

**UNION GAP CITY COUNCIL
SPECIAL MEETING AGENDA
MONDAY OCTOBER 29, 2018 – 6:00 P.M.
CITY HALL, 102 W. AHTANUM ROAD, UNION GAP**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. GENERAL ITEMS

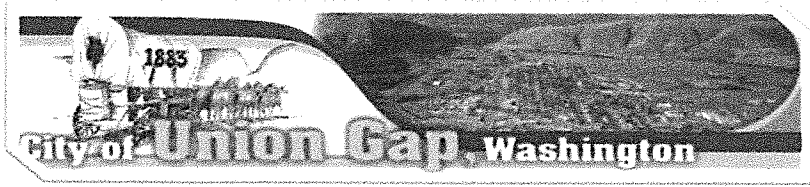
Finance & Administration

2019 Preliminary Revenues

City Manager

2019 Budget Message

III. ADJOURN REGULAR MEETING



City Council Communication

Meeting Date: October 29, 2018
From: Karen Clifton, Director of Finance and Administration
Topic/Issue: 2019 Preliminary Revenues

SYNOPSIS: We are required by statute to provide preliminary revenue numbers including ad valorem property tax to Council. These are preliminary numbers only; I am still working with the City Manager and Department Directors to come up with more precise numbers, which I will be bringing to you at future meetings.

RECOMMENDATION: Discussion only.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 2019 Preliminary Revenues

2019 PRELIMINARY REVENUES

| FUND | ACCOUNT | TITLE | 2019 BUDGET |
|------|--------------|---|-------------|
| 001 | 311 10 00 00 | PROPERTY TAXES | 1,728,733 |
| 001 | 311 11 00 00 | EMS-OTHER OPERATING ASSESSMENTS | 122,277 |
| 001 | 313 11 00 00 | LOC. RETAIL SALES & USE TAXES | 4,344,655 |
| 001 | 313 61 00 00 | BROKERED NATURAL GAS USE TAX | 19,377 |
| 001 | 316 41 00 00 | ELECTRIC | 751,422 |
| 001 | 316 43 00 00 | NATURAL GAS | 93,170 |
| 001 | 316 47 00 00 | TELEPHONE | 158,980 |
| 001 | 316 81 00 00 | PUNCH BOARDS & PULL TABS | 31,205 |
| 001 | 316 82 00 00 | BINGO & RAFFLES | 35,718 |
| 001 | 316 83 00 00 | AMUSEMENT GAMES | 808 |
| 001 | 317 20 00 00 | LEASEHOLD EXCISE TAX | 177 |
| 001 | 321 10 00 00 | BANQUET PERMIT | 1,000 |
| 001 | 321 70 00 00 | AMUSEMENT | 0 |
| 001 | 321 99 00 00 | GENERAL BUSINESS LICENSES | 23,950 |
| 001 | 322 10 00 00 | BUILDING, STRUCTURES & EQUIP. | 155,389 |
| 001 | 322 10 00 01 | Building PERMITS - MANUFACTURED HOMES | 1,611 |
| 001 | 322 10 00 02 | Building PERMITS - MECHANICAL | 5,000 |
| 001 | 322 10 00 03 | Building PERMITS - PLUMBING | 4,728 |
| 001 | 322 30 00 00 | ANIMAL LICENSES | 1,195 |
| 001 | 322 90 00 00 | FENCE PERMIT | 400 |
| 001 | 322 90 00 01 | OTHER NON-BUS. LIC. & PERMITS | 600 |
| 001 | 322 90 00 02 | SIGN PERMITS | 1,100 |
| 001 | 331 11 00 00 | CDBG PLANNING ONLY GRANT | 0 |
| 001 | 333 20 60 01 | TRAFFIC SAFETY COMMISSION | 0 |
| 001 | 334 01 20 00 | WA ST OFFICE OF PUB DEFENSE-GRANT | 40,000 |
| 001 | 336 00 99 01 | STREAMLINE SALES TX MITIGATION | 0 |
| 001 | 336 06 94 00 | LIQUOR EXCISE TAX | 29,916 |
| 001 | 336 06 95 00 | LIQUOR BOARD PROFITS | 51,540 |
| 001 | 341 22 00 01 | MUNICIPAL COURT CIVIL FILINGS | 0 |
| 001 | 341 32 00 01 | MUNICIPAL COURT-CERT FEE | 0 |
| 001 | 341 33 00 01 | MUNICIPAL COURT TIME - PAY FEE | 0 |
| 001 | 341 33 02 01 | MUNICIPAL COURT - ADM FEES | 6,297 |
| 001 | 341 33 03 01 | District/Municipal Court - Prosecution Fees | 1,085 |
| 001 | 341 33 06 01 | DEFERRED PROSECUTION FEES | 1,987 |
| 001 | 341 43 00 01 | ADMIN SVC CHG-WATER | 100,341 |
| 001 | 341 43 00 02 | ADMIN SVC CHG-GARBAGE | 83,351 |
| 001 | 341 43 00 03 | ADMIN SVC CHG-SEWER | 99,891 |
| 001 | 341 43 00 07 | ADMIN SVC CHG-TOURISM | 5,000 |
| 001 | 341 43 00 08 | ADMIN SVC CHG-TPA | 5,000 |
| 001 | 341 43 00 28 | ADMIN SVC CHG-TRANSIT | 17,565 |
| 001 | 341 62 00 01 | COURT DUPLICATION SERVICES | 0 |
| 001 | 341 81 00 00 | COPIES | 0 |
| 001 | 341 81 00 01 | PUBLIC RECORD REQUEST FEES | 0 |
| 001 | 342 10 01 00 | LEAD TASK FORCE OVERTIME REIMBURSEMENT | 5,000 |
| 001 | 342 10 02 01 | LAW ENFORCEMENT SERVICES | 0 |

2019 PRELIMINARY REVENUES

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|--|--------------|---|------------------|
| 001 | 342 21 00 00 | FIRE PROTECTION SERVICES | 0 |
| 001 | 342 21 00 01 | FIRE PROTECTION SERVICES | 0 |
| 001 | 342 33 00 01 | PROBATION SERVICE CHARGES | 0 |
| 001 | 342 36 00 01 | CARE & CUSTODY OF PRISONERS | 8,474 |
| 001 | 342 38 00 01 | PRE-TRIAL SUPERVISION COSTS | 12,410 |
| 001 | 345 81 00 01 | PLANNING - ZONING | 0 |
| 001 | 345 83 00 01 | PLAN CHECKING FEES | 97,266 |
| 001 | 345 89 00 01 | PLANNING - SUBDIVISION FEES | 1,369 |
| 001 | 345 89 00 02 | PLANNING-ENVIRONMENTAL | 1,160 |
| 001 | 345 89 00 05 | PLANNING - ENVIRONMENTAL | 0 |
| 001 | 347 30 00 01 | SOCCER FIELD RENTAL | 0 |
| 001 | 347 90 00 01 | OTHER FEES & CHARGES | 0 |
| 001 | 342 10 00 01 | SHERIFFS SERVICES | 0 |
| 001 | 352 30 00 01 | MANDATORY INS ADMIN COST | 587 |
| 001 | 353 10 00 01 | TRAFFIC INFRACTION PENALTIES | 105,163 |
| 001 | 353 70 00 01 | NON-TRAFFIC INFRACTION PEN. | 2,329 |
| 001 | 354 00 00 01 | PARKING INFRACTION | 775 |
| 001 | 354 00 01 01 | PARKING INFRACTION HANDICAPPED | 0 |
| 001 | 355 20 00 01 | DRIVING WHILE INTOXICATED PENALTIES | 6,816 |
| 001 | 355 80 00 01 | OTHER CRIMINAL TRAFFIC MISDEMEANOR | 15,456 |
| 001 | 356 90 00 01 | OTHER CRIMINAL NON-TRAFFIC FINES | 12,447 |
| 001 | 357 31 00 01 | JURY DEMAND COST | 0 |
| 001 | 357 32 00 01 | WITNESS COST | 0 |
| 001 | 357 33 00 01 | PUBLIC DEFENSE COST | 8,996 |
| 001 | 357 34 00 01 | Law Enforcement Services | 0 |
| 001 | 359 90 00 01 | MISCELLANEOUS PENALTIES | 0 |
| 001 | 359 93 00 01 | TAX PENALTIES | 0 |
| 001 | 361 11 00 01 | INTEREST & OTHER EARNINGS | 18,139 |
| 001 | 361 40 00 01 | COURT COLLECTION INTEREST | 19,314 |
| 001 | 361 41 00 01 | SALES INTEREST | 5,251 |
| 001 | 361 43 00 01 | TAX INTEREST | 0 |
| 001 | 362 00 00 01 | YUSA RENTS | 6,000 |
| 001 | 362 00 00 02 | PARK RENTAL FEES | 56,744 |
| 001 | 362 00 00 03 | PARKING FEES | 37,909 |
| 001 | 362 00 00 05 | PARK OVERNIGHT FEES | 0 |
| 001 | 369 10 00 01 | SALE OF SURPLUS PROPERTY | 0 |
| 001 | 369 40 00 01 | JUDGMENTS & SETTLEMENTS | 0 |
| 001 | 369 91 00 01 | OTHER MISCELLANEOUS REVENUE | 0 |
| TOTAL CURRENT EXPENSE | | | 8,345,073 |
| | | | |
| | | | |
| 002 | 361 11 00 02 | INTEREST | 5,296 |
| 002 | 397 00 55 00 | TRANSFER IN FROM 001 CURRENT EXPENSE FUND | 24,475 |
| GENERAL RESERVE FUND (5% RESERVE) | | | 29,771 |

2019 PRELIMINARY REVENUES

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|--------------------------------------|--------------|--------------------------------------|----------------|
| | | | |
| 101 | 311 10 00 01 | PROPERTY TAXES/10% | 192,081 |
| 101 | 313 11 01 01 | RETAIL SALES & USE TAXES/10% | 543,082 |
| 101 | 322 40 00 00 | STREET & CURB PERMITS | 100 |
| 101 | 336 00 71 00 | MULTIMODAL TRANSPORTATION REVENUE | 8,753 |
| 101 | 336 00 87 00 | MOTOR VEHICLE FUEL TAX - CITY ST. | 130,896 |
| 101 | 336 00 99 02 | STREAMLINE SALES TX MITIGATION | 0 |
| 101 | 345 83 01 01 | PLAN CHECKING FEES | 7,525 |
| 101 | 361 11 01 01 | INTEREST & OTHER EARNINGS | 6,353 |
| 101 | 361 14 01 01 | SIED ASSESSMENT INTEREST | 3,044 |
| 101 | 368 10 01 01 | SIED ASSESSMENT PRINCIPAL | 32,833 |
| 101 | 369 10 01 01 | SALE OF SURPLUS & SCRAP | 0 |
| 101 | 369 91 01 01 | OTHER MISCELLANEOUS REVENUE | 0 |
| STREET FUND | | | 924,667 |
| | | | |
| | | | |
| 106 | 361 11 01 06 | INTEREST & OTHER EARNINGS | 867 |
| 106 | 367 11 00 06 | YOUTH PARK CONTRIBUTION-YYSA | 0 |
| 106 | 397 76 01 06 | TRANSFER-IN PARKING FEES FROM C.E. | 30,000 |
| 106 | 397 76 11 06 | MARIJANA SALES TAX PROCEEDS FRM C.E. | 30,000 |
| PARK DEVELOPMENT RESERVE FUND | | | 60,867 |
| | | | |
| | | | |
| 107 | 313 31 00 00 | MOTEL/HOTEL TRANSIENT TAX | 181,828 |
| 107 | 361 11 01 07 | INTEREST & OTHER EARNINGS | 3,497 |
| LODGING TAX FUND | | | 185,325 |
| | | | |
| | | | |
| 108 | 345 60 01 08 | TOURISM PROMOTION AREA ASSESS | 116,839 |
| 108 | 361 11 00 00 | INVESTMENT INTEREST | 1,755 |
| 108 | 361 41 08 00 | TOURISM INTERST | 0 |
| TOURISM PROMOTION AREA FUND | | | 118,594 |
| | | | |
| | | | |
| 109 | 361 11 01 09 | INTEREST & OTHER EARNINGS | 2,319 |
| 109 | 397 00 00 00 | TRANSFER IN-001 CURRENT EXPENSE | 9,076 |
| CONTINGENCY FUND (2% RESERVE) | | | 11,395 |
| | | | |
| | | | |
| 110 | 361 11 01 10 | Investment Interest | 15 |
| FRIENDS OF THE LIBRARY FUND | | | 15 |
| | | | |
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2019 PRELIMINARY REVENUES

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|---|--------------|---|------------------|
| 112 | 361 11 01 12 | INTEREST & OTHER EARNINGS | 3,790 |
| 112 | 391 90 01 12 | OTHER MISCELLANEOUS REVENUE | 0 |
| 112 | 397 02 04 02 | TRANSFER-IN FROM 402 GARBAGE | 2,500 |
| 112 | 397 03 04 03 | TRANSFER-IN 403 SEWER | 0 |
| 112 | 397 28 01 12 | TRANSFER-IN 128 TRANSIT | 10,000 |
| 112 | 397 34 01 12 | TRANSFER-IN 401 WATER | 10,000 |
| 112 | 397 42 01 01 | TRANSFER-IN 101 STREET | 10,000 |
| 112 | 397 76 01 12 | TRANSFER-IN 001 C.E./PARKS | 5,000 |
| PW EQUIPMENT RESERVE FUND | | | 41,290 |
| | | | |
| | | | |
| 113 | 361 11 01 13 | INTEREST & OTHER EARNINGS | 4,741 |
| 113 | 369 91 01 13 | OTHER MISCELLANEOUS REVENUE | 0 |
| 113 | 397 22 01 13 | TRANSFER-IN C.E. (001) | 180,371 |
| FIRE TRUCK RESERVE FUND | | | 185,112 |
| | | | |
| | | | |
| 114 | 361 11 01 14 | INTEREST & OTHER EARNINGS | 69 |
| 114 | 362 00 01 14 | 5% ACTIVITIES BLDG RNTL FOR SC | 1,173 |
| SENIOR CITIZEN ACTIVITY FUND | | | 1,242 |
| | | | |
| | | | |
| 115 | 361 11 01 15 | INTEREST & OTHER EARNINGS | 81 |
| 115 | 397 00 01 15 | TRANSFER-IN 001 CURRENT EXP | 100,000 |
| POLICE VEHICLE RESERVE FUND | | | 100,081 |
| | | | |
| | | | |
| 116 | 331 10 01 16 | USDA LOAN PROCEEDS-CITY COMPLEX PROJECT | 2,706,255 |
| 116 | 361 11 01 16 | INTEREST & OTHER EARNINGS | 6,546 |
| 116 | 397 00 01 16 | TRANSFERS-IN FROM C.E. | 210,000 |
| 116 | 397 04 00 03 | TRANSFER-IN FROM SEWER | 27,500 |
| 116 | 397 04 02 02 | TRANSFER-IN FROM GARBAGE | 27,500 |
| 116 | 397 11 01 16 | TRANSFER-IN 401 WATER | 27,500 |
| 116 | 397 47 01 16 | TRANSFER-IN 128 TRANSIT SYST | 27,500 |
| CITY HALL BUILDING RESERVE FUND | | | 3,032,801 |
| | | | |
| | | | |
| 1189 | 318 34 01 18 | REAL ESTATE EXCISE TAX | 112,756 |
| 118 | 361 11 01 18 | INTEREST & OTHER EARNINGS | 6,840 |
| REAL ESTATE EXCISE TAX FUND (REET) | | | 119,596 |
| | | | |
| | | | |
| 120 | 361 11 01 20 | INTEREST & OTHER EARNINGS | 1,529 |
| 120 | 397 00 01 20 | TRANSFERS-IN FROM C.E. | 50,000 |
| CITY HALL EQUIPMENT RESERVE FUND | | | 51,529 |
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2019 PRELIMINARY REVENUES

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| 121 | 331 20 00 00 | FED HWY/NHS-W AHTANUM RD RESURFACE | |
| 121 | 331 20 00 01 | MAIN ST PHASE 1 | |
| 121 | 331 20 01 00 | FED HWY/STPUS/DESIGN-MAIN ST PH 1 | |
| 121 | 333 20 00 00 | SAFE ROUTES TO SCHOOL | |
| 121 | 333 20 41 31 | CMAQ-VMB/GOODMAN RD SIGNAL | |
| 121 | 361 11 01 21 | INTEREST & OTHER EARNINGS | |
| 121 | 367 11 01 21 | CONTRIBUTIONS & DONATIONS | |
| 121 | 397 00 01 21 | TRAN-IN 124-VMB/GOODMAN SIGNAL | |
| STREET DEVELOPMENT RESERVE FUND | | | 0 |
| | | | |
| | | | |
| 123 | 313 15 00 00 | PUBLIC SAFETY ADD'L SALES TAX | 168,406 |
| 123 | 313 71 00 00 | LOCAL CRIMINAL JUSTICE | 85,267 |
| 123 | 336 06 21 00 | CRIM. JUSTICE-POPULATION | 1,611 |
| 123 | 336 06 26 00 | CRIMINAL JUSTICE - SPECIAL PROGRAMS | 6,356 |
| 123 | 336 06 51 00 | DUI/OTHER CRIMINAL JUSTICE ASSISTANCE | 920 |
| 123 | 361 11 01 23 | INTEREST & OTHER EARNINGS | 7,878 |
| CRIMINAL JUSTICE FUND | | | 270,438 |
| | | | |
| | | | |
| 124 | 313 11 01 24 | SALES & USE TAX/10% | 543,082 |
| 124 | 333 20 20 03 | SRTS | |
| 124 | 334 03 80 24 | TIB GRANT-RELIGHT PROGRAM | |
| 124 | 334 04 84 01 | TIB-S 14TH ST IMPR-CONST | |
| 124 | 336 00 99 03 | STREAMLINE SALES TX MITIGATION | 0 |
| 124 | 361 11 01 24 | INTEREST & OTHER EARNINGS | 1,764 |
| 124 | 367 00 00 24 | CONTRIBUTION FROM PP&L-RELIGHT PROGRAM | 4,366 |
| 124 | 397 00 00 01 | TRANSFER IN-001 BORTON CONST SALES TAX | 65,000 |
| INFRASTRUCTURE RESERVE FUND | | | 614,212 |
| | | | |
| | | | |
| 125 | 361 11 01 25 | INTEREST & OTHER EARNINGS | 175 |
| | | | 175 |
| | | | |
| | | | |
| 126 | 351 50 01 26 | CRIMINAL INVESTIGATION | 4,818 |
| 126 | 356 50 01 26 | INVESTIGATIVE ASSESSMENT | 0 |
| 126 | 361 11 01 26 | INTEREST & OTHER EARNINGS | 0 |
| CRIME PREVENTION ASSESSMENT FUND | | | 4,818 |
| | | | |
| | | | |
| 127 | 361 11 01 27 | INTEREST & OTHER EARNINGS | 0 |
| COMMUTE TRIP REDUCTION FUND | | | 0 |
| | | | |
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2019 PRELIMINARY REVENUES

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| 128 | 313 21 00 00 | PUBLIC TRANSPORTATION TAX %2/10 | 1,252,784 |
| 128 | 334 03 60 00 | TRANSIT GRANT FROM DOT | |
| 128 | 334 03 60 28 | DOT-TRANSIT OPER REIMBURSEMENT GRANT | |
| 128 | 334 06 90 28 | TRANSIT OPERATING | |
| 128 | 361 11 01 28 | INTEREST & OTHER EARNINGS | 44,020 |
| 128 | 361 41 01 28 | SALES INTEREST | 1,354 |
| 128 | 381 20 00 28 | INTERFUND LOAN INTEREST | 0 |
| 128 | 381 20 01 28 | INTERFUND LOAN PROC | 25,296 |
| TRANSIT FUND | | | 1,323,454 |
| | | | |
| 130 | 361 11 01 30 | INTEREST & OTHER EARNINGS | 0 |
| 130 | 367 11 00 30 | SUMMER YOUTH PROGRAM DONATIONS | 8,000 |
| | 130 397 00 01 30 | TRANS FROM CE FOR NAT'L NIGHT OUT | 9,500 |
| COMMUNITY POLICING FUND | | | 17,500 |
| | | | |
| 131 | 369 30 01 31 | FOREITED PROPERTY | 0 |
| DRUG SEIZURE/FORFEITURE FUND | | | 0 |
| | | | |
| 132 | 361 11 01 32 | INTEREST & OTHER EARNINGS | 0 |
| 132 | 367 11 01 32 | OLD TOWN DAYS CONTRIBUTIONS & DONATIONS | 0 |
| 132 | 369 91 01 32 | OTHER MISC REVENUE | 0 |
| 132 | 397 00 01 32 | TRANSFER-IN C.E. FOR OTD | 5,000 |
| 132 | 397 19 01 32 | TRANS-IN C.E. FOR HOLIDAY PARADE | 10,000 |
| COMMUNITY EVENTS FUND | | | 15,000 |
| | | | |
| 133 | 336 06 42 30 | MARAJUANA EXCISE TAX FROM STATE | 65,000 |
| 133 | 361 11 01 33 | INVESTMENT INTEREST | 2,347 |
| MARAJUANA EXCISE TAX FUND | | | 67,347 |
| | | | |
| 170 | 359 00 00 70 | PENALTY-CDBG 2007 | 0 |
| 170 | 361 10 00 70 | INTEREST & OTHER EARNINGS | 431 |
| 170 | 368 10 00 70 | HOUSING REHAB - CDBG 2007 | 8,460 |
| HOUSING REHABILITATION FUND | | | 8,891 |
| | | | |
| 304 | 333 20 02 05 | NHP-VALLEY MALL BLVD RESURFACING | |
| 304 | 361 11 03 04 | INTEREST & OTHER EARNINGS | 7,172 |
| VALLEY MALL BLVD. FUND | | | 7,172 |
| | | | |

2019 PRELIMINARY REVENUES

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|---------------------------------------|--------------|------------------------------------|-------------------|
| 401 | 343 41 04 01 | WATER REVENUES | 1,221,128 |
| 401 | 343 42 04 01 | WATER SVC INSTALLATION CHARGES | 16,093 |
| 401 | 345 83 04 01 | WATER PLAN CHECKING FEE | 4,564 |
| 401 | 359 90 04 01 | MISCELLANEOUS PENALTIES | 5,320 |
| 401 | 361 11 04 01 | INTEREST & OTHER EARNINGS | 10,101 |
| 401 | 369 81 04 01 | CASHIER OVERAGES OR SHORTAGE | 0 |
| 401 | 369 91 04 01 | OTHER MISCELLANEOUS REVENUE | 0 |
| 401 | 397 34 04 01 | TRANSFER IN-CURRENT EXP (HYDRANTS) | 61,420 |
| WATER FUND | | | 1,318,626 |
| | | | |
| | | | |
| 402 | 343 71 04 02 | GARBAGE SERVICE CHARGES | 1,322,189 |
| 402 | 361 11 04 02 | INTEREST & OTHER EARNINGS | 4,507 |
| GARBAGE FUND | | | 1,326,696 |
| | | | |
| | | | |
| 403 | 334 03 11 03 | DEPT OF ECOLOGY | |
| 403 | 343 50 04 03 | SEWER SVC INSTALL CHARGES | 510 |
| 403 | 343 51 04 03 | SEWER REVENUES | 1,854,213 |
| 403 | 345 83 04 03 | SEWER PLAN CHECKING FEE | 2,220 |
| 403 | 345 83 31 03 | STORMWATER PLAN CHECK FEE | 0 |
| 403 | 361 11 04 03 | INTEREST & OTHER EARNINGS | 9,473 |
| SEWER FUND | | | 1,866,416 |
| | | | |
| | | | |
| 404 | 361 11 04 04 | INTEREST & OTHER EARNINGS | 1,863 |
| 404 | 367 00 00 34 | INFRASTRUCTURE FEE - WATER | 54,896 |
| 404 | 397 01 04 04 | TRANS FROM 401 WATER | |
| WATER DEVELOPMENT RESERVE FUND | | | 56,759 |
| | | | |
| | | | |
| 405 | 334 03 11 05 | DEPT OF ECOLOGY | |
| 405 | 361 11 04 05 | INVESTMENT INTEREST | 18,636 |
| 405 | 367 00 00 35 | INFRASTRUCTURE FEE - SEWER | 59,891 |
| 405 | 367 11 00 05 | BORTON PRIVATE CONTRIBUTION | 0 |
| SEWER DEVELOPMENT RESERVE FUND | | | 78,527 |
| | | | |
| | | | |
| TOTAL REVENUES | | | 20,104,863 |



City Council Communication

Meeting Date: October 29, 2018
From: Arlene Fisher, City Manager
Topic / Issue: 2019 Budget Message

SYNOPSIS: The City Manager will present the 2019 Budget Message.

RECOMMENDATION: This is a presentation and discussion only.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: N/A