administration and enforcement of criminal laws, including those systems for dealing with persons suspected of, accused of, charged with, or convicted of crimes and domestic violence services. Expenditures for extraordinary events not likely to reoccur, changes in contract provisions for criminal justice services, beyond the control of the local jurisdiction receiving the services, and major nonrecurring capital expenditures such as purchase patrol vehicles.

Fund: Project Planning								
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
36,400	2nd Quarter Real Estate Excise Tax	82.46.035 (2)	Capital Facilities Plan/Capital Projects	36,400	86,984	123,384	28,000	95,384

The city imposes an additional excise tax on each sale of real property in the in the corporate limits of the city for the city tax at a rate not exceeding one-quarter of one percent of the selling price. Real Estate Excise Tax is restricted in its use by RCW 82.46.03 (3) must be used by cities solely for financing capital projects specified in a capital facilities plan element of a comprehensive plan. Capital Project means those public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

2019 BUDGET SUMMARY

2019 Estimated Ending Cash Flow											
Fund #	Fund Description	Est Beginning Cash & Invest	Revenues	Transfers In	Expenditures	Transfers Out	Ending Cash & Invest	Restricted \$	Designated UnReserved	Unreserved Balance	
001	General Fund 001	522,743	936,365	-	980,710	6,000	472,398	3,202	105,796	363,400	
002	Substance Abuse Fund	6,129	50		2,500		3,679	3,679		(0)	
004	Park Improvement Fund 004	82,074	10,635		43,500		49,209	46,155		3,053	
005	General Govrnmt Capital Equip Fund	-		5,000	3,000		2,000		2,000		
101	Street Fund 101	235,326	208,110	-	262,185	5,500	175,751	12,151		163,600	
102	Street Capital Equipment Fund	-		5,000			5,000		5,000		
105	Street Improvement Fund 105	145,676	794,340	-	795,560		144,456	34,964	30,990	78,501	
110	Criminal Justice Funds	50,410	38,390	-	26,830		61,970	58,642		3,328	
305	Project Planning Fund	101,265	21,440		28,000		94,705	88,584		6,121	
401	Water Fund 401	648,627	445,870		432,350	56,000	606,147			606,147	
402	Water System Improvement Fund	723,286	15,470	50,000	417,500		371,256			371,256	
403	USDA Bond Reserve Fund	22,710					22,710	22,710		-	
404	Water Deposit Trust Fund	7,915			7,900		15	15		0	
406	Wastewater Fund 406	292,612	776,760		797,280	56,000	216,092			216,092	
408	Wastewater System Improve Fund	285,264	20,175	50,000	55,000		300,439			300,439	
409	Sewer Capital Equipment Fund	-		5,000			5,000		5,000		
411	Water Capital Equipment Fund	-		5,000			5,000		5,000		
415	LID 2011-1 Bond Redemption Fund	273,502	70,905		82,495		261,912	261,912		0	
621	Private-Purpose Trust Funds	31,336		3,500	25,000		9,836	9,836		0	
622	Municipal Court Trust Fund	276					276	276		-	
631	Agency Funds	724					724	724		0	
Grand Total		3,429,874	3,338,510	123,500	3,959,810	123,500	2,808,574	542,850	153,786	2,111,938	
				3,462,010			4,083,310				

2019 RESTRICTED FUNDS

General Fund

2019 Restricted Revenues								
Fund:	General Fund							
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
9,970	Liquor Excise Tax	70.96A.087	2% Substance abuse treatments	199				
15,830	Liquor Board Profits	70.96A.085	2% Substance abuse treatments	317	(0)	516	516	(0)
-	Liquor Control Board Profits	66.24.065	20.23% Public Safety	3,202	-	3,202		3,202
	Sale Proceeds RR Spur	Res 14-07-62	Future Capital Needs	105,796	105,796	105,796	-	105,796
25,800			Total	109,515	105,796	109,514	516	108,998
Public Safety coverage from other governmental agencies								

Park Improvement Fund

Fund:	Park Improvement Fund							
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
10,600	Real Estate Excise Tax	82.46.010 (2)	Capital Facilities Plan Capital Projects	10,600	79,055	89,655	43,500	46,155

Street Fund

Fund:	Street Fund							
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
2,680	Multimodal Transportation City	47.66.070	Transportation purpose only	2,680	9,471	12,151	-	12,151

Street Improvement Fund

Fund: Street Improvement Fund								
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
10,600	Real Estate Excise Tax	82.46.010 (2)	Capital Facilities Plan/Capital Projects	10,600	62,839	73,439	38,475	34,964
-	HH Napavine 16		Developers Agreement	0	15,000	15,000	0	15,000
-	HH Napavine 16 Contribution		Developers Agreement	0	15,990	15,990	0	15,990
10,600	Total			10,600	93,829	104,429	38,475	65,954

Note: \$44,460 for TIB Match

Criminal Justice Fund

Fund: Criminal Justice Fund								
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
1,000	Criminal Justice Lo-Pop	82.14.330	Criminal Justice purpose non-recurring (Purchase police cars)	1,000	4,428	5,428	5,000	428
2,115	CJ-Special Programs	82.14.330 (2)(b)	Innovative Law Strategies, At-Risk Children, Child Abuse, Domestic Violence	2,115	11,535	13,650	7,500	6,150
275	DUI - Cities		DUI OT Enforcement	275	3,589	3,864	3,500	364
35,000	CJ - Sales Tax	82.14.340	Criminal Justice Purposes	35,000	27,529	62,529	10,830	51,699
38,390	Total			38,390	47,082	85,472	26,830	58,642

Project Planning Fund

Fund: Project Planning								
Estimate Amount	Resource	RCW	Use	Restricted \$	Prior Balance	Total	Expended	Balance Restricted
21,200	2nd Quarter Real Estate Excise Tax	82.46.035 (2)	Capital Facilities Plan/Capital Projects	21,200	95,384	116,584	28,000	88,584

FINANCIAL SECTION

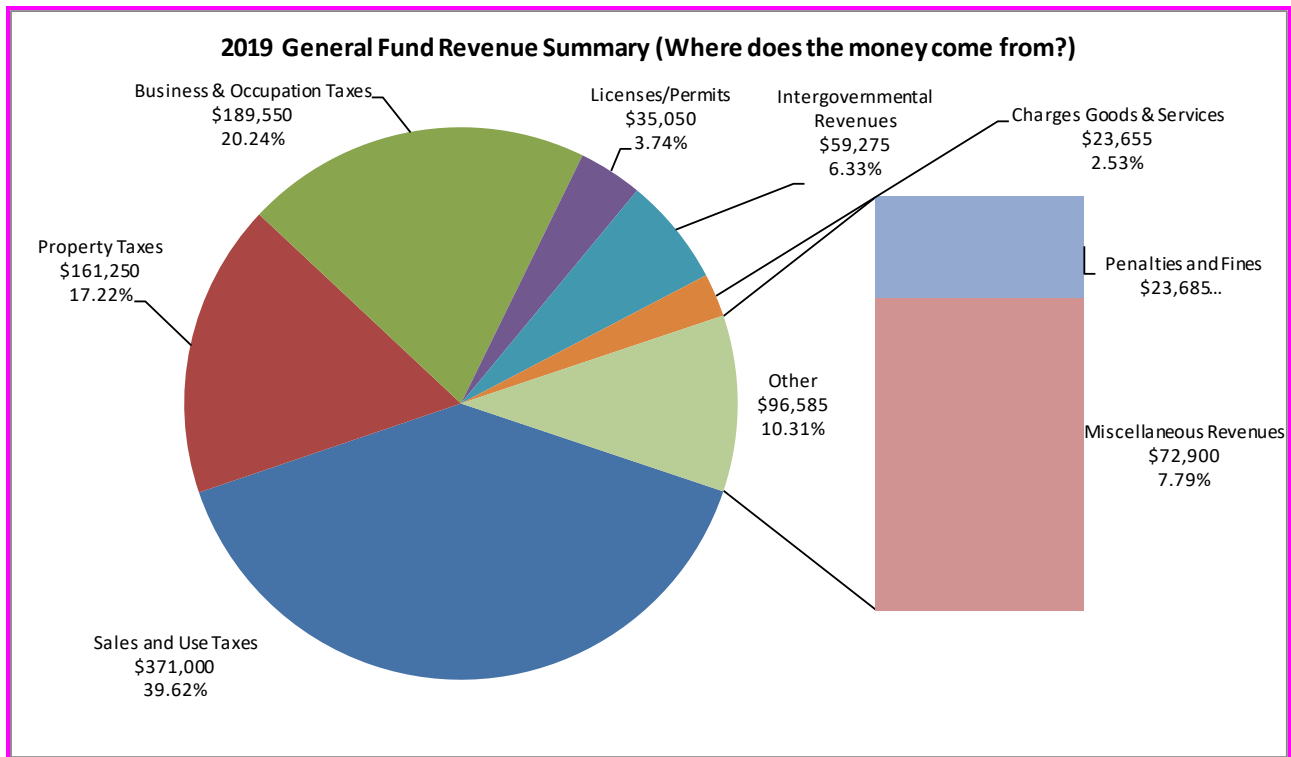
GOVERNMENTAL FUND TYPES

All governmental funds share a common measurement focus and basis of accounting. Under the current financial resource's measurement focus, the object of the operating statement is to report near-term in-flows and out-flows of financial or spendable resources.

GENERAL FUND

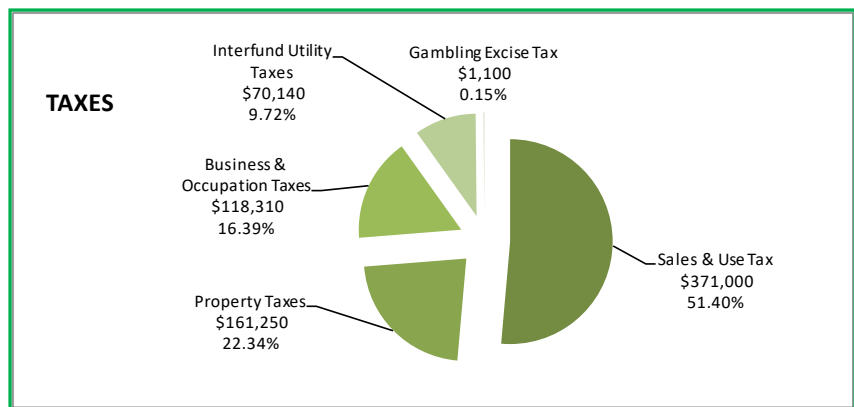
This is the main Operating Fund of the City which includes revenues and expenditures not required by codes to be accounted for separately.

General Fund Summary Review



Tax Revenues

- Retail Sales Tax estimated in the amount of \$371,000 for 2019.
- Property Taxes (Levy estimated amount \$315,000 split 50/50 with the Street Fund) however the new State Assessed Utilities is not determined until December. In 2018 there was a slight increase in the State Assessed Utilities. The city is anticipating an increase and has provided for such in the budget to allow the city to receive property tax on the value of state assessed utilities. The 2018 actual levy amount for City of Napavine was \$301,290.27. The allowable 1% increase over 2018 highest lawful levy limit is estimated to be \$2,978. The value of the new construction in 2018 was \$4,761,700 X last year's (2018) levy rate of \$1.94135225200 allows an increase in property levy for new construction in the amount of \$9,244. The county's real and personal estimates including state assessed utilities for City of Napavine for the 2019 levy is 166,685,989; which the 2019 levy amount to budget for round up to \$315,000. The estimated levy rate for the 2019 levy is \$1.868639601136 per \$1,000. The city will not be receiving an administrative refund in 2019 tax year.

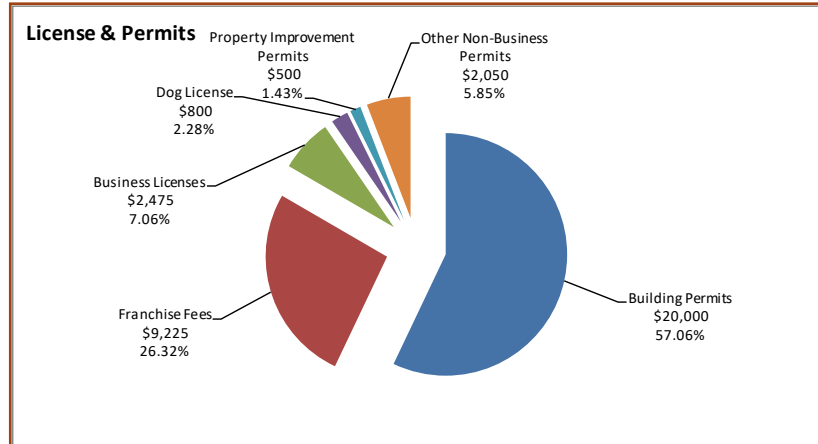


- Utility Taxes include telephone, cable, and electric utilities at a 6% rate which was increased January 1, 2018. While reviewing revenues for the General Fund, the telephone utility tax has varied over the past three years. The city anticipates receiving \$25,310 in telecommunications, electric \$90,000 and cable \$3,000 for a grand total of \$118,310 in business & occupation taxes.
- Inter-fund Taxes on water & wastewater services from Utility Billing at a 6% rate of utility services. The city estimates an Inter-fund taxes in the amount of \$70,140.
- Gambling Excise Tax based on 1% of gross receipts. (Gross sales less prize awards) with anticipated revenue in the amount of \$1,100.

The estimated tax revenue for 2019 is \$721,800 in the General Fund.

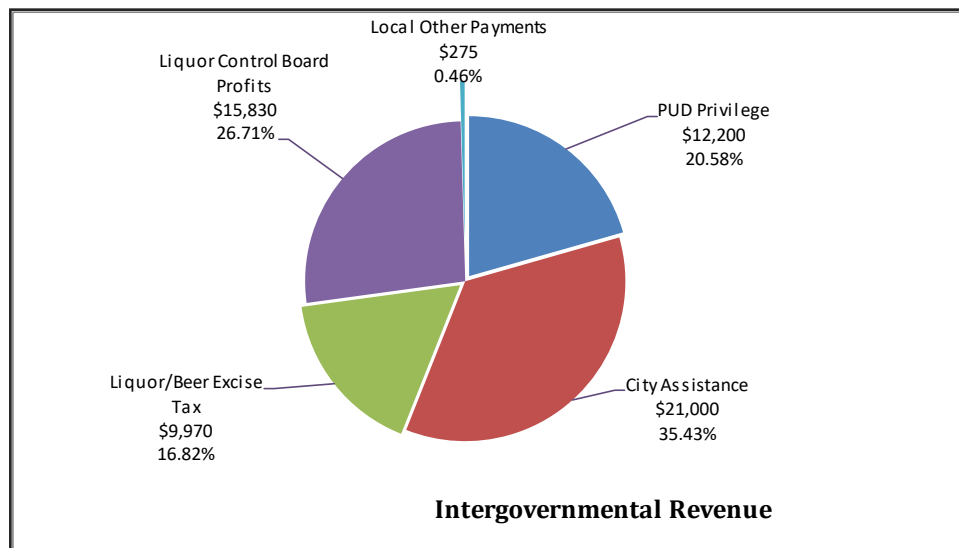
Licenses and Permits

- Business Licenses
- Franchise Fees
- Building Permits
- Animal License
- Miscellaneous Permits



Intergovernmental Revenue

- Indirect Federal Grants
- State Grants
- State Shared Revenues:
 - Timber Tax (Local Government Other Payments)
 - PUD Privilege
 - City Assistance
- RCW 82.45.60 imposes an excise tax of 1.028% on each sale of real property within Washington State. A portion of this tax (1.6%) must be deposited in the city-county assistance account that is created in RCW 43.08.290 for the purpose of providing assistance for certain cities and counties that meet the qualifications of the statute. These funds were originally intended to mitigate the loss of the motor vehicle excise tax (MVET) that was distributed to local governments as a means of equalization of sales tax. The city anticipates receiving \$21,000. The city assistance funds are distributed quarterly on January, April, July and October. For funds to be distributed on those dates, the transfers must be made in the previous month. January payment is remitted in December of the year in which the certification is made, then in March, June and September of the coming year. This means that, for budgeting purposes, cities are dealing with two different certification years (2019-2020).



The formula used to allocate city funding is based on a sales tax and property tax equalization formula, and the 2005 MVET backfill levels. Cities with a population of 5,000 or less qualify to receive distributions equal to the greater of 1) 55 % sales tax equalization on first 0.5 percent local sales tax or 2) 55% property

tax equalization based on per capital assessed values per \$1,000 assessed value; or 3) their 2005 MVET backfill allocation, or \$11,100 for Napavine.

Liquor Excise Tax

The formula works as follows: 1.) 35% of liquor excise tax collected is deposited in the “liquor excise tax fund” for distribution to cities, towns, and counties. 2.) \$2.5 million each quarter (\$10 million per year) shall be deducted from the liquor excise tax fund and remitted to the state general fund. 3.) Of the remaining amount, 80% of the liquor excise tax is distributed to cities (based on population) and 20% to counties (based on unincorporated population). The June 2019 forecasts by the ERF estimates liquor excise tax revenues that are to be deposited into the liquor excise tax fund at \$40,977,508. After deductions the distributions are estimated to be \$24,782,007 for cities. The estimated 2019 distribution for cities is \$5.14 per capita. Office of Financial Management (OFM) estimates Napavine’s 2019 population at 1,940. The anticipated revenue in this category is \$9,970. At least 2% must be used for an approved alcohol or drug addiction program, which the city remits the 2% (\$199) and the remaining 98% (\$9,771) may be used for any purpose.

Liquor Board Profits

Under Initiative 1183 the state now collects revenue in the form of license fees from distributors and retailers. A portion of these “liquor profits” (the Liquor Control Board (LCB) continues to call these funds “liquor profits”) goes to cities, counties, and border cities and counties. Section 302 of Initiative 1183, now codified as RCW 66.24.065. The distribution of spirits license fees under RCW 66.24.630 and 66.24.055 through the liquor revolving fund to border areas, counties, cities, towns and the municipal research center must be made in a manner that provides that each category of recipients receive, in the aggregate, no less than it received from the liquor revolving funds during comparable periods prior to December 8, 2011. An additional distribution of \$10 million per year from the spirits license fees must be provided to border areas, counties, cities, and towns through the liquor revolving fund for the purpose of enhancing public safety programs. Three-tenths of one percent (.03%) (\$148,314) is distributed to border cities and counties. Then the remaining amount gets distributed as follows; 80% to cities (39,431,748) annually, and 20% to counties \$9,857,936 annually. The 2019 estimated distribution is \$8.16 per capita.

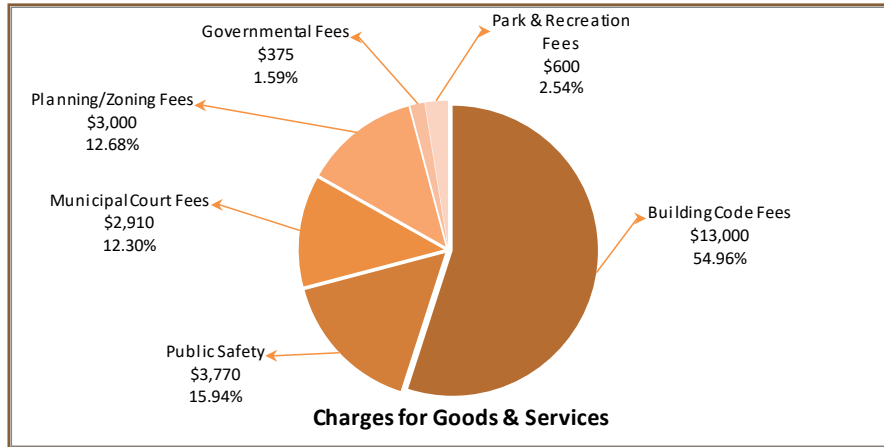
Each city and county must split its distributions so that it can account separately for the portion that can be spent for any general fund purpose and the portion that must be spent to enhance public safety programs; 20.23% must be used for public safety purposes, and an additional 2% must be used for an approved alcohol or drug addiction program. The remaining 77.77% may be used for any purpose. This distribution is also based on population estimates for 2019 of 1,940 for an anticipated revenue amount of \$15,830, which \$3,202 is restricted for public safety purposes and \$317 is restricted for alcohol and drug addiction programs, the remaining amount of \$12,311 may be used for any purpose.

The following Intergovernmental Revenues are restricted in their use by state law:

- Two percent (2%) of liquor taxes and profits must be devoted to support an approved alcoholism or drug addiction program per RCW 70.96A.087. (Note: Cities that do not have their own facility or program for the treatment and rehabilitation of alcoholics and other drug addicts may share in the use of a facility or program maintained by another city or county so long as it contributes no less than 2% of its share of *liquor taxes and profits* to the support of the facility or program) in order to be eligible to receive these distributions. The 2% amount of liquor taxes and profits restricted is estimated in the amount of \$520 which the city of Napavine remits to Lewis County for alcoholism or drug addiction programs.

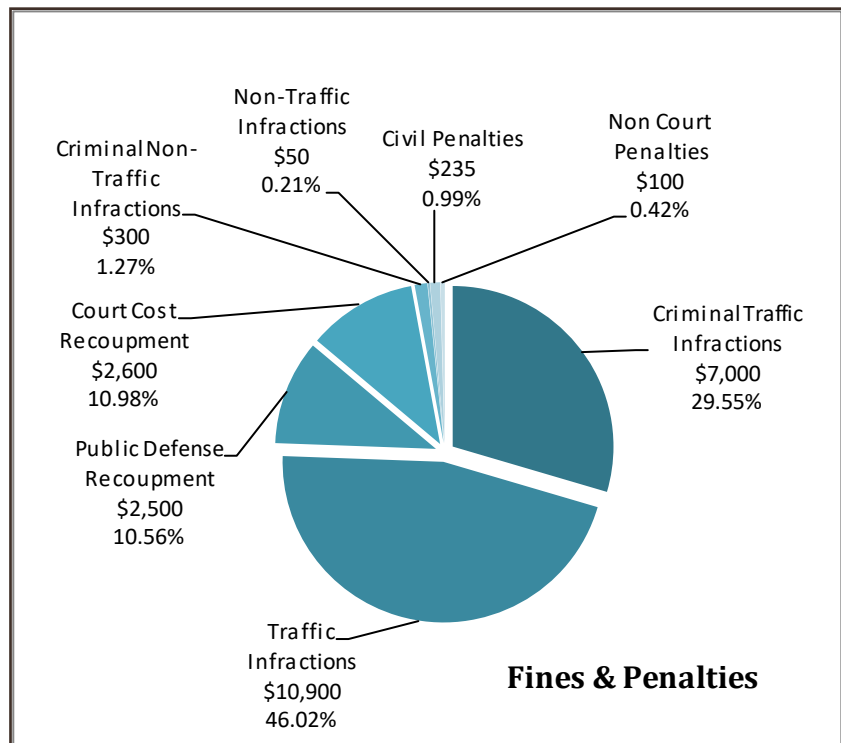
Charges for Goods and Services

- Building Code Fees
- Municipal Court Fees
- Physical Environment
- Planning Fees (SEPA, etc.)
- Park & Recreation Fees
- Governmental Fees



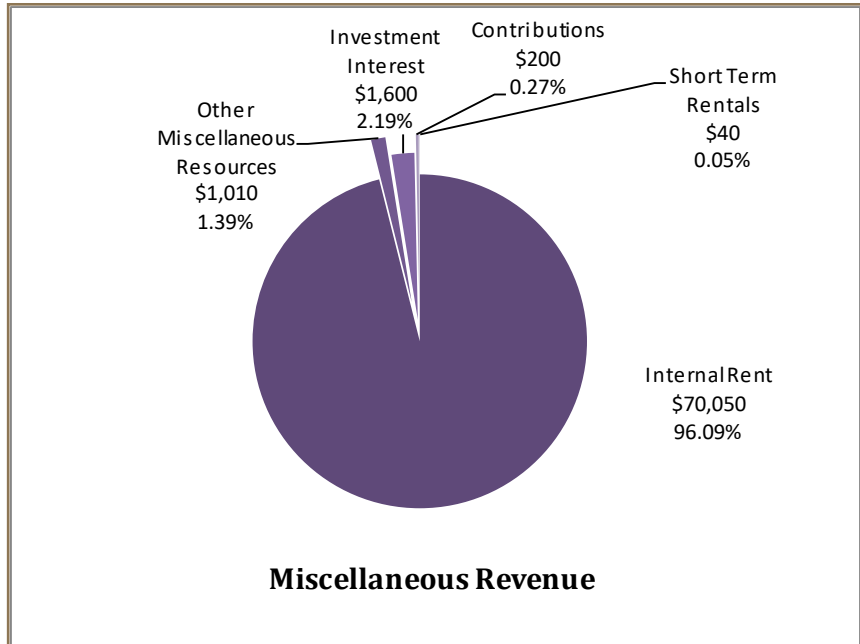
Court Fines & Penalties

- Criminal Traffic Fines
- Traffic Infraction Fines
- Criminal Court Costs
- Criminal Non-Traffic Fines
- Non-Traffic Fines
- Civil Penalties
- Penalties on business licenses

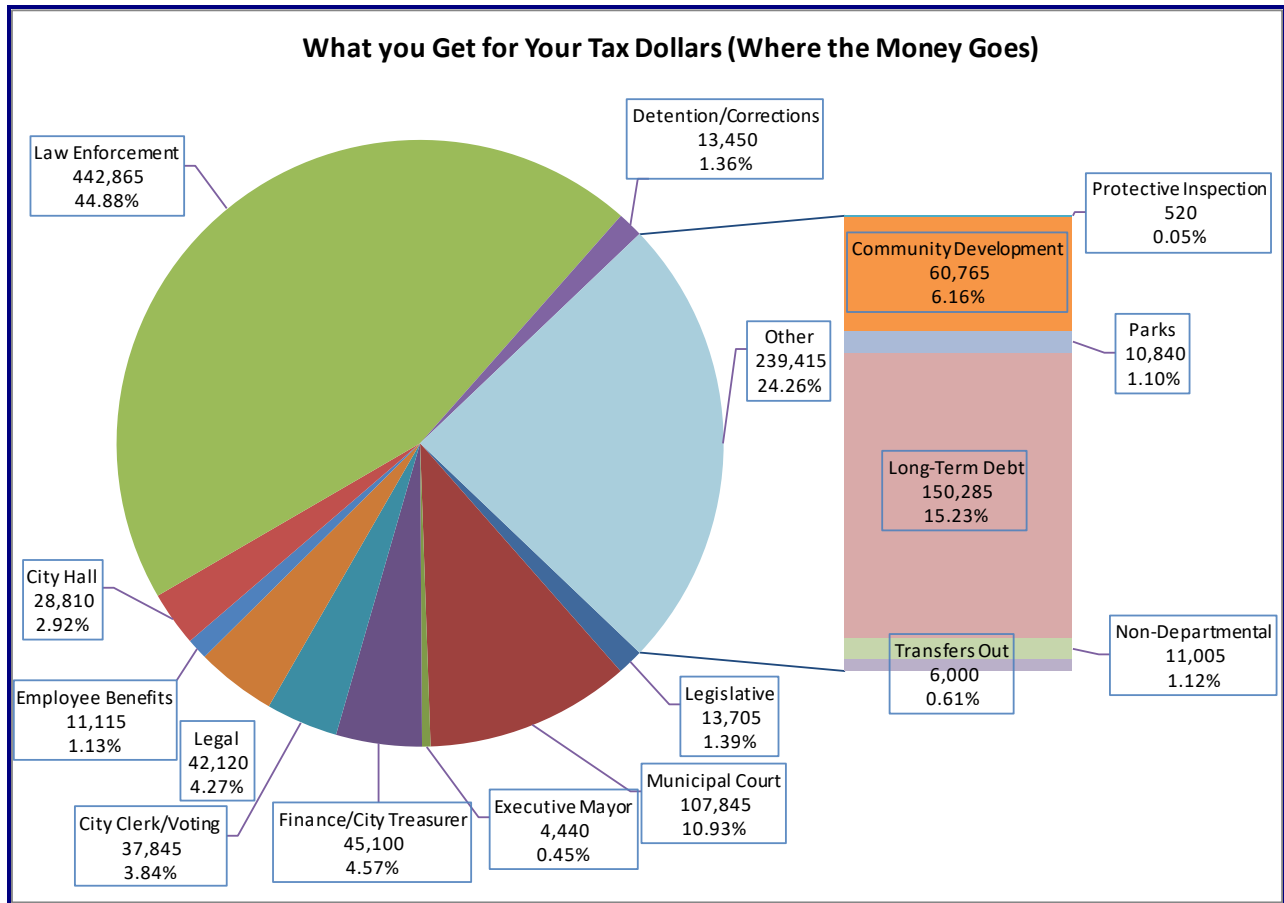


Miscellaneous Revenues

- Internal Rent
- Other Miscellaneous
- Investment Interest
- Contributions/Donations
- Short-term Rentals



General Fund Expenditure Summary



Departments supported by the General Fund include: Legislative (City Council), Municipal Court, Executive (Mayor’s Office), Treasurer’s Office, Clerk’s Office, Legal (City Attorney), Police Department, Protective Inspection Services, Community Development, Parks, City Hall Maintenance and Debt Services.

GENERAL FUND BUDGET SUMMARY

CITY OF NAPA VINE 2019 BUDGET						
GENERAL FUND 001						
SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT						
BEGINNING FUND BALANCE:	Amended 2017	Actual 2017	Amended 2018	Est Y/E 2018	Budget 2019	% Chg 18-19
January 1	239,703	307,966	378,031	456,593	522,743	38.28%
REVENUES						18-19
Property Taxes	150,935	145,393	154,500	151,400	161,250	4.37%
Sales and Use Taxes	291,000	321,947	370,000	370,700	371,000	0.27%
Business & Occupation Taxes	169,110	175,655	185,745	182,835	189,550	2.05%
Licenses/Permits	25,570	48,293	31,300	33,755	35,050	11.98%
Intergovernmental Revenues	44,465	49,414	50,240	53,810	59,275	17.98%
Charges for Goods & Services	27,640	37,916	30,030	31,030	23,655	-21.23%
Penalties and Fines	18,000	16,759	19,705	22,665	23,685	20.20%
Miscellaneous Revenues	78,360	78,917	76,370	76,260	72,900	-4.54%
Other Financing Sources	-		-	-	-	N/A
Non-Revenues/Insurance Recoveries	-		2,800	2,800	-	N/A
TOTAL REVENUES	805,080	874,294	920,690	925,255	936,365	1.70%
Transfers In	0	0	15,000	15,000	-	N/A
TOTAL REVENUES & TRANSFERS-IN	805,080	874,294	935,690	940,255	936,365	0.07%
EXPENDITURES						18-19
Legislative	9,180	8,891	13,645	13,645	13,705	0.44%
Municipal Court	96,760	92,930	105,240	100,250	107,845	2.48%
Mayor/Executive	3,720	3,330	3,815	3,815	4,440	16.38%
Treasurer	33,620	29,111	42,450	42,150	45,100	6.24%
Clerk's Office	34,100	31,663	39,950	39,950	33,945	-15.03%
Election Services	1,000	405	500	-	1,700	240.00%
Voter Registration	2,190	1,836	2,200	2,200	2,200	0.00%
Legal	37,700	26,056	47,790	45,800	42,120	-11.86%
Employee Benefits	9,790	7,521	10,435	8,435	11,115	6.52%
Centralized Services (City Hall)^	37,505	37,275	27,985	27,985	28,810	2.95%
Police/Public Safety (Law Enforcement)	270,140	246,279	383,220	383,220	442,865	15.56%
Detention & Correction (Prisoner Costs)	13,600	9,177	13,600	12,500	13,450	-1.10%
Protective Inspection Services-CSO (524)	16,180	15,130	480	450	520	8.33%
Community Development	68,705	59,528	56,635	56,635	60,765	7.29%
Parks & Recreation	35,805	30,856	8,330	8,000	10,840	30.13%
NonDepartmental*	11,150	6,627	11,450	10,010	11,005	-3.89%
Long-Term Debt	70,055	70,050	70,060	70,060	150,285	114.51%
Non-Expenditure	-				-	N/A
Capital Equipment Expenditures			-	-	-	N/A
TOTAL OPERATING BUDGET	751,200	676,667	837,785	825,105	980,710	17.06%
Transfers Out	49,000	49,000	49,000	49,000	6,000	-87.76%
TOTAL APPROPRIATIONS	800,200	725,667	886,785	874,105	986,710	11.27%
ENDING FUND BALANCE:	2017	2017	2018	2016	2018	18-19
December 31	244,583	456,593	426,936	522,743	472,398	10.65%
Committed Resources for future Capital use	105,795	105,796	105,795	97,602	105,795	0.00%

*NonDepartmental: Fire Investigation, Emergency Mngmnt, Pollution Control, Animal Control, Substance Abuse

2019 Budget	Amended	Actual	Amended	Est Y/E	Budget	% Chg
General Fund	2017	2017	2018	2018	2019	18-19
NonDepartmental*						
<i>Fire Investigation 522</i>	200	-	200	-	-	-100.00%
<i>Emergency services 525</i>	9,545	5,425	9,600	8,500	9,150	-4.69%
<i>Conservation 553 (Flood/Pollution)</i>	610	606	820	805	1,010	23.17%
<i>Animal Control 554(Environmental Svcs)</i>	300	180	325	200	325	0.00%
<i>Chemical Dependency 566 (2% Liquor Revenue)</i>	495	417	505	505	520	2.97%
TOTAL NON-DEPARTMENTAL	11,150	6,627	11,450	10,010	11,005	-3.89%

SUBSTANCE ABUSE FUND

This fund was established from the proceeds of seized evidence from drug trafficking cases and establishing a fine for all drug cases that was prosecuted by the Napavine Police Department. The resources in this fund may be used for the care and custody of evidence, training and education related to drugs.

CITY OF NAPA VINE 2019 BUDGET						
SUBSTANCE ABUSE FUND 002						
SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT						
BEGINNING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	6,364	6,378	6,578	6,569	6,129	-6.83%
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Fines & Penalties	45	139	50	5	5	-90.00%
Investment Interest	30	44	40	55	45	12.50%
Total Revenues	75	183	90	60	50	-44.44%
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Property Room Equipment	500	-	500	500	2,500	400.00%
Total Expenditures	500	-	500	500	2,500	400.00%
ENDING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
December 31	5,939	6,561	6,168	6,129	3,679	-40.36%

PARK IMPROVEMENT FUND

This fund is used for capital improvement to the city's parks. This fund is used to account for one-half the money collected from the first quarter percent real estate excise tax (REET) authorized under RCW 82.46.010 (2). The revenues from this tax must be used by any city or county with a population of five thousand or less and any city or county that does not plan under RCW 36.70A.040 for any capital purpose identified in a capital improvements plan and local capital improvements, including those listed in RCW 35.43.040.

CITY OF NAPA VINE 2019 BUDGET						
PARK IMPROVEMENT FUND 004						
SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT						
BEGINNING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	46,351	47,002	63,527	63,624	82,074	29.19%
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
REET Tax	10,600	13,886	10,600	18,200	10,600	0.00%
Miscellaneous Revenue	30	2,736	35	250	35	0.00%
Total Revenue	10,630	16,622	10,635	18,450	10,635	0.00%
Transfers In	-	-	-	-	-	N/A
TOTAL REVENUES & TRANSFERS-IN	10,630	16,622	10,635	18,450	10,635	0.00%
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
General Parks	-	-	-	-	-	N/A
Community Park Dugouts	-	-	-	-	-	N/A
Park Building Imprvmnt Project	10,000	-	10,000	-	40,000	300.00%
Park Improvements	3,500	-	3,500	-	3,500	0.00%
Park Capital Equipment	-	-	-	-	-	N/A
TOTALS	13,500	-	13,500	-	43,500	222.22%
ENDING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
December 31	43,481	63,624	60,662	82,074	49,209	-18.88%

GENERAL GOVERNMENT EQUIPMENT FUND

The council established the General Government Equipment Fund by Ordinance 588 to reserve funds for capital equipment needs. The city will establish a priority list for future use. The Capital Facilities Plan will establish all future needs of the city which is updated annually which is due every August. The resources for this fund will be transfers from the General Fund.

CITY OF NAPA VINE 2019 BUDGET						
GENERAL GOVERNMENT CAPITAL EQUIPMENT FUND 005						
SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT						
BEGINNING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	0	0	0	0	0	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Transfers In	-	-	-	-	5,000	N/A
Total Revenues	0	0	0	0	5000	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Capital Equipment	-	-	-	-	3,000	N/A
Total Expenditures	-	-	-	-	3,000	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
ENDING FUND	2017	2017	2018	2018	2019	18-19
BALANCE:	2017	2017	2018	2018	2019	18-19
December 31	0	0	0	0	2,000	N/A
Capital Needs: Server, Security Camera Recording System						

SPECIAL REVENUE FUND TYPES

Special revenue funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. *Restricted* revenues are resources externally restricted by creditors, grantors, contributors or laws or regulations of other governments or restricted by law through constitutional provisions or enabling legislation. *Committed* revenues are resources with limitations imposed by the highest level of the government (city council) through a formal action of resolution or ordinance and where the limitations can be removed only by a similar action of the city council. Revenues do not include other financing sources (long-term debt, transfers, etc.)

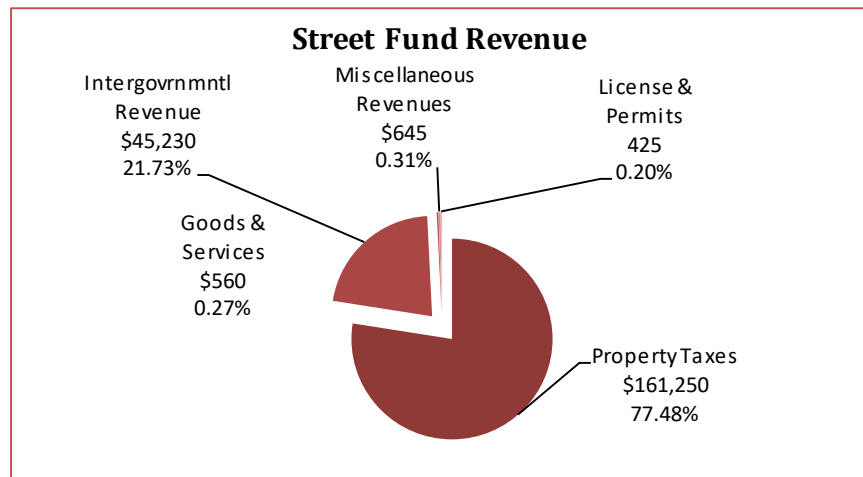
STREET FUND

This fund is used to account for the City's share of motor vehicle fuel tax, Multi-modal distribution, increased gas tax 2ESSB 5987 and 50% property tax revenue and general fund resources designated to the maintenance of city streets.

Street Fund Revenues

- Property Taxes
- Intergovernmental Revenue (State Gas Tax)
- Multimodal Transpo City
- Recreation & Conservation State Grant
- Goods/Services
- Street Permits
- Miscellaneous Revenue

The Napavine City Council elected to not transfer funds from the General Fund to the Street Fund in 2019.



All cities, towns and counties receive three separate transportation distributions. The first is the motor vehicle fuel tax (MVFT), which is distributed as a percentage of the total fuel taxes collected statewide. The other two, the “increased motor fuel tax” and “multi-modal” distributions, were create in 2015 by 2ESSB 5987 and consist of direct transfers from the state transportation fund, so those allocations are not impacted by actual fuel tax collections.

MVFT and increased MVFT distributions must be used for highway purposes, while the multi-modal funds may be used for any transportation purpose.

Fuel taxes in Washington are assessed as cents per gallon, so fuel tax revenue depends on the number of gallons sold, not the dollar value of the sales. Transportation and revenue forecasts are released each quarter by the Washington State Department of Transportation (WSDOT). The primary variables affecting fuel consumption include gasoline and diesel fuel price projections, Washington personal income and inflation. In particular, gasoline tax collections are negatively related to the price of gasoline, as gas prices rise, consumption and tax revenues fall. WSDOT projects that annual fuel prices will increase 7% in 2018, followed by a decrease of 3% in 2019 and a very modest increase of less than 1% in 2020. Other factors affecting gasoline sales and tax collections include unemployment rates, fuel efficiency, and sales of alternative fuel vehicles such as electric cars. Cities and towns receive MVFT distributions on a per capita basis under RCW

46.68.090(2)(g), (4)(a), and (5)(a), less state adjustments found in RCW 46.68.10(1) and (2) and the Small City Pavement and Sidewalk account. The estimated 2019 distribution for cities is \$20.73 per capita for motor vehicle fuel tax. City of Napavine anticipates receiving \$40,197 for MVFT. The Increased Motor Vehicle Fuel Tax estimate for the 2019 distribution for cities is \$1.21 per capita with Napavine receiving an estimate of \$2,347. The Multi-Modal Transportation fuel tax is estimated for 2019 distribution at \$1.38 per capita with Napavine receiving an estimate of \$2,677.

CITY OF NAPAVINE 2019 BUDGET						
STREET FUND 101						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
	BUDGET	Actual	Amended	Est Y/E	Budget	% Change
BEGINNING FUND BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	167,634	177,435	192,595	226,926	235,326	22.19%
REVENUES						18-19
Property Taxes	150,935	144,597	153,500	151,400	161,250	5.05%
Licenses & Permits	350	475	425	675	425	0.00%
Intergovernmental Revenue	67,655	56,617	43,950	58,725	45,230	2.91%
Charges for Services	560	81	560	1,120	560	0.00%
Miscellaneous Revenues	325	3,080	435	2,945	645	48.28%
Insurance Recoveries	-	21,443	-	-	-	
TOTAL REVENUES	219,825	226,293	198,870	214,865	208,110	4.65%
Transfers In	48,000	48,000	48,000	48,000	-	-100.00%
Total Transfers In	48,000	48,000	48,000	48,000	-	-100.00%
TOTAL REVENUES & TRANSFERS	267,825	274,293	246,870	262,865	208,110	-15.70%
EXPENDITURES						
Maintenance	173,625	142,579	154,845	154,845	194,855	25.84%
Administration	77,070	71,162	67,120	67,120	59,330	-11.61%
Planning	3,000	620	2,000	2,000	2,000	0.00%
Total Operating Expenses	253,695	214,360	223,965	223,965	256,185	14.39%
Long-Term Debt:						
Capital Expenditures	5,000	4,941	20,000	20,000	6,000	-70.00%
Total Operating Budget	258,695	219,301	243,965	243,965	262,185	-55.61%
Transfers Out	5,500	5,500	10,500	10,500	5,500	-47.62%
Total Expenditures	264,195	224,801	254,465	254,465	267,685	5.20%
ENDING FUND BALANCE:	2017	2017	2018	2018	2019	18-19
December 31	171,264	226,926	185,000	235,326	175,751	-5.00%
Capital Expenditures: Vehicle Equipment \$6,000						

STREET CAPITAL EQUIPMENT FUND

The Napavine City Council established the Street Capital Equipment Fund by Ordinance 588 to reserve funds for capital equipment needs. The city will establish a priority list for future use. The Capital Facilities Plan will establish all future needs of the city which is updated annually which is due every August. The resources for this fund will be transfers from the Street Operating Fund.

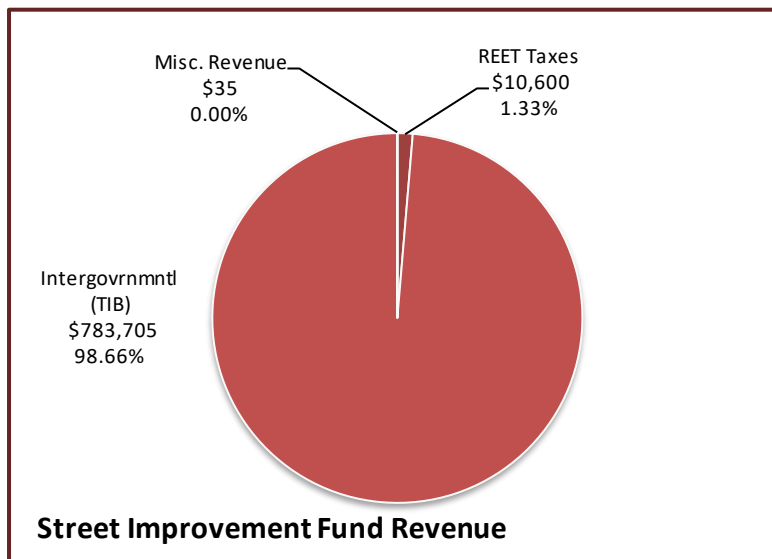
CITY OF NAPAVINE 2019 BUDGET						
STREET CAPITAL EQUIPMENT FUND 102						
SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT						
BEGINNING FUND BALANCE	Amended	Actual	Amended	Est Y/E	Budget	% Chg
January 1	2017	2017	2018	2018	2019	18-19
	0	0	0	0	0	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Transfers In	-	-	-	-	5,000	N/A
Total Revenues	0	0	0	0	5000	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Capital Equipment	-	-	-	-	-	N/A
Total Expenditures	-	-	-	-	-	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
ENDING FUND BALANCE:	2017	2017	2018	2018	2019	18-19
December 31	0	0	0	0	5,000	N/A
Future Capital Needs: Backhoe						

STREET IMPROVEMENT FUND

This fund is used to account for one half of the first quarter percent real estate excise tax (REET) authorized under RCW 82.46.010 (2) and special grants that are legally restricted to the construction or maintenance of state highways within the City's boundaries. These proceeds were required to be used "solely for financing capital projects specified in a Capital Facilities Plan element of a Comprehensive Plan." This fund also recognizes the funds received from developer's agreement for improvements to Exit 72 for future traffic signals, sidewalks and other improvements for public safety.

The City of Napavine received a Transportation Improvement Board (TIB) state grant for the construction upgrade to Woodard Road in 2018, however due to the busy construction season of 2018 the project was delayed to 2019. The city received \$510,400 in TIB Funds with a city match of \$25,648 for a total project cost of \$536,048. Napavine applied for Safe Routes to School for new sidewalks on 4th Ave NE. The total project cost is estimated at \$256,500 with a city match of \$12,825 and \$243,675 in TIB Funds. The city is awaiting notification from TIB on whether the city will be awarded this state grant.

The Napavine City Council elected to not transfer funds from the Street Fund to the Street Improvement Fund in 2019.

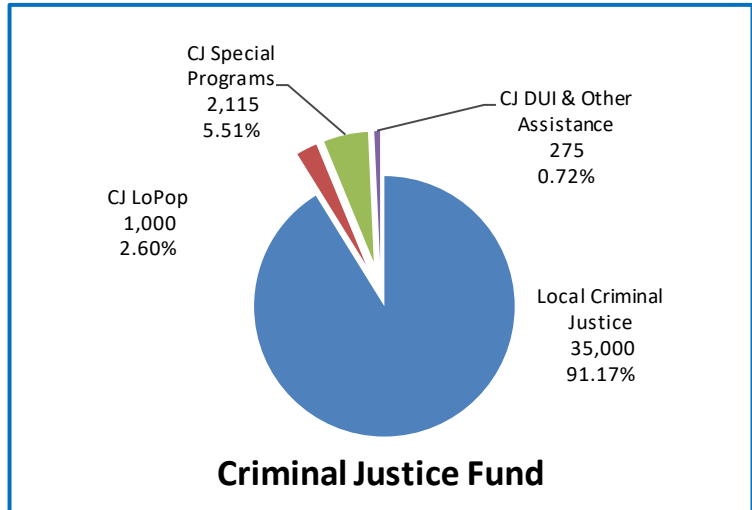


CITY OF NAPAVINE 2019 BUDGET						
STREET IMPROVEMENT FUND 105						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
	Amended	Actual	Amended	Est Y/E	Budget	% Change
BEGINNING FUND BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	89,253	89,917	121,207	120,866	145,676	20.19%
	Amended	Actual	Amended	Est Y/E	Budget	% Change
REVENUES	2017	2017	2018	2018	2019	18-19
REET Taxes	10,600	13,556	10,600	18,200	10,600	0.00%
TIB Grant Funds	-	27,675	540,050	40,695	783,705	45.12%
Natural & Economic Environment	-	15,990	13,240	13,740	-	N/A
Miscellaneous Revenue	50	34	40	65	35	-12.50%
TOTAL REVENUE	10,650	57,255	563,930	72,700	794,340	40.86%
Transfers In	5,000	5,000	10,000	10,000	-	-100.00%
Total Revenue & Transfers	15,650	62,255	573,930	82,700	794,340	38.40%
	Amended	Actual	Amended	Est Y/E	Budget	% Change
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Engineering	-		71,950	15,000	71,950	0.00%
Advertising Professional Services	1,000		1,000	-	1,000	0.00%
Street Improvements	30,000	29,131	464,130	-	464,130	0.00%
Engineering Sidewalks					54,960	N/A
Safe Routes Sidewalk 4th Ave NE					201,520	N/A
Street Lighting Improvements	5,000	2,175	42,900	42,889	2,000	-95.34%
TOTALS	36,000	31,306	579,980	57,889	795,560	37.17%
	Amended	Actual	Amended	Est Y/E	Budget	% Change
ENDING FUND BALANCE	2017	2017	2018	2018	2019	18-19
December 31	68,903	120,866	115,157	145,676	144,456	25.44%
<i>Restricted Revenues: Developers Agreements: HH Napavine 16 \$15,000 and Taco Bell \$15,990</i>						

CRIMINAL JUSTICE FUNDS

The Criminal Justice Funds were previously included in the General Fund and tracked separately from the other funds and expenditures of the fund. To simplify the tracking of the criminal justice funds which are restricted in their use by the Revised Code of Washington, in 2016 the revenues and expenditures of this nature were moved to the Criminal Justice Fund 110.

With the repeal of the motor vehicle excise tax, the only money that cities receive by statute comes from language that says that beginning July 1, 2000; a transfer would be made from the general fund to both city accounts under RCW 82.14.320 and RCW 82.14.330. Each transfer was appropriated originally at \$4.6 million, to be increased each July by "the fiscal growth factor" in RCW 43.135.025, which is the average growth in state personal income for the prior ten years. By 2015, the distributions had grown to \$8.2 million.



Seventy percent (70%) of the revenue distributed under RCW 82.14.330 (1) (a) (ii) is handed out on a purely per capita basis.

- Criminal Justice Lo-Pop which each city receiving a minimum of \$1,000, no matter how small their population.
 - Criminal Justice Lo-Pop is restricted per RCW 82.14.330 for criminal justice purposes; may not replace or supplant existing criminal justice funding.

RCW 82.14.330 (2) (a) (ii) allocates 54 percent to innovative law enforcement strategies, programs to help at-risk children or child abuse victim response programs and programs designed to reduce the level of domestic violence or to provide counseling for domestic violence victims. The funds for these areas are distributed by the Office of the State Treasurer on a strictly per capita basis. While there is a requirement that these funds be spent in these specific areas, there is not a requirement of how much must be spent in each area. All of the distribution could be spent in one area if the city wishes.

- Criminal Justice Special Programs
 - The Criminal Justice Special Programs, formerly referred to as CTED Funds is restricted per RCW 82.14.330 (2)(b) for Innovative Law Enforcement Strategies, programs for At-Risk Children, Child Abuse Victims, or Domestic Violence.
- Dui Cities
 - Dui Cities and Criminal Justice Sales tax may be used for criminal justice purposes with a broad use of these funds.

The city also receives 1% sales tax for Local Criminal Justice which may be used for criminal justice purposes as law enforcement deems necessary. Currently the city is utilizing the local criminal justice funds for patrol vehicle.

CITY OF NAPAVINE 2019 BUDGET

CRIMINAL JUSTICE FUND 110

SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT

BEGINNING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	75,625	75,625	33,102	38,940	50,410	N/A
REVENUES	Amended	Actual	Amended	Est Y/E	Budget	% Chg
	2017	2017	2018	2018	2019	18-19
Taxes:						
Local Criminal Justice	27,000	31,603	30,000	34,185	35,000	16.67%
Total Taxes	27,000	31,603	30,000	34,185	35,000	16.67%
State Shared Revenues:						
CJ LoPop	1,000	1,000	1,000	1,000	1,000	0.00%
CJ Special Programs	1,945	1,919	2,015	1,990	2,115	4.96%
CJ DUI & Other Assistance	275	283	275	280	275	0.00%
Total State Entitle Revenues	3,220	3,202	3,290	3,270	3,390	3.04%
Goods & Services	-	-	-	-	-	N/A
Miscellaneous Revenue-Sale Surplus	-	450	-	-	-	N/A
TOTAL REVENUES	30,220	35,256	33,290	37,455	38,390	15.32%
EXPENDITURES						
Police Administration	-	202	-	-	-	N/A
Police Operations	12,000	8,865	5,000	-	5,000	0.00%
Crime Prevention	1,000	1,041	2,800	2,800	7,500	167.86%
Training	-	-	-	-	1,000	N/A
Traffic Policing	-	2,932	300	200	3,500	1066.67%
Capital Equipment (Lease)	61,600	58,900	7,985	7,985	9,830	23.11%
TOTAL EXPENDITURES	74,600	71,941	16,085	10,985	26,830	66.80%
Transfers Out	3,000	-	15,000	15,000	-	-100.00%
TOTAL APPROPRIATIONS	77,600	71,941	31,085	25,985	26,830	-13.69%
ENDING FUND BALANCE:						
December 31	28,245	38,940	35,307	50,410	61,970	75.52%

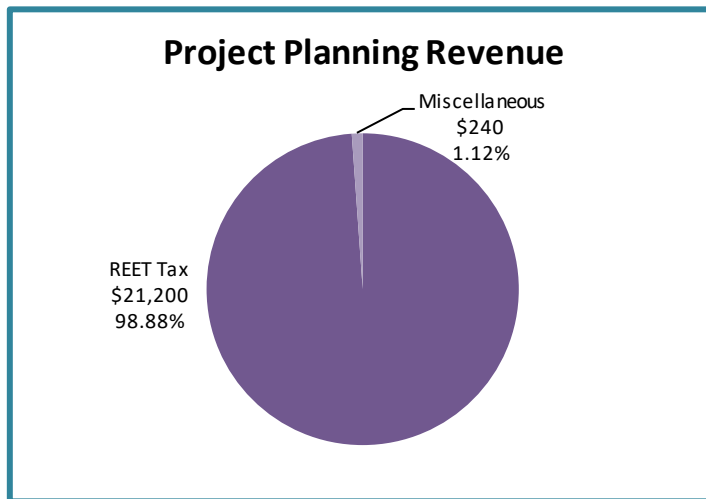
Capital Expenditure includes the payoff of the 2015 Dodge Charger (Capital Lease)

CAPITAL PROJECT FUND TYPES

Capital project funds account for financial resources which are designated for the acquisition, construction, renovation, or major maintenance of general government capital assets.

Project Planning Fund

This fund is used to account for the money collected from the second quarter percent real estate excise tax (REET) authorized under RCW 82.46.035 (2). Previously, these proceeds were required to be used for “public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.



CITY OF NAPA VINE 2019 BUDGET
PROJECT PLANNING FUND 305
SUMMARY BY REVENUE TYPE AND EXPENDITURES

BEGINNING FUND	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
BALANCE:	2018	2018	2019	2019	2019	18-19
January 1	65,615	66,643	91,693	92,535	101,265	10.44%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
REVENUES	2018	2018	2019	2019	2019	18-19
REET Taxes	21,200	27,112	21,200	36,400	21,200	0.00%
State Grants		5,000	-	-	-	N/A
Investment Interest	190	311	240	330	240	0.00%
Total Revenue	21,390	32,423	21,440	36,730	21,440	0.00%
Transfers In	-	-	-	-	-	N/A
REVENUE TOTALS	21,390	32,423	21,440	36,730	21,440	0.00%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
EXPENDITURES	2018	2018	2019	2019	2019	18-19
Planning	8,000	6,531	8,000	20,000	8,000	0.00%
Economic Development	20,000	-	20,000	8,000	20,000	0.00%
TOTAL EXPENDITURES	28,000	6,531	28,000	28,000	28,000	0.00%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
ENDING FUND BALANCE:	2018	2018	2019	2019	2019	18-19
December 31	59,005	92,535	85,133	101,265	94,705	11.24%

PROPRIETARY FUND TYPES

Proprietary funds are used to account for a government’s business-type activities.

ENTERPRISE FUNDS

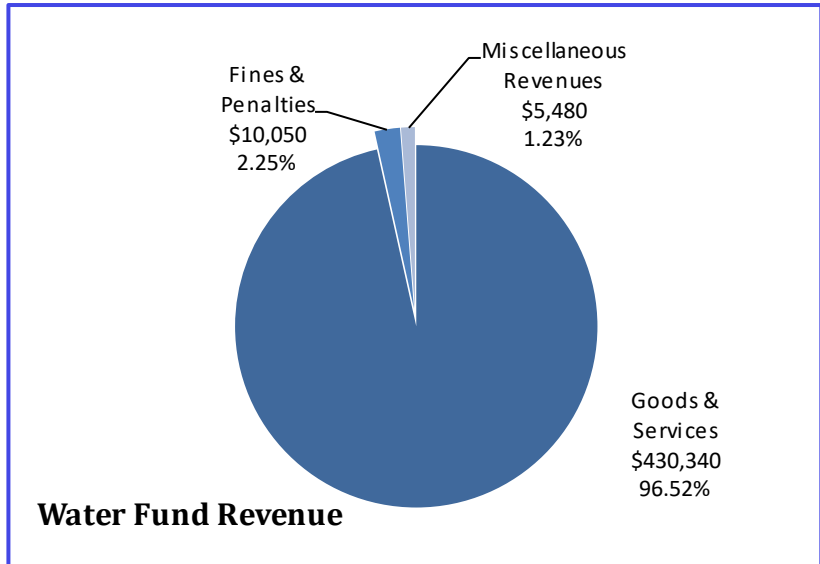
Enterprise funds account for resources that are supported with user fees for goods or services, such as water service, wastewater (sewer) service, which provides a service to customers.

WATER FUND

This fund is used to account for the operations of the City’s water utility.

Water Fund Revenues

- Goods & Services:
- Water Demand base rates were to increase \$1.00 a month (Rates have not increased since 2010). The Napavine City Council passed Ordinance 586 to freeze rate increases for 2019 on December 11, 2018.
- A Senior Citizen and Disabled Citizen discount was approved in October 2018 providing a 50% discount on base rate.
- Water Connection Fees (No fee increase for 2019; 50% of connection fee is recorded in the Water Fund and 50% in the Water System Improvement Fund)
- Fines & Penalties:
 - Late Fees - 10% of balance owed as of the 26th of the billing month with a minimum fee of \$5.00. Fee is based on the balance due for the water service.
 - Shut off Fees \$25.00 with a turn on fee of \$10 for nonpayment on account and \$10 turn on fee for customer request
 - Other Fees (Provide landlord with copies of tenant’s utility bill & any other non-usage fees)
- Miscellaneous Revenue:
 - Investment Interest
 - Miscellaneous Revenue



CITY OF NAPA VINE 2019 BUDGET						
WATER FUND 401						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Change
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	514,951	562,933	599,438	661,367	648,627	8.21%
REVENUES						18-19
Goods and Services	428,930	437,842	424,435	429,000	430,340	1.39%
Fines & Penalties	10,200	9,845	10,060	8,160	10,050	-0.10%
Miscellaneous Revenues	3,800	10,836	3,650	6,175	5,480	50.14%
Total Revenues	442,930	458,523	438,145	443,335	445,870	1.76%
EXPENDITURES						
Engineering	5,000	-	5,000	5,000	5,000	0.00%
Administration	253,705	225,486	261,720	261,720	283,985	8.51%
Maintenance	22,550	9,328	26,550	26,550	41,750	57.25%
Utility Operating Expenditures	38,850	30,665	42,670	42,670	46,970	10.08%
Total Enterprise Expenses	320,105	265,478	335,940	335,940	377,705	12.43%
LONG-TERM DEBT:						
PWTF - Water System Upgrade 98-791-493	15,500	15,496	15,500	15,500	-	-100.00%
USDA - Water Reservoir	22,715	22,710	22,715	22,715	22,715	0.00%
Dept of Ecology-Stormwater Study	2,425	2,420	2,620	2,620	2,430	-7.25%
PCL21878 1% Loan Fee	15	15	-	-	-	N/A
Debt Issue Costs	2,970	2,970	-	-	-	N/A
Total Debt	43,625	43,610	40,835	40,835	25,145	-38.42%
Capital Expenditures	13,000	-	28,300	28,300	29,500	4.24%
Total Operating Budget	376,730	309,089	405,075	405,075	432,350	6.73%
Transfers Out	51,000	51,000	51,000	51,000	56,000	9.80%
Total Expenditures	427,730	360,089	456,075	456,075	488,350	7.08%
ENDING FUND BALANCE	2017	2017	2018	2018	2019	0.05%
DECEMBER 31	530,151	661,367	581,508	648,627	606,147	4.24%
<i>* PWTF Water System Upgrade 98-791-493 Final Payment July 2019</i>						
Capital Expenditures: \$20,000 Heavy Equipment, \$6,000 Vehicles & \$3,500 Billing Software						

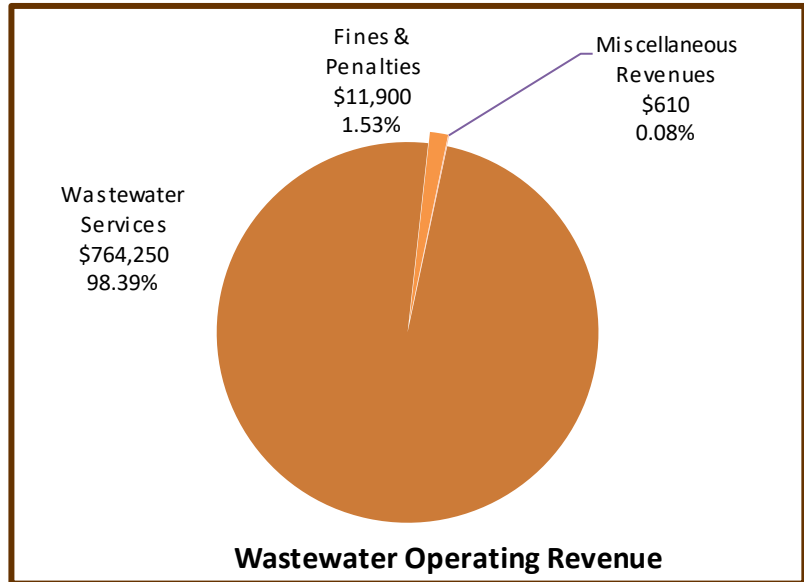
Transfers: \$50,000 excess balance to Water Capital Improvement Fund, \$5,000 to Water Capital Equipment Fund and \$1,000 to Unemployment Fund

WASTEWATER FUND

This fund is used to account for the operations of the City's wastewater (sewer) utility.

Wastewater Fund Revenue

- Goods & Services:
 - Wastewater Service \$58 per month base rate and the consumption rate for customers using 0-3,499 CF is \$4.50 per 100 CF and customers using greater than 3,500 CF is \$5.00 per 100 CF.
 - Wastewater connection Fee (50% of connection fee is receipted into the Wastewater Fund and 50% in the Wastewater System Improvement Fund)
- Fines & Penalties
 - Late Charge Fees – Rate 10% of balance owed as of the 26th of the billing month with a minimum amount of \$5.00. Fee is based on the balance due for the wastewater service.
- Miscellaneous Revenue:
 - Investment Interest
 - Miscellaneous



CITY OF NAPAVINE 2019 BUDGET						
WASTEWATER FUND 406						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Adopted	Actual	Adopted	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	220,431	239,864	338,337	338,337	295,612	-12.63%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Goods and Services	764,250	738,380	737,625	734,250	764,250	3.61%
Fines & Penalties	10,800	11,921	12,000	11,925	11,900	-0.83%
Miscellaneous Revenues	450	2,016	610	5,305	610	0.00%
Total Revenue	775,500	752,317	750,235	751,480	776,760	3.54%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Engineering	3,500	-	5,000	5,000	5,000	0.00%
Administration	196,455	170,140	230,640	230,640	266,570	15.58%
Maintenance	25,000	8,225	25,000	25,000	37,200	48.80%
Utility Operating Expenditures	189,645	186,557	189,890	189,890	192,190	1.21%
Total Operating Expenses	414,600	364,922	450,530	450,530	500,960	11.19%
LONG-TERM DEBT:						
PPWTF -Rush Rd Force Main	59,895	59,888	59,340	59,340	58,785	-0.94%
12% Regional Wastewater Plant	208,035	208,034	208,035	208,035	208,035	0.00%
Total Debt	267,930	267,922	267,375	267,375	266,820	-0.21%
Capital Expenditures	8,000	0	28,300	25,300	29,500	4.24%
Total Operating Budget	690,530	632,844	746,205	743,205	797,280	6.84%
Transfers Out	21,000	21,000	51,000	51,000	56,000	9.80%
Total Expenditures	711,530	653,844	797,205	794,205	853,280	7.03%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Chg
ENDING CASH BALANCE	2017	2017	2018	2018	2019	18-19
December 31	284,401	338,337	291,367	295,612	219,092	-24.81%
Capital Purchases:						
Heavy Duty Equipment \$20,000, Billing Software Upgrade \$3,500						

Transfer excess fund balance to: \$50,000 Wastewater Capital Improvement Fund, \$5,000 to Wastewater Capital Equipment Fund and \$1,000 Unemployment Fund.

WATER DEPOSIT TRUST FUND

This fund is used to account for utility deposits placed with the City by utility customers, which are not funds that belong to the City. Ordinance 520 established the “customer” and/or “user” as the “property owner” and the responsible party for the utility billing on all properties, which was adopted on April 23, 2013. On April 23, 2013, the City Council eliminated the requirement of utility deposits with Ordinance 521 and the current deposits held by the city will remain until such time as the utility account is closed.

CITY OF NAPAVINE 2019 BUDGET						
UTILITY DEPOSIT TRUST FUND 404						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Budget	Actual	Adopted	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	16-17
January 1	8,000	8,915	8,215	8,515	7,915	-3.65%
Ordinance 521 on 4/23/13 suspended deposits	Budget	Actual	Adopted	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	16-17
Utility Deposits	0	0	0	0	0	N/A
TOTALS	0	0	0	0	0	N/A
	Budget	Actual	Adopted	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	16-17
Refunds	500	22	500	300	100	-80.00%
Transfers	7,500	378	7,500	300	7,800	4.00%
TOTALS	8,000	400	8,000	600	7,900	-1.25%
	Budget	Actual	Adopted	Est Y/E	Budget	% Chg
ENDING FUND BALANCE	2017	2017	2018	2018	2019	16-17
DECEMBER 31	-	8,515	215	7,915	15	0.00%

Note: Utility Deposits remain in trust until customer accounts are closed.

USDA BOND RESERVE FUND

This fund is used to account for the reserved amount required by USDA-Rural Development for the loan the City obtained in 1999 for the Reservoir Capital Project. The balance of this account must equal a one-year payment in the amount of \$22,710. The funds in this account must remain for the life of the loan, which is anticipated to mature in 2039.

CITY OF NAPA VINE 2019 BUDGET						
USDA BOND RESERVE FUND 403						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Budget	Actual	Adopted	Actual	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	22,710	22,710	22,710	22,710	22,710	0.00%
	Budget	Actual	Adopted	Actual	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Transfers In	0	0	0	0	0	N/A
Totals	0	0	0	0	0	N/A
	Budget	Actual	Adopted	Actual	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Transfers Out	0	0	0	0	0	N/A
TOTALS	0	0	0	0	0	N/A
	Budget	Actual	Adopted	Actual	Budget	% Chg
ENDING FUND BALANCE	2017	2017	2018	2018	2019	18-19
DECEMBER 31	22,710	22,710	22,710	22,710	22,710	0.00%
Hold in reserve until debt is paid in full, per amortization schedule this will be June 2039						
Once USDA RD loan is paid in full, transfer back to Water Operating Fund or to Capital Improvement						

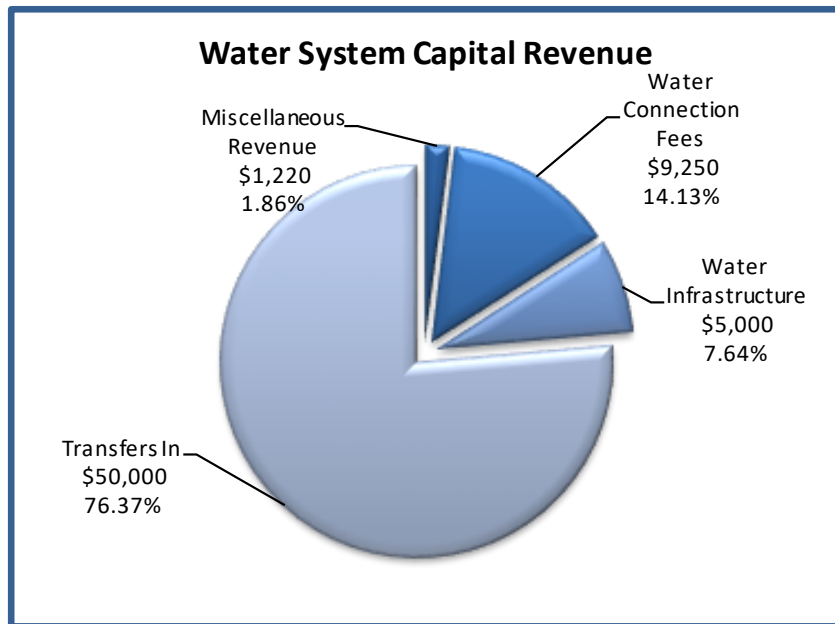
PROPRIETARY CAPITAL FUNDS

These funds account for capital projects to upgrade the water system, referred to as Water System Improvement Fund and the wastewater system referred to as the Wastewater System Improvement Fund.

WATER SYSTEM IMPROVEMENT FUND

This fund is to account for capital expenditures to upgrade the water system, which funds are supported from 50% of connection fees for new connections to the water system and an infrastructure fee of \$1,000 per connection and transfers from the Water Fund.

In 2019 the city capital project provides for treatment of Well #6 with Water Plus in the amount of \$300,000 and purchase water rights in the amount of \$100,000.



CITY OF NAPAVINE 2019 BUDGET						
WATER SYSTEM IMPROVEMENT FUND 402						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Amended	Actual	Amended	Estimate Y/E	Budget	% Change
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	577,864	582,287	577,864	669,716	723,286	25.17%
	Amended	Actual	Amended	Estimate Y/E	Budget	% Change
REVENUES	2017	2017	2018	2018	2019	18-19
<i>Miscellaneous Revenues:</i>						
Investment Interest	900	1,567	1,220	1,720	1,220	0.00%
Water Connection Fees	9,250	28,850	9,250	19,350	9,250	0.00%
Water Infrastructure	5,000	17,000	5,000	11,000	5,000	0.00%
Washington St Water Imp	-	1,500	-	1,500	-	N/A
Total Miscellaneous Revenue	15,150	48,917	15,470	33,570	15,470	0.00%
Non Revenues	-	9,433	-	-	-	N/A
Total Revenues	15,150	58,349	15,470	33,570	15,470	0.00%
Transfers In	50,000	50,000	50,000	50,000	50,000	0.00%
Total Revenues & Transfers	65,150	108,349	65,470	83,570	65,470	0.00%
	Amended	Actual	Amended	Estimate Y/E	Budget	% Change
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Non Expenditures	-	9,433	-	-	-	N/A
<i>Capital Expenditures:</i>						
Engineering Services	1,000	5,603	10,000	27,050	10,000	0.00%
Land & Land Improvements	7,500		5,000	1,400	7,500	50.00%
Water Rights Purchase	100,000		100,000	-	100,000	0.00%
Water System Improvements	209,400	5,885	148,310	-	150,000	1.14%
Capital Equipment	-	-	-	-	150,000	N/A
Capital Leases	-	-	-	1,550		N/A
Total Capital Expenditures	317,900	11,488	263,310	30,000	417,500	58.56%
Total Expenditures	317,900	20,921	263,310	30,000	417,500	58.56%
	Amended	Actual	Amended	Estimate Y/E	Budget	% Change
ENDING FUND BALANCE	2017	2017	2018	2018	2019	18-19
DECEMBER 31	325,114	669,716	380,024	723,286	371,256	-2.31%

LID 2011-1 REDEMPTION FUND

This fund accounts for the loan repayment established through a LID (Local Improvement District). Property owners' assessments are based on buildable square footage of land (wetlands and stream buffers removed) with the property owners paying back 50% of the project cost (since WSDOH/Commerce made 50% of the loan forgivable, basically a 50% grant). The project included installing water main, equipping a well, constructing a booster pump station and a water storage reservoir. The total project cost was \$2,832,000, resulting in a loan repayment of \$1,416,000 at a 1% interest rate over a 20-year period. The third installment of assessments on the assessment roll were mailed out on November 15, 2018. The City Treasurer's notice was for an annual payment consisting of the annual assessment on the property plus a 1% interest on the unpaid balance due. Any assessment not paid annually is subject to a 10% late penalty and after two years delinquent is subject to foreclosure. Annually thereafter each succeeding installment shall become due and payable in a 30-day period of November/December 2019.

CITY OF NAPAVINE 2019 BUDGET						
LID 2011-1 BOND REDEMPTION FUND 415						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Amended	Actual	Budget	EstY/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	210,468	251,216	240,666	228,287	273,502	N/A
	Amended	Actual	Budget	EstY/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Non Court Penalties	-	252	300	275	300	N/A
Assessment Interest	11,235	9,096	12,100	11,450	9,000	-25.62%
Special Assessments	56,160	51,636	56,160	116,695	61,605	9.70%
Total Revenues	67,395	60,985	68,560	128,420	70,905	3%
	Amended	Actual	Budget	EstY/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Debt Redemption	71,115	71,113	71,115	71,115	71,115	0.00%
Interest	13,515	12,800	12,090	12,090	11,380	-5.87%
Total Expenditures	84,630	83,913	83,205	83,205	82,495	-0.85%
	Amended	Actual	Budget	EstY/E	Budget	% Chg
ENDING FUND BALANCE	2017	2017	2018	2018	2019	18-19
DECEMBER 31	193,233	228,287	226,021	273,502	261,912	N/A
Annual Billing of assessments with interest will start November						

WATER CAPITAL EQUIPMENT FUND

The Napavine City Council established the Water Capital Equipment Fund by Ordinance 588 to reserve funds for capital equipment needs. The city will establish a priority list for future use. The Capital Facilities Plan will establish all future needs of the city which is updated annually which is due every August. The resources for this fund will be transfers from the Water Operating Fund.

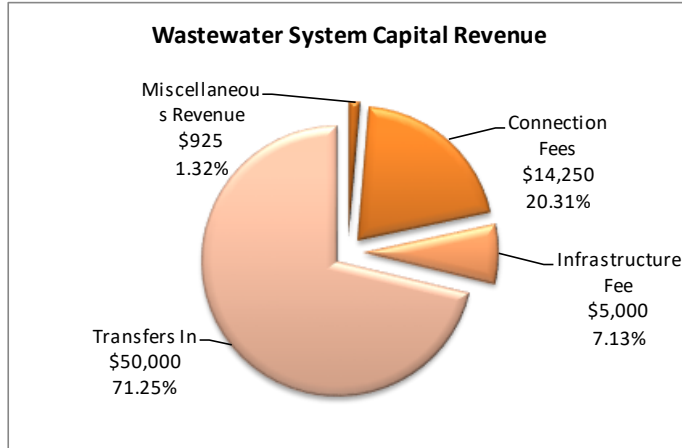
CITY OF NAPA VINE 2019 BUDGET						
WATER CAPITAL EQUIPMENT FUND 411						
SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT						
BEGINNING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	0	0	0	0	0	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Transfers In	-	-	-	-	5,000	N/A
Total Revenues	0	0	0	0	5000	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Capital Equipment	-	-	-	-	-	N/A
Total Expenditures	-	-	-	-	-	N/A
ENDING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
December 31	0	0	0	0	5,000	N/A
Future Capital Needs: Backhoe						

WASTEWATER SYSTEM IMPROVEMENT FUND

This fund accounts for the capital expenditures to upgrade the wastewater system, which funds are supported from 50% of connection fees for new connections to the wastewater system and an infrastructure fee of \$1,000 per connection.

Wastewater System Improvement Revenue

- Capital Contributions
 - Connection Fees
 - Infrastructure Fees
- Miscellaneous Revenue
 - Investment Interest
 - Loan Interest
- Interfund Loan Repayment
- Transfers In



CITY OF NAPA VINE 2019 BUDGET						
WASTEWATER SYSTEM IMPROVEMENT FUND 408						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Amended	Actual	Adopted	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	199,722	195,625	207,014	207,014	285,264	37.80%
	Amended	Actual	Adopted	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Investment Interest	685	1,192	925	1,300	925	0.00%
Wastewater Connection Fees	14,250	40,400	14,250	34,950	14,250	0.00%
Infrastructure Fee	5,000	14,000	5,000	12,000	5,000	0.00%
Total Revenue	19,935	55,592	20,175	48,250	20,175	0.00%
Transfers In	20,000	20,000	50,000	50,000	50,000	0.00%
Total Revenues & Transfers	39,935	75,592	70,175	98,250	70,175	0.00%
	Amended	Actual	Adopted	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Professional Services	35,000	12,925	5,000	-	5,000	0.00%
Wastewater Improve Projects	-	24,794	30,000	575	30,000	N/A
Capital Equipment Purchases	80,000	26,484	50,000	19,425	20,000	-0.6
Total Operating Expenses	115,000	64,204	85,000	20,000	55,000	-35.29%
	Amended	Actual	Adopted	Est Y/E	Budget	% Chg
ENDING CASH BALANCE	2017	2017	2018	2018	2019	18-19
December 31	124,657	207,014	192,189	285,264	300,439	56.32%

SEWER CAPITAL EQUIPMENT FUND

The Napavine City Council established the Sewer Capital Equipment Fund by Ordinance 588 to reserve funds for capital equipment needs. The city will establish a priority list for future use. The Capital Facilities Plan will establish all future needs of the city which is updated annually which is due every August. The resources for this fund will be transfers from the Wastewater Operating Fund.

CITY OF NAPAVINE 2019 BUDGET						
WASTEWATER CAPITAL EQUIPMENT FUND 409						
SUMMARY BY REVENUE TYPE AND EXPENDITURE BY DEPARTMENT						
BEGINNING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	0	0	0	0	0	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
REVENUES	2017	2017	2018	2018	2019	18-19
Transfers In	-	-	-	-	5,000	N/A
Total Revenues	0	0	0	0	5000	N/A
	Amended	Actual	Amended	Est Y/E	Budget	% Chg
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Capital Equipment	-	-	-	-	-	N/A
Total Expenditures	-	-	-	-	-	N/A
ENDING FUND	Amended	Actual	Amended	Est Y/E	Budget	% Chg
BALANCE:	2017	2017	2018	2018	2019	18-19
December 31	0	0	0	0	5,000	N/A
Future Capital Needs: Backhoe						

FIDUCIARY FUND TYPES

Fiduciary Funds account for assets held by a government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) investment trust funds, (b) pension (and other employee benefit) trust funds, (c) private-purpose trust funds, and (d) agency funds.

UNEMPLOYMENT COMPENSATION (PRIVATE-PURPOSE TRUST FUND)

This fund accounts for the accumulation of resources for unemployment compensation to qualified employees terminated from employment. The City is self-insured for unemployment benefits.

CITY OF NAPAVINE 2019 BUDGET						
UNEMPLOYMENT COMPENSATION FUND 621						
SUMMARY BY REVENUE TYPE AND EXPENDITURES						
BEGINNING FUND	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
BALANCE:	2017	2017	2018	2018	2019	18-19
January 1	24,336	24,336	27,836	27,836	31,336	12.57%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
REVENUES	2017	2017	2018	2018	2019	18-19
Transfers In	3,500	3,500	3,500	3,500	3,500	0.00%
Total Revenues	3,500	3,500	3,500	3,500	3,500	0.00%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
EXPENDITURES	2017	2017	2018	2018	2019	18-19
Unemployment Compensation	22,000	-	25,000	-	25,000	0.00%
Total Expenditures	22,000	-	25,000	-	25,000	0.00%
	Adopted	Actual	Adopted	Est Y/E	Budget	% Change
Ending FUND Balance	2017	2017	2018	2018	2019	18-19
December 31	5,836	27,836	6,336	31,336	9,836	55.24%

MUNICIPAL COURT TRUST FUND

The Municipal Court Trust Fund is used for reporting purposes to account for the monetary transactions of the Napavine Municipal Court.

AGENCY FUND TYPES

AGENCY FUNDS

The City Agency Fund –is used to report resources held by the government in a purely custodial capacity (assets and liabilities). Agency funds typically involve only the receipts, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

CITY AGENCY FUND

This fund is used primarily to account for municipal court funds of the state share of court fines and crime victim court fines that is remitted to Lewis County Treasurer. This fund also accounts for state share of the building permit fees, concealed pistol license, state sales tax and leasehold excise tax and Community Park Deposit fund.

**These transactions were previously reported in the General Fund as Non-Revenues and Non-Expenditures.*

DEBT SCHEDULE

SCHEDULE OF LONG TERM DEBT									
2019 BUDGET									
Loan/Year & Project/Fund#/Interest Rate	Original Loan Amt	Bal 1/1/2018	Payments 2018	2019	2020	2021	2022	2023-2019	Final Year
Color Key: GENERAL FUND CRIMINAL JUSTICE STREET WATER WASTEWATER (SEWER)									
General Fund									
USDA-RD-GO Bond/2009-City Hall Purchase/001/4.375%	1,125,000	1,024,723	59,830	59,830	59,830	59,830	59,830	725,573	2049
Umpqua Bank Refinance 2017 4.5%	100,000	92,745	10,225	89,775	-	-	-	-	2019
Total General Fund Loans	1,225,000	1,117,469	70,055	149,605	59,830	59,830	59,830	725,573	
Criminal Justice Fund									
Hinklease Capital Lease Patrol Cars	65,273	16,471	7,038	9,433	-	-	-	(0)	2019
Total Criminal Justice Fund	65,273	16,471	7,038	9,433	-	-	-	(0)	
Water Fund									
PW10-952-006 Rush Rd LID 2011-1	2,832,000	1,208,919	83,205	83,205	83,205	83,205	83,205	792,894	2034
PWTF/1998 - Reservoir #3/401/1%	506,500	15,192	15,192	-	-	-	-	-	2019
USDA -RD-1999 - 350,000 Gal Reservoir/401/3.25%	500,000	354,909	22,710	22,710	22,710	22,710	22,710	241,359	2039
Dept of Ecology/2004 -Stormwater Study/401/1.5%	40,617	15,192	2,425	2,425	2,425	2,425	2,425	3,067	2023
Total Water Fund Loans	1,047,117	1,594,212	123,532	108,340	108,340	108,340	108,340	1,037,320	
Wastewater Fund									
PWTF Loan/2004 - Rush Rd Force Main/406/1%	1,067,080	388,164	59,895	59,895	59,895	59,895	59,895	88,689	2024
City of Chehalis/2008 - 12% Regional Wastewater Plant/406/0.5%	4,160,675	2,288,371	208,034	208,034	208,034	208,034	208,034	1,248,201	2028
Total Wastewater Loans	5,227,755	2,676,535	267,929	267,929	267,929	267,929	267,929	1,336,890	
Compensated Absences		24,410							
Net Pension Liability		292,787							
Grand Total City Debt	7,565,145	5,721,883	468,554	535,307	436,099	436,099	436,099	3,099,783	

SCHEDULE OF TRANSFERS

CITY OF NAPAVINE			
2019 BUDGET			
SCHEDULE OF TRANSFERS			
TRANSFERS IN	AMOUNT	TRANSFERS OUT	AMOUNT
General Fund	-	General Fund	5,000
General Governmnt Capital Equipment	5,000		
Street Fund	-	Street Fund	5,000
Street Capital Equipment Fund	5,000		
Street Improvement Fund			
Water System Improvement Fund	50,000	Water Fund	50,000
Wastewater System Improvement Fund	50,000	Wastewater Fund	50,000
Water Capital Equipment Fund	5,000	Water Fund	5,000
Sewer Capital Equipment Fund	5,000	Wastewater Fund	5,000
		General Fund	1,000
Unemployment Compensation Fund	3,500	Street Fund	500
		Water Fund	1,000
		Wastewater Fund	1,000
Total Transfers In	123,500	Total Transfers Out	123,500
Recap by Fund:			
General Fund	-	General Fund	6,000
Street Fund	-	Street Fund	5,500
Street Capital Equipment Fund	5,000	Street Improvement Fund	-
Street Improvement Fund			
Water Capital Equipment Fund	5,000	Water Fund	56,000
Water System Improvement Fund	50,000	Water System Improvement Fund	-
Sewer Capital Equipment Fund	5,000	Wastewater Fund	56,000
Wastewater System Improvement Fund	50,000	Wastewater System Improvement Fund	-
LID 2011-1 Redmeption Fund	5,000	LID 2011-1 Redmeption Fund	-
Unemployment Compensation Fund	3,500	Unemployment Compensation Fund	-
Total by Fund	123,500		123,500

SALARY SCHEDULE

The salary and hourly amounts include a \$400 per month increase for the non-department head employees to compensate for several years without any cost-of-living raises and a six percent (6%) cost of living increase for the department heads in the Teamsters bargaining unit and non-union department head. The city has increased all staff except for Municipal Court to 40 hours per week.

2019 SALARY SCHEDULE \$400 Increase/6% Dept Heads						
Union Positions	Step A	Step B	Step C	Step D	Step E	FTE
Dept Head	4,240	4,413	4,702	4,978	5,347	1.0
Director	5,089	5,296	5,643	5,973	6,250	0.0
Police Chief	4,978	5,089	5,296	5,347	5,642	1.0
Field Foreman	3,860	4,099	4,218	4,337	4,457	0.0
Patrol Officer	3,414	3,581	3,833	4,169	4,419	3.0
Utility Worker	3,229	3,397	3,648	3,767	4,234	2.87
Deputy Clerk	3,229	3,397	3,648	3,767	4,234	1.0
Clerk	2,730	2,859	3,045	3,307	3,512	1.0
Planner	3,582	3,860	3,979	4,218	4,457	0.0
Court Administrator	3,747	3,881	4,125	4,348	4,625	0.8
Court Clerk	2,865	2,995	3,180	3,442	3,651	0.0
Building Inspector	3,860	4,099	4,218	4,337	4,457	0.13
CSO/Parks/Maint	3,229	2,997	3,248	3,367	3,834	0.0
Police Clerk	2,865	2,995	3,180	3,442	3,648	1.0
Administrative Asst	2,858	3,006	3,163	3,328	3,503	1.0
						12.8
NON-UNION DEPARTMENT HEADS:	<u>SALARY</u>	<u>Longevity</u>	<u>Total</u>	<u>Hour rate</u>	<u>FTE</u>	
Clerk-Treasurer	\$5,881.20	210.00	\$6,091.20	\$ 33.93	1.0	40 hrs wk
City Attorney			Contracted \$190 Hourly Rate			
Municipal Court Judge			Contracted (\$1,100 month)			
Union Positions:	<u>Salary</u>	<u>Longevity</u>	<u>Total</u>	<u>Hour rate</u>	<u>FTE</u>	
Chief of Police	5,642.43	30.00	5,672.43	\$ 32.56	1.0	40 hrs wk
Deputy Clerk - Step E	4,233.89	-	4,233.89	\$ 24.43	1.0	40 hrs wk
Clerk Assistant - Step C	3,044.81	-	3,044.81	\$ 17.57	1.0	40 hrs wk
	5,346.80	110.00	5,456.80	\$ 30.85	1.0	40 hrs wk
Patrol Officer Step E	4,419.02	-	4,419.02	\$ 25.50	1.0	40 hrs wk
Patrol Officer - Step D	4,169.48	-	4,169.48	\$ 24.06	1.0	40 hrs wk
Police Records Clerk Step E	3,647.82	-	3,647.82	\$ 21.05	1.0	40 hrs wk
Utility Worker #1 @ Step D	3,767.38	-	3,767.38	\$ 21.74	1.0	40 hrs wk
Utility Worker #2 @ Step E	4,233.89	100.00	4,333.89	\$ 24.43	1.0	40 hrs wk
Court Administrator Step E	4,624.87	80.00	4,704.87	\$ 26.69	0.8	32 hrs wk
Building Inspector - Step E	4,456.69	20.00	4,476.69	\$ 25.72	1.0	40 hrs wk
Administrative Assistant Step C	3,162.52	-	3,162.52	\$ 18.25	1.0	40 hrs wk

SALARY FUND ALLOCATION

City of Napavine										
Salary Allocation By Fund										
	2018					2019				
	Budget					Budget				
	General	Street	Water	Waste- water	Total	General	Street	Water	Waste- water	Total
	Fund	Fund	Fund	Fund	Total	Fund	Fund	Fund	Fund	Total
NON-UNION POSITIONS										
City Clerk	15.0%					10.0%				
Clerk-Treasurer	25.0%	10.0%	25.0%	25.0%	100.0%	25.0%	10.0%	27.5%	27.5%	100.0%
UNION POSITIONS										
Deputy Clerk	17.0%	3.0%	40.0%	40.0%	100.0%	20.0%	0.0%	40.0%	40.0%	100.0%
Clerk Assistant I	20.0%	0.0%	40.0%	40.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Clerk Assistant	25.0%	5.0%	35.0%	35.0%	100.0%	15.0%	0.0%	42.5%	42.5%	100.0%
Police Chief	100.0%				100.0%	100.0%				100.0%
Patrol Officer	100.0%				100.0%	100.0%				100.0%
Patrol Officer	100.0%				100.0%	100.0%				100.0%
Police Records Clerk	100.0%				100.0%	100.0%				100.0%
Court Administrator	100.0%				100.0%	100.0%				100.0%
Public Works Director	0.0%	33.0%	34.0%	33.0%	100.0%	0.0%	33.0%	34.0%	33.0%	100.0%
Administrative Assistant	30.0%	20.0%	30.0%	20.0%	100.0%	40.0%	10.0%	25.0%	25.0%	100.0%
Building Inspector	25.0%	25.0%	25.0%	25.0%	100.0%	13.0%				13.0%
Utility Worker I	0.0%	33.0%	33.0%	34.0%	100.0%	0.0%	33.0%	34.0%	33.0%	100.0%
Utility Worker II	0.0%	33.0%	34.0%	33.0%	100.0%	0.0%	33.0%	33.0%	34.0%	100.0%
Building Ins/Utility Worker III						0.0%	34.0%	33.0%	33.0%	100.0%

BUDGET PROJECTIONS

GENERAL FUND PROJECTIONS

2019 Budget Projections GENERAL FUND		\$400/6%	3% COLA	2% COLA	3% COLA	
City of Napavine - General	2017 Actual	2018 YE	2019	2020	2021	2022
Salaries	\$ 266,217	\$ 301,275	\$ 350,540	\$ 361,060	\$ 368,285	\$ 379,335
Benefits	\$ 90,710	\$ 118,975	\$ 133,475	\$ 145,320	\$ 148,230	\$ 152,680
Expenditures:						
Legislative	\$ 8,891	\$ 13,645	\$ 13,705	\$ 14,000	\$ 14,000	\$ 14,000
Municipal Court	\$ 92,930	\$ 100,250	\$ 107,845	\$ 44,000	\$ 44,000	\$ 44,000
Executive (Mayor)	\$ 3,330	\$ 3,815	\$ 4,440	\$ 4,240	\$ 4,240	\$ 4,240
Finance/Administrative	\$ 63,016	\$ 84,300	\$ 82,945	\$ 19,575	\$ 28,000	\$ 20,000
Legal	\$ 26,056	\$ 45,800	\$ 42,120	\$ 42,200	\$ 42,300	\$ 42,400
Employee Benefit	\$ 7,521	\$ 8,435	\$ 11,115	\$ 11,500	\$ 12,000	\$ 12,500
City Hall Central Services	\$ 37,275	\$ 27,985	\$ 28,810	\$ 29,000	\$ 29,000	\$ 29,000
Law Enforcement	\$ 246,279	\$ 383,220	\$ 442,865	\$ 116,900	\$ 116,900	\$ 116,900
Fire Investigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Detention/Corrections	\$ 9,177	\$ 12,500	\$ 13,450	\$ 13,500	\$ 13,500	\$ 13,500
Protective Inspection Services	\$ 15,130	\$ 450	\$ 520	\$ 550	\$ 550	\$ 550
Emergency Services	\$ 5,425	\$ 8,500	\$ 9,150	\$ 9,200	\$ 9,300	\$ 9,300
Economic Environment	\$ 60,313	\$ 57,640	\$ 62,100	\$ 30,285	\$ 30,285	\$ 30,285
Mental/Physical	\$ 417	\$ 505	\$ 520	\$ 535	\$ 550	\$ 565
Park Maintenance	\$ 30,856	\$ 8,000	\$ 10,840	\$ 10,850	\$ 10,900	\$ 10,950
Debt Service	\$ 70,050	\$ 70,060	\$ 150,285	\$ 59,830	\$ 59,830	\$ 59,830
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 49,000	\$ 49,000	\$ 6,000	\$ 6,000	\$ 54,000	\$ 54,000
Total Expenditures	\$725,667	\$874,105	\$986,710	\$918,545	\$985,871	\$994,035
REVENUES						
Property Tax	\$ 145,393	\$ 151,400	\$ 161,250	\$ 167,250	\$ 171,250	\$ 174,250
Sales Tax	\$ 321,947	\$ 370,700	\$ 371,000	\$ 372,000	\$ 373,000	\$ 374,000
Business & Occupation Taxes	\$ 175,655	\$ 182,835	\$ 189,550	\$ 188,000	\$ 189,000	\$ 190,000
Licenses/Permits	\$ 48,293	\$ 33,755	\$ 35,050	\$ 36,000	\$ 37,000	\$ 37,000
Intergovernmental Revenues	\$ 49,414	\$ 53,810	\$ 59,275	\$ 59,500	\$ 60,000	\$ 60,500
Goods/Services	\$ 37,916	\$ 31,030	\$ 23,655	\$ 25,000	\$ 26,000	\$ 27,000
Fines/Forfeitures	\$ 16,759	\$ 22,665	\$ 23,685	\$ 25,000	\$ 25,000	\$ 25,000
Miscellaneous Revenues	\$ 78,917	\$ 76,260	\$ 72,900	\$ 72,900	\$ 72,900	\$ 72,900
Non-Revenues	\$ -	\$ 2,800	\$ -	\$ -	\$ -	\$ -
Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 874,294	\$ 940,255	\$ 936,365	\$ 945,650	\$ 954,150	\$ 960,650
Profit/Loss From Operations	\$148,627	\$66,150	(\$50,345)	\$27,105	(\$31,721)	(\$33,385)
Beginning Cash	\$ 307,966	\$ 456,593	\$ 522,743	\$ 472,398	\$ 499,503	\$ 467,782
Revenue	\$ 874,294	\$ 940,255	\$ 936,365	\$ 945,650	\$ 954,150	\$ 960,650
Expenditures	\$ 725,667	\$ 874,105	\$ 986,710	\$ 918,545	\$ 985,871	\$ 994,035
Ending Balance	\$ 456,593	\$ 522,743	\$ 472,398	\$ 499,503	\$ 467,782	\$ 434,397
Policy Mandated Reserves 25%	\$ 122,000	\$ 218,526	\$ 246,678	\$ 229,636	\$ 246,468	\$ 248,509
Restricted Ending Cash	\$ 108,911	\$ 105,800	\$ 105,800	\$ 105,800	\$ 105,800	\$ 105,800
Unreserved Balance	\$ 225,683	\$ 198,417	\$ 119,921	\$ 164,067	\$ 115,515	\$ 80,088

STREET OPERATING FUND PROJECTIONS

2019 Budget Projections STREET			\$400/6%	3% COLA	2% COLA	3% COLA
City of Napavine - Street	2017 Actual	2018 YE	2019	2020	2021	2022
Salaries	\$ 71,989	\$ 74,240	\$ 85,035	87,587	\$ 89,341	\$ 92,021
Benefits	\$ 28,252	\$ 33,635	\$ 35,670	36,742	\$ 37,481	\$ 38,606
EXPENDITURES:						
Engineering 542-10	\$ 22,715	\$ 2,000	\$ 4,000	\$ 3,000	\$ 4,000	\$ 4,000
Street Maintenance 542-30	\$ 45,502	\$ 48,170	\$ 57,000	\$ 40,000	\$ 42,000	\$ 42,000
Stormwater 542-40	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Sidewalks 542-61	\$ 1,740	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Special Paths 542-62	\$ 1,337	\$ 900	\$ 900	\$ 1,000	\$ 1,000	\$ 1,000
Street Lighting 542-63	\$ 20,045	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Traffic Control 542-64	\$ 7,575	\$ 11,700	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Snow & Ice Control 542-66	\$ 2,316	\$ 3,500	\$ 3,500	\$ 3,000	\$ 3,000	\$ 3,000
Street Cleaning 542-67	\$ 1,205	\$ 6,650	\$ 8,150	\$ 8,150	\$ 8,150	\$ 8,150
Roadside 542-69-70	\$ 60	\$ 600	\$ 10,550	\$ 1,000	\$ 1,000	\$ 1,000
Training	\$ 184	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Street Administration 543	\$ 10,820	\$ 15,070	\$ 11,880	\$ 11,975	\$ 16,500	\$ 12,000
Surveying Services 544-40	\$ 620	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Capital Expenditures 594	\$ 4,941	\$ 20,000	\$ 6,000	\$ 10,000	\$ 15,000	\$ 5,000
Transfers Out 597	\$ 5,500	\$ 10,500	\$ 5,500	\$ 10,500	\$ 10,500	\$ 10,500
Total Expenditures	\$ 224,801	\$ 254,465	\$ 267,685	\$ 252,454	\$ 267,472	\$ 256,777
REVENUES						
Property Taxes	\$ 144,597	\$ 151,400	\$ 161,250	\$ 167,250	\$ 171,250	\$ 174,250
Licenses & Permits	\$ 475	\$ 675	\$ 425	\$ 500	\$ 500	\$ 500
Intergovernmental Revenues	\$ 56,617	\$ 58,725	\$ 45,230	\$ 45,230	\$ 45,230	\$ 45,230
Charges Goods Services	\$ 81	\$ 1,120	\$ 560	\$ 570	\$ 570	\$ 570
Miscellaneous Revenues	\$ 3,080	\$ 2,945	\$ 645	\$ 700	\$ 700	\$ 700
Non Revenues						
Transfers In	\$ 48,000	\$ 48,000	\$ -	\$ -	\$ 48,000	\$ 48,000
Insurance Recoveries	\$ 21,443	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 274,293	\$ 262,865	\$ 208,110	\$ 214,250	\$ 266,250	\$ 269,250
Profit/Loss From Operations	\$49,492	\$8,400	(\$59,575)	(\$38,204)	(\$1,222)	\$12,473
Beginning Cash	\$ 177,435	\$ 226,926	\$ 235,326	\$ 175,751	\$ 137,547	\$ 136,325
Revenue	\$ 274,293	\$ 262,865	\$ 208,110	\$ 214,250	\$ 266,250	\$ 269,250
Expenditures	\$ 224,801	\$ 254,465	\$ 267,685	\$ 252,454	\$ 267,472	\$ 256,777
Ending Balance	\$ 226,926	\$ 235,326	\$ 175,751	\$ 137,547	\$ 136,325	\$ 148,798
Policy Mandated Reserves	\$ 56,200	\$ 63,616	\$ 66,921	\$ 63,114	\$ 66,868	\$ 64,194
Restricted Ending Cash	\$ 3,856	\$ 9,471	\$ 12,151	\$ 14,831	\$ 17,511	\$ 20,191
Designated Ending Cash	\$ -	\$ -	\$ 5,000	\$ 10,000	\$ 15,000	\$ 20,000
Unreserved Balance	\$ 166,870	\$ 162,239	\$ 91,679	\$ 49,602	\$ 36,946	\$ 44,412

WATER OPERATING FUND PROJECTIONS

2019 Budget Projections WATER			\$400/6%	3% COLA	2% COLA	3% COLA
CITY OF NAPAVALINE- WATER	2017 Actual	2018 YE	2019	2020	2021	2022
Salaries	97,288	117,090	144,775	146,825	149,765	154,260
Benefits	37,767	50,105	60,025	59,540	60,735	61,950
Expenditures:						
Engineering	-	5,000	5,000	5,000	5,000	5,000
Office Supplies & Equipment	1,162	4,000	4,000	4,000	4,000	4,000
Professional Services	45,059	40,705	23,100	23,000	28,000	23,000
Telephone & Postage	3,725	3,500	3,800	4,000	4,200	4,400
Travel, Meals, Lodging	456	800	700	800	800	800
Excise Tax & B & O Tax	19,741	23,450	23,800	25,000	25,300	25,600
Rental Expenses	4,021	5,695	5,695	5,700	5,700	5,700
Insurance	11,509	10,350	12,000	14,000	15,000	16,000
Utilities	632	600	650	700	700	750
Administration Maintenance Svcs	538	700	700	700	700	700
Administration Miscellaneous Exp	3,588	4,725	4,740	4,750	4,750	4,750
Maintenance Supplies	6,547	15,000	15,000	15,000	15,000	15,000
Small Tools & Equipment	812	800	800	1,000	1,000	1,000
Maintenance Professional Svcs	-	-	15,200	-	-	-
Equipment Rentals	-	750	750	750	750	750
Maintenance Services	1,969	10,000	10,000	10,000	10,000	10,000
Operating Supplies	1,703	7,500	7,800	7,800	7,800	7,800
Motor Fuel	2,065	3,800	3,800	4,000	4,000	4,000
Meter Purchases	9,360	5,000	5,000	5,000	5,000	5,000
Operating Equipment	-	8,000	8,000	8,000	8,000	8,000
Professional Services	2,828	5,000	7,000	7,000	7,000	7,000
Telephone Telemetry	657	720	720	720	720	720
Power to Pumps	13,946	12,000	14,000	16,000	16,000	16,000
Miscellaneous Expenses	107	650	650	650	650	650
Total Utilities	265,478	335,940	377,705	369,935	380,570	382,830
Long-Term Debt:						
PW98-791-043	15,496	15,500	-	-	-	-
USDA-RD 56-021	22,710	22,715	22,715	22,715	22,715	22,715
Ecology Stormwater	2,420	2,620	2,430	2,420	2,420	2,420
Debt Issue Costs	2,985					
Total Long-Term Debt	43,611	40,835	25,145	25,135	25,135	25,135
Total Operating Expenditures	309,089	376,775	402,850	395,070	405,705	407,965
Capital Exenditures	-	28,300	29,500	20,000	20,000	20,000
Transfers	51,000	51,000	56,000	56,000	56,000	56,000
Total Water Fund Expenditures	360,089	456,075	488,350	471,070	481,705	483,965
REVENUES:						
Water Service	403,761	409,550	418,940	422,940	426,940	430,940
Water Connection Fees (5)	29,850	19,350	9,250	9,250	9,250	9,250
Water Meter Sales	4,091	-	-	-	-	-
Other Fees	140	100	2,150	1,000	1,000	1,000
Penalties (Late Fees & Shutoffs)	9,845	8,160	10,050	11,000	11,000	11,000
Miscellaneous Revenue	10,836	6,175	5,480	5,500	5,500	5,500
Total Revenue	458,523	443,335	445,870	449,690	453,690	457,690
Profit/Loss from Operations	98,434	(12,740)	(42,480)	(21,380)	(28,015)	(26,275)
Customers	730	726	731	736	741	745
Base Rate Residential	20.00	20.00	20.00	20.00	21.00	21.00
Base Rate Commercial	25.00	25.00	25.00	25.00	25.00	25.00
per 100	4.00	4.00	4.00	4.00	4.00	4.00
Hookup Rates	4,700.00	4,700.00	4,700.00	4,700.00	4,700.00	4,700.00
Cash Reserves (3 months)	90,022	114,019	122,088	117,768	120,426	120,991
Beginning Cash	562,933	661,367	648,627	606,147	584,767	556,752
Revenue	458,523	443,335	445,870	449,690	453,690	457,690
Expenditures	360,089	456,075	488,350	471,070	481,705	483,965
Ending Balance	661,367	648,627	606,147	584,767	556,752	530,477
Policy Mandated Reserves	90,022	114,019	122,088	117,768	120,426	120,991
Unreserved Balance	571,345	534,609	484,060	467,000	436,326	409,486

WASTEWATER OPERATING FUND PROJECTIONS

2019 Budget Projections SEWER			\$400/6%	3% COLA	2% COLA	3% COLA
CITY OF NAPA-VINE-SEWER	2017 Actual	2018 YE	2019	2020	2021	2022
Salaries	87,634	113,390	144,185	148,515	151,485	156,030
Benefits	34,519	48,395	59,780	61,575	62,810	64,695
Expenditures:						
Engineering	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Office Supplies & Equipment	\$ 1,073	\$ 3,100	\$ 2,900	\$ 3,000	\$ 3,000	\$ 3,000
Professional Services	\$ 7,575	\$ 19,290	\$ 10,150	\$ 10,150	\$ 19,300	\$ 10,500
Telephone & Postage	\$ 3,073	\$ 3,400	\$ 3,400	\$ 3,600	\$ 3,800	\$ 4,000
Travel, Meals, Lodging	\$ 477	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700
Excise Tax & B & O Tax	\$ 19,987	\$ 24,500	\$ 26,240	\$ 26,900	\$ 27,300	\$ 27,800
Rental Expenses	\$ 4,021	\$ 5,690	\$ 5,690	\$ 5,690	\$ 5,690	\$ 5,690
Insurance	\$ 10,220	\$ 9,200	\$ 10,500	\$ 11,500	\$ 12,500	\$ 13,500
Utilities	\$ 632	\$ 600	\$ 650	\$ 800	\$ 800	\$ 800
Administration Maintenance S	\$ 330	\$ 675	\$ 675	\$ 675	\$ 675	\$ 675
Administration Miscellaneous	\$ 599	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
Maintenance Supplies	\$ 2,616	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Small Tools & Equipment	\$ 576	\$ 8,000	\$ 8,000	\$ 2,000	\$ 2,000	\$ 2,000
Maintenance Professional Svc	\$ 408	\$ 1,000	\$ 13,200	\$ 2,000	\$ 2,000	\$ 2,000
Equipment Rentals	\$ 18	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Maintenance Services	\$ 4,606	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Operating Supplies	\$ 4,293	\$ 5,000	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300
Motor Fuel	\$ 2,243	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800
Operations Professional Svcs	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Sewer Telephone Telemetry	\$ 605	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720
Power to Pumps	\$ 10,798	\$ 9,000	\$ 11,000	\$ 12,000	\$ 12,000	\$ 12,000
Wastewater Treatment	\$ 168,516	\$ 168,520	\$ 168,520	\$ 168,520	\$ 168,520	\$ 168,520
Operations Repair & Maint.	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Miscellaneous Expenses	\$ 102	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
Total Utilities	\$ 364,922	\$ 450,530	\$ 500,960	\$ 492,995	\$ 507,950	\$ 507,281
Long-Term Debt:						
12% Chehalis Treatment Plant	\$ 208,034	\$ 208,035	\$ 208,035	\$ 208,035	\$ 208,035	\$ 208,035
PWTF SEWER	\$ 59,888	\$ 59,340	\$ 58,785	\$ 58,225	\$ 57,675	\$ 57,120
Total Long-Term Debt	\$ 267,922	\$ 267,375	\$ 266,820	\$ 266,260	\$ 265,710	\$ 265,155
Total Operating Expenditures	\$ 632,844	\$ 717,905	\$ 767,780	\$ 759,255	\$ 773,660	\$ 772,436
Capital Expenditures	\$ -	\$ 25,300	\$ 29,500	\$ 20,000	\$ 20,000	\$ 20,000
Transfer/Unemployment	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Transfer/Wastewater Sys Imp	\$ 20,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ 5,000	\$ 5,000
Total Wastewater Fund	\$ 653,844	\$ 794,205	\$ 853,280	\$ 835,255	\$ 799,660	\$ 798,436
REVENUES						
Sewer Service	\$ 697,980	\$ 705,000	\$ 750,000	\$ 760,000	\$ 770,000	\$ 775,000
Wastewater Connection Fees (\$ 40,400	\$ 29,250	\$ 14,250	\$ 14,250	\$ 14,250	\$ 14,250
Late Fees	\$ 11,921	\$ 11,925	\$ 11,900	\$ 12,000	\$ 12,100	\$ 12,100
Miscellaneous	\$ 2,016	\$ 5,305	\$ 610	\$ 625	\$ 625	\$ 625
Total Wastewater Revenue	\$ 752,317	\$ 751,480	\$ 776,760	\$ 786,875	\$ 796,975	\$ 801,975
Profit/Loss from Operations	\$ 98,473	(\$42,725)	(\$76,520)	(\$48,380)	(\$2,685)	\$3,539
Customers	730	723	731	736	741	746
Base Rate Residential	58.00	58.00	58.00	58.00	58.00	58.00
Base Rate Commercial	60.00	60.00	60.00	60.00	60.00	60.00
per 100	4.50/> 3500 \$5.00	4.50/> 3500 \$5.00	4.50/> 3500 \$5.00	4.50/> 3500 \$5.00	4.50/> 3500 \$5.00	4.50/> 3500 \$5.00
Hookup Rates	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00
Add'l Hookup Rate	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Cash Reserves (3 months)	158,211	179,476	191,945	189,814	193,415	193,109
Beginning Cash	239,864	338,337	295,612	219,092	170,712	168,027
Revenue	752,317	751,480	776,760	786,875	796,975	801,975
Expenditures	653,844	794,205	853,280	835,255	799,660	798,436
Ending Balance	338,337	295,612	219,092	170,712	168,027	171,567
Policy Mandated Reserves	158,211	179,476	191,945	189,814	193,415	193,109
Unreserved Balance	180,126	116,136	27,147	(19,102)	(25,388)	(21,542)

DETAILED SALARY SCHEDULE

Position	Salary	Longevity	Total	Ret'mt	Med/Dent	Medicare	L & I	Def Com	Accrual Liab	Total Benefits	Total
Municipal Court				12.86%	900 Cap	0.0145	0.14010				
Court Administrator-32 hrs @ 26.69	44,412.16	960.00	45,372.16	5,834.86	10,800.00	673.38	233.13	-	1,067.60	18,608.96	63,981.12
Total Court	44,412.16	960.00	45,372.16	5,834.86	10,800.00	673.38	233.13	-	1,067.60	18,608.96	63,981.12
Treasurer's Office											
Clerk-Treasurer - 40 hrs @ 33.93	70,574.40	2,520.00	73,094.40	9,399.94	10,800.00	1,177.95	291.41	600.00	8,143.20	30,412.49	103,506.89
Deputy Clerk - 40hrs Step E @ \$24.43	50,814.40	-	50,814.40	6,534.73	10,800.00	750.98	291.41	600.00	977.20	19,954.32	70,768.72
Clerk Assistant 40 hrs Step C @ 17.57	36,545.60	-	36,545.60	4,699.76	10,800.00	540.10	291.41	300.00	702.80	17,334.07	53,879.67
Overtime - 3 hrs @ \$50.90	7,940.40	-	7,940.40	1,021.14	-	115.14	21.86	-	-	1,158.13	9,098.53
Total Finance & Administration	165,874.80	2,520.00	168,394.80	21,655.57	32,400.00	2,584.16	896.08	1,500.00	9,823.20	68,859.01	237,253.81
Police				0.0538			1.38805				
Chief - Step E @ \$32.55	71,089.20	360.00	71,449.20	3,843.97	10,800.00	1,149.29	3,031.50	3,600.00	7,812.00	30,236.76	101,685.96
Patrolman 1- 40 hrs Step E @ 25.50	52,902.36	-	52,902.36	2,846.15	10,800.00	781.87	3,031.50	-	1,020.00	18,479.52	71,381.88
Patrolman II - 40 hrs Step C/D @ \$24.06	50,428.56	-	50,428.56	2,713.06	10,800.00	745.17	3,031.50	600.00	962.40	18,852.13	69,280.69
Police OnCall Pay	10,000.00	-	10,000.00	-	-	145.00	-	-	-	145.00	10,145.00
Call Out & Overtime	10,000.00	-	10,000.00	538.00	-	145.00	577.43	-	-	1,260.43	11,260.43
Records Clerk 40 hrs @ Step E \$21.05	43,784.00	-	43,784.00	5,630.62	10,800.00	647.08	291.41	-	842.00	18,211.11	61,995.11
Total Police Dept.	238,204.12	360.00	238,564.12	15,571.79	43,200.00	3,613.41	9,963.34	4,200.00	10,636.40	87,184.94	325,749.06
Community Development							0.96125				
Director	-	-	-	-	-	-	-	-	-	-	-
Admin Asst - 40 hrs Step C \$18.25	37,960.00	-	37,960.00	4,881.66	10,800.00	561.01	291.41	600.00	730.00	17,864.07	55,824.07
Inspector - 5 hrs Step E \$25.72	6,687.20	7.80	6,695.00	860.98	1,404.00	99.02	249.93	39.00	133.74	2,786.66	9,481.66
Total Community Development	44,647.20	7.80	44,655.00	5,742.63	12,204.00	660.02	541.33	639.00	863.74	20,650.73	65,305.73
Public Works							0.96125				
PW Director-40 hrs @ Step E \$30.85 @ 6%	64,168.00	1,320.00	65,488.00	8,421.76	7,020.00	1,078.41	1,999.40	900.00	8,884.80	28,304.36	93,792.36
Utility Worker I -40 hrs Step D @ \$21.74	45,219.20	-	45,219.20	5,815.19	10,800.00	668.29	1,999.40	300.00	869.60	20,452.48	65,671.68
Utility Worker II - 40 hrs Step E @ \$24.43	50,814.40	1,200.00	52,014.40	6,689.05	10,800.00	768.38	1,999.40	1,800.00	977.20	23,034.03	75,048.43
Utility Worker III - 35 hrs Step E @ \$25.72	46,810.40	52.20	46,862.60	6,026.53	9,396.00	692.49	1,749.48	261.00	895.06	19,020.55	65,883.15
Overtime 4 hrs @ \$55.05 hr	11,450.40	-	11,450.40	1,472.52	-	166.03	199.94	-	-	1,838.49	13,288.89
Oncall Pay	6,500.00	-	6,500.00	835.90	-	94.25	-	-	-	930.15	7,430.15
Total Public Works	224,962.40	2,572.20	227,534.60	29,260.95	38,016.00	3,467.84	7,947.62	3,261.00	11,626.66	93,580.06	321,114.66
Grand Total	718,100.68	6,420.00	724,520.68	78,065.81	136,620.00	10,998.81	19,581.49	9,600.00	34,017.60	288,883.71	1,013,404.39

GLOSSARY OF TERMS

Adopted Budget – Appropriations adopted by the governing body which forms the fiscal plan for the budget period.

Allocate – To divide a lump-sum appropriation which is designed for expenditure by specific organization units and/or for specific purposes, activities, or objects.

Annual/Biennial Appropriated Budget – A fixed budget adopted for the government’s fiscal period. The appropriated budget was traditionally used to determine a government’s property tax levy, and a ceiling on expenditures was made absolute so that the expenditures of a government unit would not exceed its revenues. This budget was also historically a balanced budget, estimated revenues equaling appropriations. The appropriated budget is still used to set tax levies and some budget statutes still require balanced budgets, but it is more generally used to authorize a specific amount of expenditures regardless of whether estimated resources meet or exceed that amount. Appropriated budgets are required by statute in cities (Chapter 35.32A RCW, Chapter 35.33 RCW and Chapter 35A.33 RCW), counties (Chapter 36.40 RCW), and most other local governments in Washington State. These budgets are also called legal budgets, adopted budgets, or formal budgets. The appropriated budgets should be adopted by ordinance or resolution.

Appropriation – An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Specific appropriations are usually made at the fund level and are granted for a one-year period. Spending should not exceed this level without prior approval of the governing body.

Assessed Value – The value of real and personal taxable property as a basis for levying Ad Valorem (property) taxes.

Assets – Resources acquired or purchased by the City with a monetary value.

Audit – Conducted by the Washington State Auditor’s Office. The primary objective of an audit is to determine if the City’s financial statements are presented fairly, in all material respects the respective financial position of the government.

Balanced Budget – A budget in which planned expenditures do not exceed projected funds available.

BARS - Budgeting, Accounting, and Reporting System (BARS) prescribed by the Washington State Auditor and designed to promote uniformity among cities and counties in Washington.

Bond – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate.

Budget – Written report showing the City’s fiscal plans for the budget period. It includes a balanced statement of actual revenues and expenditures during the last two periods, estimated revenues and expenditures during the current period, and estimated revenues and expenditures, as budgeted, for the upcoming period.

Capital Improvement Budget – Consists of two elements: the annual/biennial portion of capital projects and annual/biennial appropriations for the purchase, construction or replacement of major fixed assets in the current fiscal period.

Capital Outlay/Capital Expenditures – Funds expended for the acquisition or maintenance of fixed assets such as land, infrastructure, equipment, vehicles or buildings.

Comprehensive Budget – A government-wide budget that includes all resources the government expects and everything it intends to spend or encumber during a fiscal period. The comprehensive budget contains annual/biennial appropriated budgets, the annual/biennial portion of continuing appropriations such as the capital improvement projects, debt amortization schedules, and grant projects, flexible budgets and all non-budgeted funds.

Comprehensive Plan – The plan, or portions thereof, which have been adopted by the City Council. It is a land use policy statement that guides future growth of the City.

Continuing Appropriation – A fixed budget which authorizes expenditures for a fiscal period that differs from the government’s fiscal year, such as capital projects, debt issues, grant awards, and other service projects. These expenditures require an ordinance or resolution to authorize the project, establish the assessment roll, adopt the debt amortization schedule, or accept the grant award. Such ordinances or resolutions set an absolute maximum or ceiling on the expenditures, but the time period for incurring expenditures does not coincide with the government’s fiscal year; it may even cover several years. The major difference between annual/biennial appropriated budgets and continuing appropriations is that the latter do not lapse at fiscal period end; this implies that no legislative action is required to amend the annual/biennial portion of a continuing appropriation, unless the total authorized expenditures would exceed the entire appropriation.

Debt Service Fund – A fund used to account for the monies set aside for the payment of principle and interest on City debt.

Department – An organization unit of the City which has been assigned responsibility for an operation or group of related operations within a functional area.

Encumbrances – Commitments related to unperformed (executory) contracts for goods or services should be utilized to the extent necessary to assure effective budgetary control and to facilitate cash planning. Encumbrances outstanding at year end represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed; they do not constitute expenditures or liabilities.

Enterprise Fund – A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities, utilities and services which are entirely or predominately self-supporting by user charges and fees.

Expenditures – The outlay of funds paid or to be paid to obtain an asset, good or service.

Fixed Budget – Those budgets which set an absolute maximum or ceiling on the expenditures of a fund, department, or other specific category. A fixed budget can be either an annual/biennial appropriated budget or a continuing appropriation. Fixed budgets must be adopted by ordinance or resolution, either for the government’s fiscal period or at the outset of a service project, debt issue, grant award, or capital project.

Flexible Budgets – Are usually regarded as managerial tools, which do not set a ceiling on expenses or expenditures but establish a plan for them at various levels of service. They are especially appropriate for the day-to-day operations of a public utility where it is essential to plan fluctuations in the demand for services and where revenues will automatically increase with demand, so that a balanced budget does not depend on establishing a ceiling for expenses.

FTE – Full time equivalent – the combination of one or more employees whose work hours equal that of a full-time position, 2080 hours, or 40 hours a week, 52 weeks a year.

Final Amended Budget – The original budget adjusted by all reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes applicable to the fiscal year, whenever signed into law or otherwise legally authorized.

Fiscal Year – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of operations. (January 1 through December 31 for the City)

Fixed Assets – Assets (land, infrastructure, equipment, vehicles or buildings) that generally have a value of \$5,000 or more and a useful life of more than 1 year.

Franchise Fee – A franchise fee is charged for the privilege of using public right-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on cable TV.

Fund – A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund Balance – The excess of a funds' total assets over its total expenditures. A negative fund balance is often referred to as a deficit.

GAAP – Generally Accepted Accounting Principles is a collection of commonly-followed accounting rules and standards for financial reporting. GAAP is adopted by the U.S. Securities and Exchange Commission, The Financial Accounting Standards Board, and The Governmental Accounting Standards Board.

GASB – The Governmental Accounting Standards Board is the organization whose mission is to improve and create financial reporting standards for state and local governments.

General Fund – Accounts for all financial transactions relating to governmental activities that are not required to be accounted for in another fund, such as special revenue funds, debt service fund, and capital projects fund.

Governmental Funds – Funds that are typically used to account for most of a government's activities, including those that are tax supported.

Grant – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose or activity.

Growth Management – State requirements related to development and population growth and its impact on public infrastructure.

Infrastructure – The portion of a City's assets located at or below ground level, including the water, street, and storm systems.

Interfund Transactions – Amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

Investment Revenue – Revenue received as interest and dividends from the investment of idle funds not immediately required to meet cash flow obligations.

LEOFF I and II – Law Enforcement Officers and Fire Fighters Retirement System plan.

Operating Budget – Presents the estimated expenditures and available resources necessary to provide the services for which the government was created. An operating budget will contain flexible budgets and fixed budgets; the fixed budgets will include annual/biennial appropriations for services and the annual/biennial portion of continuing appropriations for debt service and for service projects.

Original Budget – The first complete appropriated budget. The original budget may be adjusted by reserves, transfers, allocations, supplemental appropriations, and other legally authorized legislative and executive changes before the beginning of the fiscal year. The original budget should also include actual appropriation amounts automatically carried over from prior years by law.

PERS – Public Employees Retirement System.

Proposed Budget – Financial plan prepared by the City’s Finance Department and Budget Advisory Committee and submitted to the public and Council for review.

RCW – Revised Code of Washington which contains all laws of a general and permanent nature enacted by the State.

REET – Real Estate Excise Tax. A tax charged on the sale of real estate. The City collects 0.50% on each sale. Revenue from this tax is restricted for capital projects per state statute.

Reserves – A portion of a fund set aside by policy for a specific purpose, i.e. operating reserves, debt service, revenue stabilization and capital repair and replacement. Reserve amounts are generally not available for use unless designated by policy or Council action.

Revenues – All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.

Special Revenue Fund – An account established to collect proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

System Development Charges (SDC) – A fee charged on new development to finance growth related water infrastructure projects.

Tax Levy Rate – A rate applied to all taxable property to set property tax levy amounts. It is derived by dividing the total tax levy by the taxable net property valuation.

Taxes – Compulsory charges levied by a government for the purpose of financing services provided for the common benefit of the citizens.

TIF – Transportation Impact Fees. Fees charged to new residential and commercial development. Revenues are restricted for expenditure on new transportation infrastructure to support the growth created by development.

Washington Administrative Code (WAC) – Laws adopted by State agencies to implement State Legislation.

Working Capital Budget – Combines flexible and fixed budget elements in one document for enterprise and internal service funds. Current operations are flexibly budgeted based on the estimated level of services to be provided and long-range sources and uses of assets are controlled by annual/biennial appropriations and continuing appropriations.