

2017 Budget



Doug Streeter, CPA
CFO/City Clerk







2017 Operating Budget Table of Contents

Section 1:

Mayor's Budget Message	4
Budget Calendar	6

Section 2: Budget Summary

Organizational Chart	9
Budget Process	10
Fund Overview	12
General Fund Revenues	13

Section 3: General Fund

Summary	17
Legislative	18
Judicial	19
Executive	20
Finance	21
Central Services	22
Law Enforcement	23
Protective Inspections	24
Streets	25
Parks	26

Section 4: Enterprise Funds

Fire/EMS	29
Hotel/Motel	31
Municipal Court Drug Fund	32
Real Estate Excise Tax	33

Section 5: Capital Projects

East Pioneer	35
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Section 6: Special Revenue & Internal Service Funds

Water Fund Summary	37
Water Department	38
Sewer Department	39
Waste-Water Treatment Plant	40
Other Water Expenditures	41
Storm-water	42
Forest	43
WWTP Reserve Fund	45



Cemetery Fund	46
Unemployment Compensation	47
Long-Term Care	48

Section 7:

Capital Budget Summary	49
Employee Allocations & Interfund Transfers	50

Section 8:

BIAS System budget report (Line Item Detail)



Mayor's Message

This budget isn't really about numbers. It's about how we're building a stronger city to serve our citizens for generations to come.

Because writing a budget is hard under normal conditions, the usual method is to adjust what was done last year to bring things into balance.

In 2016, surprise deficits and unsupportable expenses forced the city to revisit the budget much earlier than expected. Those deficits required painful cuts, spending freezes and layoffs.

Yet those challenges also presented an opportunity to do things differently—to take a clean, fresh look at the city's long-term financial picture and find innovative ways of building a stronger foundation to serve our citizens.

The hard work done by our CFO, Doug Streeter, is evident on every page of this budget. I am proud of the work he and the rest of the city directors have done to craft this budget. It is sensible and relentlessly focused on the goals of building financial stability and protecting the strong character of Montesano.

In 2016, the administration, council and staff examined the challenges facing us and didn't merely look for solutions that brought us back to the status quo. We wanted to move the city forward, and did so with hard-earned accomplishments:

- 320 acres of new forest land to bring in the future a steady general fund income to the city
- Free public Wi-Fi downtown is now up and running
- Beacon Park soccer park is under construction, thanks to a partnership between the city and the Montesano Youth Soccer Club
- Working on long term economic plans for Montesano, including assisting the Monte Chamber with Saturday Morning Market, Fish & Brew Fest and Catch Montesano Salmon Derby
- Passing the Shoreline Management Plan
- Securing funds for Pioneer Phase II



- Developing better partnership with organized sports and the school district
- Development of Quinn Basketball Court
- An aggressive abatement schedule to clean up derelict properties
- 75th Anniversary of Tree Farming celebration and summer hikes with the forester

The full 2017 budget gives the city council and citizens a much more deliberative and exciting chance to find ways to make Montesano better.

Streets and sidewalks are perhaps the No. 1 concern expressed by citizens. The proposed budget includes the equipment and staffing to fix our streets: a mini excavator, chip sealer, hot patch machine, return of the unfilled position vacancy in Public Works and funding for the materials needed for repairs.

We will maintain the amazing City staff that we have in Fire, Police, Public Works and the Clerks. And we will increase the ending general fund balance towards a financially stable and reasonable level.

2017 is an exciting year filled with possibility. It is a year that will surely have the unexpected but as we have seen in 2016, that will give us opportunity to grow and become better.

I look forward to working with city council members, community leaders and city staff on finalizing our new budget and creating a stronger foundation for the city we all cherish.

Sincerely,

Mayor Vini Samuel
October 2016

2017 Budget Calendar

DATE	ACTION
February-July	Council Workshops discussing 2016-2018 projection and meetings with Department Heads
July 15 th	Request to all Department Heads to prepare detailed estimates of revenues and expenditures for 2017 and narratives. Deadline for submission set for August 15, 2016
July 20 th	Meeting with Mayor and Department heads to discuss 2017 priorities
August 31, 2016	Finance compiles all requests and prepares Proposed Preliminary Budget documents for review.
September 13th	Council Meeting – preliminary estimates provided
September 19 th	Mayor and CFO meeting with Department heads to make necessary adjustments
Weeks of September 19 th & 26 th	Budget reviewed by Mayor and Department Heads
September 27th	Council Meeting – Update Council on budget process
September 28 th to Oct. 30 th	Prepare Preliminary Budget document and Mayors budget message.
October 11th	<ul style="list-style-type: none"> • Council Meeting • Mayor provides Budget and Budget Message to the Council. (Statutory requirement is November 1) • Budget Book distributed to council.
Weeks of October 17 th & 24 th	Advertise notice of filing Preliminary Budget and notice of public hearing on final budget to be held on November 22nd. (Legal advertising requirement is no later than the first two weeks of November)

Weeks of October 21 st & 28 th November 4 th	City Council and Council committees conduct budget workshops if necessary. <ul style="list-style-type: none"> October 21st & November 4th - Special Meeting for Workshops
October 20 th	Copies of preliminary budget made available to the Public (Legal requirement November 20th).
October 25 th	<ul style="list-style-type: none"> Council Meeting Hold public hearing on revenues including possible increase in property tax revenues. Ordinance setting 2017 property tax levies submitted to City Council for first reading.
November 8 th	<ul style="list-style-type: none"> Council Meeting First reading of the 2017 Budget Ordinance Ordinance setting 2017 property tax levies submitted to City Council for second reading.
November 22 nd	<ul style="list-style-type: none"> Council Meeting Ordinance setting 2017 property tax levies submitted to City Council for final reading. Second reading of 2017 Budget Ordinance: Public hearing on 2016 budget (this is considered the final hearing on the 2017 proposed budget, may be extended if needed)
December 13 th	<ul style="list-style-type: none"> Council Meeting Budget Ordinance - FINAL READING Adoption of the 2017 Budget

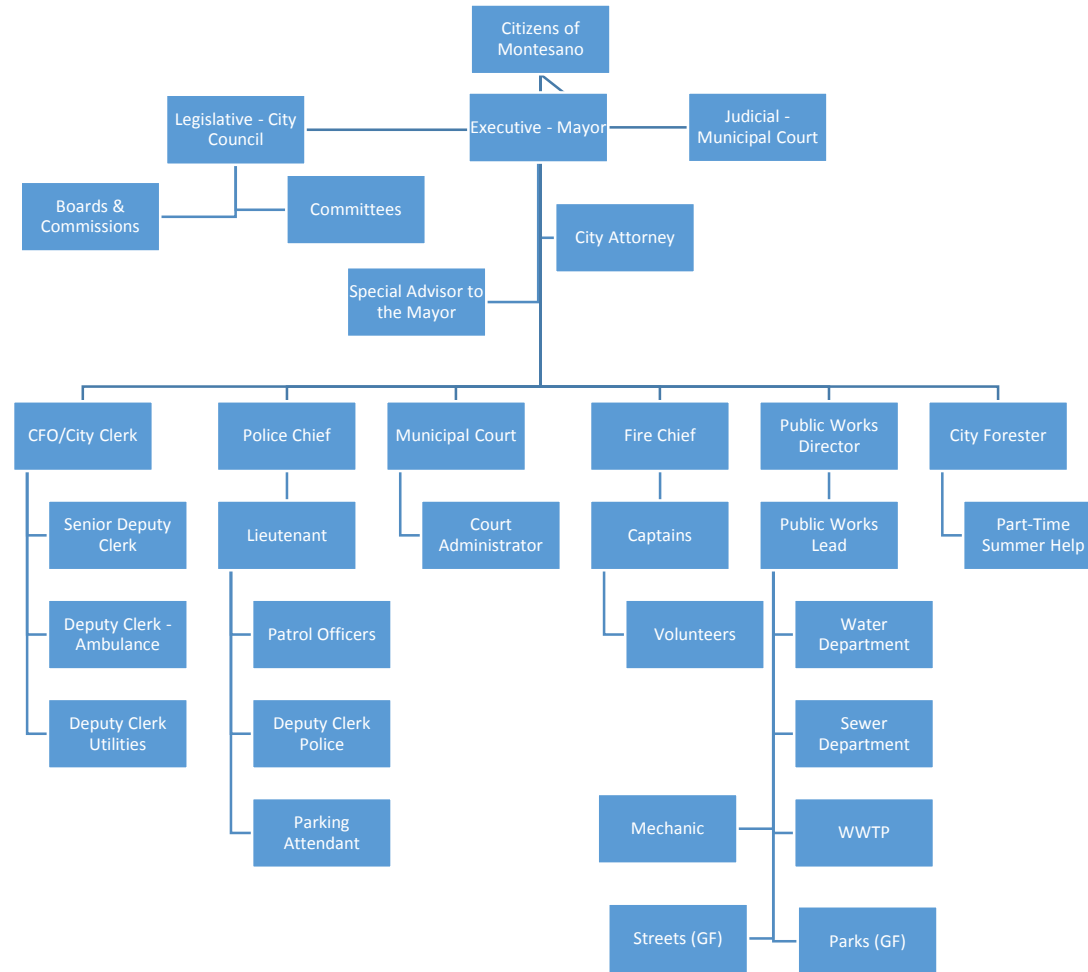
2017

Budget Summary



Doug Streeter, CPA

1/1/2017





BUDGET PROCESS

For 2017, the City utilized a new budget development process designed to provide allocated funding for current service levels. The process began by allowing each department to determine appropriate funding levels to maintain current service as well as any capital expenditures.

The current services allocated to each department provided the following resource levels:

- 100% of forecasted payroll expenses for current employees.
- 100% of known appropriations for all fixed contract, debt service, and other costs
- 100% of current year appropriations for supplies and other services expense categories.

Basis of Budgeting

The City prepares a cash basis budget in accordance with RCW 35.33. A cash basis budget recognizes transactions only when cash is increased or decreased. For example, tax revenue is only recognized when a check is received from the County not when assessments are mailed at the beginning of the year as in accrual basis accounting.

The departments of the City are organized by funds. The City's general government operates on the cash basis of accounting; recognizing revenues only when received and expenses only when paid. Inventory items are expensed when purchased, and purchases of fixed assets are expensed during the year acquired rather than being capitalized and depreciated over future periods.

Budget Adoption

The City adopts a legally binding budget in accordance with Washington State Law as set forth in RCW 35.33.075, which provides legal standards for preparing, presenting, adopting, implementing and monitoring the budget. The City's Fiscal Year runs from January 1st to December 31st. The City's budget serves as a plan for the fiscal year's expenditures and reflects the goals and policies of the City Council.

The City's budget is adopted at the fund level which means that expenditures may not legally exceed the appropriations at that level. The City's budget is balanced which generally means that current expenditures are funded from current revenues. A balanced budget can include the use of the unencumbered fund balance estimated to be available at the close of the current fiscal year.

Amending the Budget

The Mayor is authorized to transfer budgeted amounts between departments within any fund. The General Fund was adopted by Fund and as such should be considered in its entirety for budgeting purposes. Any revisions that alter the total expenditures of a fund must be approved by the City Council. When the Council determines that it is in the best interest of the City to



increase or decrease appropriation for a particular fund, they may do so by adopting a supplemental budget ordinance with a simple majority vote.

Finance Committee

The Finance Committee was established for matters involving finance, ways and means, and special assessments. They are involved in the year round development, review and monitoring of the City's budget. They continually review programs and services and monitor their effects on the City's revenues and expenses.

In 2016, the Finance Committee consisted of the following City Councilmembers:

- Tyler Trimble, Committee Chair
- Dan Wood
- Dave Skaramuca



FUND OVERVIEW

GENERAL FUND

The General Fund is the main fund within the City, all tax revenues are receipted here. The General Fund covers most of City Hall staff (3 FTE's), the Police Department (9 FTE's and 1 Part-Time Employee), Streets (1 FTE) and Parks (1 FTE). The General Fund provides support to the Fire/EMS Fund through an inter-fund transfer to pay for Fire services.

FIRE/EMS FUND

The Fire and EMS fund receives funding from the General Fund Transfer, the Household EMS Utility Fee, Ambulance Billings and the sale of burn permits. The Department is staffed with a Fire Chief, five Full Time Firefighter/Paramedics and volunteers. The General Fund supplies support in the form of a Deputy Clerk to bill for ambulance services, there is an inter-fund charge to cover these costs.

PUBLIC WORKS

The Public Works Department provide maintenance, repair and general up-keep for City facilities. Within the department are several funds.

WATER FUND

The Water fund receives revenue from water sales, while the main expenditures are for employee salaries and benefits as well as operating supplies to maintain the system. In total there are 5 FTE's budgeted in the department.

SEWER FUND

Similar to the Water fund, the Sewer fund is an Enterprise funding, charging for services. Currently there are two FTE's budgeted in this area, this includes an open position that will be filled in 2017.

WASTEWATER TREATMENT PLANT

The wastewater treatment plant is part of the Water Fund and has one FTE budgeted with no plans for additional staffing. There is a capital improvement planned to add a small storage building in 2017.

CEMETERY

Public works staff provide support to cemetery operations. While the Cemetery is its own fund, with revenue from plot sales and fees for opening and closing, no employees are budgeted in this area. Costs incurred for City labor are billed to the fund and a transfer is done to compensate the employees budgeted fund.

FOREST

The City Forest receives revenue from Timber Sales, previous inter-fund loan payments, consulting with the City of Hoquiam and wood cutting permits. The Fund pays for maintenance of the Forest, which includes road repairs, spraying, commercial thinning operations, security and wages and benefits. There is currently one FTE budgeted in this area and some budget dollars for part-time summer help.



GENERAL FUND REVENUES

A. TAXES - 310

a. PROPERTY TAXES

Authority:

RCW 84.52.043 – Up to \$3.375 per \$1,000 of assessed valuation, budgeted rate \$2.752946496

Description of Revenue:

This is a tax on all non-exempt real and personal property located within the City. On November 4, 1997 the voters passed Referendum 47. The effect of this referendum was to limit increases in property tax assessment to the annual change in the implicit price deflator (IPD) or up to 6% with a “finding of substantial need” and a majority plus one vote. Subsequent action by the State Legislature limited the annual increase to 1%. The City’s total estimated assessed valuation for 2017 is \$277,024,057.

Projection Method:

For the 2017 budget, the expected revenue from property taxes was increased by the legal limit of 1%, increasing the levy from \$2.7256896/\$1,000 to \$2.7796725193/\$1,000. The results are an increase of \$7,624.12 in property tax revenue.

b. RETAIL SALES & USE TAX

Authority:

RCW 82.14.030(1)

RCW 82.14.030(2)

Description of Revenue:

Tax on sales of goods and services authorized up to 1% by the State Legislature.

Projection Method:

The sales tax projection for the 2017 budget is based on current year collections, adjusted for known construction and business fluctuations for 2017.

c. UTILITY TAXES

Authority:

- RCW 82.14.230
- RCW 35.21.870
- City Ordinance

Description of Revenue:

The tax rate is limited to 6% of the gross value of utility services consumed from third party utilities and 8.5% for City owned utilities.



Projection Method & Comments:

This utility tax is based upon the percentage of utilities customer charges. The annual revenue will increase as usage and rates increase. The price of this product increased at a higher rate than the rate of inflation making any forecast difficult, however for the 2017 budget we have used known information through July 2016 and forecasted results through the end of the year.

B. LICENSES & PERMITS – 320

a. BUSINESS LICENSE

Authority

- RCW 35.22.280
- Montesano Municipal Code, Title 4

Description of Revenue:

This line item is comprised of the \$50 license fee for businesses operating in the City limits.

Projection Method:

Historical trend, previous five years

b. BUILDING PERMITS

Authority

- Montesano Municipal Code, Title 15

Description of Revenue:

Includes revenues generated by the issuance of building, plumbing and other miscellaneous permits. The fee schedules have been adopted, by reference, from the Uniform Building codes.

Projection Method:

Historical trend, previous five years

c. MISCELLANEOUS LICENSES AND PERMITS

Description of Revenue:

Various licenses and permits, for example, Animal Licenses and Concealed Weapons Permits.

Projection Method:

Historical trend, previous five years

2017

General Fund



GENERAL FUND SUMMARY

City of Montesano 2017 Budget

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	224,904	128,081	152,015	83,131	135,916
Taxes	1,753,124	1,851,199	1,799,166	1,902,122	2,061,853
Licenses & Permits	50,763	52,726	52,243	47,509	46,209
State Generated Revenues	159,087	171,399	177,368	197,626	199,599
Charges for Services	41,397	42,029	47,320	51,735	34,573
Fines & Forfeitures	64,771	57,818	60,726	64,143	53,051
Miscellaneous Revenue	54,482	36,402	51,943	133,467	58,193
Non-Revenue	4,843	5,536	11,601	16,863	19,500
Other Revenues	19,399	150	400	-	-
Inter-fund Transfers	-	63,620	64,000	64,000	360,620
Total Revenue & Fund Balance	2,372,771	2,408,958	2,416,781	2,560,597	2,969,516
Legislative	20,610	26,223	22,999	22,335	22,135
Judicial	108,150	113,992	123,968	123,727	123,178
Executive	9,456	9,883	9,659	10,525	10,100
Finance	116,708	109,286	124,324	126,089	364,733
Legal Services	38,428	-	-	-	-
Central Services	176,610	239,516	231,290	303,980	307,704
Law Enforcement	1,131,952	1,122,200	1,117,473	1,163,083	1,196,376
Protective Inspections	3,940	4,067	3,826	3,300	1,900
Streets	76,564	80,588	109,299	74,747	213,986
Planning & Comm. Dev.	94,970	113,528	139,349	87,798	-
Parks	67,447	56,543	64,769	60,198	94,075
Non-Expenditures	43,104	1,267	(23,701)	1,300	6,300
Capital Expenditures	-	6,622	-	40,400	-
Debt Service Forest Purchase	-	-	-	-	105,000
Inter-Fund Transfers	356,750	372,585	409,962	366,000	386,000
Total Use of Funds	2,244,690	2,256,944	2,333,649	2,424,681	2,841,487
Ending Fund Balance	128,081	152,015	83,131	135,916	128,028

FUND 001
DEPT 511

**General Government
LEGISLATIVE**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	16,800	17,945	17,369	17,800	17,800
Personnel Benefits	1,489	1,693	1,431	1,700	1,500
Supplies	-	-	-	-	-
Professional Services	-	4,499	1,574	700	700
Registration	2,321	2,086	2,625	2,135	2,135
Total Use of Funds	20,610	26,223	22,999	22,335	22,135

Narrative:

The Legislative (City Council) budget provides for the direct costs of citizen representation. These costs are included in the General Fund because they benefit the general public and City government as a whole.

The professional services portion of the budget has been used in the past for interpreter services, however most recently and for 2017, for publishing public notices. The registration budget is allocated for Council training.

FUND 001
DEPT 512

General Government
JUDICIAL

City of Montesano
2017 Budget

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	74,866	83,067	91,357	85,365	84,434
Personnel Benefits	25,135	25,447	27,230	30,289	30,684
Witness, Jury & Interpreter Fees	1,055	844	631	860	360
Judge Pro-tem	510	447	712	1,000	1,000
Supplies	2,719	1,027	1,551	3,314	3,799
Process Server	-	-	-	100	100
Communications	3,371	2,975	1,683	1,000	1,000
Travel	493	184	804	1,800	1,800
Total Use of Funds	108,150	113,992	123,968	123,727	123,177

Narrative:

Montesano Municipal Court is organized under RCW 3.50 as a limited jurisdiction court to hear misdemeanor and gross misdemeanor crimes and civil infractions committed within its geographical boundaries. The presiding judge is appointed by the Mayor and confirmed by the City Council. The court is staffed by a full-time Court Administrator, with back-up support provided by City Hall Clerks.

Staffing:

1.0 Full Time Equivalent (FTE)

FUND 001

DEPT 513

**General Government
EXECUTIVE**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	6,600	6,600	6,600	6,850	6,850
Personnel Benefits	590	540	538	650	625
Office Supplies & Communications	1,324	1,481	978	1,825	1,425
Training	942	1,262	1,543	1,200	1,200
Total Use of Funds	9,456	9,883	9,659	10,525	10,100

Narrative:

The Executive budget provides appropriations for the Mayor. The Mayor serves as the Chief Executive Officer (CEO) of the City, an elected position. As CEO, the position directs the long and short term operations of the City.

FUND 001
DEPT 514

General Government
FINANCE

City of Montesano
2017 Budget

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	57,090	60,093	71,074	74,417	238,104
Personnel Benefits	24,154	24,115	27,889	29,672	109,630
Office Supplies	5,703	7,273	7,337	8,000	8,000
Travel & Training	6,704	4,813	4,075	6,000	6,000
Cell Phone Stipend	1,920	1,890	900	-	-
Bank Charges	7,473	8,256	10,791	-	-
Communications	1,958	1,373	-	-	-
Repairs and Maintenance	877	90	-	3,000	3,000
Capital Equipment	10,829	1,382	2,258	5,000	2,500
Total Use of Funds	116,708	109,286	124,324	126,089	367,234

Narrative:

The Finance Department provides financial and administrative support to other City Departments, the Mayor, City Council and the Public. The department's financial management responsibilities include:

- Cash Management
- Payroll
- New utility accounts
- Customer Inquiries
- Financial Statements
- Public Records Requests
- State Audit
- Annual report
- Interim reporting
- Inventory Records
- Investing
- Accounts Payable
- Credit & collections
- Cemetery
- Budgeting

The 2017 Budget is increased because labor costs are not being allocated across funds. Employees are now budgeted in a "home" fund and any work done for other funds is handled through inter-fund transfers. An allocation table is provided for your reference in Section 3

2016 Achievements:

- 2016 was a transition year for staff
- Completed budget supplement to address General Fund issues
- Brought small works roster list in house and automated data collection
- Successful State Audit

2017 Goals:

- Cross-Training for all staff
- Increase information available on the City web-site, including audio recordings of council meetings

Staffing:

- 3.0 Full-Time Equivalent (FTE) (CFO, Senior Deputy Clerk and Deputy Clerk – Ambulance Billing)

FUND 001
DEPT 518

**General Government
CENTRAL SERVICES**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	5,021	270	434	1,000	-
Personnel Benefits	1,813	1	-	-	-
Office Supplies & Website	12,050	15,259	12,966	11,300	11,300
State Auditor	5,476	22,205	17,850	-	-
Labor Relations	-	2,532	1,200	700	2,500
Attorney	16,551	38,636	43,371	40,888	40,888
Indigent Defense	18,400	19,156	16,750	18,000	18,000
Utilities	15,263	16,598	15,833	50,000	55,000
Insurance	33,352	45,530	22,297	66,950	66,950
BIAS	7,831	10,578	9,563	5,000	5,000
Elections	2,000	2,810	6,960	3,752	3,500
Hearings Examiner	2,430	2,880	2,610	1,500	1,500
Montesano Community Center	12,000	12,000	15,000	15,000	15,000
Communications	5,039	6,208	21,134	36,500	36,500
Repairs and Maintenance	23,871	22,580	28,716	28,500	28,500
Miscellaneous	2,095	2,892	1,305	1,000	1,000
Wellness Program	-	1,099	520	1,700	1,700
Professional Services	100	3,367	282	4,000	6,834
Memberships	13,319	14,914	14,498	18,191	13,532
Total Use of Funds	176,610	239,516	231,290	303,980	307,704

Narrative:

Central Services provides funding for items that impact the entire City and not a specific fund, some examples include:

- State Audit
- Attorney services
- Insurance
- Elections
- Accounting Software
- Memberships include
 - Chamber, Greater Grays Harbor, Council of Governments, Chehalis Partnership and Columbia Pacific RC&EDD

There are no employees budgeted in this department.

**FUND 001
DEPT 521**

**General Government
LAW ENFORCEMENT**

**City of Montesano
2017 Budget**

	2013	2014	2015	2016	2017
	Actuals	Actuals	Actuals	Budget	Budget
Salaries & Wages	693,276	714,830	728,809	720,705	722,360
Personnel Benefits	341,621	316,517	316,556	328,337	329,066
E-911	27,583	26,520	23,916	24,800	27,000
Travel & Training	1,391	9,500	5,424	9,700	5,000
Cell Phone Stipend	5,400	5,400	5,400	5,400	5,400
Operating Supplies	9,333	5,775	7,659	8,500	8,000
Communications	7,427	8,130	1,672	1,000	1,000
Repairs and Maintenance	7,843	8,880	6,625	10,000	10,000
Vehicle Expenses/Fuel	-	-	-	16,396	56,000
Bike Rodeo	4,413	4,246	3,619	4,965	4,000
National Night Out	791	976	173	175	500
Jail Contract	15,565	10,000	3,194	10,000	10,000
Contracts	9,518	5,611	9,090	9,600	4,600
Children's Advocacy Center	4,000	4,000	4,000	4,000	4,000
Miscellaneous	2,179	1,092	1,335	4,750	5,950
Interfund Loan Payment	-	-	-	-	5,000
Bullet Proof Vests/Sites	1,611	721	-	4,755	1,500
Total Use of Funds	1,131,952	1,122,200	1,117,473	1,163,083	1,201,376

Narrative:

2017 budget calls for slight increase in salaries and wages to accommodate the recent one year contract renewal. Employee count in the department was reduced in 2016 and 2017 does not anticipate any changes to staffing. The City will see an increase in revenue associated with the sales tax increase approved by the voters in 2016. We have chosen to be conservative in our estimates since this is a new revenue source, however funds should be sufficient to cover the purchase of a replacement patrol vehicle.

2016 Achievements:

- 2016 was a transition year for staff

2017 Goals:

- Cross-Training for all staff

Staffing:

- 9.0 Full-Time Equivalent (FTE) (Police Chief, Lieutenant, Deputy Clerk and six patrol officers)

FUND 001
DEPT 524

General Government
PROTECTIVE INSPECTIONS

City of Montesano
2017 Budget

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Office Supplies	129	-	152	200	-
Professional Services	-	-	-	-	-
Cell Phone Stipend	1,200	1,200	1,200	1,200	-
Communications	53	516	315	-	-
Abatements	-	-	-	-	10,000
Travel & Training	2,422	2,275	2,159	1,700	1,700
Advertising & Publishing	137	76	-	200	200
Total Use of Funds	3,940	4,067	3,826	3,300	11,900

Narrative:

Expenditures related to building inspections are coded to this department.

There are no employees budgeted in this department.

FUND 001
DEPT 542

General Government
STREETS

City of Montesano
2017 Budget

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	18,353	18,638	22,042	24,367	63,610
Personnel Benefits	11,216	10,765	12,151	14,394	39,227
Supplies	22,328	18,139	23,059	24,451	39,600
Repairs and Maintenance	3,843	13,423	744	2,800	2,800
Cell Phone Stipend	720	540	315	-	-
Utilities	9,239	9,255	44,943	236	250
Inter-fund Rental	2,500	-	-	-	-
Tree Removal	4,673	4,556	4,313	3,500	3,500
Hot Patch Equipment	-	-	-	-	30,000
Crack Sealing	-	-	-	15,000	15,000
Sidewalks	3,690	5,271	1,731	5,000	20,000
Total Use of Funds	76,564	80,588	109,299	74,747	213,987

Narrative:

The Street Department provides repairs and maintenance of City Streets and provides support to other departments within Public Works. The department also provides labor for the City's sidewalk initiative. Homeowner's who choose to participate purchase the materials required and the labor is provided by the Street employee with support from other members of the Public Works Crew.

The implementation of the street fee will enable a dedicated funding source to be utilized for street projects.

2017 Goals:

- Focus on sidewalk repairs, increased budget from 2016 by \$15,000
- Utilize new equipment to perform crack sealing projects where applicable
- Hot patch projects throughout the City to improve streets and prolong the overall life

Staffing:

- 1.0 Full-Time equivalent (FTE) is budgeted in the Street Department and other departments are billed directly when work is performed for other funds

**FUND 001
DEPT 576**

**General Government
PARKS**

***City of Montesano
2017 Budget***

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	13,373	13,152	29,562	24,504	47,577
Personnel Benefits	7,522	7,274	15,496	14,444	25,748
Operating Supplies	586	534	1,535	1,500	1,500
Fuel	-	-	-	1,000	1,500
Mowing Services	29,241	27,230	-	-	-
Rentals & Machinery	-	30	2,352	2,500	2,500
Utilities	5,265	4,944	4,331	6,500	6,500
Vessey Field	1,486	170	896	500	500
Kelsey Park	268	340	494	3,500	3,500
Fleet Park	7,333	867	1338	3,000	3,000
Beacon Park	-	-	-	500	500
Crait Field	309	434	423	500	500
Nelson Field	2,064	430	465	500	500
Training	-	-	-	250	250
Total Use of Funds	67,447	56,543	64,769	60,198	94,075

Narrative:

The Parks Department is responsible for maintenance and general upkeep at all City Parks. The focus in 2016 was restoring budget dollars and focusing on projects that had been overlooked for several years. Working with user groups on shared projects will continue to be the focus for 2017. The budget is increased for 2017 as payroll costs are allocated 100% to this department.

2017 Goals:

- Implement a memorandum of understanding with each athletic user group
 - Specifically Vessey (School District, Babe Ruth and American Legion), Nelson (Little League), Crait (Softball Association) and Beacon Park (Youth Soccer Club)
 - A clearer understanding of roles and responsibilities will enable the City to utilize volunteer efforts and the result will be better maintained parks with public access for intended uses.

Staffing:

- 1.0 Full-Time equivalent (FTE) is budgeted in the Parks Department and other departments are billed directly when work is performed for other funds



2017

Enterprise Funds



FUND 101
FIRE/EMS
**City of Montesano
2017 Budget**

	2013	2014	2015	2016	2017
	Actuals	Actuals	Actuals	Budget	Budget
Fund Balance	215	1	(5,862)	54,929	10,000
Utility Household Fee	419,011	427,848	449,558	455,015	455,015
State Generated Revenue	5,133	6,050	3,790	1,290	1,290
Ambulance Fees	455,552	479,571	439,196	450,000	450,000
Fire Permit Fees	550	460	550	750	750
Inter-Fund loan proceeds	-	40,000	100,000	-	-
Inter-Fund Transfers	518,579	300,000	357,225	320,000	335,000
Other Revenue	9,863	6,197	6,057	6,634	5,942
Total Revenue & Fund Balance	1,418,903	1,260,126	1,350,513	1,288,618	1,257,997
Salaries & Wages	694,458	745,062	753,258	726,004	623,506
Personnel Benefits	285,891	249,723	255,931	269,896	235,296
Volunteers	31,295	33,147	25,088	41,000	49,000
E-911	6,896	6,472	5,979	6,500	6,500
Civil Service	-	-	-	100	100
Operating Supplies	12,299	7,993	8,994	11,000	28,292
Utilities	17,269	15,551	15,198	13,000	13,500
Communications	6,805	5,995	9,749	9,000	10,000
Fuel	-	-	-	17,500	17,500
Office Supplies	18,818	19,033	16,761	23,692	3,400
Small Tools/Equipment	2,064	1,728	1,524	2,500	2,500
Professional Services	9,890	16,733	7,548	21,500	12,000
Travel/Training (Fire)	6,986	2,740	3,460	5,800	1,300
Travel/Training (EMS)	750	567	45	1,000	9,500
Advertising	77	245	-	100	100
Repairs & Maintenance	28,388	24,064	21,288	22,000	23,000
Miscellaneous	5,816	5,374	3,759	-	-
Insurance	16,520	16,704	18,683	20,200	20,200
Capital Expenditures	-	-	15,416	-	-
EMS Supplies	3,933	5,782	2,064	4,000	4,000
Inter-fund Loan Payments	51,511	77,017	77,017	51,395	57,661
Transfers Out	219,235	31,785	67,821	24,000	115,978
Total Use of Funds	1,418,903	1,265,988	1,309,584	1,270,186	1,233,333
Ending Fund Balance	1	(5,862)	54,929	18,432	24,665



FUND 101

FIRE/EMS

City of Montesano 2017 Budget

Narrative:

Mission: *"The Montesano Fire Department Exists to enhance the quality of life in our community through effective and efficient services"*

Department Overview: The Montesano Fire Department is dedicated to provide numerous services including, fire control and prevention, hazardous materials response, emergency medical services, code enforcement, public education and general response to a variety of "all risk" emergencies. These activities comprise of the departments two major programs: Fire Suppression and Emergency Medical Services.

2017 Specific Objectives:

- a. Split Fire and EMS budgets and Fortify the proper revenue allocation for both respective budgets.
- b. Volunteer recruitment and retention: build our volunteer base through a variety of recruitment mediums and increase incentive to retain active volunteers.
- c. Run a successful bond for facility maintenance and equipment replacement in Februarys special election

Staffing:

6 Full Time Employees including: Fire Chief, 4 Captains and a Lieutenant/Medical Services Officer. (All Paramedic certified)

1 Halftime Deputy Clerk (Ambulance Billing)

25 Volunteer Firefighter EMTs. (goal: to increase volunteer base to 35 by the end of 2017)

FUND 103

HOTEL/MOTEL

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	5,320	4,504	5,098	9,358	4,458
Hotel/Motel Taxes	2,184	6,094	6,398	5,528	5,000
<i>Total Revenue & Fund Balance</i>	7,504	10,598	11,496	14,886	9,458
City Tourism	1,500	2,500	-	3,061	4,458
Festival of Lights	-	-	1,500	1,500	1,500
Chehalis Valley Historical Museum	1,500	3,000	-	3,000	3,000
Repairs & Maintenance	-	-	-	500	-
<i>Total Use of Funds</i>	3,000	5,500	2,138	8,061	8,958
<i>Ending Fund Balance</i>	4,504	5,098	9,358	6,825	500

Narrative:

State RCWs outline the uses for this fund and are very restrictive. Currently the funds are to be used for events that promote tourism within the City.

FUND 105

**MUNICIPAL COURT
DRUG FUND**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	268	1,154	4,154	3,110	3,235
Crime Investigation Revenue	885	3,000	(1,069)	100	-
Local Generated Revenue	-	-	25	25	-
<i>Total Revenue & Fund Balance</i>	1,154	4,154	3,110	3,235	3,235
Fund Expenditures	-	-	-	-	-
<i>Total Use of Funds</i>	-	-	-	-	-
<i>Ending Fund Balance</i>	1,154	4,154	3,110	3,235	3,235

FUND 106

**REAL ESTATE
EXCISE TAX (REET)**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	49,608	68,891	89,243	86,423	16,314
Tax Collections	19,283	20,352	18,184	47,488	35,000
Total Revenue & Fund Balance	68,891	89,243	107,427	133,911	51,314
Park Facilities Engineering	-	-	21,005	-	-
Main Street Phase II	-	-	-	29,862	-
East Pioneer Project	-	-	-	-	25,000
Beacon Park Project	-	-	-	87,736	-
Total Use of Funds	-	-	21,005	117,598	25,000
Ending Fund Balance	68,891	89,243	86,423	16,314	26,314

Narrative:

State RCWs outline the uses for this fund and are very restrictive. Funds can only be used for capital project purposes.



2017

Capital Projects Fund

FUND 309

**EAST PIONEER
PROJECT**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	-	-	467	(5,443)	17,012
Pioneer Engineering Grant	-	888	37,869	18,564	
State Grants	-	-	-	-	675,144
Inter-fund Transfers	-	-	-	25,000	296,325
<i>Total Revenue & Fund Balance</i>	-	888	38,337	38,121	688,481
Engineering	-	421	43,780	21,109	-
Capital Expenditures	-	-	-	-	988,170
<i>Total Use of Funds</i>	-	421	43,780	21,109	988,170
<i>Ending Fund Balance</i>	-	467	(5,443)	17,012	311

FUND 312

**WWTP ENGINEERING
PROJECT**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	-	(48,848)	(6,574)	26,413	6,224
Mary's River Design	96,611	-	-	-	-
MR Protection	13,129	4,345,281	492,331	-	-
Flood Authority Grant	-	-	-	-	125,000
Miscellaneous	-	-	75,000	-	-
Total Revenue & Fund Balance	117,697	5,012,292	560,757	26,413	131,224
Engineering	96,611	158,132	-	26,413	131,224
Capital Expenditures	69,935	4,860,733	534,344	-	-
Total Use of Funds	166,545	5,018,865	534,344	26,413	131,224
Ending Fund Balance	(48,848)	(6,574)	26,413	-	-

FUND 315

**McBRYDE CULVERT
PROJECT**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	-	-	-	-	-
Flood Authority Grant	-	-	-	-	135,000
<i>Total Revenue & Fund Balance</i>	-	-	-	-	135,000
Capital Expenditures	-	-	-	-	135,000
<i>Total Use of Funds</i>	-	-	-	-	135,000
<i>Ending Fund Balance</i>	-	-	-	-	-



2017

Special Revenue Funds

FUND 401

**WATER FUND
SUMMARY**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	320,718	175,792	14,725	104,077	100,000
Water Revenue	793,101	823,622	886,346	756,271	845,191
Sewer Revenue	676,544	708,923	756,885	698,154	753,133
Outside CIP	41,639	41,587	42,603	40,000	41,681
Miscellaneous Revenue	8,252	4,424	10,527	30,500	27,469
Inter-fund Transfers	699,953	803,000	680,011	814,074	680,000
Total Revenue & Fund Balance	2,540,207	2,557,348	2,413,835	2,443,076	2,456,474
Water Department	1,340,733	1,493,896	1,226,064	1,330,389	1,488,287
Sewer Department	287,615	361,882	353,711	304,740	381,733
WWTP	164,140	196,574	208,083	252,410	258,715
Other Water Expenses	571,927	490,272	479,505	373,554	255,568
Total Use of Funds	2,362,981	2,542,623	2,267,363	2,261,093	2,384,303
Ending Fund Balance	175,792	14,725	146,472	181,983	72,171

**FUND 401
DEPT 534**

**WATER FUND
Water Utilities**

**City of Montesano
2017 Budget**

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	353,231	323,067	323,777	302,463	282,904
Personnel Benefits	169,496	154,808	142,909	145,658	129,967
Bank Charges	-	-	-	10,000	10,000
Operating Supplies	70,995	71,231	70,659	62,000	62,000
Personal Protective Equipment	2,550	1,701	5,526	5,000	5,000
Fuel	-	-	-	15,000	15,000
Communications & Advertising	19,207	20,456	32,604	17,950	29,050
Rentals	5,065	4,585	1,576	5,000	6,000
Insurance	23,040	28,665	45,466	32,000	36,500
Utilities	98,465	103,949	66,315	73,000	73,000
Repairs & Maintenance	7,158	29,330	21,536	29,000	28,000
Training	2,251	3,151	2,331	4,000	4,000
Testing & Permits	5,891	6,419	7,157	10,000	10,000
IT	-	306	206	-	500
Professional Services	-	-	1,161	-	-
Miscellaneous	2,803	3,610	973	3,000	3,000
Debt Service	267,237	360,166	361,796	328,629	328,629
Capital Expenditures	128,322	172,767	41,272	160,000	165,500
Inter-Fund Transfers	161,685	209,685	100,800	77,800	299,241
Total Use of Funds	1,317,396	1,493,896	1,226,064	1,190,410	1,488,287

Narrative:

The Water Fund is the main fund within the Public Works Department. This is an Enterprise Fund operated much like a business. Customers are billed for water service and additional charges based on consumption. Rates are based on a cost of service study and the charges were increased for 2017 in accordance with City Ordinance ____.

2017 Goals:

- Infrastructure maintenance
- East Pioneer water line upgrade
- Simpson Avenue Lift Station improvements to alleviate confined space issue

Staffing:

- 5.0 Full-Time equivalent (FTE) are budgeted in the Water Department and other departments are billed directly when work is performed for other funds

**FUND 401
DEPT 535**

**WATER FUND
Sewer Utilities**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	88,391	122,338	123,728	76,803	123,719
Personnel Benefits	50,255	69,478	65,580	43,536	61,814
Operating Supplies	21,072	49,072	27,429	32,300	32,300
Fuel	-	-	-	4,000	5,000
Insurance	8,342	13,634	21,194	20,000	20,000
Utilities	5,138	4,730	4,662	9,400	9,400
Repairs & Maintenance	1,887	14,437	484	4,000	4,000
Training	943	1,528	1,857	3,000	3,000
Testing & Permits	6,976	4,102	2,713	2,500	2,500
IT	-	159	107	2,200	1,000
Professional Services	817	-	-	2,000	2,000
Tank Replacement	14,814	1,354	23,522	25,000	25,000
Step Tank Pumping	86,826	81,050	82,435	80,000	80,000
Miscellaneous	2,154	-	-	-	-
Inter-Fund Transfers					
Capital Expenditures – Mini Excavator (30%)	-	-	-	-	12,000
Total Use of Funds	287,615	361,882	353,711	304,739	381,733

Staffing:

- 2.0 Full-Time equivalent (FTE) are budgeted in the Sewer Department and other departments are billed directly when work is performed for other funds. A new hire has been budgeted in this area to fill an open position.

**FUND 401
DEPT 535**

**WATER FUND
Wastewater Treatment Plant**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	69,197	67,258	72,000	69,778	82,713
Personnel Benefits	28,654	27,625	25,754	22,332	25,748
Operating Supplies	17,624	23,819	32,672	29,400	29,200
Software	-	-	-	200	-
Communications	2,282	2,269	2,863	1,500	2,000
Insurance	9,842	15,031	21,110	10,500	15,000
Utilities	24,617	28,336	28,584	25,000	25,000
Training	286	123	1,016	1,000	1,000
Testing & Permits	4,654	6,084	6,235	6,700	7,054
Professional Services	6,776	7,759	2,311	-	-
Miscellaneous	203	60	177	1,000	1,000
Biosolids Removal	-	-	-	70,000	70,000
Capital Expenditures	21,903	18,210	15,362	15,000	-
Total Use of Funds	164,140	178,364	192,720	252,410	258,715

Staffing:

- 1.0 Full-Time equivalent (FTE) is budgeted in the Wastewater Treatment Plant Department and other departments are billed directly when work is performed for other funds

FUND 401
DEPT 538

WATER FUND
Other Water Expenses

City of Montesano
2017 Budget

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Salaries & Wages	169,000	175,418	164,222	131,223	-
Personnel Benefits	91,524	89,326	75,597	78,246	-
Operating Supplies	8,698	-	-	2,000	2,000
Communications	4,605	3,171	17,490	4,200	4,200
Rentals	9,167	-	-	-	-
Utilities	-	-	6,513	8,400	8,400
City Works License Fee	-	-	-	-	5,000
BIAS License Fee	-	-	-	-	2,500
Professional Services	150,543	66,074	61,528	45,484	45,484
Capital Expenditures	-	28,491	5,696	5,000	-
Utility & Excise Taxes	138,390	127,791	148,459	99,000	187,984
Total Use of Funds	571,927	490,272	479,505	373,554	255,568

FUND 402

STORMWATER

City of Montesano 2017 Budget

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	13,954	20,580	35,247	81,937	131,714
Storm Water Assessment	55,853	94,057	105,663	92,000	107,131
Total Revenue & Fund Balance	69,807	114,637	140,909	173,937	238,845
Storm-water maintenance	1,075	31,238	9,523	56,064	10,000
Utility Tax	-	-	-	-	9,346
Debt Service (Inter-Fund)	48,152	48,152	57,852	48,152	-
Transfer to Fund 309 E. Pioneer	-	-	-	-	126,500
Total Use of Funds	49,227	79,390	58,972	156,072	145,846
Ending Fund Balance	20,580	35,247	81,937	17,865	92,999

Narrative:

The Storm-water fund receives revenue from the monthly storm water fee and provides for maintenance of the system. The main expenditure in prior years was repaying an inter-fund loan that allowed for the construction of a major storm water improvement along Medcalf. The loan has been repaid in 2016 enabling other projects to be funded. For 2017, the main capital improvement will coincide with the East Pioneer project.

FUND 405
**FOREST/WATERSHED
RESERVE**
**City of Montesano
2017 Budget**

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	1,568,506	2,909,023	1,895,560	992,440	1,712,189
Timber Sales	2,368,670	1,386,027	334,538	1,300,000	800,000
Consulting – Hoquiam	750	-	44,834	40,000	40,000
Interfund	105,449	134,127	128,149	104,269	56,553
Miscellaneous	124,222	6,093	103,340	-	7,500
Total Revenue & Fund Balance	4,398,019	4,575,490	2,782,744	2,580,978	2,616,242
Wages	77,028	40,142	123,479	122,620	102,700
Benefits	41,933	37,946	49,017	47,789	45,500
Thinning	1,872	383,447	102,425	8,000	12,000
Operating Supplies & Field Equipment	13,674	2,158	2,107	3,000	9,000
Travel/Training/Subscriptions	912	1,768	2,797	2,200	2,250
IT	-	4,632	1,855	2,000	1,000
Professional Services	3,639	11,584	7,576	18,000	10,000
Communications/Advertising	1,392	583	1,445	3,500	2,000
Insurance	9,698	14,482	21,772	16,000	22,000
Taxes	9,131	(17,074)	1,998	1,600	1,600
Road Maintenance & Repair	39,384	150,317	18,450	29,500	28,500
Fuel	-	-	-	1,200	10,000
Software & Technology	1,673	5,060	10,134	6,000	6,000
Spraying	13,099	6,300	882	13,000	10,000
Permits	795	507	-	1,000	1,000
Trail Maintenance	953	-	2,000	2,000	2,000
Tree Planting & Seedlings	42,901	30,303	14,680	12,000	25,000
Animal Damage	-	-	500	1,000	1,000
Inter-fund Transfers	898,434	1,866,483	1,157,512	700,000	816,929
Capital Expenditure – Mini Excavator (30%)					12,000
Miscellaneous	100,000	-	816	-	-
Total Use of Funds	1,181,547	2,499,528	1,396,502	868,789	1,121,429
Ending Fund Balance	2,909,023	1,895,560	992,440	1,712,189	1,494,813

FUND 405

**FOREST/WATERSHED
RESERVE**

*City of Montesano
2017 Budget*

Staffing:

- 1.0 Full-Time equivalent (FTE) is budgeted in the Forest Department.

FUND 406

**WASTEWATER TREATMENT
PLANT RESERVE FUND**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	311,200	389,000	466,800	544,600	598,900
Inter-fund Loan Payment received (Police Radios)	-	-	-	-	5,000
Transfer from Sewer Fund	77,800	77,800	77,800	77,800	77,800
<i>Total Revenue & Fund Balance</i>	389,000	466,800	544,600	622,400	681,700
Capital Improvements WWTP	-	-	-	-	15,000
Inter-Fund Loan	-	-	-	23,500	-
<i>Total Use of Funds</i>	-	-	-	23,500	15,000
<i>Ending Fund Balance</i>	389,000	466,800	544,600	598,900	666,700

FUND 408
CEMETERY FUND
*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	61,261	72,086	75,367	88,610	77,079
Miscellaneous	-	275	-	-	-
Cemetery Lots	19,535	17,551	40,809	25,000	21,389
Opening & Closing	24,716	25,361	31,413	25,000	23,790
Total Revenue & Fund Balance	105,512	115,273	147,589	138,610	122,258
Wages	-	-	5,369	11,174	-
Benefits	-	-	2,629	6,951	-
Operating Supplies	281	240	277	1,500	1,500
Mowing	15,561	17,460	15,900	18,000	18,000
Insurance	8,343	15,031	21,194	7,793	15,000
Utilities	1,720	1,833	2,368	2,300	2,300
Miscellaneous	2,220	39	1,586	3,119	-
Road Paving	-	-	9,657	10,000	15,000
Transfer to Fund 001 for Employee costs	-	-	-	-	25,098
Capital Expenditure – Excavator (10%)	-	-	-	-	4,000
Capital Expenditure – Chipper	-	-	-	-	3,500
Inter-Fund Loan	5,303	5,303	-	154	-
Total Use of Funds	33,426	39,906	58,980	61,531	84,398
Ending Fund Balance	72,086	75,367	88,610	77,079	37,860

FUND 502

**UNEMPLOYMENT
COMPENSATION**

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	81,374	89,684	81,746	96,317	91,217
Deposits	8,310	10,493	14,570	11,400	11,400
Total Revenue & Fund Balance	89,684	100,178	96,317	107,717	102,617
Employment Security Payments	-	18,431	-	16,500	10,000
Total Use of Funds	-	18,431	-	16,500	10,000
Ending Fund Balance	89,684	81,746	96,317	91,217	92,617

Narrative:

The City is self-funded for unemployment insurance. Each payroll deposits are transferred to the unemployment fund, based on total payroll. Claims are charged against this fund.

FUND 503

LONG-TERM CARE

*City of Montesano
2017 Budget*

	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget
Fund Balance	69,365	45,095	1,046	0	0
Inter-Fund Transfers	11,666	-	47,821	45,000	45,000
<i>Total Revenue & Fund Balance</i>	81,031	45,095	48,867	45,000	45,000
Claims	35,936	44,049	48,867	45,000	45,000
<i>Total Use of Funds</i>	35,936	44,049	48,867	45,000	45,000
<i>Ending Fund Balance</i>	45,095	1,046	-	-	-

Narrative:

This fund accounts for activity related to LEOFF 1 retirees. Transfers are made from the Police (Fund 001) and Fire (Fund 101) to cover costs.





Section 7: Summary of Capital Purchases

- 1) Purchase of a mini-excavator has been budgeted in 2017. Total cost is anticipated to be \$40,000 and will be shared between Water (30%), Sewer (30%), Forest (30%) and Cemetery (10%).
- 2) The City has incurred costs over the years for large branch debris materials. The City believes this material could be better utilized if we had the ability to chip into a mulch. The 2017 budget includes a wood chipper totaling \$10,000 to be shared between the Water Fund (35%), the Cemetery Fund (35%) and the Parks Department (30%).
- 3) There is a need to replace a Police vehicle. This was budgeted in 2016, but removed early in the year. Total budget is \$40,000, which will cover the vehicle and associated costs to prepare for patrol use.
- 4) The Street Department has requested \$15,000 for Crack Sealing Equipment and \$30,000 to obtain the necessary equipment to perform small hot-patch jobs.
- 5) In addition to water line upgrades associated with the East Pioneer Projects, the Water Fund has budgeted \$75,000 for water improvements and \$35,000 for the Simpson Avenue Lift upgrade.
- 6) The addition of a Sewer Department employee and the new mini excavator will require the purchase of a new truck for general public works use.
- 7) The Water Department had budgeted a vehicle replacement in 2016 that was removed early in the year. The need for a replacement is still there so \$35,000 has been budgeted for a new pick-up truck in the Water department.



Section 7: Employee Allocations & Interfund Transfers

Employee Name	Total Salaries & Benefits	Budgeted Fund	Fund 001 (General Fund)	Fund 101 (EMS/Fire)	Fund 401 (Water)	Fund 405 (Forest)	Fund 408 (Cemetery)
Debbie Wisdom	\$ 90,607.08	001	\$ 22,651.77	\$ 45,303.54	\$ 18,121.42	\$ -	\$ 4,530.35
Doug Streeter	\$ 158,161.48	001	\$ 62,705.42	\$ 29,054.26	\$ 48,039.25	\$ 18,362.55	\$ -
Jason Manley	\$ 102,836.36	001	\$ 41,134.55	\$ -	\$ 41,134.54	\$ -	\$ 20,567.27
Ken Frafjord	\$ 95,916.57	401	\$ 21,312.66	\$ 18,646.18	\$ 53,291.25	\$ 2,666.48	\$ -
Kim Lillegard	\$ 87,232.55	401	\$ 17,446.51	\$ -	\$ 69,786.04	\$ -	\$ -
Kim Morey	\$ 94,334.94	001	\$ 36,324.59	\$ 17,619.88	\$ 29,254.56	\$ 11,135.91	\$ -
Loren Hiner	\$ 126,161.53	405	\$ 7,569.69			\$ 118,591.84	
Rocky Howard	\$ 119,996.32	401	\$ 23,999.26	\$ -	\$ 95,997.06	\$ -	\$ -
New Hire (Parks)	\$ 82,062.20	001	\$ 49,237.32	\$ -	\$ 32,824.88	\$ -	\$ -
Interfund Transfer Details							
Fund 101 to Fund 001			\$ 91,977.68	\$ (91,977.68)			
Debbie Wisdom			\$ 18,121.42		\$ (18,121.42)		
Doug Streeter			\$ 48,039.25		\$ (48,039.25)		
Jason Manley			\$ 41,134.54		\$ (41,134.54)		
Kim Morey			\$ 29,254.56		\$ (29,254.56)		
New Hire			\$ 32,824.88		\$ (32,824.88)		
Ken Frafjord			\$ (21,312.66)		\$ 21,312.66		
Kim Lillegard			\$ (17,446.51)		\$ 17,446.51		
Rocky Howard			\$ (23,999.26)		\$ 23,999.26		
Fund 401 to Fund 001			\$ 106,616.22		\$ (106,616.22)		
Doug Streeter			\$ 18,362.55			\$ (18,362.55)	
Kim Morey			\$ 11,135.91			\$ (11,135.91)	
Loren Hiner			\$ (7,569.69)			\$ 7,569.69	
Fund 405 to 001			\$ 21,928.77			\$ (21,928.77)	
Debbie Wisdom			\$ 4,530.35				\$ (4,530.35)
Jason Manley			\$ 20,567.27				\$ (20,567.27)
Fund 408 to Fund 001			\$ 25,097.62				\$ (25,097.62)

The employees in the table above perform duties in several areas throughout the City. Allocation methodologies were established and reviewed with the State Auditor's Office during the 2015 audit. A review will be conducted during 2017 to ensure the allocations are fair and equitable. The majority of the allocations are based on time with the exception of the City Mechanic, number of vehicles, Senior Deputy Clerk, employee count and CFO, employee count and total budget. The CFO will perform an allocation review during two or three months throughout the year to make sure allocations are accurate.



2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 1

001 General Fund

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 00 01 Fund Balance	135,916.00
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308 Beginning Balances	135,916.00
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310 Taxes

311 10 00 00 General Property Taxes GF & S	776,978.06
313 11 00 00 Retail Sales & Use Tax	435,478.62
313 71 00 00 Local Crim Justice-1/10 Of 1	47,603.06
313 71 00 01 Criminal Justice-3/10 Of 1%	73,500.00
316 43 00 00 Cascade Natural Gas	41,474.23
316 44 00 00 PUD Utility Tax	266,423.02
316 46 00 00 T.V. Cable Tax	83,400.81
316 47 00 00 Telephone/Cell Tax	120,448.97
316 49 00 01 Water 8.5% Utility Tax	75,266.96
316 49 00 02 Sewer 8.5% Utility Tax	63,944.74
316 49 00 03 Harold LeMay Refuse Tax	43,018.81
316 49 00 04 Stormwater 8.5% Utility Tax	9,346.08
316 81 00 00 Punch Boards And Pull Tabs	14,793.47
316 83 00 00 Amusement Games	250.00
317 20 00 00 Local Leasehold	2,725.67
317 41 00 00 County Private Harvest Tax	7,200.00

310 Taxes	2,061,852.50
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320 Licenses & Permits

321 99 00 00 Business Licenses	8,500.00
322 10 00 00 Building-plumbing Permits	34,834.32
322 10 01 00 Conditional Use & Variance	500.00
322 30 00 00 Animal Licenses	775.00
322 40 00 00 Street & Curb Per	100.00
322 90 02 00 Concealed Weapons Permit	1,500.00

320 Licenses & Permits	46,209.32
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330 State Generated Revenues

335 00 91 00 State Generated PUD Excise	35,000.00
336 00 71 00 Multimodal Transpo City	3,000.00
336 00 87 00 Motor Vehicle Fuel T	94,000.00
336 00 98 00 City-County Assistance	10,575.34
336 06 21 00 Crim Justice-Pop	1,000.00
336 06 26 00 Crim. Justice Special Progra	4,828.00
336 06 51 00 DUI-Cities	500.00
336 06 94 00 Liquor Excise Tax	14,091.34
336 06 95 00 Liquor Board Profits	36,604.70

330 State Generated Revenues	199,599.38
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2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 2

001 General Fund

01/01/2017 To: 12/31/2017

REVENUES

340 Charges For Services

341 33 02 00 Warrant Costs	2,000.00
341 33 03 00 Def Pros Admin Cost(was 357.	50.00
341 33 06 00 It Time Pay Fee	150.00
341 35 00 00 Other Statutory Certifying And Copy Fees	25.00
341 62 00 00 Copy Tape Fees Municipal Court	50.00
341 69 01 00 City Fingerprinting Fee	50.00
341 75 00 00 Sales Of Maps & Publications	20.00
341 81 00 00 Duplicating Services	500.00
342 33 06 00 Record Check Fee	7,598.30
342 33 07 00 Sentencing Compliance Fee	5,500.00
342 36 00 00 Housing & Monitoring Prisoners	3,000.00
342 50 00 00 DUI Emergency Response	275.00
342 60 00 00 DUI Emergency Aid	100.00
345 83 00 00 Plan Check Fee	15,255.14
340 Charges For Services	34,573.44

350 Fines & Forfeitures

352 30 00 00 Mandatory Insurance Admin Co	500.00
352 90 00 00 Other Civil Penalties-Animal	50.00
353 10 02 00 Traffic Infr & Jistr To 4/07	1,757.91
353 10 03 00 Traffic Infractions & Jis Tr	8,399.00
353 10 04 00 Legislative Assessment	1,607.14
353 10 05 00 Traffice Infraction	7,909.65
353 70 04 00 Local Jis Account	50.00
353 70 13 00 Non-Traffic Infraction Penalties	25.00
354 00 00 00 Parking Infraction	2,520.00
354 00 03 00 Parking Infraction/Local	18,232.50
355 20 00 00 DWI	2,500.00
355 20 01 00 DUC	200.00
355 20 03 00 Crime Conviction (DUI) Fines Effective 1/1/13	200.00
355 80 00 00 Criminal Traffic Misd To 7/0	195.25
355 80 01 00 Criminal Traffic Misd	4,212.12
355 80 02 00 Criminal Conviction / Traffic	400.00
356 90 00 00 Other Non-Traffic To 7/03	200.00
356 90 04 00 Other Criminal Non-Traffic Fines	1,487.48
356 90 08 00 Dv Pen Assess	75.00
356 90 14 00 Criminal Conviction/non	250.00
357 33 00 00 Public Defense Costs	2,180.75
357 39 00 00 Court Cost Recoupments	100.00
350 Fines & Forfeitures	53,051.80

360 Misc Revenues

361 11 00 00 Interest On Accounts/Investment	250.00
361 40 00 00 Sales Interest	200.00
361 40 01 00 Court Interest Fr C	2,000.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 3

001 General Fund

01/01/2017 To: 12/31/2017

REVENUES

360 Misc Revenues

361 40 03 00 Court Interest Income	2,000.00
362 40 00 00 Rent - City Hall	7,000.00
362 40 01 00 Rent - Fleet Park Pavilion	100.00
362 50 00 00 Leases-Fox Lumber Company	10,300.00
362 50 01 00 Cell Tower Lease/Verizon	9,693.21
362 90 00 00 Misc. Revenue-Permissive Use Permits	50.00
367 00 07 01 Misc Recreation Donations	250.00
367 11 05 00 Miscellaneous Park Donations	300.00
367 11 05 01 Kelsey Park Donation	3,500.00
367 11 05 02 Fleet Park Donation	3,000.00
367 11 11 00 Donations - Bicycle Rodeo	4,000.00
367 19 00 01 Purchase Rebate	10,000.00
369 81 00 00 Cash Over/Short	0.00
369 90 01 00 Small Overpayment	50.00
369 90 02 00 Miscellaneous Revenues	4,000.00
369 90 03 00 NSF Court	0.00
369 91 00 00 Convenience Fee	1,500.00

360 Misc Revenues	58,193.21
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380 Non Revenues

386 83 09 00 Jis/Trauma	1,500.00
389 00 00 00 Non Revenue - Deposits, Etc.	18,000.00

380 Non Revenues	19,500.00
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397 Interfund Transfers

397 00 00 01 Transfer From Fund 405 - Employee Cost Share	21,928.77
397 00 00 11 Transfer For Police Protection Of Forest Land	64,000.00
397 00 00 12 Transfer From Fund 405 - Net Revenue Share	51,000.00
397 00 00 13 Transfer From Fund 001 - Employee Cost Share	91,977.68
397 00 00 15 Transfer From Fund 401 - Employee Cost Share	106,616.22
397 00 00 48 Transfer From Cemetery Fund For Employee Costs	25,097.62

397 Interfund Transfers	360,620.29
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Fund Revenues:

2,969,515.94

EXPENDITURES

511 Legislative

511 60 10 00 Salaries & Wages (x7)	16,800.00
511 60 10 01 I.T. Wage	1,000.00
511 60 20 00 Personnel Benefits	1,500.00
511 60 42 00 Council Communications	700.00
511 60 49 00 Misc. - Reg. & Dues (awc)	2,135.42

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 4

001 General Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

511 Legislative

511 Legislative	22,135.42
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512 Judicial

512 50 10 00 Salary-Judge	23,000.00
512 50 11 00 Kay Gueller	61,433.52
512 50 20 00 Judge Personnel Benefits	2,200.00
512 50 21 00 Kay Gueller	28,484.40
512 50 31 00 Office And Operating Supplies	1,300.00
512 50 31 01 Office Equipment	1,500.00
512 50 41 01 Interpreter Fees	360.00
512 50 41 02 Judge Pro-tem	1,000.00
512 50 42 00 Communications	1,000.00
512 50 43 00 Travel	1,800.00
512 50 48 00 Equipment Maintenance	500.00
512 50 49 00 Witness & Jury Fees/Misc.	500.00
512 50 51 00 Process Services	100.00

512 Judicial	123,177.92
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513 Executive

513 10 10 00 Mayors Wage	6,600.00
513 10 10 01 IT Tech	250.00
513 10 20 00 Personnel Benefits	625.00
513 10 31 00 Office Supplies And Newsletter	1,200.00
513 10 41 00 Professional Organizations	100.00
513 10 42 00 Communications - Phone	125.00
513 10 49 00 Training	1,200.00

513 Executive	10,100.00
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514 Finance

514 20 10 00 CFO/City Clerk	110,000.00
514 20 10 01 Senior Deputy Clerk-Schankel	63,646.73
514 20 10 02 IT Contract For General Fund	3,450.00
514 20 10 03 Deputy Clerk Wages - Wisdom	61,007.05
514 20 20 00 CFO/City Clerk - Benefits	48,161.48
514 20 20 01 Senior Deputy Clerk-Schankel	30,668.20
514 20 20 03 Deputy Clerk Benefits - Wisdom	30,800.02
514 40 31 00 Office Supplies	8,000.00
514 40 43 00 Travel	5,000.00
514 40 48 00 Repairs & Maintenance	3,000.00
514 40 49 00 Misc. Training (pd/wmca)	1,000.00

514 Finance	364,733.48
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2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 5

001 General Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

518 Central Services

518 10 20 02 Web Master	1,000.00
518 10 31 00 Supplies	1,000.00
518 10 41 02 Website	1,000.00
518 10 42 00 Postal Bulk Rate Permit	400.00
518 10 43 01 Planning Commission Expenses	400.00
518 10 44 00 Professional Services	4,000.00
518 10 49 00 Misc. Excise Tax	1,000.00
518 10 49 01 Chamber Of Commerce Membersh	175.00
518 10 49 02 ORCAA Washington Clean Air Act RCW70.94	1,834.00
518 10 49 10 Wellness Program	1,200.00
518 10 49 11 Wellness Program Travel	500.00
518 12 49 00 Columbia Pacific RC & ED	100.00
518 23 50 00 State Auditor -	0.00
518 30 01 00 Labor Relations Attorney	2,500.00
518 30 41 00 Prof. Services Retainer (1/3) Attorney Coker	17,480.00
518 30 41 01 Prof Serv Nonretainer Attorney Coker	5,407.50
518 30 41 02 Legal Counsel / Prosecution	18,000.00
518 30 44 00 Official Publications	500.00
518 30 49 00 Misc. Maintenance Contract	10,000.00
518 40 00 01 Voter Registration Costs	2,500.00
518 40 00 02 County Election	1,000.00
518 50 31 00 Operating Supplies	8,000.00
518 50 41 00 Alarm Monitoring/maintenance	500.00
518 50 42 00 Communications	36,500.00
518 50 46 00 Insurance	66,950.00
518 50 47 00 Utilities	55,000.00
518 50 48 00 Repairs & Maintenance-regula	18,000.00
518 60 49 00 Monte Community Center	15,000.00
518 60 50 00 Greater Grays Harbor Inc	2,300.00
518 80 00 00 BIAS Centralized Hosting & Maintenance	5,000.00
518 90 41 01 Legal Counsel/Indigent Defense	18,000.00
518 91 41 00 Hearings Examiner	1,500.00
518 91 42 01 Chehalis Partnership	250.00
518 91 43 00 GH Council Of Government	10,707.00
518 Central Services	307,703.50

521 Law Enforcement

521 10 10 00 CHIEF OF POLICE	94,000.00
521 10 11 00 Police Lieutenant	77,520.00
521 10 20 00 Personnel Benefits-Chief	39,281.15
521 10 21 00 Lieutenant -Benefits	29,103.74
521 10 21 01 Uniform Allowance	1,600.00
521 10 22 00 Lieutenant Overtime Benefits	100.00
521 10 31 01 Police Civil Service Supplies	150.00
521 10 42 01 Police Civil Service Postage	100.00
521 10 43 01 Police Civil Service Travel	200.00
521 10 44 01 Police Civil Service Advertising	250.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 6

001 General Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

521 Law Enforcement

521 20 64 01 Police Rolling Stock Vehicle Replacement	40,000.00
521 22 10 00 Salary/Fosse	68,831.87
521 22 10 02 Salary/Green	73,005.56
521 22 10 03 Salary/Nelson	68,985.56
521 22 10 04 Salary/O'Connor	72,920.89
521 22 10 05 Salary/Shope	73,602.39
521 22 10 06 Salary/Gillies	72,782.82
521 22 10 08 IT Contract	2,000.00
521 22 11 00 Holiday Pay	20,400.00
521 22 13 00 Deanna Shelton Parking Officer	18,100.00
521 22 14 00 Shift Differential	5,000.00
521 22 15 00 Overtime-Officers	16,000.00
521 22 20 00 Benefits/Fosse	32,637.51
521 22 20 02 Benefits/Green	36,666.62
521 22 20 03 Benefits/Nelson	32,658.08
521 22 20 04 Benefits/O'Connor	28,142.10
521 22 20 05 Benefits/Shope	36,746.48
521 22 20 06 Benefits/Gillies	36,636.82
521 22 21 01 Uniform Allowance/Dry Cleani	5,600.00
521 22 23 00 Parking Officer Benefits	12,133.86
521 22 24 00 Shift Differential Benefits	1,000.00
521 22 25 00 Overtime Benefits-Officers	4,500.00
521 22 31 00 Office & Operating Supplies	7,500.00
521 22 31 01 Bullet Proof Vest Replacement	1,500.00
521 22 32 00 Gas & Oil Police	16,000.00
521 22 41 00 Veterinary Services	1,000.00
521 22 42 00 Communications	1,000.00
521 22 42 01 Police Cell Phone Stipend	5,400.00
521 22 43 00 Training And Travel	5,000.00
521 22 48 00 Repairs & Maintenance	10,000.00
521 22 49 00 Misc. Investigations	1,500.00
521 22 49 01 Reserves/Volunteer	500.00
521 22 49 03 Wm. Brookshire Bicycle Rodeo	4,000.00
521 22 49 04 EVOC	1,000.00
521 22 49 05 National Night Out	500.00
521 23 10 00 Admin Staff Wages	61,210.46
521 23 20 00 Admin Staff Benefits	32,259.79
521 23 49 00 CAC Center	4,000.00
521 24 49 00 Misc. Contracts	4,600.00
521 31 02 01 Police Explorers	1,250.00
521 60 42 00 E-911 Payments 80%	27,000.00
521 80 00 01 Evidence Room Supplies	500.00

521 Law Enforcement	1,186,375.70
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523 Jail Costs

523 60 50 00 GH COUNTY JAIL CONTRACT	10,000.00
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2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 7

001 General Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

523 Jail Costs

523 Jail Costs	10,000.00
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524 Protective Inspections

524 10 49 00 Miscellaneous-Dues-(WABO/ICBO)	250.00
524 20 43 00 Travel	1,000.00
524 20 44 00 Advertising & Publishing	200.00
524 20 49 00 Miscellaneous-training	450.00
524 Protective Inspections	1,900.00

542 Streets - Maintenance

542 30 31 00 Operate Supplies-Crack Seal	5,000.00
542 30 32 01 Fuel Consumed	1,500.00
542 30 48 00 Repairs/maintenance	500.00
542 30 49 00 Misc./ Training / Mileage	200.00
542 40 31 00 Operating Supplies	5,000.00
542 40 49 00 Miscellaneous	2,000.00
542 63 47 00 Utilities-PUD	250.00
542 64 31 00 Operating Supplies	25,000.00
542 64 48 00 Repairs & Maintenance-State Contract	2,000.00
542 67 31 00 Operating Supplies - Pesticide Control	900.00
542 67 48 00 Repair & Maintenance - Broom	300.00
542 80 12 01 Street Sup. Manley	63,609.84
542 80 22 01 Street Maint Super Benefits	39,226.52
542 90 41 00 Tree Removal	3,500.00
594 42 00 01 Capital Expenditures - Hot Patch Equipment	30,000.00
594 42 00 02 Capital Expenditures - Crack Sealing Equipment	15,000.00
594 42 61 00 Sidewalk	20,000.00
542 Streets - Maintenance	213,986.36

554 Forest Services

554 90 00 00 Abatements	10,000.00
554 Forest Services	10,000.00

576 Park Facilities

576 80 10 00 Parks-New Employee	47,577.12
576 80 20 00 Benefits-New Employee	25,747.99
576 80 31 00 Operating Supplies	1,000.00
576 80 31 01 Flowers	500.00
576 80 32 00 Fuel/Parks Dept	1,500.00
576 80 43 00 Rentals-machinery	2,500.00
576 80 47 00 Utilities	6,500.00
576 80 48 01 Parks Maintenance	8,500.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 8

001 General Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

576 Park Facilities

576 80 49 00 Miscellaneous Training 250.00

576 Park Facilities 94,075.11

580 Non Expenditures

581 20 00 21 Interfund Loan Payment - Police Radios 5,000.00

589 00 00 00 Non Expenditures 1,300.00

589 99 99 99 Payroll Benefit Liability Suspense Account 0.00

580 Non Expenditures 6,300.00

591 Debt Service

591 00 00 00 Redemption Of Long Term Debt - Forest Purchase 105,000.00

591 Debt Service 105,000.00

597 Interfund Transfers

597 17 96 00 Long Term Care-police/transfer 21,000.00

597 48 00 07 Transfer To EMS Fund For Fire Budget 335,000.00

597 48 00 10 Transfers-Out - East Pioneer Project 30,000.00

597 Interfund Transfers 386,000.00

Fund Expenditures: 2,841,487.49

Excess/Deficit: 128,028.45

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 9

101 Ambulance Fund 01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 01 01 Fund Balance 10,000.00

308 Beginning Balances 10,000.00

310 Taxes

318 44 00 00 EMS Utility Service Fee (Household Tax) 455,015.00

310 Taxes 455,015.00

330 State Generated Revenues

334 04 90 01 Dept Of Health Grant - 2016 Pre Hospital Participation/Trama 1,290.00

330 State Generated Revenues 1,290.00

340 Charges For Services

342 60 01 01 Ambulance Fees 450,000.00

342 60 02 00 Fire Permit Fees 750.00

340 Charges For Services 450,750.00

360 Misc Revenues

369 90 00 00 Medication Charges 5,802.06

360 Misc Revenues 5,802.06

390 Other Revenues

390 00 00 00 Other Misc Revenues 140.00

390 Other Revenues 140.00

397 Interfund Transfers

397 48 00 07 Transfer From General Fund For Fire Budget 335,000.00

397 Interfund Transfers 335,000.00

Fund Revenues: 1,257,997.06

EXPENDITURES

522 Fire Control

522 10 10 00 Chief Corey Rux 32.5% 30,004.22

522 10 20 00 Chief Corey Rux Benefits 9,408.87

522 10 21 00 Uniform Allowance Fire Chief 250.00

522 10 30 00 Office Supplies Fire Dept 200.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 10

101 Ambulance Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

522 Fire Control

522 10 31 00 Operating Supplies-Fire	500.00
522 10 31 01 Fire Civil Service Supplies	25.00
522 10 42 01 Fire Civil Service Postage	25.00
522 10 43 00 Travel-TrainingFire Dept	450.00
522 10 43 01 Fire Civil Service Travel	25.00
522 10 43 02 Fire Civil Service Advertise	25.00
522 10 44 00 Advertising-Fire Dept	100.00
522 20 10 00 Bigby 32.5%	23,856.25
522 20 10 01 Bohren 32.5%	24,315.02
522 20 10 02 Farrar 32.5%	23,930.79
522 20 10 03 Rudolph 32.5	23,626.86
522 20 10 05 Watkinson 32.5%	22,649.87
522 20 11 00 Relief Shift	12,000.00
522 20 11 05 FLSA 30%	5,500.00
522 20 12 00 Fire Off Shift Hours	3,000.00
522 20 13 00 Fire Training Hours	9,000.00
522 20 20 00 Bigby 32.5% Benefits	11,964.93
522 20 20 01 Bohren 32.5% Benefits	9,506.13
522 20 20 02 Farrar 32.5% Benefits	9,177.16
522 20 20 03 Rudolph 32.5% Benefits	10,775.31
522 20 20 05 Watkinson 32.5% Benefits	11,803.52
522 20 21 00 Relief Benefit	2,000.00
522 20 21 01 Uniform Allowance-Fire	1,500.00
522 20 21 05 OT Prem FLSA Benefits	1,000.00
522 20 22 00 Fire Off Shift Benefits	750.00
522 20 23 00 Fire Training Benefits	1,896.54
522 20 31 00 Operating Supplies-Fire	4,000.00
522 20 31 01 Operating Supplies (tools)	1,000.00
522 20 32 00 Gas & Oil Fire	2,500.00
522 20 35 00 Small Tool & Minor Equipment-Fire	2,000.00
522 20 41 00 Professional Service	2,000.00
522 20 42 00 Communications	2,500.00
522 20 46 00 Insurance-Fire	8,200.00
522 20 48 00 Repairs & Maintenance Fire	11,000.00
522 20 49 00 Misc.-Training	2,000.00
522 21 13 00 Volunteer Incentive Pay-Fire	5,000.00
522 21 23 00 F.D. Incentive Pay Benefits	500.00
522 21 31 00 Volunteer Supplies-Fire	3,000.00
522 21 41 00 Background Checks Physicals-Fire	1,000.00
522 21 49 00 Volunteer Other Services & Training	2,000.00
522 22 49 00 Pension Fund Relief -Fire	1,800.00
522 22 49 01 Volunteer Contract Fire	5,000.00
522 26 10 12 Relief Shift	28,000.00
522 26 10 20 Fire Cheif Corey Rux 67.5%	62,068.61
522 26 11 03 Ambulance Transports O/T	31,000.00
522 26 11 04 Off Shift Overtime	8,000.00
522 26 11 05 FLSA Overtime 100% Move 30% To Fire 2013	8,000.00
522 26 11 07 Training Hours	7,000.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 11

101 Ambulance Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

522 Fire Control

522 26 12 00 Bigby EMS Wage 67.5%	49,547.59
522 26 12 01 Ambulance Attendant Stipend	76,191.00
522 26 13 00 Bohren EMS Wage 67.5%	50,500.43
522 26 13 01 Volunter Incentive	20,000.00
522 26 14 00 Farrar EMS Wage 67.5%	49,702.40
522 26 16 00 Rudolph EMS Wage 67.5%	49,071.17
522 26 18 00 Watkinson EMS Wage 67.5%	47,042.05
522 26 19 00 IT Contract	2,000.00
522 26 20 20 Fire Chief Rux Ben	20,714.85
522 26 21 01 Uniforms Reg/Chief	1,500.00
522 26 21 02 Relief Shift Benefits 67.5%	5,000.00
522 26 21 03 Ambulance Transport O/T Benefits	5,500.00
522 26 21 04 Off Shift O/T Benefits	2,000.00
522 26 21 05 FLSA Overtime Benefits	2,000.00
522 26 21 07 O/T Training Hours Benefits	1,000.00
522 26 22 00 EMS Benefit Bigby 67.5%	24,850.24
522 26 22 01 Ems Volunteer Pay/Comp Benefits	6,000.00
522 26 23 00 EMS BENefit Bohren 67.5%	19,743.50
522 26 23 01 Benefits For Incentive Pay	2,000.00
522 26 24 00 EMS Benefit Farrar 67.5%	19,060.25
522 26 26 00 EMS Benefit Rudolph 67.5%	22,379.50
522 26 28 00 Watkinson Benefit 67.5%	24,515.00
522 26 30 01 Office Supplies	3,200.00
522 26 31 00 Operating Supp. - Ems	2,500.00
522 26 31 01 Facilities Supplies	1,500.00
522 26 34 00 Supplies	18,792.00
522 26 35 00 Small Tools & Equipment	500.00
522 26 41 00 Prof Service-collection, Sho	7,500.00
522 26 41 01 Professional Serv-Background	500.00
522 26 42 00 Communications-Postage	7,500.00
522 26 42 01 E-911	6,500.00
522 26 42 02 Fire Chief Cell Phone Stipend	1,200.00
522 26 43 00 Travel	500.00
522 26 46 00 Insurance	12,000.00
522 26 47 00 Fire Suppression And Emergency Medical Services - Utility Service:	6,500.00
522 26 48 00 Repairs & Maintenance	10,000.00
522 26 49 00 EMS	1,500.00
522 26 49 01 Volunteer Contract EMS	5,000.00
522 26 49 02 Vol. Training	1,000.00
522 30 31 00 Fire Prevention Education	850.00
522 50 31 00 Facility Operating Supplies	1,500.00
522 50 47 00 Fire Hall Utilities	7,000.00
522 50 48 00 Repairs & Maintenance-Fire	2,000.00

522 Fire Control	1,044,694.06
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526 Ambulance/Rescue/Emerg Aid

526 20 32 00 Fire Department Fuel	15,000.00
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2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 12

101 Ambulance Fund

01/01/2017 To: 12/31/2017

EXPENDITURES

526 Ambulance/Rescue/Emerg Aid

526 Ambulance/Rescue/Emerg Aid	15,000.00
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581 Interfund Loan Disbursements

581 26 78 00 2013 Interfund Ambulance Loan	36,553.18
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581 26 79 11 EMS Operational Interfund Loan Payments	20,000.00
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581 Interfund Loan Disbursements	56,553.18
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591 Debt Service

592 26 83 00 2013 EMS Ambulance Loan Interest	1,107.60
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591 Debt Service	1,107.60
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597 Interfund Transfers

597 00 00 13 Transfer To General Fund Employee Costs	91,977.68
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597 17 96 01 Long Term Care-fire/transfer	24,000.00
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597 Interfund Transfers	115,977.68
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Fund Expenditures:

1,233,332.52

Excess/Deficit:

24,664.54

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 13

103 Hotel/motel Tax (ord. #1278)

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 01 03 Beginning Fund Balance 4,457.84

308 Beginning Balances 4,457.84

310 Taxes

313 31 00 00 Hotel/motel Taxes 5,000.00

310 Taxes 5,000.00

Fund Revenues:

9,457.84

EXPENDITURES

518 Central Services

518 60 49 01 City Tourism 4,457.84

518 60 49 02 Festival Of Lights 1,500.00

518 60 49 04 Chehalis Valley Hist. Societ 3,000.00

518 Central Services 8,957.84

Fund Expenditures:

8,957.84

Excess/Deficit:

500.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 14

105 Municipal Court Drug Fund

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 01 05 Beginning Fund Balance

3,235.00

308 Beginning Balances

3,235.00

Fund Revenues:

3,235.00

Excess/Deficit:

3,235.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 15

106 Re Excise Restricted Revenue	01/01/2017 To: 12/31/2017
	REVENUES
308 Beginning Balances	
308 80 01 06 Beginning Fund Balance	16,314.00
308 Beginning Balances	16,314.00
310 Taxes	
318 34 01 06 Re Excise Collection	35,000.00
310 Taxes	35,000.00
Fund Revenues:	51,314.00
	EXPENDITURES
597 Interfund Transfers	
597 48 00 39 Transfers-Out - East Pioneer Project	25,000.00
597 Interfund Transfers	25,000.00
Fund Expenditures:	25,000.00
Excess/Deficit:	26,314.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 16

309 East Pioneer 01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 00 11 Beginning Fund Balance 17,012.00

308 Beginning Balances 17,012.00

330 State Generated Revenues

334 03 80 00 State Direct/Indirect Grant From Transportation Improvement Board 675,144.00

330 State Generated Revenues 675,144.00

397 Interfund Transfers

397 48 00 10 Transfer From General Fund For East Pioneer Project 30,000.00

397 48 00 39 Transfer From Fund 106 25,000.00

397 48 00 40 Transfer From Fund 401 114,825.00

397 48 00 41 Transfer From Fund 402 126,500.00

397 Interfund Transfers 296,325.00

Fund Revenues: 988,481.00

EXPENDITURES

594 Capital Expenditures

595 30 00 00 Roads/Streets Const. East Pioneer 988,170.00

594 Capital Expenditures 988,170.00

Fund Expenditures: 988,170.00

Excess/Deficit: 311.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 17

312 Mary's River Revetment Project

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 00 15 Estimated Beginning Balance 6,224.04

308 Beginning Balances 6,224.04

330 State Generated Revenues

334 00 40 03 WWTP River Protection Construction Phase 2 From OFM 125,000.00

330 State Generated Revenues 125,000.00

Fund Revenues: 131,224.04

EXPENDITURES

558 Planning & Community Devel

558 60 40 00 Engineering For WWTP Piling Project 131,224.04

558 Planning & Community Devel 131,224.04

594 Capital Expenditures

594 63 00 02 WWTP 0.00

594 Capital Expenditures 0.00

Fund Expenditures: 131,224.04

Excess/Deficit: 0.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 18

315 McBryde Culvert Replacement Project

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 00 00 00 Estimated Beginning Balance 0.00

308 Beginning Balances 0.00

330 State Generated Revenues

334 00 40 00 Chehalis Basin Flood Authority Grant 135,000.00

330 State Generated Revenues 135,000.00

Fund Revenues: 135,000.00

EXPENDITURES

594 Capital Expenditures

594 00 40 00 Culvert Replacement 135,000.00

594 Capital Expenditures 135,000.00

Fund Expenditures: 135,000.00

Excess/Deficit: 0.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 19

401 Current Water

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 04 01 Fund Balance 100,000.00

308 Beginning Balances 100,000.00

340 Charges For Services

343 00 00 01 Water-connections 7,000.00

343 40 01 00 Water-collections (Basic Charges) 686,570.08

343 40 01 01 Water Consumption 160,620.89

343 50 01 00 Sewer-collections 655,434.43

343 50 01 01 Sewer Consumption 78,808.34

343 50 02 00 Sewer Connections 18,890.20

379 40 03 00 Outside CIP - Water 41,680.87

340 Charges For Services 1,649,004.81

350 Fines & Forfeitures

359 40 00 00 Water Penalties 27,219.47

350 Fines & Forfeitures 27,219.47

360 Misc Revenues

361 11 04 01 Investment Interest 250.00

369 81 04 01 Cash Over/short 0.00

360 Misc Revenues 250.00

397 Interfund Transfers

397 00 04 01 Transfer From Cumulative Reserve 680,000.00

397 Interfund Transfers 680,000.00

Fund Revenues:

2,456,474.28

EXPENDITURES

514 Finance

514 20 40 00 Bank Charges Utility Payments 10,000.00

514 Finance 10,000.00

534 Water Utilities

534 80 10 03 Rocky Howard 84,435.61

534 80 13 00 Sam Martin Wage 64,204.03

534 80 14 00 Ryan Watkins Wage 63,004.03

534 80 15 00 Ken Frafjord Wage 65,256.48

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 20

401 Current Water

01/01/2017 To: 12/31/2017

EXPENDITURES

534 Water Utilities

534 80 19 00 Overtime - Call Back-Water	6,000.00
534 80 20 03 Rocky Howard Benefits	35,560.72
534 80 23 00 Sam Martin Benefits	23,136.64
534 80 24 00 Ryan Watkins Benefits	39,109.42
534 80 25 00 Ken Frafjord Benefits	31,660.10
534 80 29 00 Overtime Call Back Water Benefits	500.00
534 80 31 00 Operating Supplies	30,000.00
534 80 31 02 Coveralls, Boots, Rain Gear	3,000.00
534 80 31 12 Safety Equipment And Clothing	2,000.00
534 80 32 00 Annual User Letter	750.00
534 80 32 01 Fuel Consumed	15,000.00
534 80 42 00 Communications	25,000.00
534 80 44 00 Advertising	1,000.00
534 80 45 00 Rentals/buy-out - Railroad	6,000.00
534 80 46 00 Insurance	19,000.00
534 80 47 00 Utilities	10,000.00
534 80 48 00 Repairs & Maint-Water Line	10,000.00
534 80 49 00 Training	4,000.00
534 81 31 00 Operating Supplies	32,000.00
534 81 31 13 Shop Tools	1,000.00
534 81 42 00 Communications	2,000.00
534 81 44 00 Advertising	300.00
534 81 45 00 IT Contract	500.00
534 81 46 00 Insurance	17,500.00
534 81 47 00 Utilities	63,000.00
534 81 48 00 Repairs & Maintenance	18,000.00
534 81 49 01 Fire Alarm Monitoring	2,000.00
534 81 50 00 Water Tests And Permits	10,000.00
534 Water Utilities	684,917.03

535 Sewer

535 80 10 00 Norm Case Wage	63,598.22
535 80 11 00 OT Call Back	3,000.00
535 80 12 00 Sewer Utilities -	200.00
535 80 13 00 Jeff McElliott Wage	57,120.84
535 80 20 00 Norm Case Benefits	31,532.85
535 80 23 00 Jeff McElliott Benefits	30,280.78
535 80 31 00 Operating Supplies	32,000.00
535 80 31 02 Locks	300.00
535 80 32 01 Fuel Consumed	5,000.00
535 80 41 00 Professional Services-engine	2,000.00
535 80 46 00 Insurance	20,000.00
535 80 47 00 Utilities	9,200.00
535 80 48 00 Repairs & Maintenance	4,000.00
535 80 48 01 Tank Replacement	25,000.00
535 80 49 00 Permits/license & Sewer Easem	2,500.00
535 80 49 01 Step Tank Pumping	80,000.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 21

401 Current Water

01/01/2017 To: 12/31/2017

EXPENDITURES

535 Sewer

535 80 49 41 Training	3,000.00
535 81 10 02 IT TECH CONTRACT	1,000.00

000	369,732.69
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535 81 10 00 Kevin Hegel Wage	77,713.34
535 81 19 00 Overtime - Call Back	5,000.00
535 81 20 00 Kevin Hegel Benefits	25,747.99
535 81 31 00 Operating Supplies	28,000.00
535 81 31 01 Safety Supplies (lab)	1,200.00
535 81 42 00 Communications	2,000.00
535 81 46 00 Insurance	15,000.00
535 81 47 00 Utilities	25,000.00
535 81 49 41 Training	1,000.00
535 82 49 00 Miscellaneous	1,000.00
535 83 49 00 Wastewater Discharge Permit	4,353.93
535 83 49 01 Lab Accreditation	1,200.00
535 83 49 02 Biosolids Permit	1,500.00

055 Wastewater Treatment	188,715.26
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535 Sewer	558,447.95
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538 Other Utilities/Activities

538 99 31 00 Office Supplies	2,000.00
538 99 41 00 Prof. Services-City Attorney	45,484.00
538 99 41 01 City Works Support And Annual Licensing	5,000.00
538 99 41 02 BIAS Utilities Annual Service Fee	2,500.00
538 99 42 00 Communications	4,200.00
538 99 42 01 PW Cell Phone Pmt	8,400.00
538 99 49 00 Misc., Training, Excise Tx,e	48,772.07
538 99 54 00 6% Utility Tax From Water/Sewer	139,211.70

538 Other Utilities/Activities	255,567.77
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591 Debt Service

591 39 72 00 DEBT SERVICE USDA PRIN 2009	57,800.00
591 39 72 01 DEBT SERVICE PWTF PRIN 2009	26,315.79
591 95 78 00 Principal On Tank Const Loan	170,728.00
592 34 83 00 Interest On Tank Const. Loan	23,908.00
592 39 83 00 DEBT SERVICE USDA Interest 2010	40,403.00
592 39 83 01 DEBT SERVICE PWTF INTEREST 2010	9,474.00

591 Debt Service	328,628.79
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594 Capital Expenditures

594 34 63 00 Water Main Upgrades	75,000.00
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2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 22

401 Current Water

01/01/2017 To: 12/31/2017

EXPENDITURES

594 Capital Expenditures

594 34 63 02 Simpson Lift Upgrade	35,000.00
594 35 64 01 Capital Expenditures-Water Share Of Mini Excavator	24,000.00
594 80 63 01 Meters	5,000.00
594 80 63 10 Capital Expenditures - Water Share Of Chipper Purchase	3,500.00
594 80 64 02 Pickup Public Works	35,000.00
594 81 66 02 Biosolids Removal	70,000.00

594 Capital Expenditures	247,500.00
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597 Interfund Transfers

597 00 00 00 Oper. Transfer Out 6% Util Tax	0.00
597 00 00 15 Transfers-Out - Other Costs Allocations	106,616.22
597 35 04 06 Transfer To Debt Reserve Fund	77,800.00
597 48 00 40 Transfers-Out - East Pioneer Water Upgrades	114,825.00

597 Interfund Transfers	299,241.22
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Fund Expenditures:

2,384,302.76

Excess/Deficit:

72,171.52

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 23

402 Storm Water Fund

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 04 02 Beginning Fund Balance 131,714.00

308 Beginning Balances 131,714.00

340 Charges For Services

343 83 00 00 Storm Water Assessment 107,131.00

340 Charges For Services 107,131.00

Fund Revenues:

238,845.00

EXPENDITURES

531 Natural Resources

531 20 00 00 Storm Drain Maintenance 10,000.00

531 40 49 01 Stormwater Utility Tax 9,346.08

531 Natural Resources 19,346.08

597 Interfund Transfers

597 00 00 41 Transfers-Out - East Pioneer Stormwater Improvements 126,500.00

597 Interfund Transfers 126,500.00

Fund Expenditures:

145,846.08

Excess/Deficit:

92,998.92

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 24

405 Forest -Water ShedReserve

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 04 05 Beginning Fund Balance	1,712,189.00
308 Beginning Balances	1,712,189.00

360 Misc Revenues

361 11 04 05 Interest Earned	7,500.00
360 Misc Revenues	7,500.00

380 Non Revenues

381 20 00 01 Payment Of Operational EMS 40k	20,000.00
381 20 00 02 2013 EMS LOAN ON AMBULANCE	36,553.18
389 90 00 00 Consulting Services	40,000.00
380 Non Revenues	96,553.18

390 Other Revenues

395 10 02 01 2017 Timber Sale	800,000.00
390 Other Revenues	800,000.00

Fund Revenues:

2,616,242.18

EXPENDITURES

554 Forest Services

554 90 10 00 Loren Hiner Forester	87,700.00
554 90 13 00 Forest Summer Help	15,000.00
554 90 20 00 Personnel Benefits-Forester	42,000.00
554 90 20 01 Volunteer Forest Worker L&I	50.00
554 90 21 01 Clothing Allowance	250.00
554 90 23 00 Forest Summer Help Benefits	2,000.00
554 90 31 00 Operating Supplies	1,000.00
554 90 31 01 Office Supplies	1,000.00
554 90 31 02 Software	6,000.00
554 90 31 03 Field Supplies	1,000.00
554 90 31 04 Seminars And Meetings	500.00
554 90 31 05 Dues And Subscriptions	700.00
554 90 31 06 Training	500.00
554 90 31 10 Field Equipment	7,000.00
554 90 31 15 IT Contract	1,000.00
554 90 41 00 Professional Services	5,000.00
554 90 41 01 PS Stream Survey	5,000.00
554 90 41 10 Scarification	2,000.00
554 90 41 20 Animal Damage	1,000.00
554 90 41 21 Release Spray	3,000.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 25

405 Forest -Water ShedReserve

01/01/2017 To: 12/31/2017

EXPENDITURES

554 Forest Services

554 90 42 00 Communications - Internet	1,500.00
554 90 42 01 Forester Cell Phone Stipend	1,200.00
554 90 43 00 Travel	500.00
554 90 44 00 Advertising	500.00
554 90 46 00 Natural Resources - Insurance	22,000.00
554 90 48 00 Repairs & Maintenance	1,500.00
554 90 51 00 Forest Fire Tax State	1,600.00
554 90 69 04 Pre Commercial Thining	12,000.00
554 91 49 00 Roadside Mowing	3,000.00
554 91 49 01 Brush Control	2,000.00
554 91 49 02 Permits	1,000.00
554 93 47 00 Road Rock Additions	10,000.00
554 93 48 00 Road Repairs	10,000.00
554 93 48 01 Trail Maintenance	2,000.00
554 Forest Services	250,500.00

557 Community Services

557 30 32 00 Fuel Consumed	10,000.00
557 Community Services	10,000.00

594 Capital Expenditures

594 20 63 03 Capital Expenditure - Mini Excavator Allocation	12,000.00
594 31 62 00 Site Prep Spraying	7,000.00
594 31 64 00 Tree Planting	9,000.00
594 31 65 00 Trees/seedlings	16,000.00
594 Capital Expenditures	44,000.00

597 Interfund Transfers

597 00 00 05 Transfer To 401 CIP	680,000.00
597 00 00 11 Transfer For Police Protection Of Forest Land	64,000.00
597 00 00 12 Transfers-Out - General Fund Net Revenue	51,000.00
597 00 00 40 Transfer To General Fund For Employee Support Costs	21,928.77
597 Interfund Transfers	816,928.77

Fund Expenditures:	1,121,428.77
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Excess/Deficit:	1,494,813.41
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2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 26

406 Revenue Debt Reserve Fund

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 04 06 Beginning Balance 598,900.00

308 Beginning Balances 598,900.00

380 Non Revenues

381 20 00 21 Interfund Loan Payment - Police Radios 5,000.00

380 Non Revenues 5,000.00

397 Interfund Transfers

397 00 04 06 Transfer From Sewer 77,800.00

397 Interfund Transfers 77,800.00

Fund Revenues: 681,700.00

EXPENDITURES

594 Capital Expenditures

594 35 00 00 Capital Expenditure - WWTP Building 15,000.00

594 Capital Expenditures 15,000.00

Fund Expenditures: 15,000.00

Excess/Deficit: 666,700.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016

Page: 27

408 Cemetery Fund

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 04 08 Estimated Beginning Balance 77,079.00

308 Beginning Balances 77,079.00

340 Charges For Services

343 60 00 00 Cemetery Lots 21,389.00

343 60 00 01 Opening And Closing Of Cem L 23,790.00

347 90 00 00 Miscellaneous Fees 0.00

340 Charges For Services 45,179.00

Fund Revenues:

122,258.00

EXPENDITURES

536 Cemetery

536 20 31 00 Operating Supplies 1,500.00

536 20 41 00 Professional Services/Mowing 18,000.00

536 20 46 00 Insurance 15,000.00

536 20 47 00 Utilities 2,300.00

536 Cemetery 36,800.00

594 Capital Expenditures

594 20 63 01 Road Paving 15,000.00

594 20 63 02 Fund Share Of Mini Excavator 4,000.00

594 36 10 00 Fund Share Of Chipper 3,500.00

594 Capital Expenditures 22,500.00

597 Interfund Transfers

597 00 00 48 Transfer To General Fund For Employee Costs 25,097.62

597 Interfund Transfers 25,097.62

999 Ending Balance

508 80 04 08 Ending Balance 0.00

999 Ending Balance 0.00

Fund Expenditures:

84,397.62

Excess/Deficit:

37,860.38

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 28

502 Unemployment Compensation

01/01/2017 To: 12/31/2017

REVENUES

308 Beginning Balances

308 80 05 02 Beginning Fund Balance 91,217.00

308 Beginning Balances 91,217.00

360 Misc Revenues

365 80 00 00 Unemployment Comp. Res. Fund 11,400.00

360 Misc Revenues 11,400.00

Fund Revenues: 102,617.00

EXPENDITURES

580 Non Expenditures

586 00 52 00 Employment Security Payments 10,000.00

580 Non Expenditures 10,000.00

Fund Expenditures: 10,000.00

Excess/Deficit: 92,617.00

2017 BUDGET TOTALS

City Of Montesano
MCAG #: 0347

Time: 09:19:07 Date: 12/14/2016
Page: 29

503 Long Term Care

01/01/2017 To: 12/31/2017

REVENUES

397 Interfund Transfers

397 17 96 00 Transfer From Police 21,000.00

397 17 97 00 Transfer From EMS 24,000.00

397 Interfund Transfers 45,000.00

Fund Revenues:

45,000.00

EXPENDITURES

521 Law Enforcement

521 22 20 01 Leoff I Retiree Personnel Benefits 5,000.00

521 Law Enforcement 5,000.00

522 Fire Control

522 20 20 06 Leoff I Retiree Personnel Benefits 30% 4,000.00

522 20 24 00 Long Term Care-Fire 11,000.00

522 20 46 53 Insurance - Long Term-Fire 15,000.00

522 26 21 06 Leoff I Retiree Personnell Benefits 70% 10,000.00

522 Fire Control 40,000.00

Fund Expenditures:

45,000.00

Excess/Deficit:

0.00

2017 BUDGET TOTALS

City Of Montesano

Time: 09:19:07 Date: 12/14/2016

MCAG #: 0347

Page: 30

Fund	Revenues	Expenditures	Net
001 General Fund	2,969,515.94	2,841,487.49	128,028.45
101 Ambulance Fund	1,257,997.06	1,233,332.52	24,664.54
103 Hotel/motel Tax (ord. #1278)	9,457.84	8,957.84	500.00
105 Municipal Court Drug Fund	3,235.00	0.00	3,235.00
106 Re Excise Restricted Revenue	51,314.00	25,000.00	26,314.00
309 East Pioneer	988,481.00	988,170.00	311.00
312 Mary's River Revetment Project	131,224.04	131,224.04	0.00
315 McBryde Culvert Replacement Project	135,000.00	135,000.00	0.00
401 Current Water	2,456,474.28	2,384,302.76	72,171.52
402 Storm Water Fund	238,845.00	145,846.08	92,998.92
405 Forest -Water ShedReserve	2,616,242.18	1,121,428.77	1,494,813.41
406 Revenue Debt Reserve Fund	681,700.00	15,000.00	666,700.00
408 Cemetery Fund	122,258.00	84,397.62	37,860.38
502 Unemployment Compensation	102,617.00	10,000.00	92,617.00
503 Long Term Care	45,000.00	45,000.00	0.00
	<hr/> 11,809,361.34	<hr/> 9,169,147.12	<hr/> 2,640,214.22