

Town of La Conner

2016 Final Budget



Mayor: Ramon Hayes
Council:
Jacques Brunisholz
John Leaver
Bill Stokes
MaryLee Chamberlain
Bill Bruch

Town Administrator: John Doyle
Finance Director: Maria DeGoede
Public Works Director: Brian Lease
Planning Director: John Doyle
Fire Chief: Joe Fohn
Fire Marshal: Dan Taylor
Sewer Plant Operator: Kelly Wynn

Town of La Conner 2016 Budget

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**Town of La Conner
2016 Budget Message**

November 27, 2015

La Conner Town Council and Citizens:

I am pleased to submit for your consideration the 2016 proposed Annual Budget for the Town of La Conner. These are challenging times with shrinking revenues and increasing costs. Each department has worked diligently to keep expenses down without compromising services to our citizens.

Proposed expenditures for 2016 are shown in comparison with the projections for 2015 and with actual expenditures for 2014 are as follows:

	Fund Name	Actual 2014	Budget 2015	Proposed 2016
001	General Fund	846,053	1,074,818	999,124
002	Park & Port	330,645	329,786	516,178
003	Facilities	101,209	162,630	191,281
004	Public Art	22,155	17,250	22,950
005	Street	197,887	378,720	473,050
123	Hotel Motel Taxes	121,017	116,090	115,502
206	1997 LTGO Bond	54,626	54,668	54,646
210	2003 LTGO Bond	31,746	31,780	31,775
212	2013 LTGO Fire Truck Bond	0	0	38,080
303	Flood Prevention	0	36,205	50,000
304	REET 1	19.00	38,500	0
305	REET 2	30,019	550	0
306	Boardwalk Construction	1,059,747	495,800	0
307	Fire Truck Acquisition	36,127	491,695	0
401	Water	620,422	909,165	1,019,790
403	Drainage	144,282	254,090	696,728
409	Sewer	483,867	725,392	702,486
412	Compost	812,367	1,096,039	843,858
	Totals	4,892,188	6,173,178	5,755,449

This year the proposed budget reflects our efforts in reducing costs in public works and sewer projects for the year, and focusing on operation and maintenance.

General Fund – All La Conner employees will be getting a cost of living increase of 2%.

Fire Department – The Fire Truck was received and paid for in 2015, along with the needed equipment. There was a penalty of \$19,800 incurred by the manufacturer for the late delivery of the Fire Truck, which left the Town a total of \$436,879.88 for the final payment.

Public Safety – The current contract with the Skagit County Sheriff’s Office for 2016 will be \$401,500, a 3% increase over last year. This contract expires at the end of 2016. The budget includes funds for the Code Enforcement position in the amount of \$26,000.

Public Works – The Public Works Department has scaled down all funds in 2016 to focus primarily on operations and maintenance.

Parks - The Parks Department has received over \$75,000 for 2015 in donations to develop the Conner Way Waterfront Park, and work has started. Another \$105,000 from an RCO Grant is expected in 2016.

Streets - The PW Director has applied for TIB Grants for the North Third Street Sidewalk in the amount of \$159K and State Street Project for \$100K. There will be the installation of a solar car charging station estimated at \$15K

Water & Drainage – Since the Public Works Trust Fund is no longer available, the funding for the rebuild of the La Conner Whitney water transmission main, and the Caledonia Pump Station did not come through in 2015. The main projects planned for 2016 are the Sherman Avenue and Conner Way water main project at \$310K and the Caledonia Stormwater Pump Station at \$450K.

Proposed revenue projections for 2016 compared to budgeted amounts for 2015, and actual amounts received in 2014 are as follows:

Fund	Fund Name	Actual 2014	Budget 2015	Projected 2016
001	Current Expense	987,845	951,153	1,019,425
002	Park & Port	278,922	309,550	345,809
003	Facilities	92,191	131,610	118,249
004	Public Art	21,990	29,985	22,725
005	Street	186,383	306,101	368,306
123	Hotel Motel Taxes	126,465	121,125	126,476
206	1997 GO Bond	57,348	56,015	57,979
210	2003 LTGO Bond	37,564	36,715	41,272
212	LTGO Fire Truck Bond	0	0	45,260
303	Flood Control	50,085	60,100	100
304	REET 1	32,912	16,140	20,115
305	REET 2	32,918	16,135	20,120
306	Boardwalk Construction	1,066,794	495,700	0
307	Fire Truck Acquisition	422,964	80,310	0
401	Water	710,064	636,200	670,700
403	Drainage	190,671	190,800	200,800
409	Sewer	529,787	541,530	531,530
412	Sewer-Compost	845,539	920,750	828,950
Totals		5,670,442	4,899,919	4,417,816

Sewer – Set aside of \$60K for the bathroom upgrade and tractor storage, and \$100K the collection rehab. There will be no set asides to rebuild the clarifier #1 that is rescheduled for 2017, the tech upgrade or the electrical upgrade. The Electrical Engineering Analysis reported the plant is at 64%.

Compost – The projects for the compost in 2016 are \$40K for the Septage Receiving Cover, \$60K for the Shavings transport container, and set aside of \$100K for the septage screening project in 2018. There will not be a set a side for the South East Pad.

Taxes – Utility taxes in 2016 will be per industry allowances.

Investments: As interest rates continue to decline, the Town has Certificate’s of Deposit at five local banks for 2015. We are continuing to explore opportunities that will increase investment interest for the Town. The remainders of the Town’s funds are invested in the Local Government Investment Pool since interest rates are at historic lows at this time.

In reflecting over the past six years, we have accomplished many goals and projects that have improved our Town, such as:

- Completion of the Boardwalk construction along the channel
- Sixth Street Improvements & sidewalks
- Completion of the Benton Street stairs
- Second Street Improvements & sidewalks
- Maple Street overlay and ADA improvements
- Douglas Street Improvements
- Washington Street Loop
- Build the Skateboard Park
- Install two solar projects at the Waste Water Treatment Plant
- Update the Shoreline Master Program
- Maple Hall Solar Panels

We are fortunate that our financial picture remains healthy. The Town must look for additional revenue streams that will continue to keep us economically sound and moving forward.

Respectfully Submitted,

Ramon Hayes, Mayor

Town of La Conner



Ordinance No. 1134

AN ORDINANCE ADOPTING THE 2016 BUDGET

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LACONNER, WASHINGTON AS FOLLOWS:

Section 1. The budget showing estimated revenues and expenditures for the Town of La Conner for the fiscal year 2016 is hereby adopted as follows:

<u>Fund No.</u>	<u>Fund Name</u>	<u>Revenues</u>	<u>Expenditures</u>
001	General Fund	\$ 1,019,425	\$ 999,124
002	Park & Port	345,809	516,178
003	Facilities	118,249	191,281
004	Public Art	22,725	22,950
005	Street	368,306	473,050
123	Hotel Motel Tax	126,476	115,502
206	1997 GO Bond	57,979	54,646
210	2003 LTGO Bond	41,272	31,775
212	Fire Truck Bond	45,260	38,080
303	Flood Control	100	50,000
304	REET 1	20,115	0
305	REET 2	20,120	0
401	Water	670,700	1,019,790
403	Storm Drainage	200,800	696,728
409	Sewer	531,530	702,486
412	Compost	828,950	843,858
TOTAL		\$4,417,816	\$5,755,449

Section 2. The Finance Director is hereby authorized to transmit a copy of this ordinance together with a copy of the final budget as adopted to the proper State offices and the Association of Washington Cities.

Dated this 8th day of December, 2015.

Ramon Hayes, Mayor

ATTEST:

Maria DeGoede, Town Clerk

TOWN OF LA CONNER

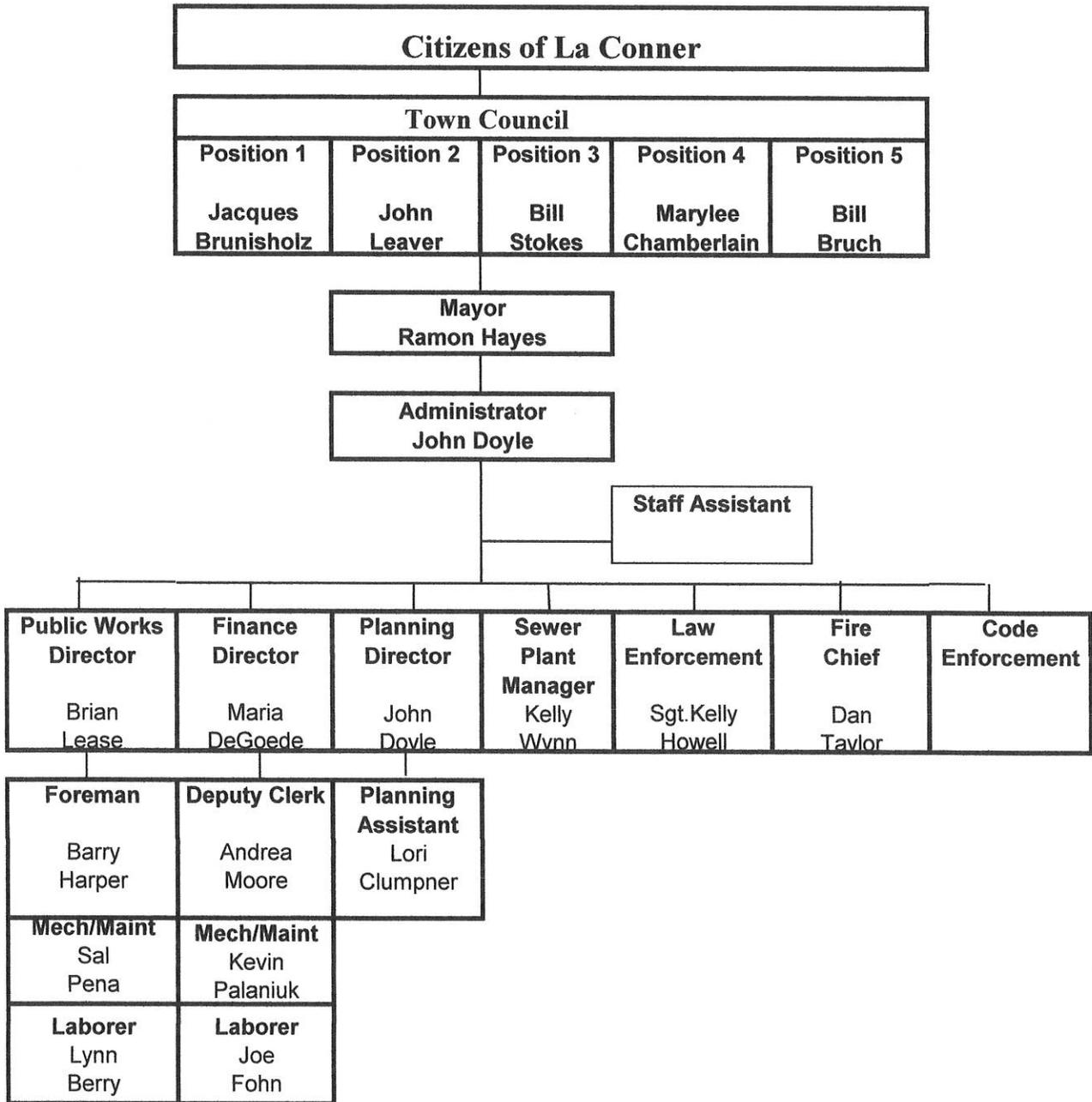
2016 BUDGET SUMMARY

Fund	Fund Name	Projected Beginning Fund Balances 1/01/16	Revenues	Expenditures	Projected Ending Fund Balances 12/31/16
001	Current Expense	\$317,353.00	1,019,425	999,124	337,654
002	Park & Port	\$189,725.41	345,809	516,178	19,356
003	Facilities	\$81,599.69	118,249	191,281	8,568
004	Public Art	\$3,058.85	22,725	22,950	2,834
005	Street	\$124,518.62	368,306	473,050	19,775
123	Hotel/Motel Tax	\$3,269.48	126,476	115,502	14,243
206	1997 GO Bond	\$22,906.87	57,979	54,646	26,240
210	2003 LTGO Bond	\$20,959.71	41,272	31,775	30,456
212	2014 LTGO Bond	\$4,997.21	45,260	38,080	12,177
303	Flood Control	\$168,291.47	100	50,000	118,391
304	REET 1	\$47,065.27	20,115	-	67,180
305	REET 2	\$58,765.58	20,120	-	78,886
306	Boardwalk Construction	-	-	-	-
212	Fire Truck Acquisition	-	-	-	-
401	Water	\$750,768.09	670,700	1,019,790	401,678
403	Drainage	\$713,213.49	200,800	696,728	217,285
409	Sewer	\$385,181.33	531,530	702,486	214,225
412	Compost	\$463,711.44	828,950	843,858	448,803
Total		\$ 3,355,386	\$ 4,417,816	\$ 5,755,448	\$ 2,017,753

Beginning Fund Bal	\$ 3,355,386
Revenues	\$ 4,417,816
TOTALS	<u>\$ 7,773,202</u>

Expenditures	\$ 5,755,448
Ending Fund Bal	\$ 2,017,753
TOTALS	<u>\$ 7,773,202</u>

Town of La Conner Organization Chart



The Town of La Conner's Budget

La Conner's budget consists of 20 separate funds. These funds are for general government, utilities, streets, tourism, debt service, and pass through funds. Each fund is a separate accounting entity by Washington State law. The law requires the total budget to be balanced. Each fund is balanced so that revenues equal expenditures. The budget includes both operating costs and the current year's costs of capital projects, debt service and reserve for future capital needs.

Legal budgetary control is established at the fund level- meaning that legally, expenditures for each operating fund must not exceed the total appropriation amount budgeted for that fund. Any unexpended appropriations lapse at year end. Appropriations that are adopted for special purposes (usually capital projects) are adopted on a project-length basis and are carried forward each year until the authorized amounts are fully expended or the designated purpose is accomplished.

The funds of the Town are organized following the guidance provided in the Budgeting Accounting Reporting System (BARS) maintained by the Washington State Auditors Office. The fund numbers correspond to the use of funds resources. This numbering system is as follows:

General (Current Expense) Fund 000-099

The general fund should be used to account for and report all financial resources not accounted for and reported in another fund. For reporting purposes the local government can have only one general fund. Although a local government has to report only one general fund in its external financial reports, the government can have multiple general *subfunds* for its internal managerial purposes.

These funds include the General Fund (#001), the Park & Port Fund (#002), the Facilities Fund (#003), the Public Arts Fund (#004) and the Street Fund (#005).

Special Revenue Funds 100-199

These funds account for revenues that are legally restricted or designated to finance a particular activity of the Town. The only special fund is the Hotel Motel Fund (#123).

Debt Service Funds 200-299

These funds account for the accumulation of resources to pay principal, interest and related costs of general long-term debt. These funds include the Maple Hall Bond Fund (#206), the 2003 LTGO Bond-Parking/Facility Improvements (#210), and the Fire Truck Bond (212).

Capital Project Funds 300-399

These funds account for financial resources that are designated for the acquisition or construction of capital projects. These funds include the Flood Control Fund (#303), REET 1 Fund (#304), REET 2 Fund (#305). Boardwalk Construction Fund (#306), and Fire Truck Acquisition Fund (#307) were closed at the end of 2015.

Enterprise Funds 400-499

These funds account for operations (and related debt) that provide goods or services to the general public and are supported primarily through user charges. These funds include the Water Fund (#401), Drainage Fund (#403), Sewer Fund (#409) and the Sewer Compost Fund (#412).

Agency Funds 630-699

These funds are used to account for assets that the Town holds for others in an agency capacity. These funds include the Agency Pass-Thru Fund (#631), (#632 Utility Deposit Fund and the Park & Hall Deposit Fund (#633).

Town of La Conner 2016 Budget

Fund Numbering System

Current Expense	001
Town Council & Mayor.....	001.511
Municipal Court.....	001.512
Town Administrator.....	001.513
Finance	001.514
Legal – Town Attorney.....	001.515
Miscellaneous	001.518
Security of Persons.....	001.521
Fire	001.522
Emergency Services	001.525
Dispatch	001.528
Physical Environment.....	001.530
Aging	001.555
Planning	001.558
Mental & Physical Health	001.560
Park & Port Fund	002
Facilities/Building Fund	003
Public Art.....	004
Street Fund	005
Hotel/Motel Fund	123
1997 GO Bond Fund (Maple Hall)	206
2003 LTGO Bond (Parking/Facility Improvements)	210
2014 LTGO Bond (Fire Truck)	212
Flood Control	303
REET 1 Fund	304
REET 2 Fund	305
Water Fund	401
Drainage Fund	403
Sewer Fund	409
Sewer – Compost Fund	412
Agency Disbursements	631
Utility Deposit Fund	632
Park & Hall Damage Deposit Fund.....	633

Town of La Conner 2016 Budget

Fund Revenue Sources

To provide an overview of what major revenues are received by selected funds of the Town, the following information is provided.

Fund Number and Name

001 Current Expense

Revenue Sources

General Property Taxes
Sales and Use Taxes
Utility and Franchise Taxes
Leasehold Excise Taxes
Gambling Excise Taxes
Business Licenses
Building Permits
Animal Licenses
Criminal Justice Funds
Liquor Excise Taxes
Liquor Board Profits
Investment Interest
Other Miscellaneous Revenue

002 Park & Port Fund

Moorage & Launch Fees
Harbor Leases
Cell Tower Rent Receipts
Park Rental Fees
Investment Interest
Sales and Use Taxes

003 Facilities/Buildings

Facility/Building Rental Fees
Sales and Use Taxes
Contributions
Investment Interest

004 Public Art Fund

Cell Tower Rent Receipts
Investment Interest

005 Street Fund

Sales and Use Taxes
Utility Taxes
Business Licenses
Motor Vehicle Fuel Taxes
Parking Lot Fees
Investment Interest

123 Hotel Motel Fund

Hotel Motel Taxes

Town of La Conner 2016 Budget

Fund Revenue Sources

<u>Fund Number and Name</u>	<u>Revenue Sources</u>
206 - 1997 GO Bond	
210 – 2003 Parking/Facility Imp	
212 Fire Truck Acquisition	Special Purpose Sales & Use Tax

The Bond Funds of the Town (200 series funds) receive revenues from the following sources as indicated in the bond ordinance authorizing the bond: Property Tax Levy, Sales and Use Taxes, Hotel/Motel Funds or Utility Revenues. Also investment interest is earned by each fund.

303 Flood Control	Transfers in from General Fund
304 REET 1 Fund	REET 1 Taxes Investment Interest
305 REET 2 Fund	REET 2 Taxes Investment Interest
401 Water Fund	Water User Fees Extra Services Investment Interest
403 Drainage Fund	Sales and Use Taxes Storm Drainage Fees Investment Interest
409 Sewer Fund	Sewer User Fees Investment Interest
412 Sewer-Compost Fund	Septage Fees Compost Punchcards Investment Interest

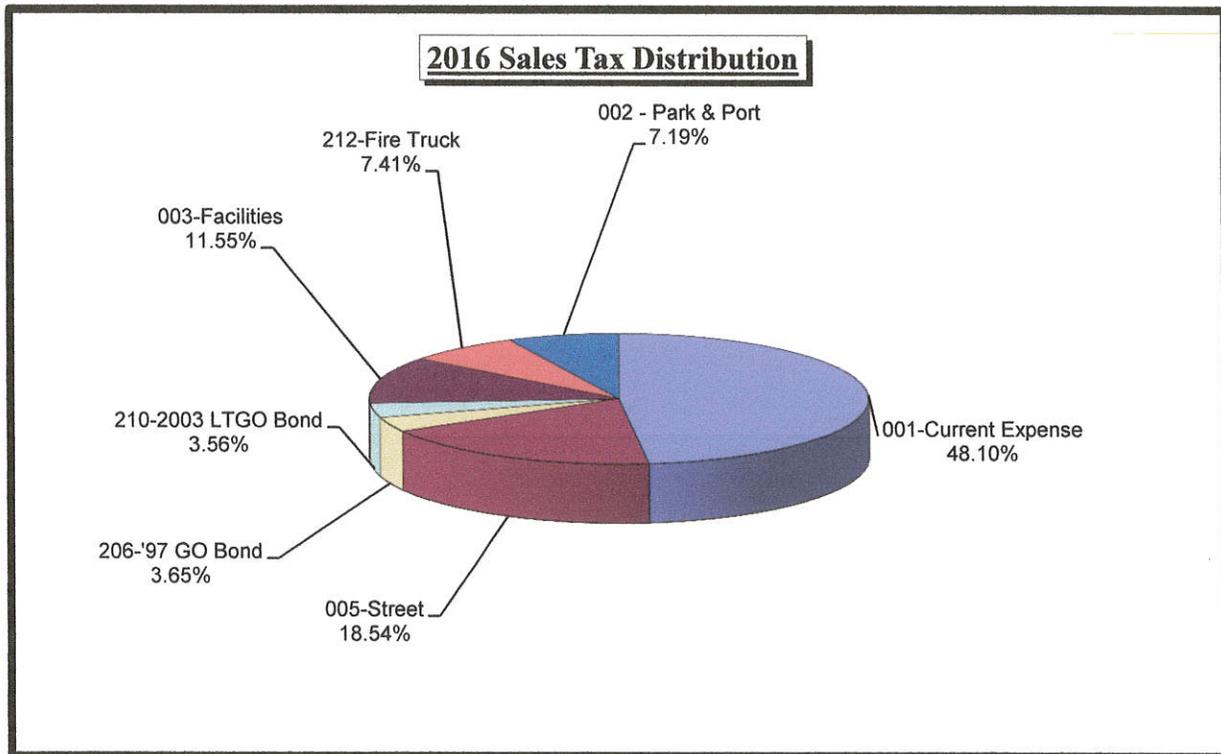
Town of La Conner
2016 Budget

Revenue Shared Between Funds

Selected revenues of the Town are shared between one or more funds. Presented on the following graphs are the distributions of these revenues to the funds for 2016.

Sales & Use Taxes

	<u>2016</u>
001-Current Expense	292,241
005-Street	112,621
206-'97 GO Bond	22,164
210-2003 LTGO Bond	21,657
003-Facilities	70,149
212-Fire Truck	45,000
002 - Park & Port	43,709
Total	\$ 607,541



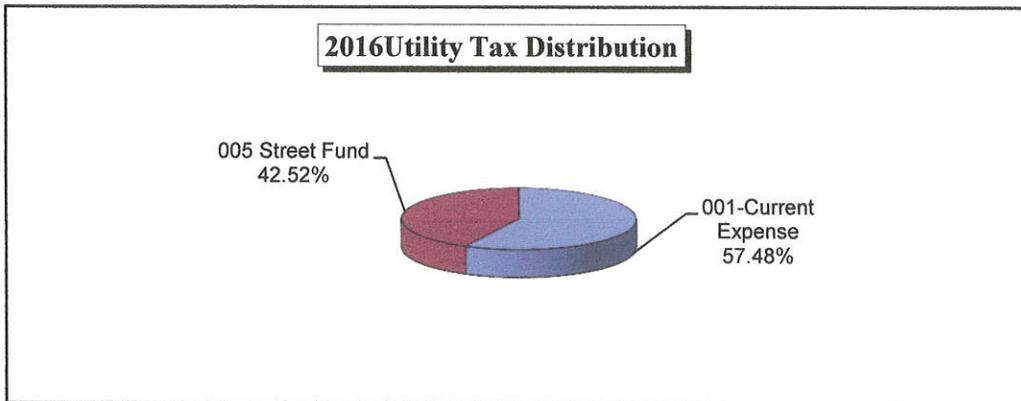
Town of La Conner
2016 Budget

Revenue Shared Between Funds

Utility Taxes

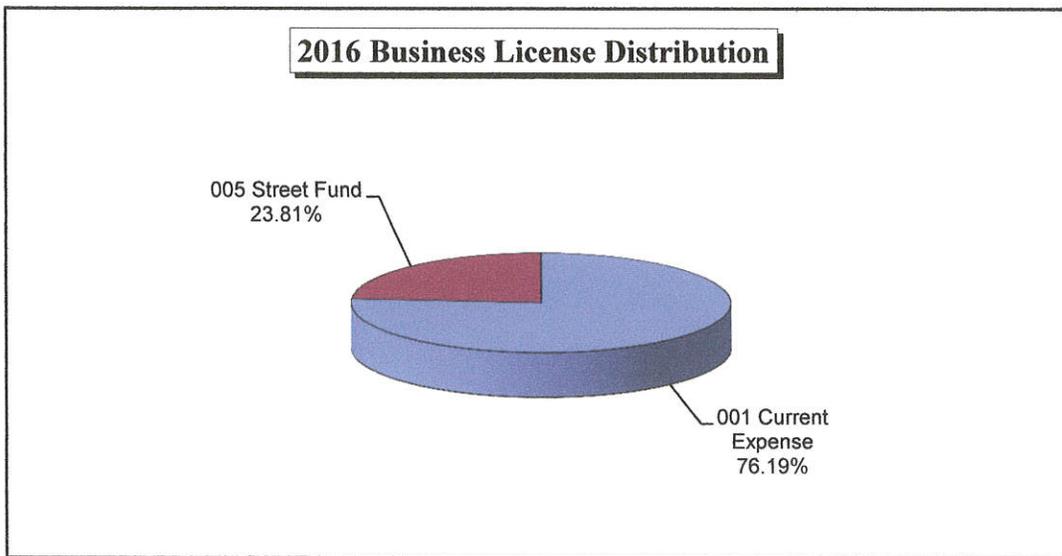
Electricity 6%, Natural Gas 6%, Telephone 6%, Garbage 6% and Cable 6%

001-Current Expense	86,500
005 Street Fund	64,000
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Total	150,500



Business Licenses

001 Current Expense	24,000
005 Street Fund	7,500
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Total	31,500



Town of La Conner
2016 Projects Summary

001	Current Expense:	<u>Amount:</u>
	No Projects	
002	Park and Port:	
	Part Time Labor	\$ -
	Boys & Girls Club	\$ 5,000
	Lawn Mower Tractor	\$ 12,000
	Log Shelter Repair	\$ 16,000
	North Pioneer Park Shelter	\$ 12,000
	Miscellaneous	\$ 7,000
	Skate Park Camera (Now camera for weather channel)	\$ 9,000
	Life Ring Extinguisher & Pay Box	\$ 2,700
	Morris/Third Street Stairs	\$ 65,000
	Conner Way Park - Waterfront Park	\$ 190,000
003	Facilities:	
	MH - Elevator	\$ 60,000
	MH - Kitchen Countertop Improvements	\$ 1,000
	MH - Storage Cabinet	\$ 1,000
	MH - Miscellaneous	\$ 3,850
	MH - Basic Maintenance	\$ 3,450
	GC - Storage Cabinet	\$ 1,000
	GC - Furnance	\$ 4,000
	GC - Exterior Window Repairs	\$ 6,000
	GC - Miscellaneous	\$ 3,500
	First Street Restroom Repairs	\$ 2,500
005	Street:	
	Crack Seal & Asphalt Repairs	\$ 32,000
	Sidewalk ADA Ramp	\$ 6,000
	Third Street Concrete Wall Removal	\$ 3,500
	Miscellaneous	\$ 5,000
	TIB 3rd Street Sidewalk Project (TIB funds 109K, Local funds 17K) Total	\$ 303,000
	Solar Car Charging Station	\$ 15,000
	New Parking Meter	\$ 13,100

401	Water	
	Water Meter Repair/Replacement	\$ 25,000
	Miscellaneous	\$ 15,000
	Port Test Station Relocate	\$ 2,000
	Main Valve Replacement	\$ 7,000
	Washington St. Blow Off	\$ 2,500
	Pressure Data Recorder	\$ 500
	ARV Valve	\$ 1,000
	Alley Water Main Update	\$ 5,000.00
	Conner Way/Sherman Ave.	\$ 310,000.00
	North Third Port Upgrade (Plannning Only)	\$ 51,000.00
403	Drainage	
	Vac Unit Repairs	\$ 2,000
	4" Pump	\$ 1,800
	Gen LED Light	\$ 4,500
	Miscellaneous	\$ 13,200
	Fouth & Sherman Improvements	\$ 5,000
	Caledonia Pump Station	\$ 450,000
	Used Sweeper	\$ 65,000
409	Sewer	
	Bathroom Upgrade & Tractor Storage	\$ 60,000
	Collection Rehab	\$ 100,000
412	Compost	
	Septage Receive Cover	\$ 40,000
	Container	\$ 60,000
	Set a Side for 2018 Septage Screening Project	\$ 100,000

Town of La Conner

2016 Salary Schedule

CLASSIFICATION	2016 WAGE/SALARY
Councilmember	\$1,800
Administrator	\$92,421
Planning Director	\$20,000
Finance Director	\$54,728
Deputy Clerk/Utility Clerk	\$38,049
Planning Assistant	\$37,217
Staff Assistant	\$10,946
Code Enforcement Officer	\$20,849
Public Works Director	\$71,075
PW Mechanic/Maintenance Worker	\$56,148
PW Mechanic/Maintenance Worker	\$56,148
PW Foreman	\$59,415
PW Water Certified Laborer	\$43,373
PW Water Certified Laborer	\$43,373
Fire Chief	\$19,307
Asst. Fire Chief	\$5,400
Truck Captain	\$2,400
Truck Captain	\$1,800

** Distribution of wages & benefits of department heads as follows:

Administrator: General Fund 30%, Street 10 %, Compost Fund 10%, Park & Port 5%, Drainage 5%, Water Fund 10% each, Sewer Fund 20% and Planning 10%.

Finance Director: General Fund 60%. Drainage, Park & Port, Street, & Water Fund 5% each, Sewer and Compost Fund 10% each.

Public Works Director: Drainage Fund 19%, Park & Port 8%, Street 20%, Water 47%, Sewer 3%, and Compost 2%, Facilities 1%

TOWN OF LA CONNER

GENERAL FUND - SERVICES AND PROGRAMS

LEGISLATIVE – Mayor & Council

The Mayor is the chief executive officer who is responsible for all administrative duties, such as: presiding over all meetings and hearings of the Council; signs and enforces all ordinances, resolutions and contracts passed by the Council; and appoints and supervises officers, employees, and contractors.

The Town Council is the legislative arm of the Town's government. The Council grants franchises; sets policies; approves ordinances and resolutions; approve the annual budget and the monthly expenditures; set rates and fees and make the final decisions on annexation, zoning and other land use issues.

PLANNING COMMISSION

The Planning Commission is made up of five members appointed by the Mayor and confirmed by the Town Council. The Commission serves as an advisory body to the Town Council. The Planning Commission considers and recommends measures that guide the growth and development of the Town and serves as the Historic Preservation Board.

ADMINISTRATION

The Administrator is responsible to the Mayor and Council for the smooth and efficient management of the Town; to assure the effective and efficient utilization of the Town employees, funds, materials, facilities, and time; handling important issues and concerns of a political nature; development of short and long term plans of the Town; presents policy recommendations to the Town Council; and implements the policies established by the Town Council.

FINANCE

The Finance Director also serves as the Town Clerk and provides assistance to the Legislative body and other departments in accomplishing their duties and responsibilities, and implements and administers the policies of the Town Council. The department oversees and directs all finance responsibilities including: cash management, debt management; implementation and administration of the budget; financial reporting; accounts payable and receivable; payroll; utility billing; and banking and investment of Town funds. The position also requires maintaining all Town records and codifying Town ordinances.

PUBLIC SAFETY

Since May of 2001, the Sheriff's Office has been retained to provide police services to the citizens of La Conner. The La Conner Precinct is a division of the Skagit County Sheriff's Office providing contractual services to the Town of La Conner.

The Precinct consists of a Sergeant and two full time deputies assigned to patrol the town limits conduct foot patrol and bicycle patrol of the downtown area, and remain active in community activities, such as Sound Rowers, Smelt Derby, Tulip Festival and the MS Bike Tour. The La Conner Precinct works with local search and rescue groups on training, equipment and response issues.

The La Conner Precinct works closely with the Swinomish Tribal Police Department on criminal investigations and provides assistance for calls as needed. Swinomish Tribal Officers who have graduated from the Basic Law Enforcement Academy are cross commissioned by the Sheriff, which enables them to enforce laws outside the boundaries of the reservation, as necessary.

La Conner maintains a higher ratio of officers per capita than most small cities in the state. Law enforcement services to the Town are supplemented by the Sheriff's Office general patrol division, providing 24 hour police protection to the community.

LEGAL SERVICES

The Town of La Conner contracts with an attorney to provide legal representation and advice on matters of the Town.

The Town contracts with a municipal court judge who is appointed by the Mayor and exercise such jurisdiction as provided for in Chapter 3.50 RCW

FIRE DEPARTMENT

The La Conner Fire Department (LCFD) has served our community for over 100 years. The Fire Department became an official department of the Town in 1932. In the 1960's local Fire Districts were formed but LCFD continued to serve the Town and many of the areas outside of Town.

For over 25 years, the La Conner Fire Department has worked under an interlocal agreement between Fire District 13 and the Town. The latest agreement was developed in 2004. LCFD is strictly a Town department that answers calls in portions of the district under the guidelines of the current interlocal agreement; these guidelines change periodically.

LCDF had the first heart defibrillator to be used by an all volunteer department in the State of Washington. The La Conner Volunteer Fire Fighter Association raised money throughout the community to purchase the defibrillator and special protocols were developed by the Skagit County Medical Control Officer. LCDF was also the second department in the county to have a Compressed Air Foam (CAF) pumper. Compressed air is a very effective fire fighting tool which quickly knocks down flames by robbing them of oxygen and increasing the effectiveness of water. It also reduces post fire damage by reducing the need for water to fight fires.

In 2009 the Town of La Conner purchased a 19-foot \$124,000 inflatable fire boat Fire Boat to help firefighters extinguish fires in boats and buildings along the water. The fire department purchased the boat after years of fundraising, support from the Town of La Conner and donations, such as \$40,000 from the Port of Skagit County.

In 2015 the Town of La Conner purchased a new fire truck. It will be paid for by a special sales tax increase that was approved by the residents of La Conner.

PLANNING, COMMUNITY DEVELOPMENT & BUILDING

This department employs a Planning Director who does the initial review when an applicant submits a building permit application and plans and issues a "Concurrent Letter of Review" to Skagit County Planning & Development. The applicant takes this letter to the County, along with two sets of plans that note the project is under review by the Town of La Conner. This streamlines the process for an applicant, allowing review by Skagit County and the Town simultaneously. The current Administrator serves as both Administrator and Planning Director.

Following review by each Town department, a "Certificate of Authorization" is issued by the Planning Director listing requirements or conditions that must be satisfied prior to final approval. When all requirements have been met, the Planning Director will sign a final approval and occupancy form for Skagit County. The Planning Director also serves as the Town's Shoreline, SEPA and Flood Plain Administrators.

ARTS COMMISSION

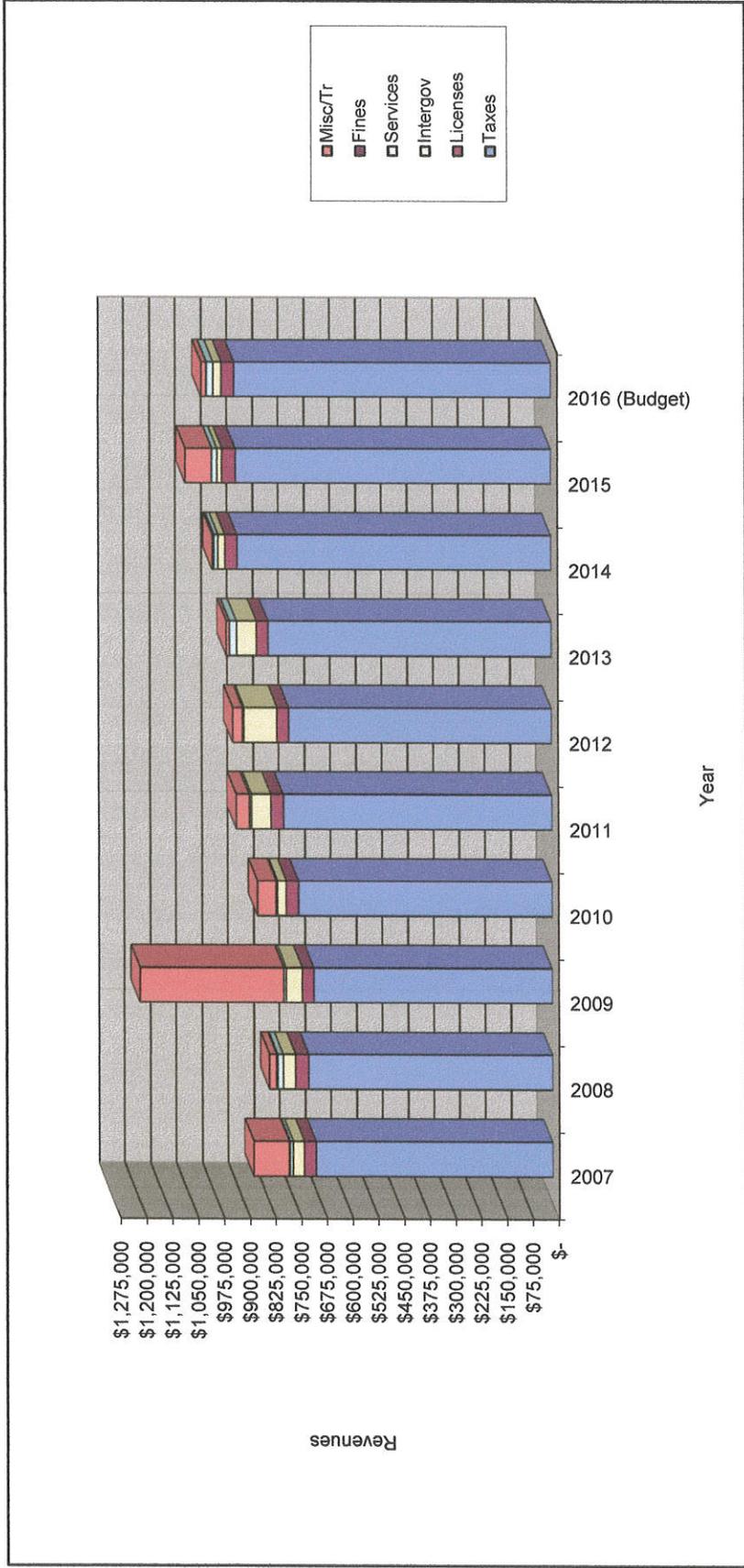
The Arts Commission supports artistic creation, education, participation, innovation, and partnerships, which showcase La Conner as a center for display, discussion, and exchange of ideas about the arts, to heighten residents' and visitors' awareness of the role of art in our society through the acquisition of art, support for performing arts, and to act as a center for display of contemporary art from our region.

The commission shall have five voting members, one nonvoting La Conner High School member, and one nonvoting councilmember. The Mayor shall appoint each commissioner.

PARKS COMMISSION

The La Conner Parks Commission was founded in 1915 and is responsible to “act as an advisory board for the Mayor, Town Administrator, and Town Council regarding the operation, policies, procedures, and improvements to the Town’s parks, play fields, street ends, and open space”. For this purpose, the Commission has developed a Comprehensive Parks Plan which recognizes and ensures that the natural human need for open spaces and places for outdoor activities be considered equally with the economy, housing and other services that the Town provides.

Town of La Conner 2015 Budget Fund 001 - Current Expense Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Taxes	\$ 689,856	\$ 710,553	\$ 695,090	\$ 739,251	\$ 782,567	\$ 765,699	\$ 826,610	\$ 916,446	\$ 920,910	\$ 924,741
Licenses	\$ 34,047	\$ 37,969	\$ 33,149	\$ 34,777	\$ 36,000	\$ 34,064	\$ 33,838	\$ 34,378	\$ 38,104	\$ 36,100
Intergov	\$ 31,926	\$ 36,365	\$ 46,737	\$ 25,731	\$ 57,025	\$ 96,704	\$ 58,306	\$ 19,845	\$ 15,148	\$ 24,734
Services	\$ 8,988	\$ 16,232	\$ 6,665	\$ 4,007	\$ 5,450	\$ 3,664	\$ 19,580	\$ 11,840	\$ 14,596	\$ 19,100
Fines	\$ 2,745	\$ 3,355	\$ 1,054	\$ 1,598	\$ 1,500	\$ 1,394	\$ 1,000	\$ 238	\$ 445	\$ 350
Misc/Tr	\$ 103,594	\$ 20,157	\$ 417,506	\$ 53,701	\$ 37,330	\$ 27,722	\$ 8,074	\$ 5,248	\$ 76,442	\$ 14,400
	\$ 871,156	\$ 824,631	\$ 1,200,201	\$ 859,066	\$ 919,872	\$ 929,248	\$ 947,409	\$ 987,995	\$ 1,065,644	\$ 1,019,425

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES

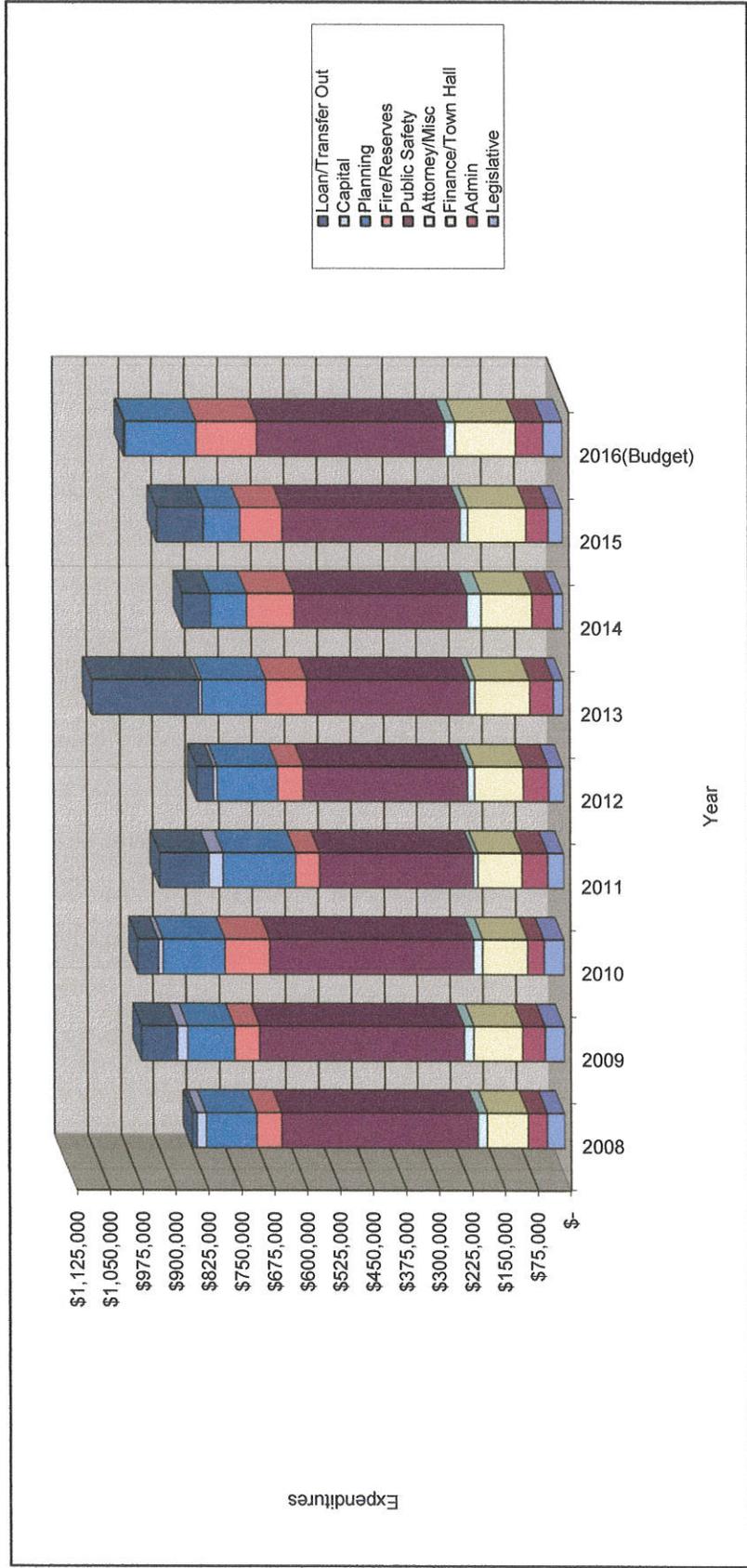
GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-308-80-00-00	Beginning Fund Balance	146,719	55,204	222,837	383,525
	Channel Dredging Balance from 2012 budget	45,000	65,000	85,000	85,000
001-308-80-01-00	Capital Project - Fire Reserve/Breathing AP	Bal from 307		20,000	20,000
	General Fund BFB sub-total	146,719	120,204	242,837	403,525
001-311-10-00-00	Real & Personal Property Taxes	296,640	304,601	306,265	306,000
001-313-11-00-00	Sales & Use Tax	219,793	248,360	289,597	292,241
001-313-71-00-00	Criminal Justice Funds	16,730	16,665	17,769	16,000
001-316-10-00-00	Compost Utility Tax on Fund 412	83,687	163,967	118,891	125,000
001-316-41-00-00	Utility Tax-Electric 50%-105	33,199	34,566	32,977	35,000
001-316-43-00-00	Utility Tax-Nat Gas 50%-105	13,108	15,028	13,749	16,000
001-316-45-00-00	Utility Tax - Garbage	7,290	7,253	9,397	7,000
001-316-46-00-00	Utility Tax - Cable TV	18,261	16,138	17,687	18,500
001-316-47-00-00	Utility Tax-Phone 50% - 105	9,436	8,979	10,142	10,000
001-316-81-00-00	Gambling Taxes - Punch Boards & Pull Tabs	3,709	3,664	4,493	4,000
001-317-20-00-00	Leashold Excise Tax	85,721	97,223	99,943	95,000
001-318-90-00-00	Heritage Brick Sales Tax	-	-	-	-
	Total Taxes	787,574	916,446	920,910	924,741
001-321-90-10-00	Sign Permit	280	440	200	400
001-321-99-00-00	Business Licenses 75%	23,458	23,775	24,372	24,000
001-321-91-00-00	Franchise Fees	7,308	8,098	8,303	9,500
001-322-10-00-00	Building Permits	250	-	-	250
001-322-10-00-01	School Impact Admin	-		817	
001-322-10-01-00	Building Permit <25 K	100	750	100	400
001-322-10-02-00	Building Permit >25K	1,250	500	1,350	500
001-322-11-00-00	Shoreline Development Permit	-		1,780	
001-322-11-01-00	Shoreline Exemption Permit	135	135	135	150
001-322-11-02-00	Demo Permit - Type I & II - HPD	-			
001-322-11-03-00	Demo Permit - Type III	135	135	135	200
001-322-12-00-00	Fill & Grade	90	-	45	100
001-322-13-00-00	Floodplain	600	200	500	200
001-322-30-00-00	Animal Licenses	203	295	218	300
001-322-90-00-00	Peddlers License	30	50	150	100
	Total Licenses & Permits	33,838	34,378	38,104	36,100
001-334-01-31-00	WA St Patrol-FF Training Reimb	0.00			
001-334-03-11-00	Shoreline Master Plan Update Grant	35,671.43			
001-334-04-90-00	Dept. of Health-Prehospital Participation	1,208.00	-	1,341	1,500
001-336-06-21-00	Criminal Justice-Population	1,000.00	1,028	1,000	1,000
001-336-06-25-00	Criminal Justice-Contract Prog	1,376.78	1,462	1,516	1,600
001-336-06-26-00	Criminal Justice-Special Prog	801.18	848	876	868
001-336-06-51-00	Impaired Driving Safety Acct	162.61	160	136	160
001-336-06-94-00	Liquor Excise Tax	599.56	1,672	2,437	1,700
001-336-06-95-00	Liquor Control Board Profits	8,045.13	7,908	7,842	7,706
001-337-07-00-00	Skagit Co EMS Equip Grant	3,621.62	-	-	3,500
001-341-43-00-00	Fire Dept-Reimb of Shared Exp	5,423.07	6,767	5,459	6,700
001-341-43-00-01	Fire Dept-Reimb of EMS Svc.	0.00	-	1,080	-
	Total Intergovernmental	57,909	19,845	21,687	24,734

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-341-69-00-00	Photocopying	14.10	20	2	-
001-341-93-00-00	Facility Janitorial Svcs - Reimb	165.00	-	-	-
001-341-95-00-00	Hearing Examiner Fees - Reimb	975.00	3,075	2,788	2,000
001-345-80-00-00	Planning & Dev Fees	0.00	-	-	3,000
001-345-81-00-00	Binding Site Plan	625.00	-	-	625
001-345-81-11-00	Rezone	0.00			
001-345-83-00-00	Plan Checking	0.00			
000-345-83-01-00	Infrastruture Improvement Agr	8,711.25	-	-	10,000
000-345-83-02-00	Infrastruture Agr Deposits	0.00			
001-345-85-00-00	Impact Fees - Admin Fee	0.00			
001-345-85-10-00	En-Lieu of Fees - Parking	0.00			
001-345-86-10-00	Fire Mitigation (Reserve Fees)	4,610.00		313	
001-345-89-02-00	Change of Use	0.00			
001-345-89-03-00	Comp Plan Amendment	0.00			
001-345-89-04-00	SEPA Review	450.00	750	300	300
001-345-89-05-00	Conditional Use	1,750.00	875	2,370	875
001-345-89-06-00	Conditional Use - Admin	250.00	2,125	-	500
001-345-89-07-00	Conditional Use - Shoreline	0.00	1,765	-	
001-345-89-08-00	Critical Areas			385	
001-345-89-11-00	Home Occupation	0.00			
001-345-89-12-00	Lot Line Adjustment	0.00			
001-345-89-13-00	Shoreline Exemption	0.00	270	135	300
001-345-89-14-00	Shoreline Substantial Development	1,780.00	890	890	1,500
001-345-89-15-00	Short Plat	0.00			
001-345-89-16-00	Street Vacation	0.00			
001-345-89-17-00	Temporary Structures - Admin	250.00			
001-345-89-19-00	Tree Removal - HPD	0.00	1,030	-	
001-345-89-21-00	UDC Amendment	0.00			
001-345-89-23-00	Variance - Hearing Examiner	0.00	1,040	875	
	Total for Goods/Services	19,580	11,840	8,057	19,100
001-353-10-00-00	Municipal Ct - Traffic Infract	-			
001-353-70-00-00	Non-Traffic Infraction Penalties	1,000	-	50	50
001-354-00-00-00	Municipal Ct - Parking Infract	-	213	350	150
001-354-00-01-00	Parking Infract-Handicapped	-			
001-359-90-00-00	Misc fines & Penalties	-	25	45	150
	Total Fines & Forfeits	1,000	238	445	350
001-361-11-00-00	Investment Interest	264	275	333	200
001-361-11-02-00	Reinvested Interest	303	146	154	200
001-367-11-00-00	Contrib/Donations-Pvt Source				
001-367-11.00.02	Contrib/Donations -4th of July Fireworks Evt			7,680	10,000
001-369-71-00-00	Voluntary EE Contributions	5,147	3,689	3,193	3,000
001-369-81-00-00	Cashiers Overages/Shortages	-			
001-369-90-00-00	Miscellaneous Revenue	2,928	1,139	574	1,000
001-381-20-00-00	Interfund Loan Repayment	-			
001-395-20-00-00	Restitution	-			
	Total Miscellaneous	8,641	5,248	11,934	14,400
001-397-00-00-00	Operating Transfers In			64,404	
	TOTAL GENERAL FUND REVENUES	908,543	987,995	1,065,540	1,019,425
	TOTAL GENERAL FUND RESOURCES	1,055,262	1,108,199	1,308,377	1,422,950

Town of La Conner 2016 Budget

Fund 001 - Current Expense Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016(Budget)
Legislative	\$ 38,476	\$ 39,490	\$ 43,879	\$ 46,115	\$ 37,245	\$ 34,124	\$ 22,398	\$ 22,516	\$ 32,505	\$ 43,500.00
Admin	\$ 52,825	\$ 44,117	\$ 50,930	\$ 36,752	\$ 58,746	\$ 57,173	\$ 53,855	\$ 47,858	\$ 50,512	\$ 63,360.00
Finance/Town Hall	\$ 84,706	\$ 93,027	\$ 112,098	\$ 102,827	\$ 101,354	\$ 112,662	\$ 125,317	\$ 116,626	\$ 133,980	\$ 138,580.00
Attorney/Misc	\$ 41,759	\$ 21,991	\$ 22,350	\$ 21,649	\$ 10,571	\$ 15,508	\$ 13,034	\$ 32,680	\$ 17,232	\$ 22,750.00
Public Safety	\$ 414,424	\$ 446,337	\$ 464,999	\$ 463,338	\$ 348,983	\$ 373,344	\$ 369,281	\$ 393,843	\$ 405,549	\$ 427,800.00
Fire/Reserves	\$ 65,929	\$ 56,545	\$ 57,576	\$ 101,531	\$ 55,029	\$ 59,437	\$ 93,952	\$ 107,807	\$ 95,343	\$ 137,850.00
Planning	\$ 114,575	\$ 114,379	\$ 105,182	\$ 140,473	\$ 163,852	\$ 136,504	\$ 144,954	\$ 81,072	\$ 82,606	\$ 162,284.00
Capital	\$ 66,029	\$ 21,277	\$ 23,747	\$ 11,392	\$ 31,961	\$ 8,414	\$ 7,367	\$ 651	\$ 783	\$ -
Loan/Transfer Out	\$ 32,161	\$ 10,000	\$ 81,400	\$ 46,579	\$ 112,279	\$ 37,468	\$ 243,000	\$ 63,000	\$ 105,500	\$ 3,000.00
	\$ 910,884	\$ 847,163	\$ 962,161	\$ 970,656	\$ 920,020	\$ 834,632	\$ 1,073,158	\$ 866,052	\$ 924,011	\$ 999,124.00

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

MAYOR AND TOWN COUNCIL

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-511-60-10-01	Council Salaries & Wages	9,000	8,625	9,000	9,000
001-511-60-21-00	Council Benefits	724	692	724	800
	Total Wages and Benefits	9,724	9,317	9,724	9,800
001-511-60-31-00	Council Office & Operating Supplies	33			
001-511-60-41-01	Council Retreat	411	413	358	550
001-511-60-43-00	Council Travel	-	-	150	200
001-511-60-49-02	Training and Meetings	223	20	363	500
001-511-70-51-00	Election Costs	-	-	-	1,200
001-511-80-51-00	Voter Registration Costs	2,123	2,304	2,066	2,500
	Total Other Services/Charges	2,789	2,736	2,938	4,950
	TOTAL Council	12,513	12,054	12,662	14,750
001-513-10-10-00	Mayor's Salaries & Wages				
001-513-10-20-00	Mayor Benefits	8,043	8,773	18,672	25,000
	Total Wages and Benefits	8,043	8,773	18,672	25,000
001-513-10-31-00	Mayor's Staff Development	400	940	900	1,000
001-513-10.31-00	Mayor's Office & Operating	155	46	14	50
001-513-10-42-00	Mayor's Communications				1,200
001-513-10-43-00	Mayor's Travel	194	479	164	500
001-513-10-49-00	Mayor's Training & Meetings	1,092	225	93	1,000
	Total Other Services/Charges	1,841	1,690	1,171	3,750
	TOTAL Mayor	9,884	10,462	19,843	28,750
TOTAL LEGISLATIVE		22,397	22,516	32,505	43,500

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

MUNICIPAL COURT

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-512-50-41-00	Professional Services		-	-	-
001-512-50-42-02	Postage		-	-	-
	Total Other Services/Charges		-	-	-

TOTAL MUNICIPAL COURT		-	-	-
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Judge contract \$200 per month, plus expenses

Department Objective:

To adjudicate cases brought before the La Conner Municipal Court. This includes only the cost of providing a judge to hear parking citation appeals.

Performance Goals:

Treat all parties in a fair and equitable way and maintain a high level of staff professionalism.

TOWN ADMINISTRATOR

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-513-10-10-01	Salaries and Wages	37,056	31,680	32,225	35,000
001-513-10-21-00	Benefits	14,828	14,306	16,904	21,060
001-513-10-27-01	Staff Development	-	-	30	2,000
	Total Wages and Benefits	51,885	45,987	49,159	58,060
001-513-10-31-00	Office & Operating Supplies	-	19	-	-
001-513-10-35-00	Small Tools & Equipment	1,056	387	524	1,000
	Total Supplies	1,056	406	524	1,000
001-513-10-41-00	Professional Services	592	1,052	829	2,000
001-513-10-42-00	Communications	-	-	-	-
001-513-10-43-00	Travel	147	376	-	1,500
001-513-10-49-00	Dues & Subscriptions	110	-	-	300
001-513-10-49-02	Training & Meetings	66	36	-	500
	Total Other Services/Charges	915	1,465	829	4,300

TOTAL ADMINISTRATION		53,855	47,858	50,512	63,360
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Performance Goals:

To provide management and administration of the affairs of the government entity including coordination, guidance and support for the development of effective programs and the planning, evaluation, analysis, control, and general management of programs.

*Note: see page 9 for salary breakout

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

FINANCE

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
*001-514-23-10-01	Salaries & Wages	46,337	36,886	36,782	40,000
001-514-23-21-00	Benefits	19,273	18,154	19,049	24,000
001-514-23-27-01	Staff Development				
	Total Wages and Benefits	65,610	55,040	55,831	64,000
001-514-23-31-00	Office & Operating Supplies	1,104	998	385	1,100
001-514-23-35-00	Small Tools & Equipment	472	148	111	1,000
	Total Supplies	1,576	1,145	496	2,100
001-514-23-41-00	Professional Services	83	1,711	978	1,500
001-514-23-41-01	Audit Fees	1,826	38		
001-514-23-41-03	Bank Service Charges	98	1,914	515	600
001-514-23-43-00	Travel	485	932	1,021	1,000
001-514-23-44-00	Advertising	2,989	913	1,047	1,500
001-514-23-46-00	Insurance	-	25	25	
001-514-23-48-00	Software Maintenance	1,745	1,500	1,113	2,680
001-514-23-48-01	Building Repair & Maintenance	145	530		500
001-514-23-49-00	Dues & Subscriptions	125	487	75	500
001-514-23-49-02	Training & Meetings	1,347	840	868	1,000
001-514-23-49-06	Tuition Reimbursement	-	-	-	-
	Total Other Services/Charges	8,842	8,889	5,641	9,280
TOTAL FINANCE		76,029	65,074	61,967	75,380

Performance Goals:

To provide financial reports and records of council proceedings, ordinances, resolutions, and other related services.

*Note: see page 9 for complete salary breakout

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES
TOWN HALL OPERATIONS

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-518-50-31-00	Office & Operating Supplies	7,350	6,777	6,762	7,500
001-518-50-41-00	Professional Services	166	2,598	384	500
001-518-50-41-02	Archival Services	-	-		250
001-518-50-42-00	Communications	6,835	5,643	7,403	7,100
001-518-50-42-01	Webpage	1,251	1,889	1,628	6,500
001-518-50-42-02	Postage	2,474	1,971	1,660	2,500
001-518-50-46-00	Insurance	12,369	11,035	14,488	15,450
001-518-50-47-00	Public Utility Services	6,210	6,745	7,234	7,500
001-518-50-48-00	Computer/Server Maintenance	5,385	1,826	1,874	2,500
001-518-50-48-01	Building Repair & Maintenance	6,011	11,992	29,904	12,000
001-518-50-48-02	Vehicle Repair & Maintenance	-	-		
001-518-50-49-08	Codification	1,239	1,076	677	1,400
TOTAL TOWN HALL OPERATIONS		49,288	51,552	72,013	63,200

Department Objective:

This department accounts for the expenditures related to the maintenance of the Town Hall facility and other general services.

Performance Goals:

Repair and Maintenance of the building and website maintenance.

001-518-50-48-01 Includes New Door, windows and roof for the Sheriff's Office

TOWN ATTORNEY

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-515-10-41-01	Administration	4,725	8,944	11,370	15,000
001-515-10-41-05	Misc Litigation	-	481	120	500
001-515-10-41-09	Council Meetings	-	-		250
TOTAL TOWN ATTORNEY		4,725	9,425	11,490	15,750

Department Objective:

This department provides legal guidance, advise on legal matters and to defend the Town in legal disputes.

Performance Goals:

Ability of attorney to bring legal matters to the Town's attention, keep current on emerging municipal legal matters, and attend council meetings when required.

MISCELLANEOUS

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-518-90-41-10	Annual dues & memberships	2,727	3,133	3,258	3,500
001-518-90-40-00	Miscellaneous	3,940	122	2,484	3,500
TOTAL MISCELLANEOUS		6,667	3,255	5,742	7,000

TOTAL GENERAL GOVERNMENT		212,962	199,679	234,229	268,190
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Department Objective:

This department accounts for expenditures that are not classified in other places. The most common type of expenditure is annual dues payments.

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	<u>FIRE</u>			
		2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-522-10-10-00	Fire Department Salaries	40,795	40,352	37,893	51,000
001-522-10-21-00	Fire Department Benefits	3,643	3,574	2,975	4,000
001-522-20-28-00	Firemen Retirement	2,340	-	960	1,500
	Total Benefits	46,778	43,926	41,827	56,500
001-522-20-31-00	Office and Operating Supplies	942	855	841	1,000
001-522-20-31-02	Medical Supplies	543	1,287	420	1,500
001-522-20-32-00	Fuel	2,346	1,497	1,421	2,000
001-522-20-35-00	Small Tools and Equipment	9,962	17,129	7,651	8,000
001-522-20-37-00	VFF Gear Allowance (PPE)	3,470	4,521	4,743	8,000
	Total Supplies	17,264	25,289	15,075	20,500
001-522-20-41-00	Professional Services	317	942	268	800
001-522-20-41-02	Volunteer FF Stipend	-	10		
001-522-20-42-00	Communications	3,145	3,116	3,265	3,200
001-522-20-43-00	Travel	-	-		500
001-522-20-46-00	Insurance	2,807	2,846	2,711	9,000
001-522-20-47-00	Public Utility Services	6,285	7,358	5,667	7,000
001-522-20-48-01	Building Repair and Maintenance	4,496	3,955	8,372	5,000
001-522-20-48-02	Vehicle Repair and Maintenance	1,005	4,110	1,849	7,000
001-522-20-48-03	Equipment Repair and Maintenance	6,534	4,965	3,557	7,000
001-522-20-48-04	Air Station Main/Dist 2	-	-	-	450
001-522-20-49-00	Dues and Subscriptions	158	324	82	300
001-522-20-49-02	Training and Meetings	1,223	1,302	202	5,500
001-522-20-49-03	Rentals/Leases	31	-		100
001-522-20-51-00	Skagit 911 - DEM Fire Dispatch	2,431	7,736	10,229	11,000
001-525-10-41-00	Professional Services - EMS	1,478	1,927		4,000
	Total Other Services/Charges	29,911	38,592	36,203	60,850
TOTAL FIRE		93,952	107,807	93,105	137,850

Department Objective:

This department provides fire and EMS services for the Town of La Conner.

To account for activities related to the preparation for, response to and recovery from disasters. These fees are assessed on a per capita basis.

This department accounts for expenditures related to fire dispatch and communication services. Since 1999, these services have been provided by the Skagit County 911 Center.

Performance Goals:

Ability to respond quickly to fire and aid calls, maintain a high level of service and professional training, interact with other departments, and increase member participation in drills and training.

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES

NATURAL RESOURCES

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-553-18-00-00	Channel Dredging	5,000	20,000	-	20,000
001-531-70-41-00	NW Clean Air Agency	623	312	-	320
TOTAL NATURAL RESOURCES		5,623	20,312	-	20,320

PLANNING

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
001-558-60-10-01	Salaries and Wages	34,617	33,122	36,154	66,150
001-558-60-21-00	Benefits	15,362	16,382	22,583	27,864
001-558-60-27-01	Staff Development	-	-	-	-
Total Wages & Benefits		49,979	49,504	58,737	94,014
001-558-60-31-00	Office and Operating Supplies	-	-	-	-
Total Supplies		-	-	-	-
001-558-60-41-00	Professional Services	21,218	20,062	7,616	25,000
001-558-60-41-05	Hearing Examiner Fees	1,425	3,338	1,913	1,500
001-558-60-41-06	Plans & Studies	5,854	3,463	16	5,000
001-558-60-41-07	Boardwalk Planning (RCO Grant)	20,848	-	-	-
001-558-60-41-11	Shoreline Master Program	39,302	-	-	-
001-558-60-42-00	Communications	-	-	-	-
001-558-60-42-02	Postage	117	75	137	200
001-558-60-43-00	Travel	23	47	-	500
001-558-60-44-00	Advertising	440	1,612	1,703	400
001-558-60-49-00	Dues and Subscriptions	-	220	140	300
001-558-60-49-02	Training and Meetings	126	525	-	800
001-558-60-49-03	Printing	-	-	-	-
001-558-70-41-00	Feasibility Study - Artspace	-	-	-	-
Total Other Services/Charges		89,352	29,342	11,525	33,700
TOTAL PLANNING		139,331	78,845	70,263	127,714

Department Objective:

The Planning Department provides assistance to the Planning Commission, Hearing Examiner and Town Administrator by developing plans, policies, and regulations to ensure that the vision of the Comprehensive Plan is properly implemented. The Planning Department reviews development permits and applications to assure new development complies with policies and regulations adopted by the Town, and to ensure that the policies and regulations adopted by the Town comply with state and federal regulations.

Performance Goals:

- Permit Administration - permits are reviewed in an efficient and timely manner. Application forms and explanatory material are provided and easily understood.
- Periodic Review/Identification of Existing Conditions - Population, housing and economic trends all change and need to be identified and reviewed so that plans, policies, and regulations can respond.
- Development of new plan and policy documents
- Enforcement - Land use violations are investigated and enforced

2015 Objectives:

Assist Public Works with permits for various Town projects such as the Waterfront Park.

**** Channel Dredging Balance Including 2015 20K allocation is 85,000.**

*Note: see page 9 for complete salary breakout

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

SUBSTANCE ABUSE

ACCOUNT NUMBER	DESCRIPTION	2013	2014	2015	2016
		ACTUAL	ACTUAL	ACTUAL	BUDGET
001-566-00-41-13	Domestic Violence of Skagit Co.	-	-	1,000	1,000
001-566-00-41-16	Alcoholism	525	715	721	800
TOTAL SUBSTANCE ABUSE		525	715	1,721	1,800

Department Objective:

This department accounts for activities related to services providing for the care, treatment & control of mental & physical illnesses.

SPECTATOR & COMMUNITY EVENTS

ACCOUNT NUMBER	DESCRIPTION	2013	2014	2015	2016
		ACTUAL	ACTUAL	ACTUAL	BUDGET
001-571-000-30-00	Senior Center	-	-	162	250
001-573-90-00-00	4th of July Parade/Celebration	1116	1,200	917	1,200
001-573-90-00-02	4th of July Fireworks Event	-	-	9,544	10,000
001-573-90-00-03	Community BBQ	-	-	-	1,000
TOTAL SPECTATOR & COMMUNITY EVENTS		1,116	1,200	10,623	12,450

CAPITAL MACHINERY & EQUIPMENT

ACCOUNT NUMBER	DESCRIPTION	2013	2014	2015	2016
		ACTUAL	ACTUAL	ACTUAL	BUDGET
001-594-13-64-00	Machinery/Equip-Administration	788	-	-	-
001-594-14-64-00	Machinery/Equip-Finance	-	-	-	-
001-594-14-64-01	Machinery/Equip-Town Hall	4,456	-	-	-
001-594-14-64-02	Machinery/Equip-Financial Software	2,123	651	783	-
001-594-22-64-00	Machinery/Equip-Fire Reserves	-	-	-	-
TOTAL CAPITAL MACH/EQUIP		7,367	651	783	-
001-597-00-00-00	Operating Transfer Out	243,000	63,000	105,500	3,000
001-597-55-00-00	Transfer to Public Art Fund	-	-	-	-
TOTAL TRANSFERS OUT		243,000	63,000	105,500	3,000

TOTAL	FUND 001 EXPENDITURES & CAPITAL	1,073,157	866,052	924,011	999,124
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001-597-00-00-00 Transfer to Fund 002 Parks \$3K

Department Objective:

This department accounts for machinery and equipment expenditures for each department within the General Fund and the operating transfers out.

TOWN OF LA CONNER

Public Works Department

The Town of La Conner Public Works Department is responsible for the management, maintenance and improvements of the publicly owned lands and corresponding assets throughout the town.

The Public Works Department employs a full-time staff of six, including a Public Works Director, Foreman, and four crew members. The Public Works Director oversees all aspects of the department, including preparation of the department's annual budget; seeking project funds through grant applications; scheduling daily work activities for the crew; providing management and leadership to department personnel; and coordinating with other town departments, the Town Council, commissions and boards, and the Town's contracted engineering firm, CHS Engineers and Tuttle Engineering, to ensure that efforts are directed toward achieving common town goals.

It is the responsibility of the Public Works Department to maintain the Town's infrastructure, including streets, sidewalks, water distribution system, storm water, parks, and town floats. The department also maintains Town-owned facilities, including Town Hall, Maple Hall/Center, Civic Garden Club, Pioneer Park and the public restrooms.

Projects slated for 2016 are, the Conner Way/Sherman Right of Way Improvements, Caledonia Pump Station, North Third Street TIB Sidewalk Project rolled over from 2015, Waterfront Park, Morris/Third Street Stairs, Maple Hall Elevator Replacement, and Safe Routes to Schools. Additional projects include the installation of a solar car charging station, the North Third Street Port Upgrade (planning only) and water meter upgrades. The Public Works Director will be pursuing funding opportunities for the Towns TIP and CIP projects.

The Public Works Department is essential to the Town's day-to-day operations, ensuring that the public facilities and infrastructure are maintained in good repair for residents, business owners and visitors alike.

PARKS DEPARTMENT

The Public Works Department is responsible for the repair, maintain, and enhancement of the 55 acres of park that the Town of La Conner owns. This includes Pioneer Park, street end parks and moorage, and leased land for the enjoyment of Town residents and visitors to Town. Revenue is from the rental of Pioneer Park, moorage & launch fees, cell tower rent, harbor leases, grants, and donations.

Pioneer Park was established in the early 1930's by a donation of the land by Louisa A. Conner and deeded to the Town. The park has a gazebo, bandstand, cooking facilities, a natural amphitheater, restroom facilities, barbeques, and a covered eating area with tables. It is located on the south end of La Conner, east of the Rainbow Bridge.

The **Parks Commission's** duty is to be an advisory body for the Mayor, Town Administrator, and Town Council regarding the operation, policies, procedures, and improvements to the Town's parks, play fields, street ends, and open space.

The commission consists of five voting members, plus one nonvoting councilmember belonging to the council parks and preservation committee, and one nonvoting La Conner High School student member who shall be a junior and serve one year. The Mayor shall fill all vacancies with the consent of the Town Council.

STREETS DEPARTMENT

The Street Fund is responsible for the maintenance, upkeep and construction of the streets, parking areas, sidewalks and walkways, and the rights of way. The Public Works Director updates every year a Six-year Transportation Improvement Plan (TIP) for construction and maintenance improvements to the streets in La Conner. Revenues for the street fund are provided in part by Motor Vehicle Fuel Tax, rights of way permits,

25% of business license fees, parking lot fees, and grants. Real Estate Excise Taxes can be used for the construction and repair of transportation infrastructure.

The **Streets and Safety Committee** shall consider matters related to transportation, transportation plans, traffic, transit, streets, sidewalks, parking, street lighting, signals, and street LIDs, in coordination with the public works department and planning department; and matters related to police and fire protection, emergency services and animal control, in coordination with the Skagit County Sheriff's office, volunteer fire department, Administrator and Finance Director.

WATER DEPARTMENT

The Water Utility fund provides for the construction, operation and maintenance of the Town's water system. The Public Works Department provides new hook-ups and inspections of the system, read water meters, inspect the water tank, promote conservation of water, and maintain a water leak detection program. The Public Works Director prepares annually a Consumer Confidence Report for all the residents of the Town. The Town purchases water from the City of Anacortes and provides it to residents and Shelter Bay. The water fund is a self supporting proprietary fund and revenues come from water fees, meter installations, hydrants for irrigation, and investment interest.

STORM DRAINAGE

The Storm Drainage Fund provides a storm water system for properties within the town that are developed with impervious surfaces contributing to storm water runoff. The Town charges a monthly fee to fund administration, planning, design, construction, operation, maintenance, repair, and improvement of all existing and future storm and surface water facilities.

The **Utilities Committee** considers matters related to water, sewer, electric power, natural gas, telephone, cable television, storm drainage, and flood control measures, in coordination with the Administrator, Public Works Department and Finance Director. One member of this committee shall also serve on the wastewater advisory board.

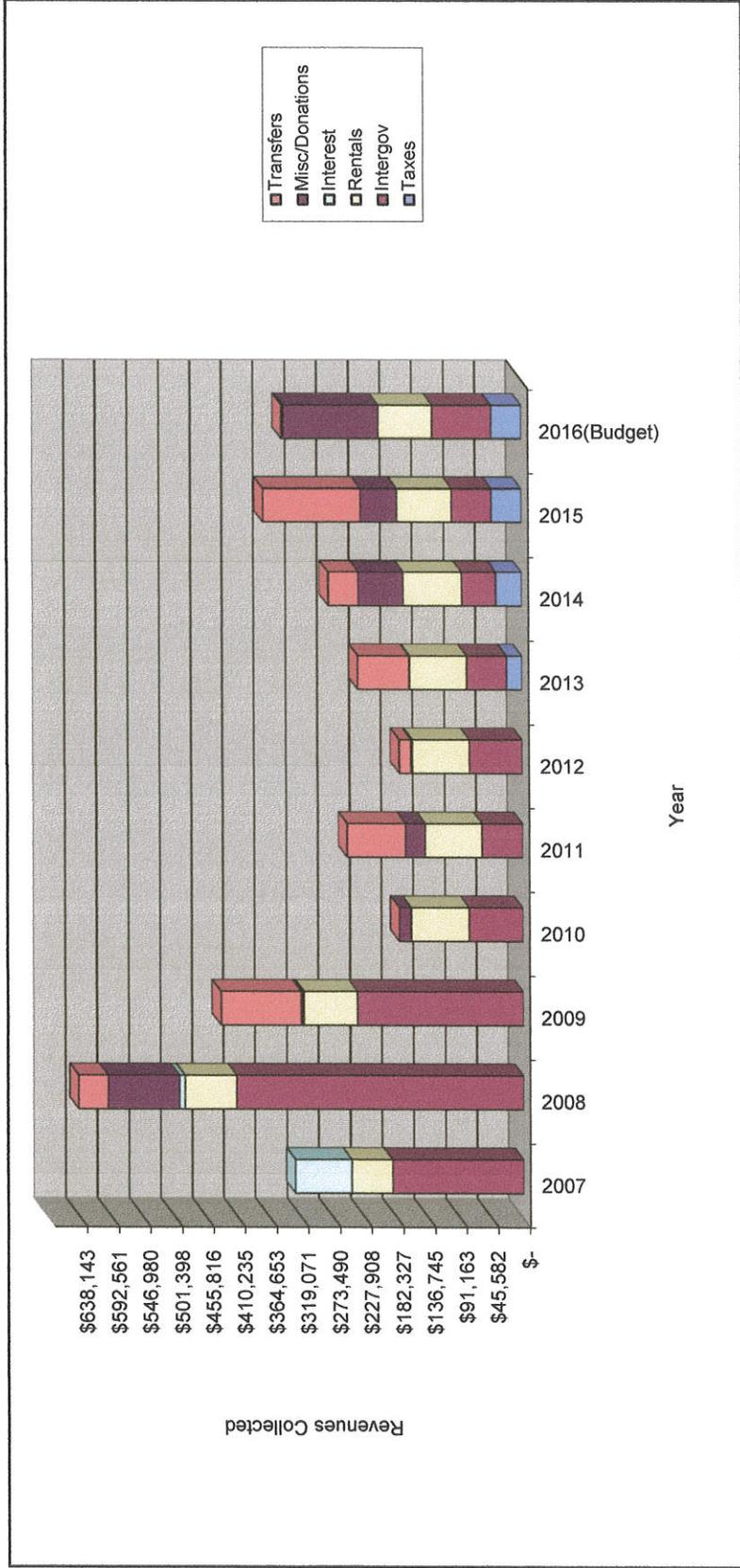
FACILITIES

The Town of La Conner owns Maple Hall/Maple Center which is located in the heart of historic downtown La Conner. It is modern facility available year-round to promote and encourage performing arts groups, Quilt Shows, Art's Alive, Skagit River Poetry Festival, Smelt Derby, Paint La Conner, and the Senior Center. The Civic Garden Club was built as a Grange Hall and was the original territorial Courthouse. Both facilities are available to rent for weddings, conferences, meetings, banquets, and retreats. The Facilities Fund is supported by rental fees and sales tax. The Fund is not self-supporting but is a great benefit to the cultural atmosphere of the Town.

Two councilmembers serve on the **Facilities Committee** with the Public Works Director and the Town Administrator and serve as an advisory board to the Town Council.

The Public Works Department is responsible for the maintenance and repair of the Town facilities.

Town of La Conner 2016 Budget Fund 002 Park & Port Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016(Budget)
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53	\$ 22,427	\$ 37,146	\$ 43,314	\$ 43,709
Intergov	\$ 189,367	\$ 412,891	\$ 239,117	\$ 77,933	\$ 58,290	\$ 76,441	\$ 57,892	\$ 49,648	\$ 57,645	\$ 85,000
Rentals	\$ 58,927	\$ 75,337	\$ 76,590	\$ 83,493	\$ 82,493	\$ 81,994	\$ 81,719	\$ 84,428	\$ 79,612	\$ 78,200
Interest	\$ 80,478	\$ 8,268	\$ 1,725	\$ 919	\$ 351	\$ 242	\$ 251	\$ 199	\$ 231	\$ 100
Misc/Donations	\$ 102,135	\$ 102,135	\$ 2,676	\$ 16,214	\$ 28,108	\$ 1,960	\$ 1,328	\$ 64,622	\$ 52,179	\$ 135,800
Transfers	\$ 42,020	\$ 42,020	\$ 114,984	\$ -	\$ 84,000	\$ 17,200	\$ 73,500	\$ 43,000	\$ 139,391	\$ 3,000
Totals	\$ 328,772	\$ 640,651	\$ 435,092	\$ 178,559	\$ 253,242	\$ 177,889	\$ 237,118	\$ 279,043	\$ 372,372	\$ 345,809

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

PARK AND PORT

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACUTAL	2016 BUDGET
002-308-80-00-00	Beginning Fund Balance	63,811	73,460	25,429	104,291
002-308-80-02-00	Capital Project - Park Improvements	-	-	-	-
002-308-80-03-00	Capital Project - Park Playground	4,755	4,755	-	-
002-308-80-04-00	Capital Project - Pioneer Gazebo	959	959	-	-
002-308-80-10-06	Capital Project - Waterfront Park	-	39,159	47,376	47,376
	Park & Port BFB sub-total	69,525	112,619	72,805	151,667
002-313-11-00-00	Sales & Use Tax	22,427	37,146	43,314	43,709
002-318-90-00-00	Heritage Plaza Bricks Sales Tax	-	-	-	-
	Total Intergovernmental	22,427	37,146	43,314	43,709
002-334-02-70-00	RCO Grant - Waterfront Park	-	-	-	105,000
002-336-02-35-00	Harbor Leases - Sales Remit	57,893	49,648	57,645	85,000
002-347-90-01-00	Park Memorial Benches	-	-	6,002	-
002-347-90-02-00	Heritage Plaza Bricks	-	-	-	-
002-361-11-00-00	Investment Interest	134	130	158	-
002-361-11-02-00	Reinvested Interest	117	69	73	100
002-362-40-00-00	Pioneer Park Rent	1,303	2,852	2,002	2,000
002-362-40-01-00	Moorage & Launch Fees	7,840	3,604	9,994	6,000
002-362-50-00-00	Aquatic Lease Rent	21,944	21,944	18,890	20,500
002-362-50-00-01	Cell Tower Rent 95% - 004 5%	47,815	53,186	46,300	47,000
002-362-50-00-02	Aquatic Lease Rent-Excise Tax	2,817	2,818	2,426	2,700
002-362-50-00-03	Late/NSF Fees	-	25	-	-
002-367-11-00-00	Contributions/Donations - Private	26	-	-	-
002-367-11-02-00	Skateboard Park Donations	-	-	-	-
002-367-11-03-00	Park Donations - Private	-	22,000	-	5,000
002-367-11-05-00	Challenge Grant - Waterfront Park	100	42,555	45,572	25,000
002-367-12-00-00	Playground Equipment Donations	401	67	-	300
002-369-81-00-00	Cashiers Overages & Shortages	-	-	-	-
002-369-90-00-00	Miscellaneous Revenue	793	-	604	500
	Total Miscellaneous	141,182	198,897	189,667	299,100
002-395-10-00-00	Sale of Fixed Assets	-	-	-	-
002-395-20-00-00	Restitution	9	-	-	-
002-397-00-00-00	Operating Transfers In	73,500	43,000	139,391	3,000
	Total Other Financing	73,509	43,000	139,391	3,000
	TOTAL PARK & PORT REVENUE	237,118	279,043	372,372	345,809
TOTAL PARK & PORT RESOURCES		306,643	391,662	445,177	497,476

002-397.00.00.00 Transfer in from 001 3K
002-308-80-02-00 Capital Project - Park Improvements
002-334-02-70-00 RCO Grant for the Water Front Park

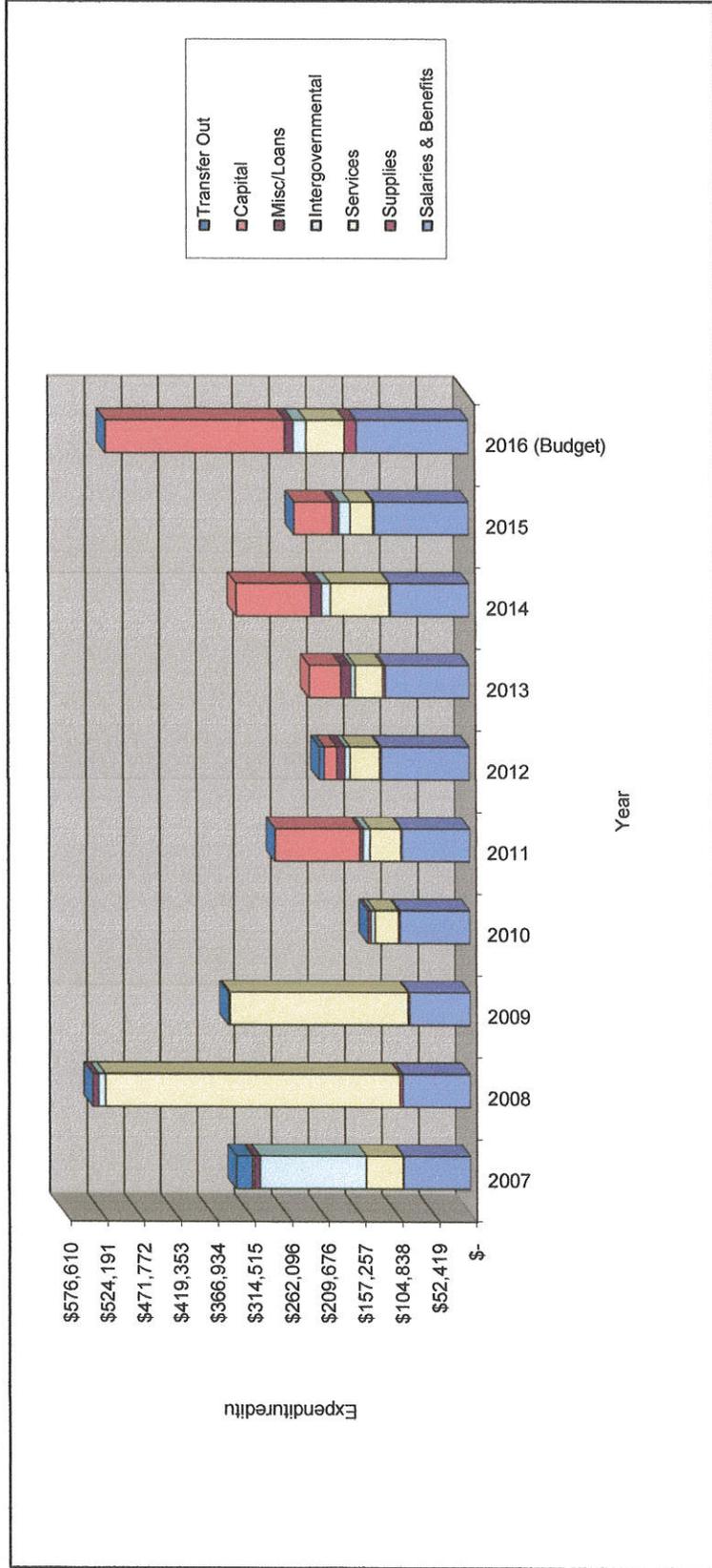
Fund Objective:

This fund accounts for expenditures related to the maintenance, upkeep and other activities associated with the Town's parks, street-end mini-parks, waterfront property/facilities and open spaces. This fund's activities deal with the visual enhancements to the Town's property, maintaining public access to the waterfront and ensuring tourist/guest comfort and aesthetics.

Performance Goals:

Create/maintain comfortable and accessible pedestrian spaces.
Increase use and enjoyment of parks and other spaces.

Town of La Conner 2016 Budget Fund 002 Park & Port Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Salaries & Benefits	\$ 94,855	\$ 95,426	\$ 86,031	\$ 99,130	\$ 96,356	\$ 124,592	\$ 118,775	\$ 111,969	\$ 133,388	\$ 159,108
Supplies	\$ 683	\$ 4,732	\$ 2,003	\$ 2,655	\$ 1,422	\$ 2,400	\$ 3,546	\$ 1,201	\$ 2,284	\$ 16,500
Services	\$ 52,122	\$ 418,482	\$ 252,633	\$ 32,536	\$ 43,629	\$ 42,554	\$ 39,631	\$ 83,516	\$ 32,575	\$ 55,320
Intergovernmental	\$ 151,208	\$ 10,000	-	\$ 5,927	\$ 9,606	\$ 7,026	\$ 6,165	\$ 12,562	\$ 16,032	\$ 18,750
Misc/Loans	\$ 7,793	\$ 8,199	\$ 2,647	\$ 4,371	\$ 5,000	\$ 12,000	\$ 14,008	\$ 16,021	\$ 9,028	\$ 11,500
Capital	\$ 3,197	-	-	-	\$ 120,724	\$ 17,212	\$ 45,264	\$ 105,376	\$ 54,848	\$ 255,000
Transfer Out	\$ 22,324	-	-	-	-	\$ 7,200	-	-	-	-
Totals	\$ 332,182	\$ 536,839	\$ 343,314	\$ 144,619	\$ 276,738	\$ 212,985	\$ 227,390	\$ 330,645	\$ 248,155	\$ 516,178

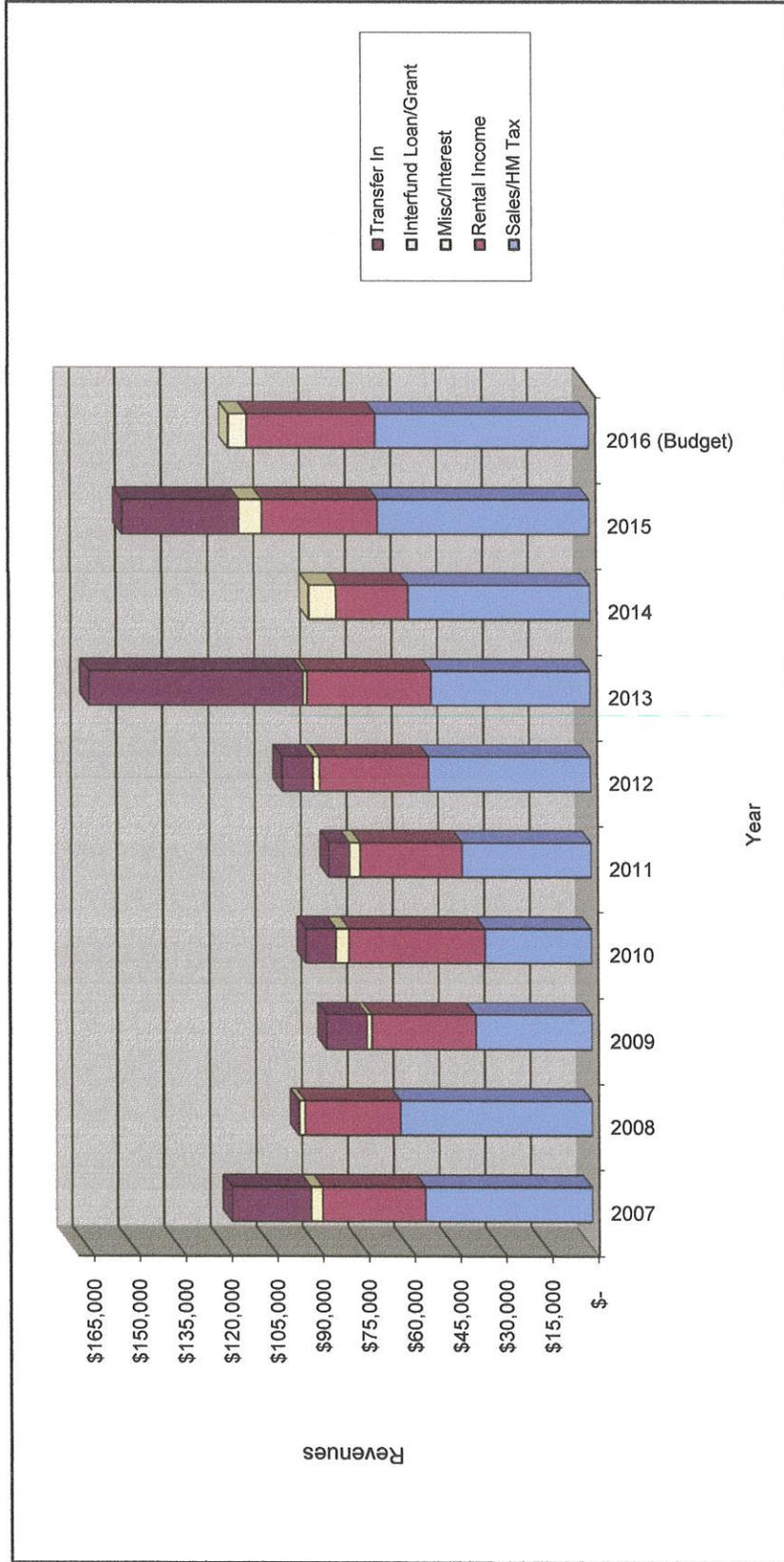
**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

PARK AND PORT

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
002-576-80-10-01	Salaries and Wages	80,268	73,940	85,087	93,000
002-576-80-10-02	Overtime/Other Earnings	1,282	615	554	1,200
002-576-80-21-00	Benefits	37,224	37,414	47,748	64,908
	Total Wages & Benefits	118,775	111,969	133,388	159,108
002-576-80-31-00	Office and Operating Supplies	62	498	212	400
002-576-80-31-01	Restroom Supplies	1,046	-	2,072	1,100
002-576-80-35-00	Small Tools and Equipment	2,439	703		15,000
	Total Supplies	3,546	1,201	2,284	16,500
002-574-20-41-00	Parks & Recreation Program	5,483	5,000	5,000	5,000
002-576-80-41-00	Professional Services	12,240	3,141	2,731	4,000
002-576-80-41-02	Audit Fees	1,426	19		
002-576-80-41-03	Memorial Benches & Plaques	-	-	5,992	
002-576-80-46-00	Insurance	7,573	9,275	7,310	11,000
002-576-80-47-00	Public Utility Services	3,139	4,299	4,190	4,500
002-576-80-48-00	Software Maintenance			70	120
002-576-80-48-01	Building Repair and Maintenance	3,776	56,854	3,347	32,000
002-576-80-48-03	System Repair and Maintenance	11,477	19,174	22,237	14,700
002-576-80-48-04	Refuse Disposal		48		
002-576-80-49-02	Training and Meetings	100	-	304	250
002-576-80-49-03	DNR Harbor Leases	4,016	4,021	4,028	4,500
002-576-80-49-04	Playfield Rental	7,000	7,000	-	7,000
002-576-80-50-00	Leasehold Excise Taxes	2,149	3,268	2,426	2,500
002-576-80-63-00	Other Improvements	1,425	-	-	
002-519-90-45-00	Miscellaneous				
	Total Other Services & Charges	59,805	112,099	57,636	85,570
	Total Park & Port Expenditures	182,126	225,269	193,308	261,178
002-594-76-63-01	Park Capital Projects	44,539	94,724	6,563	65,000
002-594-76-63-02	Conner Way Waterfront Park	-	4,101	48,196	190,000
002-594-76-64-00	Mach/Equipment Parks	-			
002-594-76-64-01	Financial Software	725	6,551	89	
002-597-55-00-00	Operating Transfer Out	-	-	-	-
	Total Capital Expenditures	45,264	105,376	54,848	255,000
TOTAL PARK & PORT AND CAPITAL EXP.		227,390	330,645	248,155	516,178

002-571-09-41-00 Boys & Girls Club \$5K
002-576-80-35-00 Lawn Tractor 12K, Misc.3K
002-576-80-48-01 North Park Shelter 12K, Log Shelter Repairs 16K, Misc. 4K
002-576-80-48-03 Skate Park Camera 9K, Boat Ramp Life Ring 2700, Misc. 3K
002-594-76-63-01 Morris/3rd Street Stairs
002-594-76-63-02 Waterfront Park

Town of La Conner 2016 Budget Fund 003 - Facility Fund Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Sales/HM Tax	\$ 54,696	\$ 62,740	\$ 37,995	\$ 34,845	\$ 42,214	\$ 53,073	\$ 52,117	\$ 59,616	\$ 69,515	\$ 70,149
Rental Income	\$ 33,633	\$ 31,172	\$ 34,046	\$ 44,488	\$ 33,358	\$ 35,813	\$ 40,644	\$ 23,588	\$ 37,917	\$ 42,100
Misc/Interest	\$ 3,846	\$ 2,029	\$ 1,677	\$ 4,323	\$ 3,658	\$ 2,203	\$ 1,370	\$ 8,986	\$ 7,466	\$ 6,000
Interfund Loan/Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer In	\$ 25,676	\$ 95,941	\$ 86,856	\$ 93,481	\$ 85,919	\$ 101,089	\$ 163,980	\$ 92,190	\$ 152,898	\$ 118,249

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

FACILITIES

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
FACILITIES CAPITAL RESERVE					
003-308-80-00-00	Beginning Fund Balance	2,873	78,719	65,091	68,278
003-308-80-01-00	Rental Facility Improvements - R&M	-	-	-	-
003-308-80-02-00	Capital Project - Town Hall - R&M	-	-	-	-
	Facilities BFB sub-total	2,873	78,719	65,091	68,278
003-313-10-00-00	Sales & Use Tax	52,117	59,616	69,515	70,149
	Total Taxes	52,117	59,616	69,515	70,149
003-339-24-20-00	ARRA - JAG Grant	-	-		
	Total Grants	-			
003-361-11-00-00	Investment Interest	6	5	6	
003-361-11-02-00	Reinvested Interest	12	3	3	-
003-362-10-00-00	Equipment Rentals	10	60	60	100
003-362-40-01-00	Maple Hall Rental	31,164	17,946	32,045	32,000
003-362-40-02-00	Garden Club Rental	9,470	5,583	5,813	10,000
003-369-81-00-00	Cashiers Overages/Shortages				
003-367-11-00-00	Contrib/donations-Pvt Source	444	440	1,587	500
003-369-90-00-00	Other Miscellaneous Revenue	908	8,538	5,870	5,500
	Total Miscellaneous	42,014	32,574	45,384	48,100
003-397-00-00-00	Operating Transfer In	69,850		38,000	-
	Total Other	69,850	-	38,000	-
	TOTAL FACILITIES REVENUE	163,980	92,190	152,898	118,249
TOTAL FACILITIES RESOURCES		166,853	170,909	217,989	186,527

003-308-80-01-00 Rental Facility Improvements - R&M
003-308-80-01-00 Town Hall Repair & Maintenance

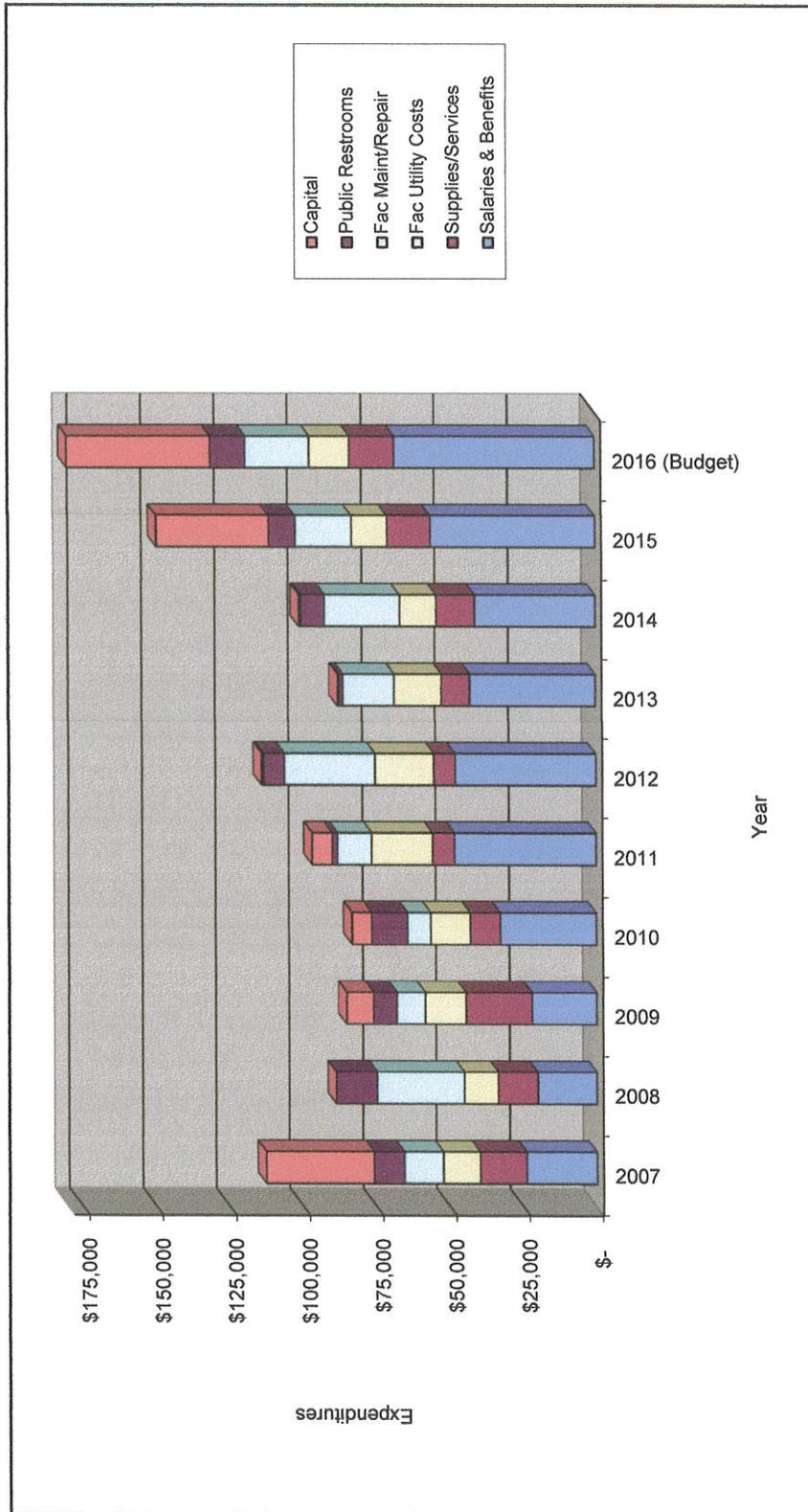
Fund Objective:

This department accounts for the expenditures related to Maple Hall, Maple Center and the Garden Club Building. These Town owned facilities offer

Performance Goals:

- Encourage facility activities and use by all residents
- Promote cultural events and senior activities
- Establish appropriate rental fees to cover operating and maintenance costs

Town of La Conner 2016 Budget Fund 003 - Facility Fund Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Salaries & Benefits	\$ 24,063	\$ 20,304	\$ 22,216	\$ 32,874	\$ 48,409	\$ 48,230	\$ 42,954	\$ 41,251	\$ 56,319	\$ 68,460
Supplies/Services	\$ 15,922	\$ 13,420	\$ 22,410	\$ 10,275	\$ 7,491	\$ 7,157	\$ 9,669	\$ 13,162	\$ 14,725	\$ 15,221
Fac Utility Costs	\$ 12,553	\$ 11,557	\$ 13,987	\$ 13,468	\$ 20,708	\$ 20,063	\$ 16,065	\$ 12,462	\$ 12,157	\$ 13,800
Fac Maint/Repair	\$ 13,284	\$ 29,669	\$ 9,574	\$ 7,880	\$ 11,625	\$ 30,878	\$ 17,516	\$ 25,707	\$ 19,311	\$ 21,800
Public Restrooms	\$ 10,238	\$ 13,861	\$ 7,978	\$ 12,155	\$ 1,818	\$ 7,034	\$ 1,268	\$ 7,975	\$ 8,961	\$ 12,000
Capital	\$ 36,750	\$ -	\$ 9,057	\$ 6,672	\$ 6,875	\$ 748	\$ 545	\$ 651	\$ 38,239	\$ 60,000
	\$ 112,810	\$ 88,811	\$ 85,222	\$ 83,323	\$ 96,926	\$ 114,109	\$ 88,017	\$ 101,209	\$ 149,711	\$ 191,281

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

FACILITIES

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
003-575-50-10-01	Salaries and Wages	28,380	27,306	34,664	38,500
003-575-50-10-02	Overtime Earnings	689	635	80	800
003-575-50-21-00	Benefits	13,885	13,310	21,575	29,160
	Total Wages & Benefits	42,954	41,251	56,319	68,460
003-575-50-31-00	Office and Operating Supplies	62	28	-	200
003-575-50-31-05	Restroom Supplies	-	1,106	5,014	5,000
	Total Supplies	62	1,134	5,014	5,200
003-575-50-41-00	Professional Services	2,109	2,700	3,623	2,800
003-575-50-41-01	Audit Fees	182	19		
003-575-50-42-01	Communications-MH/MC	2,019	1,885	2,234	2,200
003-575-50-42-02	Postage	-			
003-575-50-45-73	Facilities Rental Cancellation	1,220	3,741	1,023	2,000
003-575-50-46-00	Insurance	4,078	3,684	2,643	2,800
003-575-50-47-01	Public Utility Services-MH/MC	8,027	8,433	7,577	9,000
003-575-50-47-02	Public Utility Services-GC	2,545	2,389	2,338	2,800
003-575-50-47-05	Public Utility Services-Restrooms	5,492	1,640	2,243	2,000
003-575-50-48-00	Software Maintenance	-	-	188	221
003-575-50-48-01	Building Repair and Maint-MH/MC	14,733	22,970	16,946	9,300
003-575-50-48-02	Building Repair and Maint-GC	2,783	2,737	2,365	12,500
003-575-50-48-05	Building Repair & Maint-Restrooms	1,268	7,975	8,961	12,000
	Total Other Services/Charges	44,456	58,173	50,139	57,621

TOTAL FACILITIES	87,472	100,558	111,472	131,281
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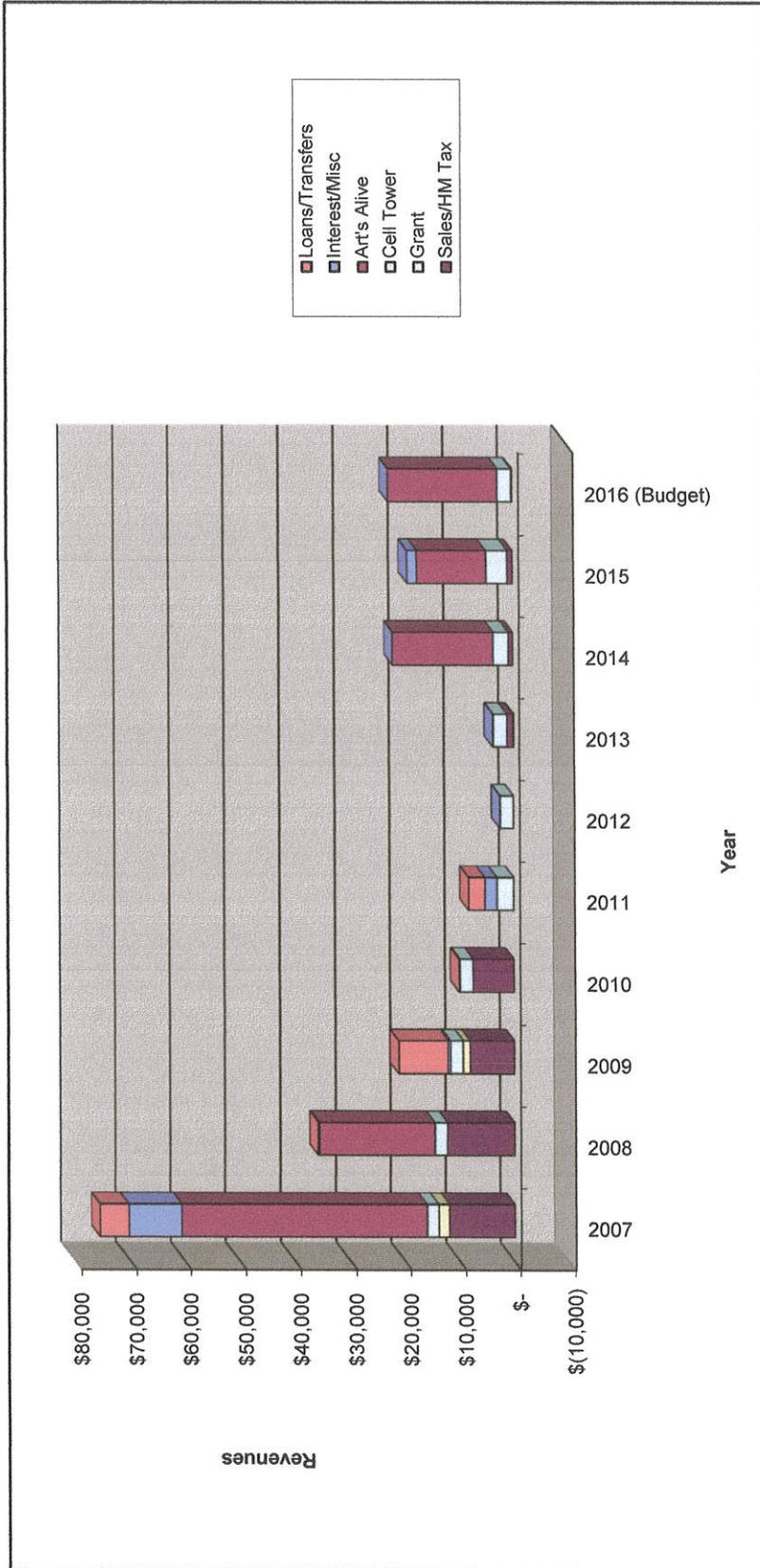
FACILITIES CAPITAL PROJECTS

003-594-39-52-00	ARRA - JAG Grant		-	-	
003-594-75-64-01	Machinery/Equip - Maple Hall	-	-	38,000	60,000
003-594-75-63-03	Financial Software	545	651	239	
003-597-00-00-00	Operating Transfer-Out	-	-	-	-
	Facilities Capital sub-total	545	651	38,239	60,000

TOTAL FACILITIES EXP. & CAPITAL	88,017	101,209	149,711	191,281
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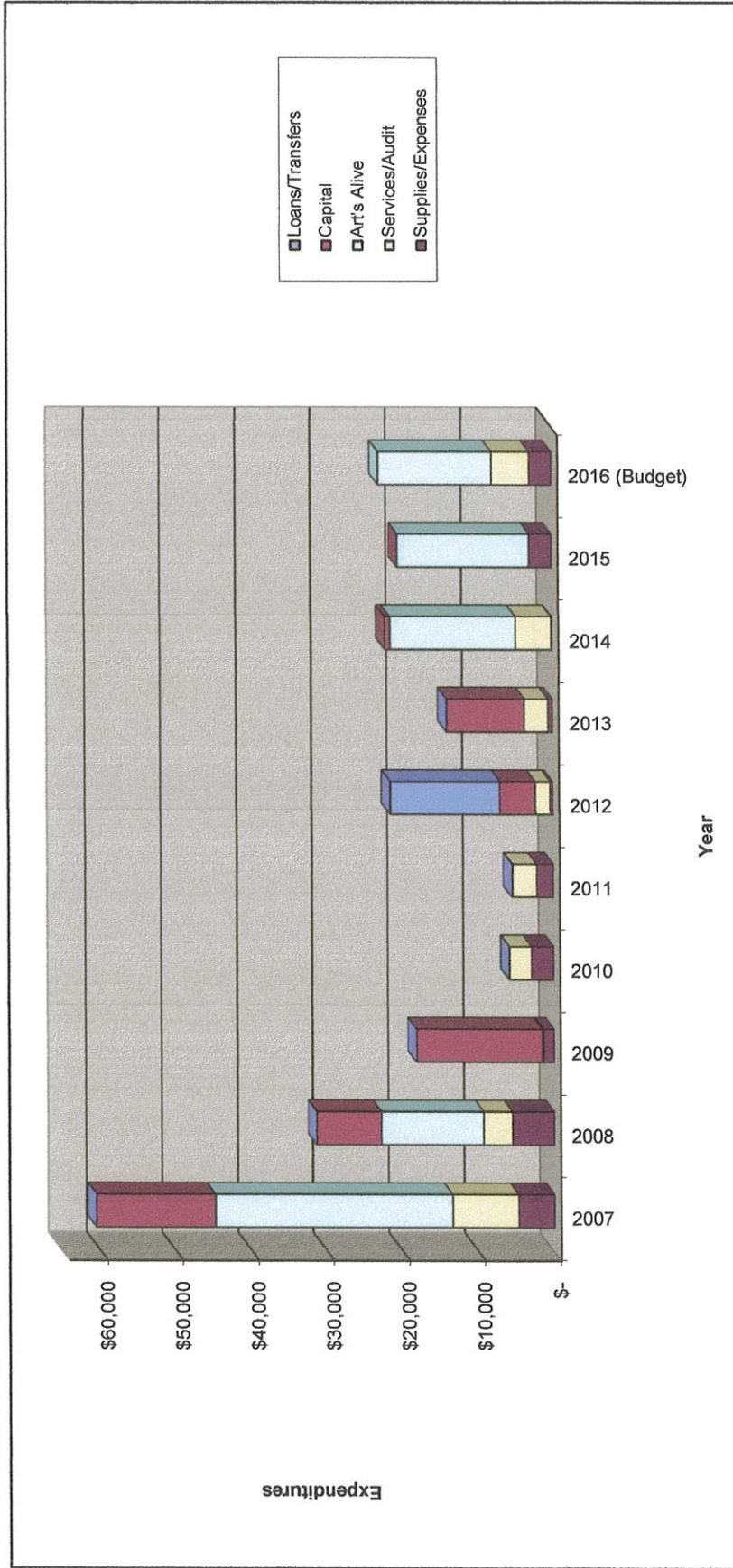
003-000-575-50-48-01 MH Storage Cabinet 1K, Lighting 700, Restroom Maint. 850, Paint 1K, Kitchen Imp. 1300, Carpet Cleaning 600, Misc. 3850
003-000-575-50-48-02 GC Furnace 4K, Storage Cabinet 1K, Exterior Repairs/Windows 6K, Misc. 1500
003-000-575-50-48-05 Public Restroom Cleaning 7500, Repairs 2500, Misc. 2K
003-594-75-64-01 Maple Hall Elevator

Town of La Conner 2016 Budget Fund 004 - Public Art Fund Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Sales/HM Tax	\$ 11,947	\$ 12,300	\$ 8,147	\$ 7,472	\$ -	\$ -	\$ 1,133	\$ 789	\$ 895	\$ 200
Grant	\$ 2,000	\$ -	\$ 1,238	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Cell Tower	\$ 2,148	\$ 2,314	\$ 2,308	\$ 2,396	\$ 3,096	\$ 2,419	\$ 2,517	\$ 2,799	\$ 3,980	\$ 20,000
Art's Alive	\$ 44,530	\$ 21,016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,379	\$ 12,618	\$ -
Interest/Misc	\$ 9,711	\$ 201	\$ 418	\$ 201	\$ 2,205	\$ 57	\$ 62	\$ 23	\$ 1,809	\$ 25
Loans/Transfers	\$ 5,167	\$ -	\$ 9,038	\$ -	\$ 2,980	\$ -	\$ (128)	\$ -	\$ -	\$ -
Total	\$ 75,503	\$ 35,831	\$ 21,149	\$ 10,069	\$ 8,282	\$ 2,476	\$ 3,583	\$ 21,990	\$ 19,302	\$ 22,725

Town of La Conner 2016 Budget Fund 004 - Public Art Fund Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Supplies/Expenses	\$ 4,738	\$ 5,532	\$ 1,383	\$ 2,933	\$ 2,231	\$ 332	\$ 597	\$ 137	\$ 2,971	\$ 2,950
Services/Audit	\$ 8,773	\$ 3,829	\$ 208	\$ 2,910	\$ 3,205	\$ 2,017	\$ 3,117	\$ 4,705	\$ 4,705	\$ 5,000
Art's Alive	\$ 31,432	\$ 13,522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,663	\$ 17,478	\$ 15,000
Capital	\$ 15,693	\$ 8,518	\$ 16,604	\$ -	\$ 45	\$ 4,657	\$ 10,302	\$ 651	\$ 9	\$ -
Loans/Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500	\$ -	\$ -	\$ -	\$ -
Total	\$ 60,636	\$ 31,401	\$ 18,195	\$ 5,843	\$ 5,481	\$ 21,507	\$ 14,016	\$ 22,155	\$ 20,458	\$ 22,950

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES

PUBLIC ART

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
PUBLIC ART CAPITAL RESERVES					
004-308-80-00-00	Beginning Fund Balance	5,017	2,223	2,059	903
004-308-80-01-00	Art Acquisition	431	-	-	-
004-308-80-02-00	Public Art O & M	272	-	-	-
004-308-80-03-00	Banner Poles @ town entrance	6,935	-	-	-
Public Art BFB sub-total		12,656	2,223	2,059	903
004-313-11-00-00	Sales & Use Tax	-	215	895	-
Total Taxes		-	215	895	-
004-361-11.00.00	Investment Interest	24	11	29	-
004-361-11-02-00	Reinvestment Interest	38	13	13	25
004-362-50-00-01	Cell Tower Rent 5%	2,517	2,799	3,980	2,500
004-367-11-00-00	Contrib/Donations-Pvt Source	-	-	1,751	-
004-367-11-01-00	Art's Alive Revenue	-	18,379	12,618	20,000
004-369-81-00-00	Cashiers Overages/Shortages	(128)	-	-	-
004-369-90-00-00	Miscellaneous Revenu	-	-	16	-
004-369-91-00-00	Hotel Motel Contributions	1,133	574	-	200
Total Miscellaneous		3,583	21,775	18,379	22,725
004-397-00-00-00	Operating Transfer In	-	-	-	-
004-397-55-00-00	Transfer In to Public Art Fund	-	-	-	-
Total Other		-	-	-	-
TOTAL PUBLIC ART REVENUE		3,583	21,990	19,302	22,725

TOTAL PUBLIC ART RESOURCES	16,239	24,213	21,361	23,628
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2016 LINE ITEM BUDGET - EXPENDITURES

PUBLIC ART

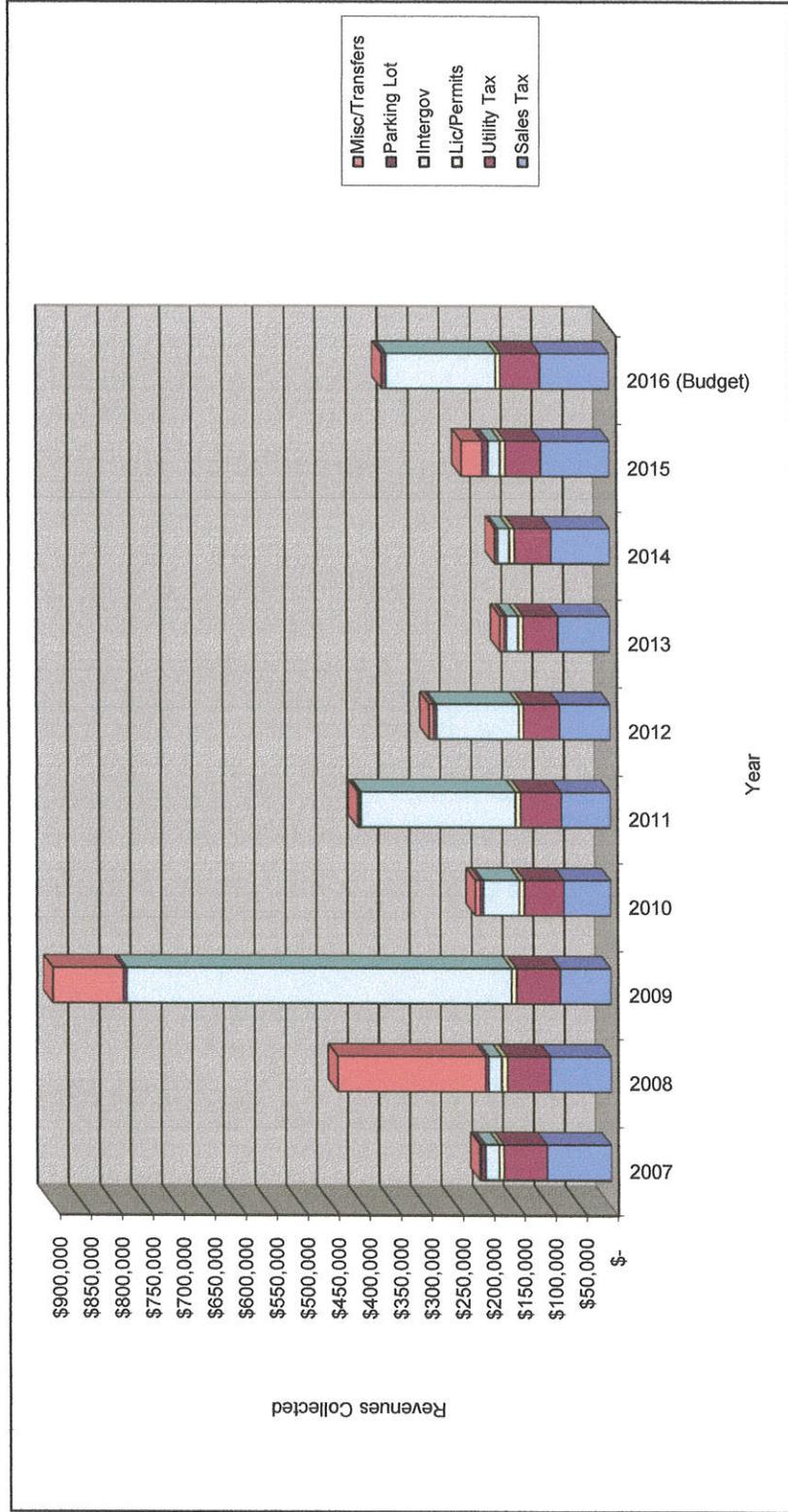
ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
004-573-30-50-00	Excise Tax	-	-	2,188	1,500
004-575-50-31-00	Office and Operating Supplies	25	137	47	400
004-575-50-31-01	Art Events Expenses	116	13,927	17,478	15,000
Total Supplies		142	14,064	19,713	16,900
004-575-50-41-00	Professional Services	2,899	3,641	-	5,000
004-575-50-41-01	Audit Fees	217	19	-	-
004-575-50-42-02	Postage	-	-	-	50
004-575-50-46-00	Insurance	456	483	364	500
004-575-50-49-00	Dues and Subscriptions	-	-	-	-
004-575-50-49-03	Printing	-	562	372	500
004-597-00-00-00	Operating Transfer Out	-	-	-	-
Total Other Services/Charges		3,572	4,705	736	6,050
TOTAL PUBLIC ART EXPENDITURES		3,714	18,769	20,449	22,950
PUBLIC ART CAPITAL PROJECTS		-	-	-	-
004-594-76-64-00	Purchase of Public Art	9,747	2,735	-	-
004-594-76-64-03	Financial Software	555	651	9	-
Total Capital Outlay		10,302	3,386	9	-
TOTAL PUBLIC ART EXPENDITURES		14,016	22,155	20,458	22,950

Fund Objective:

The purchase of art for public enjoyment

004-397-55-00-00 Sources: Water,, Sewer, Compost and Drainage

Town of La Conner 2016 Budget Fund 005 Street Fund Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Sales Tax	\$ 104,674	\$ 99,000	\$ 82,708	\$ 75,852	\$ 80,296	\$ 82,656	\$ 84,551	\$ 95,711	\$ 111,602	\$ 112,621
Utility Tax	\$ 69,018	\$ 68,917	\$ 70,101	\$ 63,947	\$ 65,230	\$ 57,839	\$ 55,743	\$ 58,487	\$ 56,868	\$ 64,000
Lic/Permits	\$ 7,849	\$ 9,335	\$ 8,257	\$ 8,301	\$ 8,580	\$ 7,885	\$ 8,557	\$ 8,843	\$ 8,858	\$ 7,690
Intergov	\$ 22,542	\$ 21,139	\$ 620,830	\$ 58,619	\$ 249,034	\$ 132,995	\$ 18,502	\$ 18,359	\$ 19,345	\$ 177,160
Parking Lot	\$ 6,200	\$ 5,395	\$ 5,367	\$ 4,668	\$ 3,169	\$ 4,253	\$ 4,098	\$ 4,645	\$ 9,530	\$ 5,500
Misc/Transfers	\$ 2,594	\$ 238,279	\$ 161,477	\$ 7,868	\$ 2,361	\$ 7,299	\$ 6,573	\$ 488	\$ 33,706	\$ 1,335
	\$ 212,877	\$ 442,065	\$ 948,740	\$ 219,254	\$ 408,669	\$ 292,927	\$ 178,024	\$ 186,533	\$ 239,909	\$ 368,306

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES

		<u>STREET</u>			
ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
005-308-80-00-00	Beginning Fund Balance	121,406	98,592	87,089	118,176
005-308-80-01-00	Parking Improvements (in-lieu fees)	6,696	6,696	6,696	6,696
005-308-80-02-00	Street Improvements - 6th Street	-	-	-	-
005-308-80-03-00	Streetends	7,237	7,237	7,237	7,237
005-308-80-04-00	Street Asphalt	10,915	10,915	10,915	10,915
005-308-80-05-00	2nd Street - Engineering Fees	-	-	-	-
005-308-80-07-00	Street Equipment	-	-	-	-
	Street BFB sub-total	146,254	123,440	111,936	143,024
005-313-10-00-00	Sales & Use Tax	84,551	95,711	111,602	112,621
005-316-41-00-00	Utility Tax-Electric 50%-001	33,199	34,566	33,000	35,000
005-316-43-00-00	Utility Tax-Nat Gas 50%-001	13,099	15,028	13,749	18,000
005-316-47-00-00	Utility Tax-Phone 50%-001	9,445	8,893	10,119	11,000
	Total Taxes	140,294	154,198	168,470	176,621
005-321-60-00-00	Golf Cart Registration	95	45	15	40
005-321-99-00-00	Business Licenses 25%	7,717	7,798	7,943	7,500
005-322-10-00-00	Street Permits	-	-	-	-
005-322-14-00-00	Street Excavation -Paved	200	100	200	100
005-322-14-01-00	Street Excavation - Unpaved	45	-	-	50
005-322-40-00-00	Right-of-Way Permit	500	900	700	-
	Total Licenses & Permits	8,557	8,843	8,858	7,690
005-333-03-60-00	WSDOT - Safe Routes to School	-	-	-	-
005-334-03-81-00	WA Street End - TIB Grant	-	-	-	-
005-334-03-81-01	2nd Street - TIB Grant	-	-	-	159,000
005-334-03-81-03	3rd Street Sidewalk TIB Grant	-	-	-	-
005-336-00-87-00	Motor Vehicle Fuel Tax	18,502	18,359	18,859	18,160
	Total Intergovernmental	18,502	18,359	18,859	177,160
005-339-23-70-00	ARRA-Skagit Co Maple Ave Resurface	-	-	-	-
	Total for Goods/Services	-	-	-	-
005-361-11-00-00	Investment Interest	282	274	332	285
005-361-11-02-00	Reinvestment Interest	215	145	154	50
005-362-30-00-00	Parking Lot Fees - 50%-210	4,098	4,645	9,530	5,500
005-369-81-00-00	Cashiers Overages/Shortages	-	-	-	-
005-369-90-00-00	Miscellaneous Revenue	6,076	69	606	1,000
	Total Miscellaneous	10,670	5,133	10,621	6,835
005-381-10-00-00	Interfund Loan Receipts	-	-	-	-
005-397-00-00-00	Operating Transfers In	-	-	33,100	-
	Total Other Financing Sources	-	-	33,100	-
	TOTAL STREET REVENUE	178,024	186,533	239,909	368,306
	TOTAL STREET RESOURCES	324,278	309,972	351,845	511,330

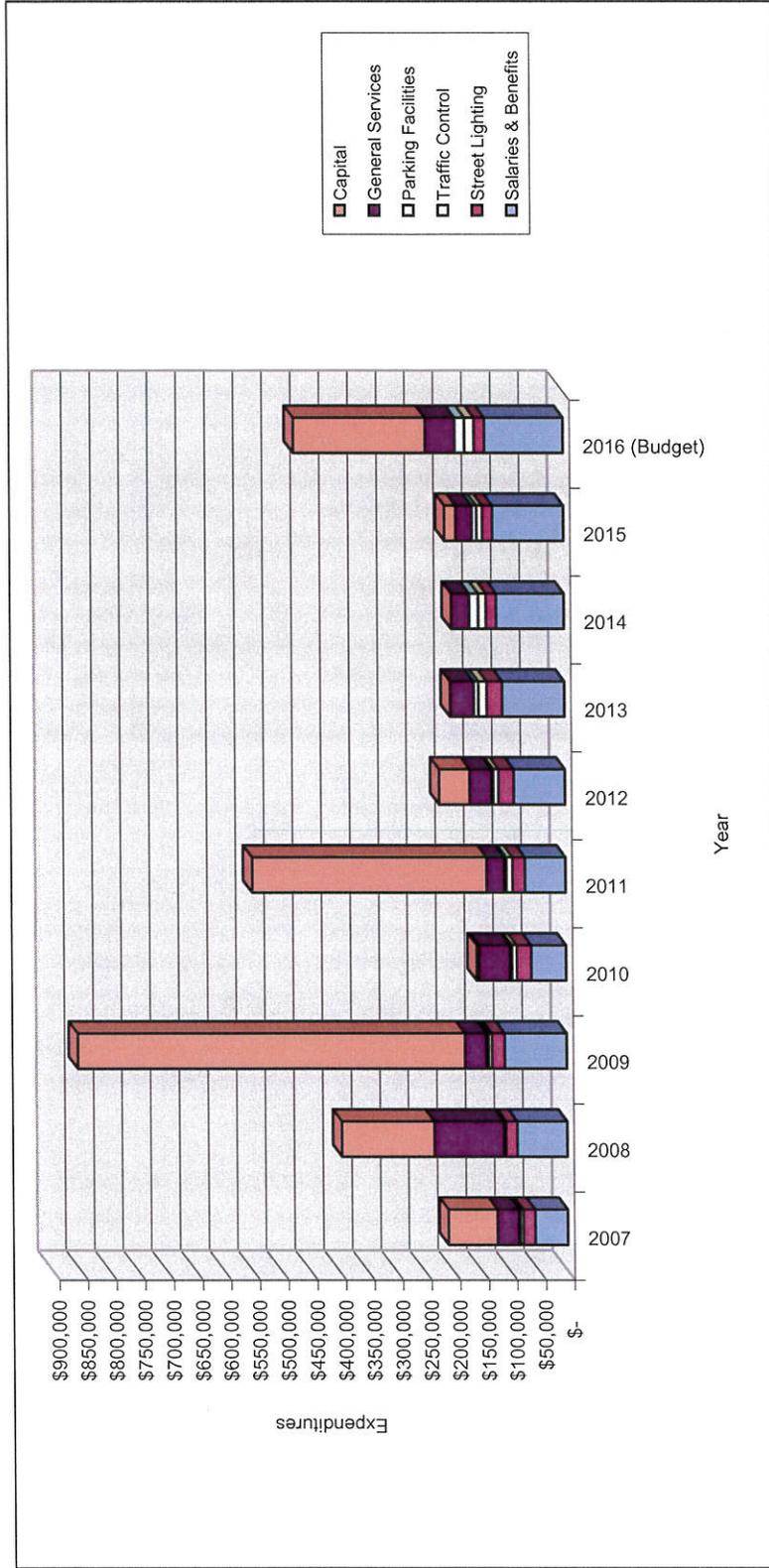
Fund Objective:

This fund accounts for expenditures for the non-arterial streets of the Town.
This includes all secondary streets and residential areas. All construction,

Performance Goals:

Well maintained streets and roads and improvements that increase traffic flow and reduce congestion.
25% of Utility taxes to be put into reserves at year end

Town of La Conner 2016 Budget Fund 005 Street Fund Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Salaries & Benefits	\$ 56,887	\$ 87,035	\$ 108,000	\$ 60,740	\$ 70,884	\$ 89,211	\$ 108,682	\$ 118,533	\$ 124,763	\$ 138,080
Street Lighting	\$ 20,670	\$ 19,327	\$ 22,789	\$ 25,360	\$ 21,978	\$ 27,017	\$ 27,790	\$ 18,098	\$ 17,577	\$ 18,000
Traffic Control	\$ 5,112	\$ 1,883	\$ 6,312	\$ 8,369	\$ 10,461	\$ 9,167	\$ 14,222	\$ 13,519	\$ 9,875	\$ 16,400
Parking Facilities	\$ 2,794	\$ 2,861	\$ 4,151	\$ 3,640	\$ 4,219	\$ 3,512	\$ 8,331	\$ 15,644	\$ 8,316	\$ 17,170
General Services	\$ 37,568	\$ 121,586	\$ 37,018	\$ 53,763	\$ 30,875	\$ 38,046	\$ 40,738	\$ 31,442	\$ 28,817	\$ 52,300
Capital	\$ 85,774	\$ 162,041	\$ 676,169	\$ 5,047	\$ 409,882	\$ 53,325	\$ 1,025	\$ 651	\$ 19,473	\$ 231,100
	\$ 208,805	\$ 394,733	\$ 854,439	\$ 156,918	\$ 548,298	\$ 220,279	\$ 200,788	\$ 197,887	\$ 208,821	\$ 473,050

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

ACCOUNT NUMBER	DESCRIPTION	<u>STREET</u>			
		2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
005-542-30-10-01	Salaries and Wages	68,335	75,716	76,614	81,500
005-542-30-10-02	Overtime/Other Earnings	5,628	5,505	2,836	4,200
005-542-30-21-00	Benefits	34,719	37,313	45,313	52,380
005-542-30-41-00	Professional Services		2,893	205	
005-542-30-41-01	Audit Fees	1,936	19		
005-542-30-48-00	Repair & Maintenance	500	-	275	
	Total Roadway Maintenance	111,118	121,445	125,243	138,080
005-542-63-47-00	Public Utility Services	27,790	18,098	17,577	18,000
	Total Street Lighting	27,790	18,098	17,577	18,000
005-542-64-35-00	Small Tools and Equipment	6,656	5,880	2,144	3,000
005-542-64-48-03	System Repair and Maintenance	7,274	5,618	5,426	8,000
005-542-64-48-04	Signage Repair and Maintenance	292	2,022	2,305	5,400
	Total Traffic Control Devices	14,222	13,519	9,875	16,400
005-542-65-31-00	Office and Operating Supplies	116	269	348	350
005-542-65-48-00	Repair and Maintenance	7,248	14,317	6,128	8,500
005-542-65-48-01	Software Maintaince	-	-	404	320
005-542-65-49-03	Rentals/Leases	968	1,058	956	
	Total Parking Facilities	8,331	15,644	7,836	9,170
005-543-10-41-00	Professional Services	6,456	1,376	1,900	8,000
005-543-10-42-02	Postage	11	-		-
005-543-10-46-00	Insurance	3,851	5,246	5,385	5,800
005-543-10-48-00	Street Repair and Maintenance	20,568	12,990	10,953	38,000
005-543-10-48-02	Vehicle Repair and Maintenance	4,957	5,954	5,173	5,000
005-543-70-48-04	Refuse Disposal	2,459	2,964	5,406	3,500
	Total General Services	38,302	28,530	28,817	60,300
TOTAL STREET EXPENDITURES		199,763	197,235	189,348	241,950
005-594-43-64-01	Financial Software	1,025	651	513	
005-594-42-64-00	Machinery/Equip - Street Admin	-	-	-	
005-595-61-63-00	Other Improvements-Sidewalks TIB 3rd St	-	-	18,960	203,000
005-595-62-63-00	Capital	-	-	-	28,100
005-595-65-61-01	Street TIB	-	-	-	
005-597-00-00-00	Operating Transfer Out	-	-	-	
005-597-55-00-00	Transfer Out to Public Art	-	-	-	-
	Total Capital Outlay	1,025	651	19,473	231,100
TOTAL STREET & CAPITAL EXPENDITURES		200,788	197,887	208,821	473,050
005-542-65-48-00	3rd Street Concrete Wall Removal 3500, Misc. 5K				
005-543-10-48-00	Sidewalk ADA Ramp 6K, Crack Seal 6K and Asphalt Repairs 26K				
005-595-61-63-00	TIB 3rd Street 159K TIB and 37K Local-Total 196K				
	State Street Local 7K (TIB Grant 100K Not Available)				
005-595-62-63-00	Solar Car Charging Station 15k, Parking Meter 13,100				

Town of La Conner 2016 Budget

Fund 123 – Hotel/Motel

The resources of the Hotel Motel Fund are the 4% Hotel Motel tax distributed by the State of WA and the interest earned on the investments of those funds. This includes the original 2% tax taken as a credit against the 6.5% state sales tax (not an additional tax). In 1997 the state legislature allowed an additional 2% lodging tax with the Town has adopted. These revenues must be spent in the support of tourism and tourism-related facilities.

2016 Objectives and/or Special Projects:

For the year 2016, Hotel/Motel revenue is anticipated to total \$115,502. Of this amount, the following required uses exist:

206 Debt Service – 1997 LTGO Bond.....	38,500
210 Debt Service – 2003 LTGO Bond	14,500

The distribution for 2016 is as follows:

<i>Department Expenditure Budget 2010-2015</i>						
Expenditure Category	2011	2012	2013	2014	2015	2016
Chamber of Commerce	65,135	\$70,000	\$70,000	\$47,017	\$44,000	\$45,473
Tulip Festival	2,000	2,000	2,000	2,500	2,354	2,354
Skagit Co Historical Museum	2,000	2,000	2,000	1,000	854	1,000
La Conner Arts Commission	2,000	1,500	1,500	500	0	200
La Conner Quilt Museum	2,000	2,000	2,000	1,000	854	1,000
Facilities Marketing	5,000	0	0	0	0	0
Museum of Northwest Art	2,000	2,000	2,000	1,000	854	1,000
Skagit Artist's Together	0	0	0	500	0	250
Visitor's Guide (LCWN)	0	0	0	4,500	3354	0
Skagit Symphony	250	0	0	0	0	250
Lincoln Theater	0	0	0	0	0	250
La Conner Live	0	0	0	0	0	500
Professional Services	22,000	0	0	0	610	225
Advertising	15,000	0	0	0	0	0
Audit Fees	200	0	475	0	210	0
Public Restroom Supplies	14,000	4,000	12,000	10,000	10,000	10,000
Operating Transfer Out	21,515	22,532	115,025	53,000	53,000	53,000
Total Budget	\$153,100	\$106,032	\$207,000	\$121,017	\$116,090	\$115,502
Actual Expenditures	\$157,698	\$106,535	\$193,420	\$121,017	\$111,987	

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

HOTEL MOTEL FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
123-308-80-00-00	Beginning Fund Balance	62,202	4,983	10,432	28,676
123-313-31-00-00	Hotel Motel Tax - Lodging	74,948	63,175	65,778	63,175
123-313-32-00-00	Hotel Motel Tax - Stadium	61,054	63,175	64,247	63,175
123-361-11-00-00	Investment Interest	120	117	141	100
123-361-11-00-02	Reinvested Interest	67	62	65	25
123-369-90-00-00	Miscellaneous Revenue	-			
123-397-00-00-00	Operating Transfer In	-			
TOTAL HOTEL MOTEL REVENUE		136,190	126,529	130,232	126,475
TOTAL HOTEL MOTEL RESOURCES		198,391	131,512	140,663	155,152

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

HOTEL MOTEL FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
123-514-23-41-00	Professional Services			71	225
123-514-23-41-01	Audit Fees	954	-	-	-
123-573-90-30-01	Chamber of Commerce	56,282	47,017	44,000	45,473
123-573-90-30-02	Tulip Festival	1,659	2,500	2,354	2,354
123-573-90-30-03	Historical Museum	1,659	1,000	854	1,000
123-573-90-30-04	Museum of NW Art	1,558	1,000	854	1,000
123-573-90-30-05	La Conner Quilt Museum	1,558	1,000	854	1,000
123-573-90-30-06	Skagit Artist's Together	-	500	-	250
123-573-90-30-07	LC Arts Commission	1,207	500	-	200
123-573-90-30-08	Visitor's Guide (LCWN)	-	4,500	-	-
123-573-90-30-09	Lincoln Theater		-	-	250
123-573-90-30-10	La Conner Live	-	-	-	500
123-573-90-30-11	Skagit Symphony	-	-	-	250
123-575-50-49-01	Facilities Marketing	-	-	-	-
123-575-50-49-06	Facilities Advertising	1,074	-	-	-
123-576-80-31-01	Public Restroom Supplies	11,943	10,000	10,000	10,000
123-597-00-00-00	Operating Transfer Out	115,525	53,000	53,000	53,000
TOTAL HOTEL MOTEL EXP.		193,420	121,017	111,987	115,502

123-597-00-00-00 Transfer \$14,500 to Fund 210 for bond payment
123-597-00-00-00 Transfer \$38,500 to Fund 206 for bond payment

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES

1997 GO BOND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
206-308-80-00-00	Beginning Fund Balance	6,205	18,839	21,560	27,376
206-313-10-00-00	Local Retail Sales & Use Tax	16,729	18,836	21,964	22,164
206-361-11-00-00	Investment Interest	22	18	14	10
206-361-11-02-00	Reinvested Interest	-	-	7	5
206-363-00-00-00	Proceeds of Refunding Debt	-	-	-	-
206-369-90-00-00	Miscellaneous Revenue	-	-	-	-
206-397-00-00-00	Operating Transfer In	50,500	38,500	38,500	35,800
TOTAL 1997 GO BOND REVENUES		67,251	57,354	60,484	57,979

TOTAL 1997 GO BOND RESOURCES		73,456	76,193	82,044	85,355
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206-397-00-00-00 Transfer In from Fund 123 - 38,500 for bond payment

2003 UTGO-FIRE STATION CONSTRUCTION BOND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
210-308-80-00-00	Beginning Fund Balance	7,099	10,206	16,025	29,760
210-313-10-00-00	Sales & Use Taxes	15,738	18,406	21,462	21,657
210-361-11-00-00	Investment Interest	22	20	16	10
210-361-11-02-00	Reinvested Interest	-	-	7	5
210-362-30-00-00	Parking Lot Fees	4,098	4,645	9,530	5,100
210-369-90-00-00	Miscellaneous Revenue	-	-	-	-
210-397-00-00-00	Operating Transfer In	15,025	14,500	14,500	14,500
TOTAL 2002 UTGO-FIRE STATION REVENUES		34,882	37,571	45,515	41,272

TOTAL 2002 UTGO-FIRE STATION RESOURCES		41,981	47,778	61,540	71,032
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Transfer In from Fund 123 - \$14,500 for bond payment

2014 LTGO BOND - Fire Truck

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
212-308-80-00-00	Beginning Fund Balance	0	-	5,000	8,748
212-311-10-00-00	Property Tax	-	-	-	150
212-313-15-00-00	Special Purpose Sales Tax	-	-	3,501	45,000
212-361-11-00-00	Investment Interest	-	-	-	60
212-361-11-02-00	Reinvested Interest	-	-	233	50
212-369-90-00-00	Miscellaneous Revenue	-	-	-	-
212-397-00-00-00	Operating Transfer In	-	-	-	-
TOTAL 2003 LTGO BOND		-	-	3,733	45,260

TOTAL 2003 LTGO BOND RESOURCES		-	-	8,733	54,008
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Original fund was closed in 2013 & transferred to fund 307/2015 fund transferred to 212 for bond pmts. after the purchase of the truck

FLOOD CONTROL FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
303-308-80-00-00	Beginning Fund Balance	46,057	94,312	146,379	176,474
303-343-13-00-00	Flood Control Services	-	-	-	-
303-361-11-00-00	Investment Interest	-	-	105	75
303-361-11-02-00	Reinvested Interest	131	132	48	25
303-369-90-00-00	Miscellaneous Revenue	-	-	-	-
303-397-00-00-00	Operating Transfer In	50,000	50,000	60,000	-
TOTAL FLOOD CONTROL REVENUES		50,131	50,132	60,153	100

TOTAL FLOOD CONTROL RESOURCES		96,188	144,444	206,532	176,574
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303-397-00-00-00 Transfer In from Fund 001

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES

1997 LTGO BOND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
206-591-14-72-00	Principal Payment	46,500	48,180	49,985	51,800
206-592-14-83-00	Interest Payment	8,121	6,446	4,684	2,846
206-592-14-89-00	Other & Debt Service Costs	-	-	-	-
TOTAL 1997 GO BOND		54,621	54,626	54,668	54,646

2002 UTGO - FIRE STATION CONSTRUCTION BOND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
208-591-22-70-00	Principal Payment	-	-	-	-
208-592-22-80-00	Interest Payment	-	-	-	-
208-597-00-00-00	Operating Transfer Out	7,625	-	-	-
TOTAL 2002 UTGO-FIRE STN CONST		7,625	-	-	-

2003 LTGO BOND - PARKING /FACILITY IMPROVEMENT

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
210-591-63-73-00	Principal Payment	26,500	27,450	28,500	29,550
210-592-18-80-00	Interest Payment	5,276	4,296	3,280	2,226
TOTAL 2003 LTGO BOND		31,776	31,746	31,780	31,776

2014 LTGO BOND - FIRE TRUCK BOND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
212-591-22-70-00	Principal Payment	-	25,000	30,000	30,000
212-592-22-80-00	Interest Payment	-	6,576	7,740	7,530
212-592-22-81-00	Other Debt/Service Charges	-	251	98..73	550
TOTAL 2014 LTGO BOND		-	31,827	37,740	38,080

FLOOD CONTROL

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
303-531-30-41-00	Prof Services - Flood Control	1,879	-	8,076	50,000
303-514-23-41-01	Audit Fees	-	-	-	-
303-597-00-00-00	Operating Transfer Out	-	-	20,000	-
TOTAL FLOOD CONTROL		1,879	-	28,076	50,000

Town of La Conner 2016 Budget

Real Estate Excise Tax

The State of Washington is authorized to levy a real estate excise tax on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages and other debts given to secure the purchase at a rate of 1.28 percent. RCW 82.45.060. A locally-imposed tax is also authorized. However, the rate at which it can be levied and the uses to which it may be put differs by city or county size and whether the city or county is planning under the Growth Management Act (GMA). All cities and counties may levy a quarter percent tax (described as "the first quarter percent of the real estate excise tax" or "REET 1"). RCW 82.46.010. Cities and counties that are planning under GMA have the authority to levy a second quarter percent tax (REET 2). RCW 82.46.035(2).

How Can the First Quarter Percent -- REET 1 -- Be Spent?

The Town of La Conner is a town planning under the Growth Management Act and has a population of less than 5,000.

Jurisdictions must spend the first quarter percent of their real estate excise tax receipts solely on capital projects that are listed in the capital facilities plan element of their comprehensive plan. RCW 82.46.010(2)(6). RCW 82.46.010(6) defines "capital projects" as:

those public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks; recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and judicial facilities.

Capital projects not listed in the LID statute (for example, a fire station, city hall, courthouse or library) are also permitted uses **as long as** they are included in the city's or county's capital improvement plan. Expenditures that are not allowed are such things as the purchase of police cars.

Spending the Second Quarter Percent -- REET 2

This part of the real estate excise tax may only be levied by cities and counties that are required to or choose to plan under the Growth Management Act. All cities and counties that levy this tax face the same provisions, whether their population is greater or less than 5,000.

For this quarter percent of the real estate excise tax, "capital project" means those:

public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks. RCW 82.46.035(5).

Note that acquisition of land for parks is not a permitted use of REET 2 receipts, although it is a permitted use for street, water, and sewer projects.

In 2011 the legislature expanded, for a limited period of time, the uses of REET 1 & REET 2 taxes. Cities and counties may, with some restrictions, use REET and REET 2 for operations and maintenance of existing capital projects. The maximum amount is \$100,000 or 35% of available funds. This new authority expires on December 31, 2016.

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

REET 1 FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
304-308-80-00-00	Beginning Fund Balance	57,206	13,372	46,265	57,183
304-318-34-00-00	REET 1 Taxes	16,621	32,807	48,728	20,000
304-361-11-00-00	Investment Interest	110	107	130	90
304-361-11-00-02	Reinvested Interest	97.08	57	60	25
304-369-90-00-00	Miscellaneous Revenue	-	-	-	-
304-397-00-00-00	Operating Transfer In	-	-	-	-
TOTAL REET 1 REVENUE		16,828	32,971	48,918	20,115
TOTAL REET 1 RESOURCES		74,035	46,343	95,183	77,298

REET 2 FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
305-308-80-00-00	Beginning Fund Balance	60,159	17,217	20,116	69,043
305-318-35-00-00	REET 2 Taxes	16,621	32,807	48,728	20,000
305-361-11-00-00	Investment Interest	116	113	137	95
305-361-11-00-02	Reinvested Interest	79	60	63	25
305-369-90-00-00	Miscellaneous Revenue	-	-	-	-
305-397-00-00-00	Operating Transfer In	-	-	-	-
TOTAL REET 2 REVENUE		16,816	32,979	48,927	20,120
TOTAL REET 2 RESOURCES		76,976	50,196	69,043	89,163

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

REET 1 FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
304-514-23-41-01	Audit Fees	856	19	-	-
304-597-00-00-00	Operating Transfer Out	59,850	-	38,000	-
TOTAL REET 1 EXPENDITURES		60,706	19	38,000	-

REET 2 FUND

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
305-514-23-41-01	Audit Fees	783	19	-	-
305-597-00-00-00	Operating Transfer Out	59,000	30,000	-	-
TOTAL REET 2 EXPENDITURES		59,783	30,019	-	-

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES
BOARDWALK CONSTRUCTION

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
306-308-80-00-00	Beginning Fund Balance	519	73,875	89,591	-
306-334-04-20-00	Dept. of Commerce Boardwalk Grant Sch A/B	657,449	-	-	-
306-334-04-20-02	Dept. of Commerce Boardwalk Grant Sch C		992,919	475,948	-
306-361-11-02-00	Reinvested Interest	-	-	-	-
306-397-00-00-00	Operating Transfer In	258,500	-	-	-
306-334-04-20-00	Dept of Commerce Boarwalk	180			
TOTAL BOARDWALK REVENUE		915,949	992,919	475,948	-
TOTAL BOARDWALK RESOURCES		916,468	1,066,794	565,539	-

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES
BOARDWALK CONSTRUCTION

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
306-514-23-41-01	Auditing Fees			-	-
306-594-62-79-00	Dept of Commerce Boardwalk Grant Sch A/B	628,661	25,777	-	-
306-594-62-79-01	Boardwalk Capital Expenses	81,443	-	-	-
306-594-62-79-02	Dept of Commerce Boardwalk Grant Sch C		1,033,970	389,548	-
306-597-00-00-00	Operating Transfer Out	-	-	175,991	-
TOTAL BOARDWALK EXPENDITURES		710,104	1,059,747	565,539	-

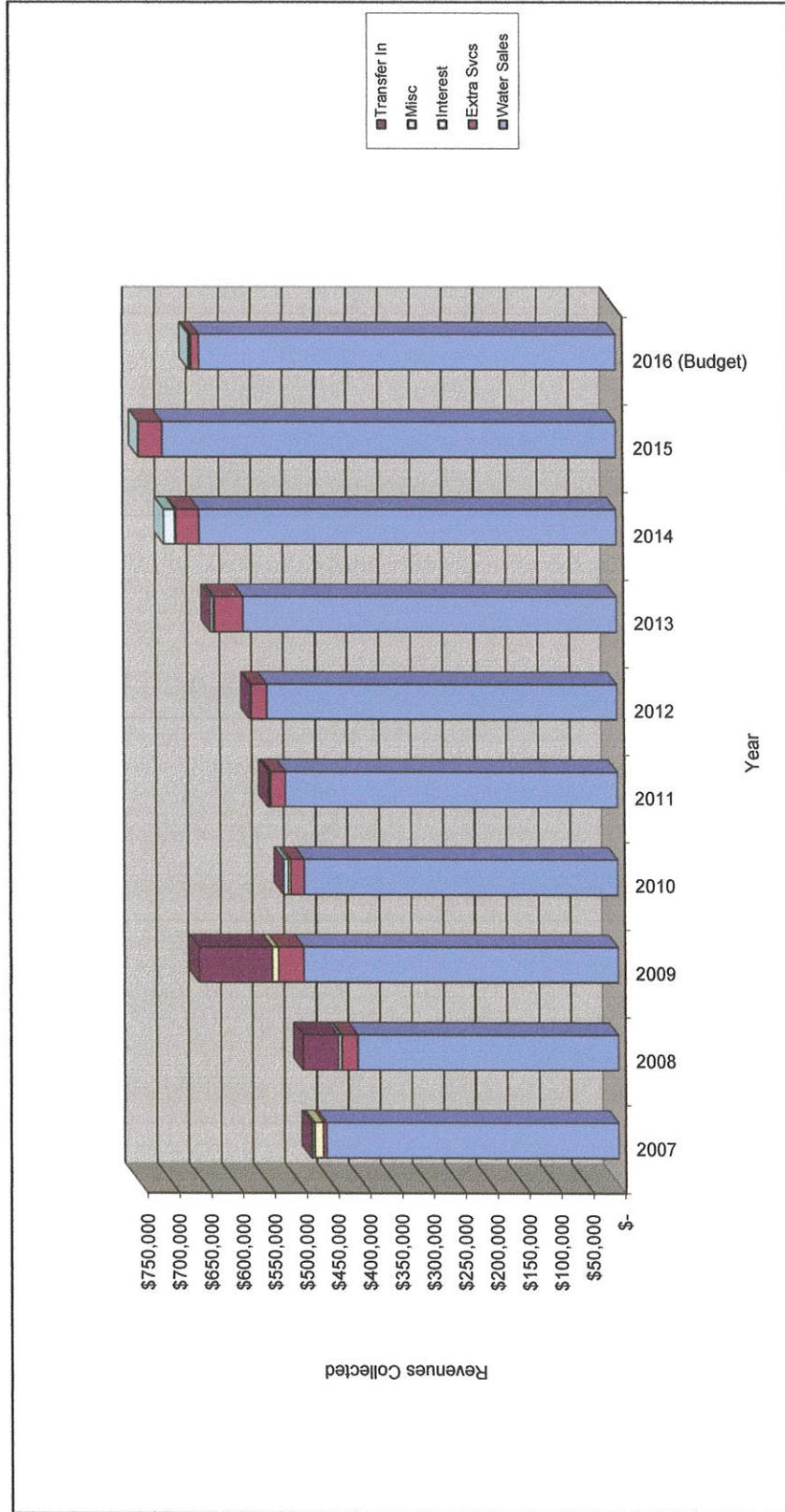
TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES
FIRE TRUCK ACQUISITION

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
307-308-80-00-00	Beginning Fund Balance	99,033	36,458	423,427	-
307-311-10-00-00	Property Taxes	216	171	1	-
307-313-15-00-00	Special Purpose Sales Tax - Fire Truck	28,449	47,157	51,719	-
307-361-11-00-00	Investment Interest	61	200	104	-
307-361-11-02-00	Reinvested Interest	101	106	3	-
307-369-90-00-00	Miscellaneous Revenue	-	-	-	-
307-391-10-00-00	Fire Truck Bond - Proceeds		375,440.00	-	-
307-397-00-00-00	Operating Transfer In	7,625	-	40,000.00	-
TOTAL FIRE TRUCK ACQ. REVENUE		36,452	423,073	91,827	-
TOTAL FIRE TRUCK ACQ. RESOURCES		135,485	459,532	515,254	-

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES
FIRE TRUCK ACQUISITION

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
307-514-23-41-01	Audit Fees		-	-	-
307-522-60-00-00	Other Services		251	99	-
307-591-22-70-00	Fire Truck Bond - Principal		25,000	30,000	-
307-592-22-80-00	Fire Truck Bond - Interest		6,576	7,740	-
307-594-22-64-00	Capital Fire Equipment		4,300	436,880	-
307-597-00-00-00	Operating Transfer Out		-	40,404	-
TOTAL FIRE TRUCK EXPENDITURES		-	36,127	515,123	-

Town of La Conner 2016 Budget Fund 401 - Water Fund Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Water Sales	\$ 459,327	\$ 409,649	\$ 493,926	\$ 492,601	\$ 521,786	\$ 550,552	\$ 587,086	\$ 655,793	\$ 712,853	\$ 655,000
Extra Svcs	\$ 5,025	\$ 25,471	\$ 40,106	\$ 21,008	\$ 23,036	\$ 24,030	\$ 45,218	\$ 35,224	\$ 61,440	\$ 12,000
Interest	\$ 13,908	\$ 890	\$ 9,659	\$ 4,124	\$ 1,537	\$ 1,272	\$ 2,226	\$ 2,014	\$ 2,333	\$ 1,550
Misc	\$ 3,568	\$ 4,816	\$ 483	\$ 7,312	\$ 2,779	\$ 50	\$ 4,151	\$ 17,749	\$ 1,188	\$ 2,150
Transfer In	\$ 973	\$ 55,063	\$ 114,440	\$ -	\$ -	\$ 813	\$ -	\$ 17,749	\$ 1,188	\$ 2,150
	\$ 482,801	\$ 495,889	\$ 658,614	\$ 525,045	\$ 549,138	\$ 576,716	\$ 638,681	\$ 710,781	\$ 777,815	\$ 670,700

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

WATER

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
WATER CAPITAL RESERVES					
401-308-80-00-00	Beginning Fund Balance	583,333	438,944	528,586	633,599
401-308-80-01-00	Water RCE Fees Collected	53,973	54,377	54,377	54,377
401-308-80-02-00	Water - Capital	40,076	40,076	40,076	40,076
401-308-80-03-00	Water - Capital Connection	25,161	25,161	25,161	25,161
	Water BFB sub-total	702,543	558,558	648,199	753,213
401-343-40-01-00	Water Sales	587,086	655,793	712,853	655,000
401-343-40-01-01	Water Meter	12,110	10,370	-	
401-343-40-02-00	Extra Services	33,109	22,042	61,440	12,000
401-343-40-02-03	Water Meter RCE's (Reserve Fees)	404	2,070	-	650
401-343-40-03-00	Utility Billing Penalties	1,005	742	1,016	1,000
	Total Goods & Services	633,713	691,018	775,309	668,650
401-361-11-00-00	Investment Interest	1,356	1,316	1,595	1,000
401-361-11-02-00	Reinvested Interest	870	698	739	550
401-367-19-01-00	Water Tank Upgrades - Reimb	-			
401-369-81-00-00	Cashiers Overages/Shortages				
401-369-90-00-00	Miscellaneous Revenue	2,742	375	172	500
	Total Miscellaneous	4,968	2,389	2,506	2,050
401-374-04-90-00	DOH Drinking Water Rev Grant		-	-	-
401-395-10-00-00	Sales of Capital Assets	-			
401-395-20-00-00	Compensation for Capitol Loss or Damage		17,375	-	
401-397-00-00-00	Operating Transfers-In				
	Total Other Financing Sources	-	17,375	-	-
	TOTAL WATER REVENUE	638,681	710,781	777,815	670,700
TOTAL WATER RESOURCES		1,341,224	1,269,339	1,426,014	1,423,913

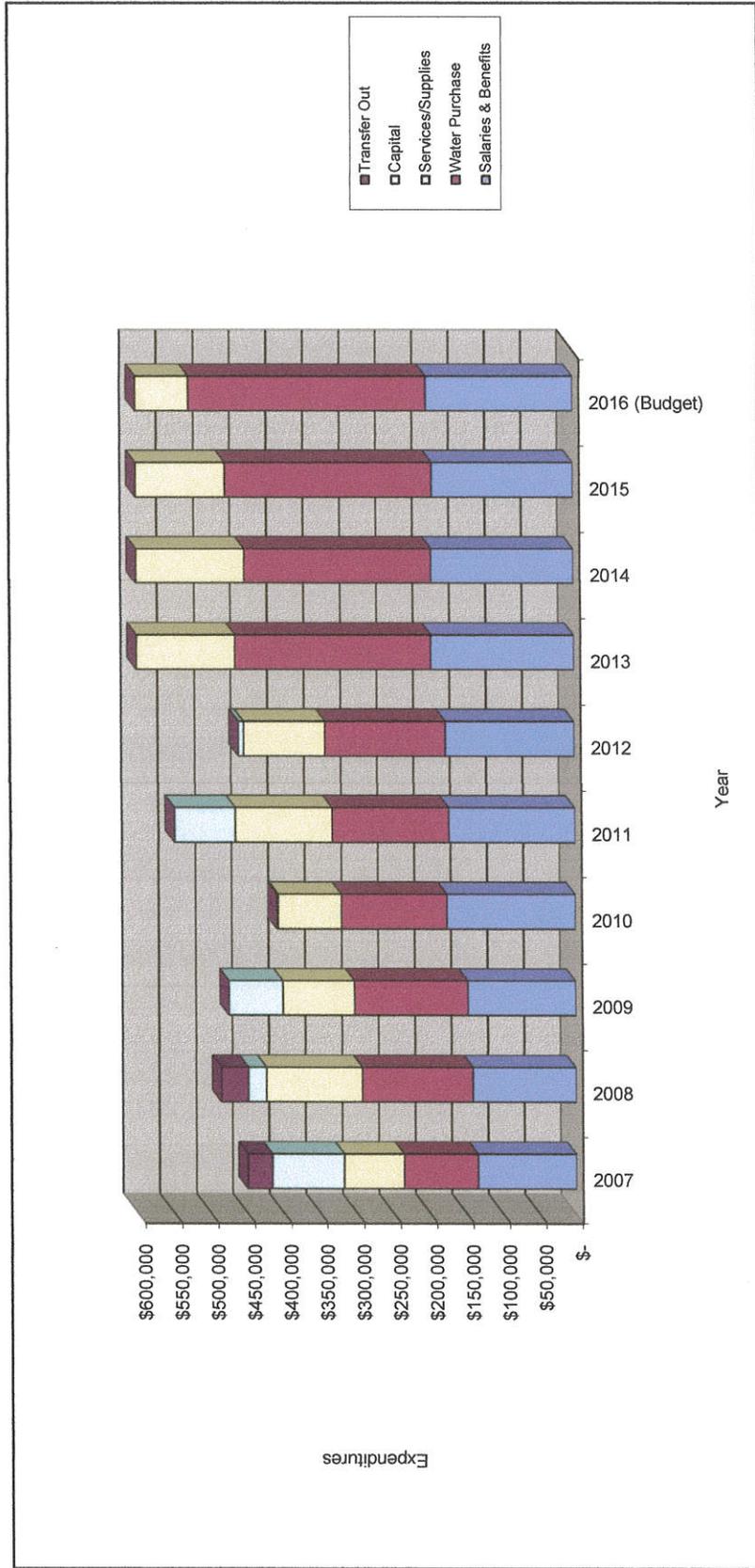
Fund Objective:

To account for the expenditures related to supplying water to the residents and businesses of La Conner and the residents of Shelter Bay. The Town purchases water from Anacortes and resells it to its customers. The Town does not treat the water, only distributes it.

Performance Goals:

- The reliable supply of water to all users
- The efficient operation of the water system
- The proper on-going maintenance of the water system
- Promotion of water conservation ideas

Town of La Conner 2016 Budget Fund 401 - Water Fund Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Salaries & Benefits	\$ 135,422	\$ 141,844	\$ 148,583	\$ 176,901	\$ 173,992	\$ 177,411	\$ 197,030	\$ 196,044	\$ 194,759	\$ 202,710
Water Purchase	\$ 101,502	\$ 151,923	\$ 155,269	\$ 144,621	\$ 159,725	\$ 165,201	\$ 268,161	\$ 256,072	\$ 283,267	\$ 325,000
Services/Supplies	\$ 81,922	\$ 131,198	\$ 97,929	\$ 86,315	\$ 132,457	\$ 111,716	\$ 139,648	\$ 150,281	\$ 163,357	\$ 131,080
Capital	\$ 98,265	\$ 24,816	\$ 73,863	\$ 1,831	\$ 83,170	\$ 6,795	\$ 177,955	\$ 18,026	\$ 31,418	\$ 361,000
Transfer Out	\$ 33,513	\$ 36,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 450,624	\$ 486,294	\$ 475,644	\$ 409,669	\$ 549,344	\$ 461,123	\$ 782,794	\$ 620,422	\$ 672,801	\$ 1,019,790

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

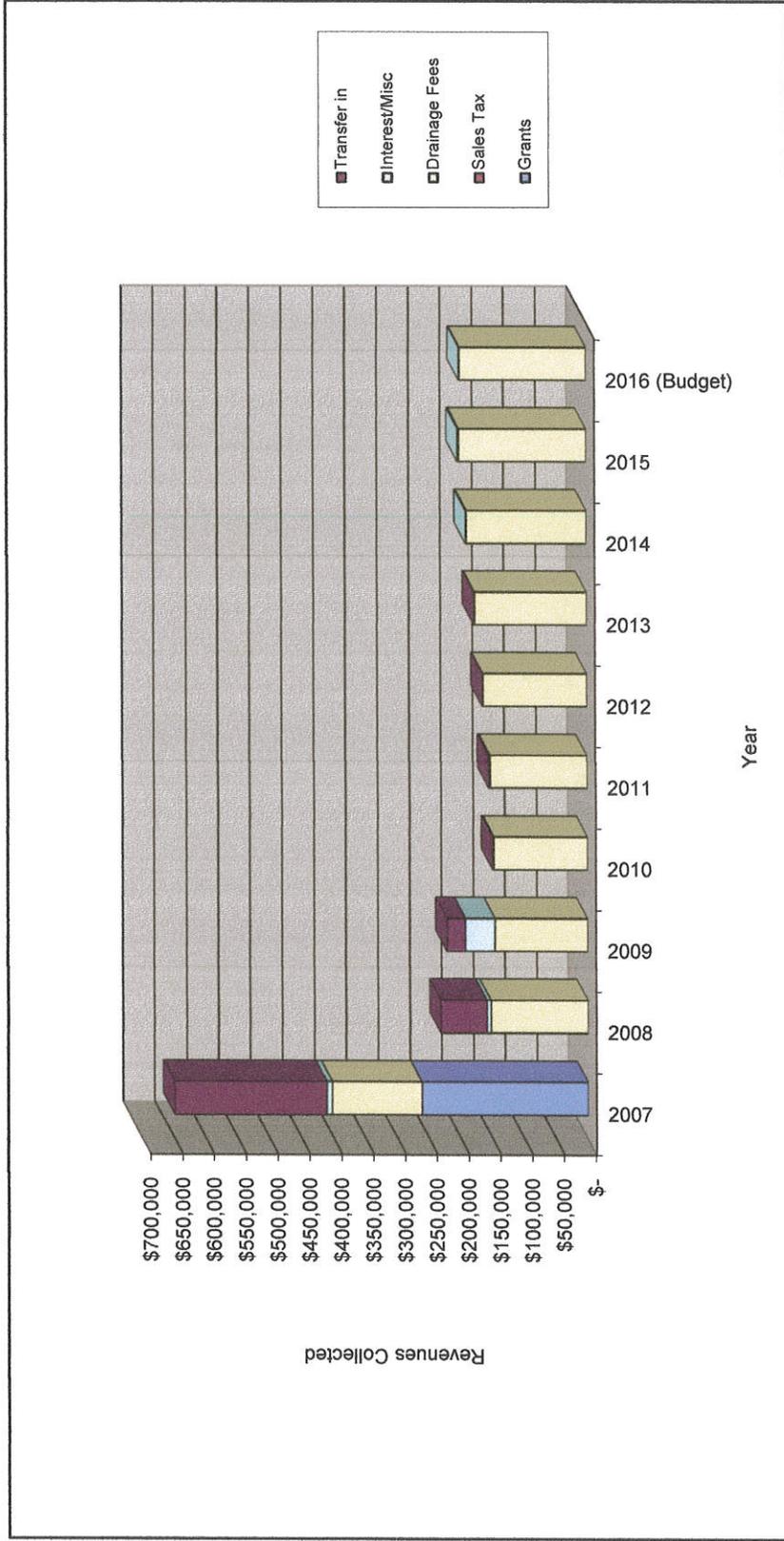
WATER

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
401-534-80-10-01	Salaries and Wages	127,123	125,237	124,076	122,570
401-534-80-10-02	Overtime/Other Earnings	4,890	8,303	3,943	4,000
401-534-80-21-00	Benefits	65,017	62,503	66,740	76,140
	Total Wages & Benefits	197,030	196,044	194,759	202,710
401-534-80-31-00	Office and Operating Supplies	2,325	2,888	2,974	2,800
401-534-80-32-00	Fuel	9,714	9,479	8,269	10,000
401-534-80-33-00	Wholesale Water Purchase	268,161	256,072	283,267	325,000
401-534-80-35-00	Small Tools and Equipment	4,232	2,794	5,658	5,000
	Total Supplies	284,432	271,232	300,168	342,800
401-534-80-41-00	Professional Services	20,305	8,774	11,144	12,000
401-534-80-41-01	Audit Fees	8,270	19		
401-534-80-42-00	Communications	5,864	6,498	6,849	6,600
401-534-80-42-02	Postage	1,520	2,154	1,781	1,800
401-534-80-44-00	Advertising	12	648	86	800
401-534-80-46-00	Insurance	11,995	12,005	11,196	12,500
401-534-80-47-00	Public Utility Services	3,805	5,086	4,576	5,700
401-534-80-48-00	Repair and Maintenance	7,935	31,764	32,096	30,000
401-534-80-48-01	Software Maintenance	-	-	2,149	2,880
401-534-80-48-02	Vehicle Repair and Maintenance	5,349	9,072	7,237	5,000
401-534-80-48-03	System Repair and Maintenance	25,417	23,820	26,097	28,000
401-534-80-49-00	Dues and Subscriptions	3,799	3,213	6,728	6,500
401-534-80-49-02	Training and Meetings	600	941	1,695	1,500
401-534-80-50-00	Excise Taxes	27,905	31,108	34,823	
401-534-80-64-00	Computer Hardware/Software	600	-		-
401-534-90-00-00	Miscellaneous/ Other	-	20		-
	Total Other Services/Charges	123,377	135,121	146,457	113,280
	WATER CAPITAL PROJECTS				
401-594-15-00-00	Expenditure for Capitol Loss or Damage		17,375		
401-594-34-64-00	Machinery/Equip-Water	-	-		-
401-594-34-64-02	Capital Projects	176,630	-	28,693	361,000
401-594-34-64-03	Financial Software	1,325	651	2,725	
	Capital Outlay sub-total	177,955	18,026	31,418	361,000
401-597-00-00-00	Operating Transfer Out	-	-	-	-
401-597-55-00-00	Transfer Out to Public Art fund			-	
	Total Intergovernmental & Transfers	-	-	-	-
TOTAL WATER & CAPITAL EXPENDITURES		782,794	620,422	672,801	1,019,790

401-534-80-48-00 Water Meter Repair/Replacement 25K & Misc. 5K
401-534-80-48-03 Port Station Relocate 2K, Main Valve Rep 7K, WA St. Blow Off 2500, Pressure Recorder 500, ARV Valve 1K, Alley Water Main Update 5K and Misc. 10K
401-594-34-64-02 310K Conner Way/Sherman Ave. & 51K N 3rd Port Upgrade-Planning Only

Town of La Conner 2016 Budget

Fund 403 - Storm Drainage Fund Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Grants	\$ 262,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drainage Fees	\$ 140,651	\$ 153,165	\$ 146,125	\$ 147,629	\$ 152,988	\$ 163,989	\$ 176,968	\$ 189,078	\$ 200,955	\$ 200,000
Interest/Misc	\$ 8,779	\$ 6,659	\$ 46,746	\$ 1,893	\$ 2,393	\$ 699	\$ 1,027	\$ 1,577	\$ 1,954	\$ 800
DOE Grant	\$ 237,950	\$ 72,030	\$ 28,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer in	\$ 649,501	\$ 231,854	\$ 221,719	\$ 149,522	\$ 155,382	\$ 164,688	\$ 177,995	\$ 190,654	\$ 202,909	\$ 200,800

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

DRAINAGE

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
DRAINAGE CAPITAL RESERVE					
403-308-80-00-00	Beginning Fund Balance	270,224	285,355	331,743	359,692
403-308-80-01-00	Storm System Development Fee	2,772	2,772	2,772	2,772
403-308-80-02-00	Slope Stabilization	28,076	28,076	28,076	28,076
Drainage BFB sub-total		301,072	316,203	362,591	390,540
403-343-83-00-00	Storm Drainage Fees	176,968	189,078	200,955	200,000
403-343-83-10-00	Drainage Plan	65	65	65	200
403-343-83-11-00	Storm System Development	-		889	
403-345-83-00-00	Plan Checking	-			
Total Charges for Goods & Services		177,033	189,143	201,909	200,200
403-361-11-00-00	Investment Interest	581	564	683	450
403-361-11-02-00	Reinvested Interest	381	299	316	150
403-369-81-00-00	Cashiers Overages/Shortages				
403-369-90-00-00	Miscellaneous Revenue	-	649	-	
403-374-03-10-00	DOE Grant - Caledonia Pump	-	-	-	-
Total Misc/Grant Revenue		963	1,512	1,000	600
403-397-00-00-00	Operating Transfers-In	-			-
TOTAL DRAINAGE REVENUES		177,995	190,654	202,909	200,800
TOTAL DRAINAGE RESOURCES		479,068	506,857	565,501	591,340

Fund Objectives:

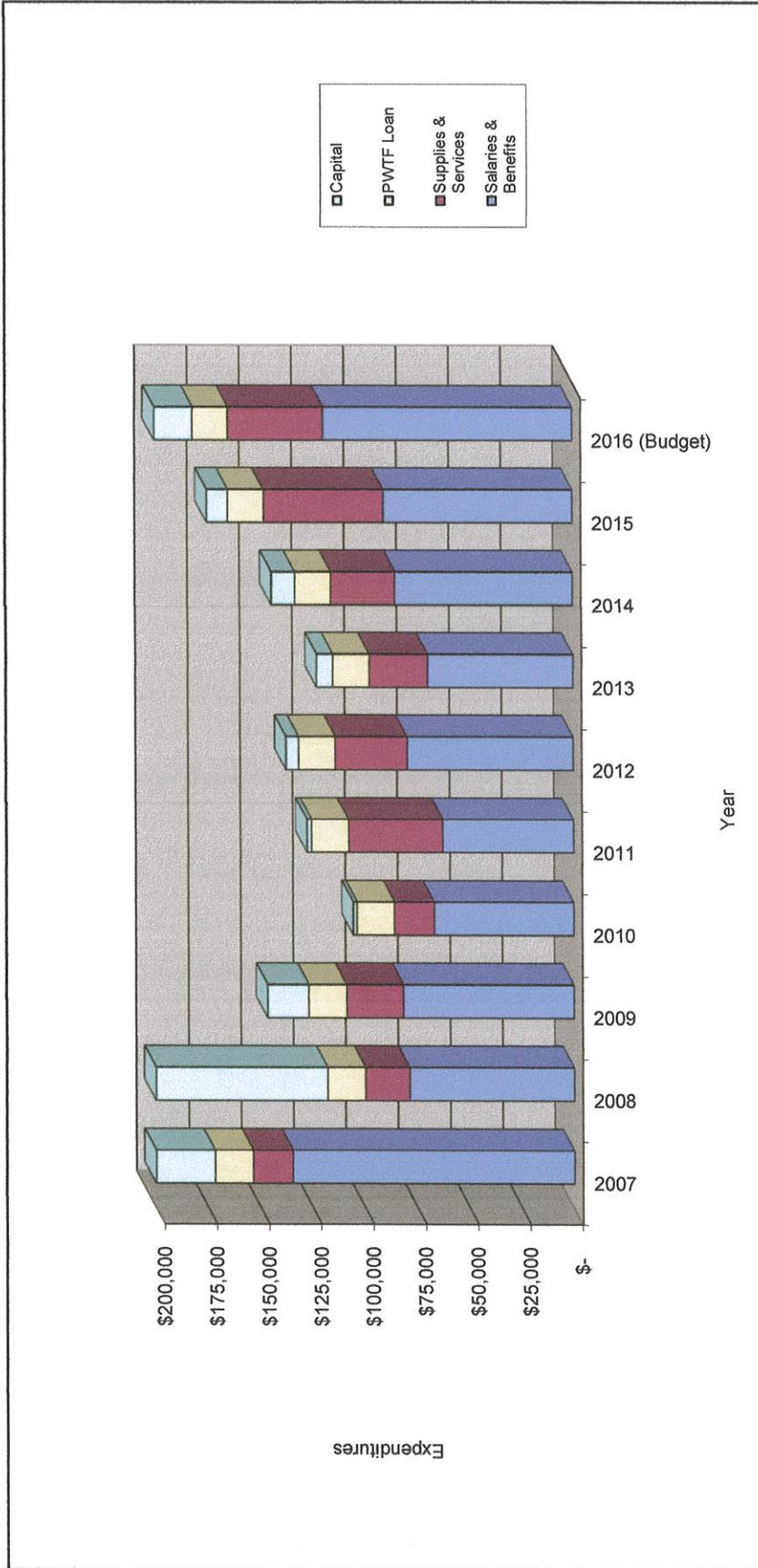
To account for expenditures related to the drainage of water in the Town. This funds activities are associated with the design, construction and maintenance of the storm drain system. This fund is overseen by the Public Works

Performance Goals:

Upgrade and maintain current systems

Capital improvement plan (CIP) to establish future drainage needs of the Town

Town of La Conner 2016 Budget Fund 403 - Storm Drainage Fund Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Salaries & Benefits	\$ 134,729	\$ 79,028	\$ 81,767	\$ 67,090	\$ 62,762	\$ 79,710	\$ 69,834	\$ 85,174	\$ 90,752	\$ 119,420
Supplies & Services	\$ 19,013	\$ 20,975	\$ 27,117	\$ 18,847	\$ 44,994	\$ 34,231	\$ 27,915	\$ 30,675	\$ 57,232	\$ 45,410
PWTF Loan	\$ 18,375	\$ 18,211	\$ 18,047	\$ 17,882	\$ 17,718	\$ 17,554	\$ 17,390	\$ 17,226	\$ 17,007	\$ 16,898
Capital	\$ 415,999	\$ 116,776	\$ 19,741	\$ 1,788	\$ 2,142	\$ 6,040	\$ 7,702	\$ 11,207	\$ 9,968	\$ 515,000
Operating Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -
	\$ 588,116	\$ 234,990	\$ 146,672	\$ 105,607	\$ 127,617	\$ 137,536	\$ 162,842	\$ 144,282	\$ 174,960	\$ 696,728

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

DRAINAGE

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
403-538-38-10-01	Salaries & Wages	44,831	52,125	57,334	72,100
403-538-38-10-02	Overtime/Other Earnings	3,572	5,037	1,451	2,500
403-538-38-21-00	Benefits	21,431	28,012	31,968	44,820
	Total Wages & Benefits	69,834	85,174	90,752	119,420
403-538-38-31-00	Office and Operating Supplies	278	343	328	400
403-538-38-35-00	Small Tools and Equipment	3,473	5,366	2,320	11,000
	Total Supplies	3,751	5,709	2,648	11,400
403-538-38-41-00	Professional Services	1,435	5,348	2,950	6,000
403-538-38-41-01	Audit Fees	3,789	19		-
403-538-38-41-04	Engineering Services	-	-		-
403-538-38-42-00	Communications	307	178	196	-
403-538-38-42-02	Postage	1,417	2,154	1,769	1,700
403-538-38-44-00	Advertising	-	-		-
403-538-38-46-00	Insurance	3,042	3,923	2,905	3,200
403-538-38-47-00	Public Utility Services	1,749	1,900	2,051	2,500
403-538-38-48-00	Repair and Maintenance	2,085	1,384	4,089	6,500
403-538-38-48-01	Software Maintenance	-	-	1,134	1,860
403-538-38-48-03	System Repair and Maintenance	7,643	7,253	36,211	9,000
403-538-38-49-02	Training and Meetings	-	-	225	250
	Total Other Services/Charges	21,467	22,159	51,530	31,010
403-538-38-50-00	Excise Taxes	2,697	2,807	3,054	3,000
403-582-38-78-00	PWTF Loan-Principal	16,406	16,406	16,406	16,406
403-592-38-83-00	PWTF Loan-Interest	984	820	602	492
403-597-00-00-00	Operating Transfer Out	40,000	-		-
403-597-55-00-00	Transfer to Public Art	-	-	-	-
	Total Intergovernmental & Transfers	60,087	20,033	20,061	19,898

TOTAL DRAINAGE EXPENDITURES	155,139	133,075	164,992	181,728
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DRAINAGE CAPITAL PROJECTS

403-594-31-64-00	Machinery/Equip-Drainage	-	-	-	-
403-594-31-64-01	Drainage - Truck	-	-	-	-
403-594-38-64-02	Capital Projects	6,827	10,556		65,000
403-594-38-64-04	Financial Software	875	651	1,439	
403-594-38-64-05	Caledonia Pump Station	-	-	8,529	450,000
	Capital Projects sub-total	7,702	11,207	9,968	515,000

TOTAL DRAINAGE & CAPITAL EXP.	162,842	144,282	174,960	696,728
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403-538-38-35-00 Vac Unit Repairs 2K, 4" Pump 1,800, Generator LED Light 4,500, Misc. 2700
403-538-38-48-03 4th & Sherman Impv. 5K & Misc. 4K
403-594-38-64-02 Sweeper

TOWN OF LA CONNER
Sewer Department

The La Conner wastewater treatment plant was constructed in 1975 with a federal grant and is a regional plant that is owned by the Town of La Conner. It has had several upgrades over the years. The plant sits on a 9.5-acre tract east of the Town on Chilberg Road. The land is leased long-term from the Port of Skagit County on Chilberg Road. The Town contracts with Water-Wastewater Services for operation of the facility.

The WWTP also treats the wastewater production from Swinomish Tribal Village and Skagit County Sewer District #1.

UTILITIES COMMITTEE

The utilities committee shall consider matters related to water, sewer, electric power, natural gas, telephone, cable television, storm drainage, and flood control measures, in coordination with the administrator, public works department and finance director. One member of this committee shall also serve on the wastewater advisory board.

WASTEWATER ADVISORY BOARD

The Board does not have any legislative authority, and implementation of any of its proposals shall be subject to prior authorization and approval of the Town Council. The Board is comprised of three representatives of the Town and two representatives of the Tribe. The Board meets at least once per quarter on a regular schedule agreed upon by the Board members.

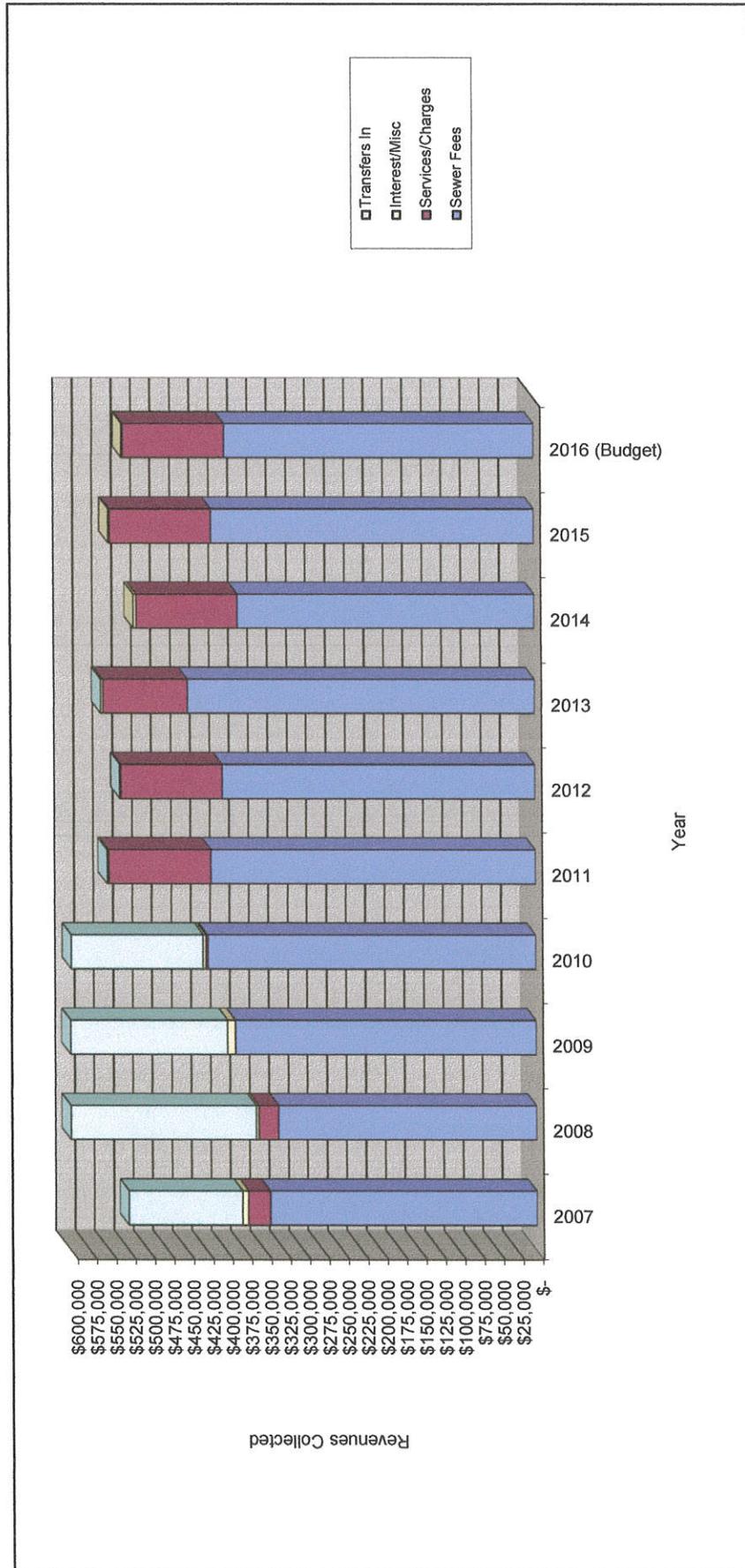
The Board may make proposals concerning the general supervision and management of the Town System, but not for making proposals on the day to day operation of the Treatment Plant. The Board shall make a formal proposal for an annual operating budget for the operation of the Treatment Plant.

TOWN OF LA CONNER
Compost Fund

The Town of La Conner built a biosolids compost facility in 1996 to process the biosolids generated at the wastewater treatment plant as an alternative to commercial biosolids disposal in an effort to reduce costs. The demand for septage processing has increased over the years, and the Town has found this to be an excellent source of revenue, while eliminating the biosolids disposal problem.

Combined with this program is the sale of compost punch cards for individuals who wish to dispose of green waste and obtain finished compost product. The Town also sells compost product directly to soils retailers and commercial landscapers. The compost facility produces approximately 7500 cubic yards of compost per year.

Town of La Conner 2016 Budget Fund 409 - Sewer Fund Revenue Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Sewer Fees	\$ 343,666	\$ 332,511	\$ 387,265	\$ 422,944	\$ 418,417	\$ 403,748	\$ 448,168	\$ 382,825	\$ 416,915	\$ 400,000
Services/Charges	\$ 27,605	\$ 25,281	\$ 527	\$ 2,277	\$ 131,225	\$ 130,075	\$ 108,658	\$ 130,175	\$ 130,425	\$ 130,150
Interest/Misc	\$ 7,864	\$ 3,302	\$ 10,093	\$ 3,648	\$ 2,350	\$ 686	\$ 2,458	\$ 3,925	\$ 1,409	\$ 1,380
Transfers In	\$ 146,194	\$ 250,931	\$ 352,621	\$ 170,000	\$ -	\$ 813	\$ -	\$ -	\$ -	\$ -
	\$ 525,329	\$ 612,025	\$ 750,506	\$ 598,869	\$ 551,992	\$ 535,322	\$ 559,284	\$ 516,925	\$ 548,749	\$ 531,530

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

SEWER

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
SEWER CAPITAL RESERVES					
409-308-80-00-00	Beginning Fund Balance	109,503	31,038	63,663	95,295
409-308-80-01-00	Sewer RCE Fees Collected	89,416	90,463	103,758	103,759
409-308-80-02-00	Sewer Plant	137,726	137,840	137,840	137,840
409-308-80-03-00	Sewer Collection	31,711	31,737	31,737	31,737
409-308-80-04-00	Sewer Plant-Tribe	54,647	54,693	54,693	54,693
409-308-80-05-00	Sewer Collection-Tribe	1,225	1,226	1,226	1,226
	Sewer BFB Sub-total	424,227	346,997	392,917	424,549
409-343-50-00-00	Side Sewer Permit	275	175	325	150
409-343-50-01-00	Sewer Service Charges	282,338	294,823	301,202	310,000
409-343-50-01-01	Tribe Sewer Charges	165,830	88,002	115,713	90,000
409-343-50-02-00	Compost Treatment Charge	108,333	130,000	130,000	130,000
409-343-50-03-00	Tribe Fair Share Adjustment	-	-	-	-
409-343-50-04-00	Compost Punchcards	-	-	-	-
409-343-50-05-05	Side Sewer Capping	50	25	100	-
409-345-83-12-00	Engineering fee Plan Checking	-	-	-	-
	Total for Goods/Services	556,827	513,025	547,340	530,150
409-361-11-00-00	Investment Interest	819	795	963	660
409-361-11-02-00	Reinvested Interest	522	421	446	220
409-369-81-00-00	Cashiers Overages/Shortages	-	-	-	-
409-369-90-00-00	Miscellaneous Revenue	143	2,684	-	500
409-379-00-00-00	Sewer RCE's (Reserve Fees)	973	-	-	-
	Total Miscellaneous	2,457	3,900	1,409	1,380
409-397-00-00-00	Operating Transfer In	-	-	-	-
	Total Other Financing Sources	-	-	-	-
	TOTAL SEWER REVENUE	559,284	516,925	548,749	531,530
TOTAL SEWER FUND RESOURCES		983,511	863,922	941,666	956,079

409-343-50-02-00 Charge to Compost Fund for treatment

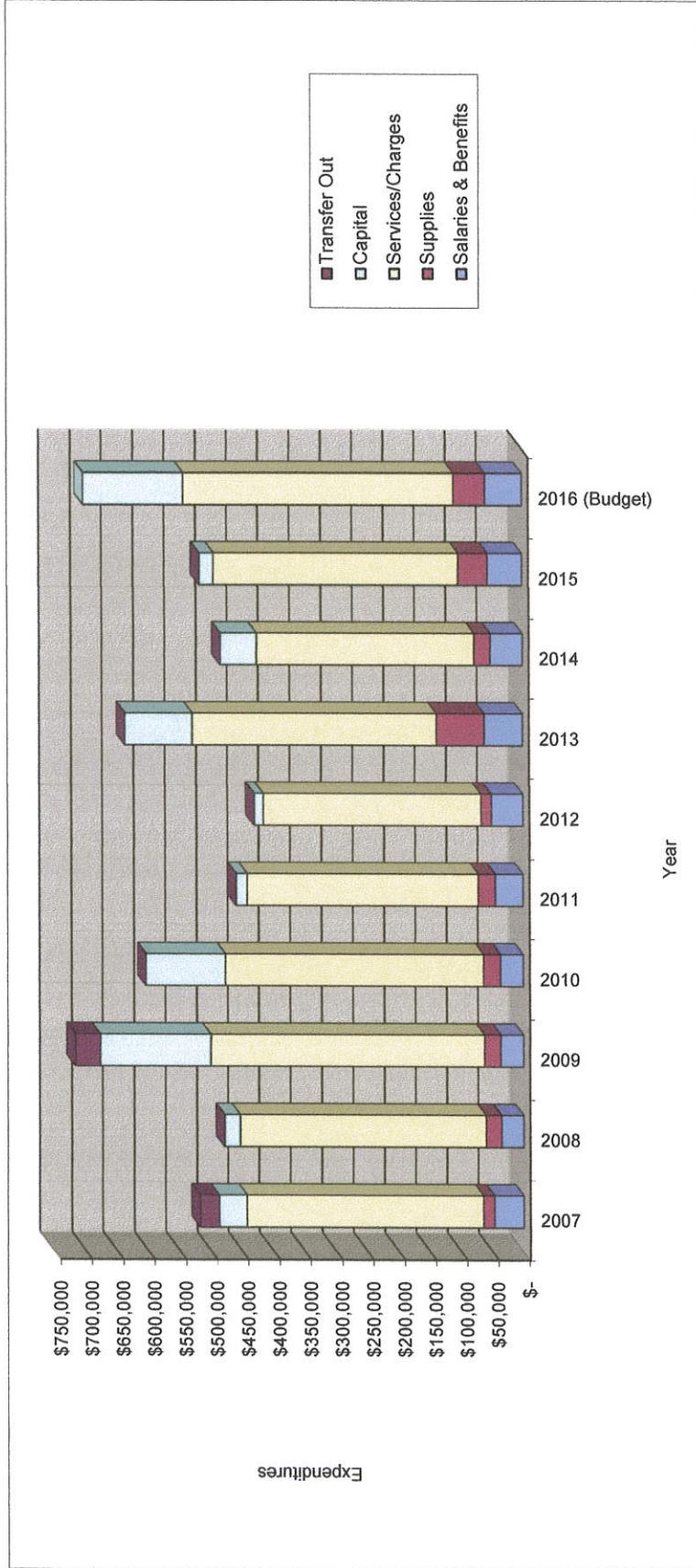
Fund/Department Objective:

This fund accounts for the expenditures for the sewer plant operations. The Town provides sewer treatment for the Town, the Swinomish Tribal Community and other users in accordance with the criteria set forth in the NPDES permit. The town contracts for the operation of the sewer plant with Water and Wastewater Services.

Performance Goals:

Meet the criteria set forth in the NPDES permit which is monitored by the Department of Ecology
Operation of the plant in an efficient manner

Town of La Conner 2016 Budget Fund 409 - Sewer Fund Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Salaries & Benefits	\$ 47,234	\$ 35,704	\$ 36,578	\$ 36,744	\$ 44,747	\$ 51,174	\$ 61,934	\$ 51,818	\$ 55,440	\$ 59,550
Supplies	\$ 17,413	\$ 24,908	\$ 25,994	\$ 26,865	\$ 27,000	\$ 16,456	\$ 76,349	\$ 25,692	\$ 46,750	\$ 50,330
Services/Charges	\$ 377,851	\$ 393,103	\$ 438,224	\$ 413,297	\$ 369,617	\$ 347,784	\$ 390,919	\$ 348,060	\$ 392,034	\$ 432,606
Capital	\$ 45,135	\$ 24,742	\$ 176,427	\$ 126,672	\$ 17,967	\$ 14,380	\$ 107,321	\$ 58,296	\$ 22,894	\$ 160,000
Transfer Out	\$ 30,450	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 518,083	\$ 478,457	\$ 717,223	\$ 603,577	\$ 459,330	\$ 429,794	\$ 636,523	\$ 483,867	\$ 517,118	\$ 702,486

TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES
SEWER

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
409-535-80-10-01	Salaries and Wages	42,803	35,258	33,415	37,250
409-535-80-10-02	Overtime	460	-	-	
409-535-80-21-00	Benefits	18,671	16,560	17,344	22,300
	Total Wages & Benefits	61,934	51,818	50,759	59,550
409-535-80-31-00	Office and Operating Supplies	17,977	7,070	4,680	8,000
409-535-80-31-02	Lab Supplies	18,400	9,701	19,263	16,000
409-535-80-31-05	U.V.	3,369	8,922	499	5,000
409-535-80-32-00	Fuel	908	-	-	1,000
	Total Supplies	40,654	25,692	24,442	30,000
409-535-80-41-00	Professional Services	1,404	3,773	100	500
409-535-80-41-01	Legal Services	-	-		2,500
409-535-80-41-02	Extra Labor	-	-		
409-535-80-41-03	Plant Operator	153,759	158,000	164,320	167,606
409-535-80-41-04	Engineering	5,430	7,853	12,985	10,000
409-535-80-41-06	Audit Fees	5,145	19		
409-535-80-42-00	Communications	3,478	2,551	2,896	3,000
409-535-80-42-02	Postage	1,440	2,154	1,769	2,100
409-535-80-44-00	Advertising	-	-		1,000
409-535-80-45-00	Operating Rentals & Leases	4,561	4,671		1,000
409-535-80-46-00	Insurance	6,097	6,668	5,688	15,000
409-535-80-47-00	Public Utility Services	73,769	57,195	68,253	66,000
409-535-80-47-01	Swinomish Tribe Fair Share Adj.	14,072	1,377	10,466	15,000
409-535-80-47-02	Sludge Disposal	25,000	30,000	30,000	30,000
409-535-80-48-00	Software Maintenance	-	-	1,407	2,130
409-535-80-48-01	Plant Repair and Maintenance	69,614	42,384	55,932	70,000
409-535-80-48-03	Pipe Repair and Maintenance	48,366	16,173	49,604	50,000
409-535-80-48-05	Materials/Testing	2,335	2,685	5,488	6,000
409-535-80-49-00	Dues and Subscriptions	135	-	135	500
409-535-80-50-00	Excise Taxes	9,830	11,073	9,210	9,400
409-535-80-51-00	Intergovernmental Permits	2,179	1,484	1,106	1,200
	Total Other Services/Charges	426,613	348,060	419,359	452,936
409-597-00-00-00	Operating Transfer Out	-	-	-	-
409-597-55-00-00	Transfer Out to Public Art Fund			-	
	Total Intergovernmental & Other	-	-	-	-
TOTAL SEWER EXPENDITURES		529,201	425,571	494,560	542,486

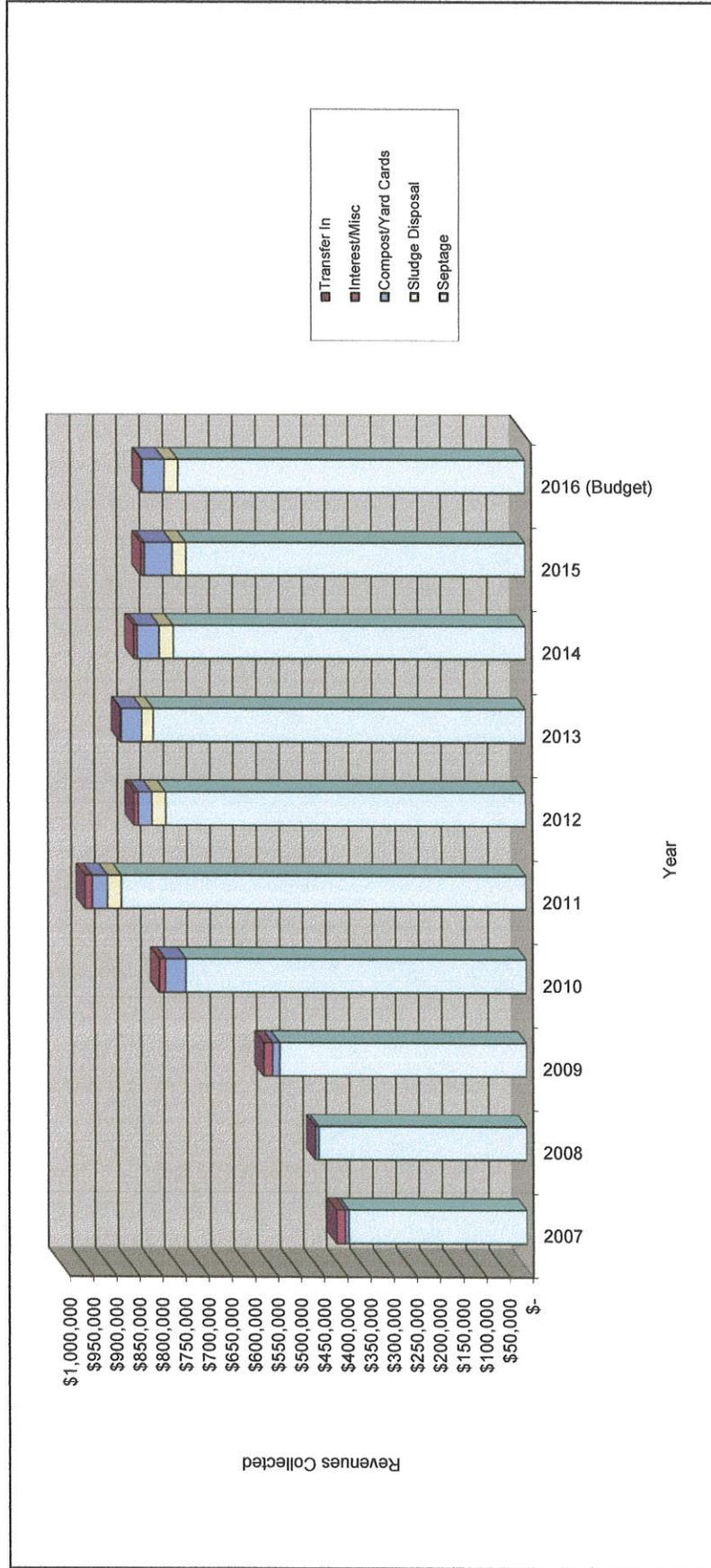
SEWER CAPITAL PROJECTS

409-594-35-62-00	Building Improvements	101,897	42,347	-	60,000
409-594-35-62-01	Sewer Plant Improvements	3,465	15,254	20,775	
409-594-35-62-02	Collection Rehab/Pipe 2016	-	-		100,000
409-594-35-62-03	Tribe Plant Improvements	-	-		-
409-594-35-62-04	Tribe Sewer - Pipe	-	-		-
409-594-35-64-00	Machinery/Equip-Sewer	484	43		
409-594-35-64-01	Financial Software	1,475	651	1,783	
	Sewer Capital Projects sub-total	107,321	58,296	22,558	160,000

TOTAL SEWER & CAPITAL EXP.	636,523	483,867	517,118	702,486
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409-594-35-62-00 Bathroom Upgrade & Tractor Storage
409-594-35-62-02 Collection Rehab

Town of La Conner 2016 Budget Fund 412 - Compost Fund Revenue Summary

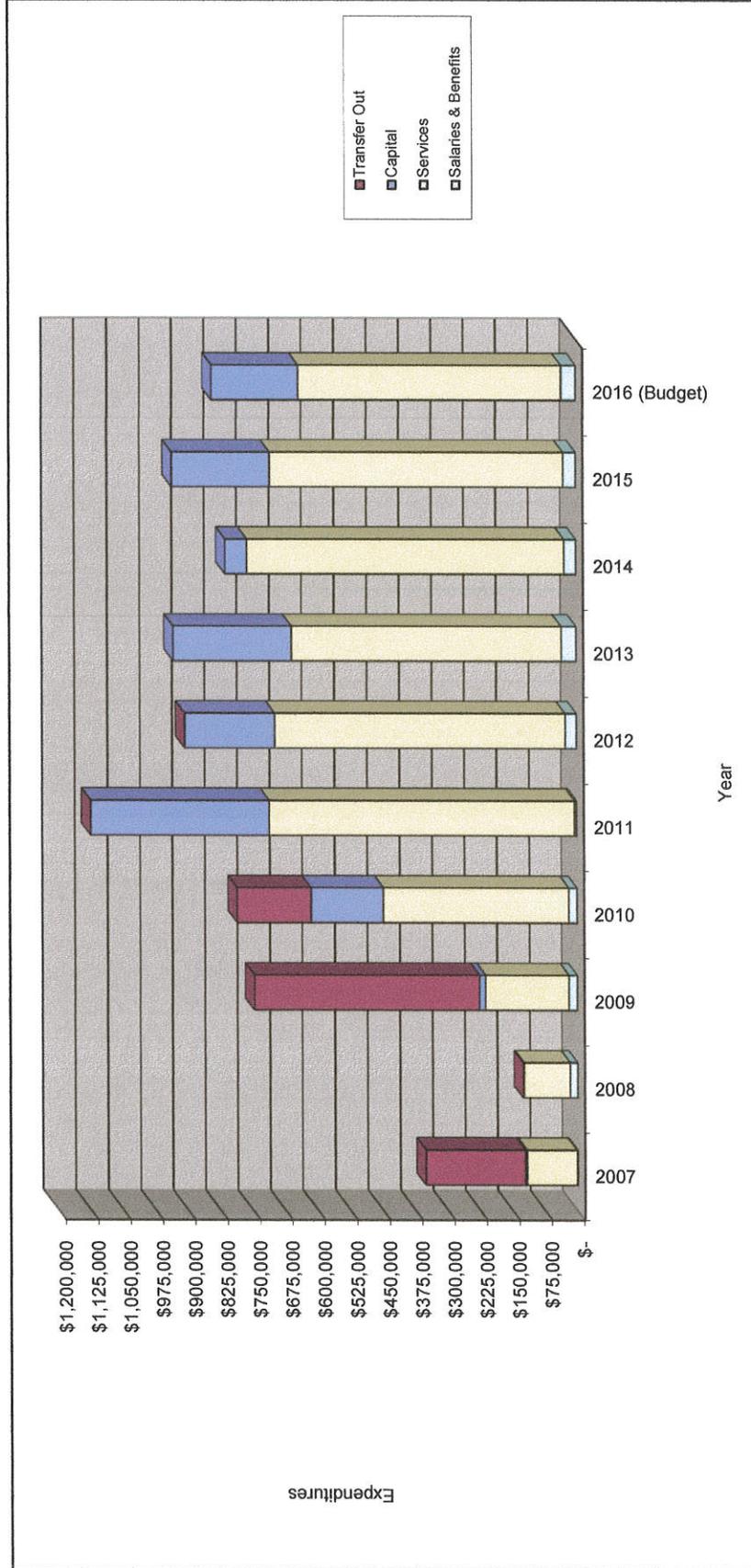


**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - REVENUES**

COMPOST

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
412-308-80-00-00	Beginning Fund Balance	362,185	265,795	298,966	192,970
	Total Beginning Fund Balance	362,185	265,795	298,966	192,970
412-318-90-00-00	Compost Sales Tax	563	1,168	1,183	1,000
	Total Taxes	563	1,168	1,183	1,000
412-343-50-02-00	Septage Receivables	804,262	761,305	733,100	750,000
412-343-50-03-00	Sludge disposal receipts	25,000	30,000	30,000	30,000
412-343-50-04-00	Yardwaste Punchcards	15,960	16,400	17,080	15,000
412-343-50-04-01	Compost Punchcards	28,506	31,176	42,415	32,000
	Total for Goods & Services	873,727	838,880	822,595	827,000
412-361-11-00-00	Investment Interest	699	678	822	600
412-361-11-02-00	Reinvested Interest	657	360	381	350
412-367-11-00-00	PSE - Solar Panel Educational Program	-	4,822	5,207	
412-369-81-00-00	Cashiers Overages/Shortages				
412-369-90-00-00	Miscellaneous Revenue	-			
412-397-00-00-00	Operating Transfer In	-			
	Total Miscellaneous	1,356	5,860	6,410	950
	TOTAL COMPOST REVENUE	875,646	845,909	830,188	828,950
	TOTAL COMPOST FUND RESOURCES	1,237,831	1,111,703	1,129,154	1,021,920

Town of La Conner 2016 Budget Fund 412 - Compost Fund Expenditure Summary



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016 (Budget)
Salaries & Benefits	\$ 2,548	\$ 17,714	\$ 20,079	\$ 19,754	\$ 5,168	\$ 26,963	\$ 35,196	\$ 28,381	\$ 29,925	\$ 34,500
Services	\$ 116,027	\$ 106,900	\$ 192,919	\$ 429,613	\$ 707,294	\$ 672,308	\$ 624,778	\$ 733,746	\$ 680,165	\$ 609,358
Capital	\$ 4,044	\$ 1,968	\$ 13,849	\$ 166,949	\$ 412,110	\$ 207,224	\$ 273,203	\$ 50,240	\$ 226,094	\$ 200,000
Transfer Out	\$ 229,862	\$ -	\$ 520,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 352,481	\$ 126,582	\$ 746,847	\$ 786,315	\$ 1,124,572	\$ 906,495	\$ 933,177	\$ 812,367	\$ 936,184	\$ 843,858

**TOWN OF LA CONNER
2016 LINE ITEM BUDGET - EXPENDITURES**

COMPOST

ACCOUNT NUMBER	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET
412-554-90-10-01	Salaries and Wages	24,691	19,387	19,707	22,000
412-554-90-21-01	Benefits	10,505	8,994	10,218	12,500
	Total Wages & Benefits	35,196	28,381	29,925	34,500
412-554-90-32-00	Fuel	20,390	15,232	12,300	15,000
412-554-90-41-00	Professional Services	16,473	3,784	100	10,000
412-554-90-41-01	Audit Fees	4,203	19		
412-554-90-41-05	Compost Operator	31,493	30,600	153,920	156,998
412-554-90-41-06	Septage Operator	110,148	109,566	-	
412-554-90-41-07	Pile Grinding	28,956	19,019	32,546	28,000
412-554-90-44-00	Advertising	-	-	56	2,000
412-554-90-45-00	Rents & leases	20,696	17,762	19,618	21,000
412-554-90-46-00	Insurance	2,387	2,287	2,122	4,300
412-554-90-47-00	Sewer Service Charge	108,333	130,000	130,000	130,000
412-554-90-47-01	Waste Disposal	16,183	13,728	999	5,000
412-554-90-48-00	PSE Educational Kiosks	3,881	2,039		1,000
412-554-90-48-01	Building Repair & Maintenance	79	12,365	4,015	15,000
412-554-90-48-03	Software Maintenance			1,076	2,860
412-554-90-48-05	Compost Material/Testing	155,262	151,367	127,992	50,000
412-554-90-48-06	Machinery/Equipment - Compost	26,903	22,640	47,051	30,000
412-554-90-49-00	Dues & Subscriptions	550	-		200
412-554-90-53-00	Compost Sales Tax	1,408	1,843	3,448	3,000
412-554-90-53-01	Excise Taxes	12,200	10,437	9,372	10,000
412-554-99-54-00	Utility Business Tax	65,235	191,060	124,463	125,000
	Total Services & Other	624,778	762,127	699,004	643,858
412-597-00-00-00	Operating Transfer Out	-	-		
412-597-55-00-00	Transfer Out to Public Art Fund		-	-	
	Total Transfers	-	-	-	-
TOTAL COMPOST EXPENDITURES		624,778	762,127	699,004	643,858
COMPOST CAPITAL PROJECTS					
412-594-35-62-00	Building Improvements	172,775	-	9,417	
412-594-35-62-05	Site Improvements	17,872	12,556	224,730	
412-594-35-63-00	Compost Efficiency Imp.	78,659	37,032		100,000
412-594-35-64-00	Machinery/Equip Compost	1,972	-	1,669	100,000
412-594-35-64-01	Financial Software	1,925	651	1,364	
412-594-35-64-02	Biosolids Mach/Equipment	-	-		-
	Compost Capital sub-total	273,203	50,240	237,180	200,000
TOTAL COMPOST & CAPITAL EXP.		933,177	812,367	936,184	843,858
412-594-35-63-00	40K Septage Screen & 60K Container				
412-594-35-64-00	Septage Screening Project for 2018 100K Set a Side				

Department Objective:

This fund exists to account for the revenue and expenditures associated with the compost system operated at the Sewer Treatment Plant.

Performance Goals:

Operation of the composting system in an efficient manner & reduction or elimination of the hauling of biosolids for disposal.

Town of La Conner Budget and Financial Policies

1.0 Purpose of Budget and Financial Policies

- a. The stewardship of public funds is one of the greatest responsibilities given to the officials and managers of the Town of La Conner. Therefore, the establishment and maintenance of wise fiscal policies enables Town officials to protect public interests and ensure public trust.
- b. Written, adopted financial policies have many benefits, such as assisting the Council and Administration in the financial management of the Town, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as Council and staff changes occur.
- c. Town staff members develop annual operating budget requests after receiving general direction from Administration. The budget determines what services the Town will offer, the level of these services, and how funds will be provided to finance them. Recognizing the importance of these decisions, the following policy statements reflect the principles and priorities the Town uses in preparing the budget.
- d. This document incorporates past financial practices in defining the current policies to be used by the Town to meet its obligations and operate in a financially prudent manner. These policies have been established to provide general fiscal guidelines and are intended to provide sound direction in the management of the Town's financial affairs.

2.0 General Financial Philosophy

- a. The financial policy of the Town of La Conner is to provide a sufficient financial base and the resources necessary to sustain a high level of municipal services to ensure public safety, to maintain the physical infrastructure and surroundings of the Town, and to promote the social well-being of the citizens of La Conner.
- b. It shall be the goal of the Town to achieve a strong financial condition with the ability to:
 - Withstand local and regional economic impacts;
 - Adjust efficiently to the community's changing service requirements;
 - Effectively maintain and improve the Town's infrastructure;
 - Prudently plan, coordinate, review and implement responsible community development and growth;
 - Provide a high level of police, fire, and other protective services to assure public health and safety.

3.0 Operating Budget Policies

- a. The Municipal Budget is the central financial planning document which embodies all operating revenue and expenditure decisions. It establishes the level of services to be provided by each department within the confines of anticipated municipal revenues.
- b. The Town Council will establish municipal service levels and priorities for the ensuing year prior to and during the development of the preliminary budget.
- c. The Town Administrator and Finance Director shall incorporate the Council's priorities in the formulation of the preliminary and final budget proposal.
- d. The Mayor is to prepare (or may delegate) a budget message to be submitted as part of the preliminary budget document.
- e. Adequate maintenance and replacement of the Town's capital facilities and equipment will be provided for in the annual budget.
- f. The goal of the current fiscal year budget will be balanced with current year revenues.

4.0 Fund Balance Policy

- a. Fund Balance is defined as the excess of assets over liabilities, which is an unreserved, undesignated resource that remains part of the General Government budget. The Town desires to maintain a prudent level of financial resources to guard its citizens against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. The Fund Balance has been accumulated to meet this purpose, to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The long-term target is to maintain a rolling beginning fund balance equal to **20%** of operating revenues.
- b. The Town's goals are to maintain annual expenditure increases at a conservative growth rate, and to limit expenditures to anticipated revenues. Revenues in excess of operating expenditures, ("Surplus Funds"), may be transferred to a Cumulative Reserve, Long Term Obligation, or Debt Service Fund. Capital projects, Street Overlays and Motor Vehicle replacements may be funded from Capital Reserve funds.
- c. Fund balance may be accessed under the following conditions:
 - Surplus Funds may be transferred to a Cumulative Reserve, Long Term Obligation, Debt Service Fund, or may be used to restore the target fund balance.
 - A majority of the council is required to approve use of the General Fund Balance to fund unforeseen expenditure requirements or unanticipated revenue fluctuations. The Town Council will identify a plan to restore the Fund Balance to its target amount as part of the budget proposal.
 - Exception the event of the declaration of an emergency by the Town Council, a minimum Fund Balance equal to 10% of operating revenues will be maintained. A majority of the council is required to approve use of the Fund Balance such that it falls

below the minimum. The Town will identify a plan to restore the General Fund balance to its target amount as part of the emergency budget proposal.

5.0 Revenue and Expenditure Policies

- a. Annual revenues are conservatively estimated as a basis for preparation of the annual budget and Town service programs.
- b. Expenditures approved by the Town Council in the annual budget define the Town's spending limits for the upcoming fiscal year. Beyond the requirements of law, the Town will maintain an operating philosophy of cost control and responsible financial management.
- c. The Town will maintain revenue and expenditure categories according to state statute and administrative regulation.
- d. Current revenues will be sufficient to support current expenditures.
- e. Revenue forecasts will be neither overly optimistic nor overly conservative. They will be as realistic as possible based on the best available information.
- f. All fees for services shall be reviewed and adjusted annually per CPI of the previous year (where necessary) and at least every five years to ensure that rates are equitable and cover the total cost of service or that percentage of total service cost deemed appropriate by the Town.
- g. Revenues of a limited or indefinite term will be used for capital projects or one-time operating expenditures to ensure that no ongoing service program is lost when such revenues are reduced or discontinued.
- h. Grant applications to fund new service programs with state or federal fund will be reviewed by the Town, as they become available, with due consideration being given to whether locally generated revenues will be required to support these programs when outside funding is no longer available.
- i. The Town of La Conner will establish and maintain Special Revenue Funds which will be used to account for proceeds from specific revenue sources to finance designated activities which are required by statute, ordinance, resolution or executive order.
- j. The goal will be that annual expenditures will be maintained within the limitations of annual revenues. The Town will not use short-term borrowing to finance current operating needs without full financial analysis and prior approval of the Town Council.
- k. In order to ensure the continuity of services, the Town will budget no more sales tax revenue than was received in the prior year as a hedge against possible future economic events.
- l. All authorized positions will be budgeted for a full year and with the maximum allowable benefit rate unless specifically designated by the Town Council as a partial-year position.
- m. Should economic downturns develop which could result in revenue shortfalls or fewer available resources, the Town will make adjustments in anticipated expenditures to compensate.

- n. Deficit financing and borrowing to support on-going operations will play no part in the Town's responses to revenue shortfalls. Expenses will be reduced to conform to the long-term revenue forecast. Interfund loans are permissible to cover temporary gaps in cash flow, but only when supported by a well-defined repayment schedule of a short duration.

6.0 One-Time Revenues

- a. It is the general policy of the Town to use major one-time revenues to fund capital improvements or reserves. The use of one-time revenues to fund ongoing expenditures is discouraged.
- b. Unpredictable revenues are budgeted conservatively, and any amount collected in excess of the budget is generally carried forward in the fund balance.
- c. All potential grants shall be carefully examined for matching requirements. Some grants may not be accepted if the local matching funds cannot be justified or identified. Grants may also be rejected if programs must be continued with local resources after grant funds are exhausted.

7.0 Enterprise Fund Policies

- a. The Town will establish enterprise funds for Town services when 1) the intent of the Town is that all costs of providing the service should be financed primarily through user charges; and/or 2) the Town Council determines that it is appropriate to conduct a periodic review of net income for capital maintenance, accountability, or other public policy purposes.
- b. Enterprise funds will be established for Town -operated utility services.
- c. Enterprise fund expenditures will be established at a level sufficient to properly maintain the fund's infrastructure and provide for necessary capital development.
- d. Each enterprise fund will maintain an adequate rate structure to cover the costs of all operations, including maintenance, depreciation, capital and debt service requirements, reserves (as established by fiscal policy or bond covenant), and any other cost deemed necessary.
- e. Enterprise fund services will establish and maintain reserves for general contingency and capital purposes consistent with those maintained for general governmental services.
- f. Revenue bonds shall be issued only when projected operating revenues are insufficient for the enterprise's capital financing needs.
- g. The Town will limit the maturities of all utility revenue bond issues to 20 years or less.

8.0 Cash Management and Investment Policies

- a. Careful financial control of the Town's daily operations is an important part of La Conner's overall fiscal management program. Achieving adequate cash management and investment control requires sound financial planning to ensure that sufficient revenues are available to meet the current expenditures of any one operating period. Once steps are

taken to ensure that the Town maintains a protected cash position in its daily operations, it is to the municipality's advantage to prudently invest idle funds until such time as they are required to make expenditures.

- b. The Town's idle cash will be invested on a continuous basis in accordance with the Town's adopted investment policies.
- c. The Town will maintain a formal investment policy conforms to all Washington State statutes, Town Ordinances and policies governing the investment of public funds.
- d. The Town will invest all funds (in excess of current requirements) based upon the following order of priority: 1) legality; 2) safety; 3) liquidity and yield. No public deposit shall be made except in a qualified public depository as provided in Chapter 39.58 RCW and FDIC insured.
- e. Investments with Town funds shall not be made for purposes of speculation.
- f. The Town is prohibited from investing in derivative financial instruments for the Town's managed investment portfolio.
- g. Proper security measures will be taken to safeguard investments. The Town's designated banking institution will provide adequate collateral to insure Town funds.
- h. The Town Council will be provided with quarterly reports on the Town's investment strategy and performance.
- i. Sufficient cash shall be maintained to provide adequate funds for current operating expenditures.
- j. Investment interest from Treasurer's Cash will be allocated in accordance with LCMC 3.35.030 considering 1) Interest earned on restricted fund balances will be allocated according to fund balances, 2) average cash balance of the participating fund; and 3) minimum cash balance needs as determined by the Finance Director.
- k. The Town will issue checks for all budgetary expenditures to provide greater financial control and investment flexibility.
- l. Treasurer's checks will not be permitted.

9.0 Accounting, Financial Reporting, and Auditing Policies

- a. The Town of La Conner will establish and maintain a high standard of accounting practices. Accounting and budgetary systems will, at all times, conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System (B.A.R.S.) and local regulations.
- b. A comprehensive accounting system will be maintained to provide all financial information necessary to effectively operate the Town.
- c. The Town will meet the financial reporting standards set by the Governmental Accounting Standards Board.
- d. Full disclosure will be provided in all Town financial reports and bond representations.
- e. Audits will be performed at a frequency as prescribed by the State Auditor's Office.

f. The Town will enact the following internal controls:

- Segregation of Duties – No employee should control any one transaction from beginning to end. Accounts payable will be reviewed, initialed, and signed by two employees other than the employee preparing the checks. Payroll checks will not be signed by the employee processing payroll.
- It is the goal of the Town that all invoices presented for payment will be initialed by department heads.
- All checks for accounts payable and payroll will be available for a councilmembers review upon request and presented for council approval at council meetings. All voided checks shall be clearly stated on the certification form.
- An employee other than the Finance Director, and designated by the Finance Committee shall reconcile the Town's monthly bank statements.
- The Finance Director or designee will review and initial the cash receipts log to verify it matches the bank validated deposit slip.
- The Finance Director or Public Works Director will initial all adjustments to water and sewer accounts.
- The Town will use official pre-numbered cash receipt forms with the Town of La Conner printed on them rather than generic receipt forms.
- Bank deposits will be made daily and all checks will be endorsed immediately upon receipt.
- Purchasing/Credit Cards will be kept in the Town safe. A log sheet must be signed out and in, by the employee and initialed by another employee. Employees acknowledge by signing the Receipt for Personnel Policy Manual, that they understand the Town of La Conner's policies and procedures regarding allowable uses for credit cards.
- An itemized expense voucher must be filled out for reimbursement with original detailed source documents. Photocopies of credit card slips will be an exception.

10. Reserve Fund Policies

- a. Adequate reserve levels are a necessary component of the Town's overall financial management strategy and a key factor in external agencies' measurement of the Town's financial strength.
- b. Town and State regulations have been established to allow the Town of La Conner to create and maintain specific reserve funds. Prudent use of reserve funds enable the Town to defray future costs, take advantage of matching funds, and beneficial (but limited) opportunities. Reserve funds provide the Town with the ability to exercise flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the Town to deal with unforeseen emergencies or changes in condition.
- c. The goal of the Town will be to maintain a Contingency Fund to address unforeseen project expenditures or external revenue shortfalls in an amount equivalent to ten percent of the funded six-year CIP, less proprietary fund projects. Contributions will be made from appropriate Fund resources as they are available.

- d. All expenditures drawn from reserve accounts shall require prior Council approval unless previously authorized by the Town Council for expenditure in the annual budget.

11.0 Debt Management Policies

- a. The amount of debt issued by the Town is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages. From a policy perspective, the Town of La Conner uses debt in two ways: (1) As a mechanism for needed improvements to both present and future citizens; and (2) As a mechanism to reduce the costs of substantial public improvements.
- b. Town Council approval is required prior to the issuance of debt.
- c. An analytical review shall be conducted prior to the issuance of debt.
- d. The Town will use the services of a legally certified and credible bond counsel in the preparation of all bond representations.
- e. The Town of La Conner will not use long-term debt to support current operations.
- f. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
- g. Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
- h. The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life.
- i. Non-capital furnishings, supplies, and personnel will not be financed from bond proceeds.
- j. The Town will use refunding bonds where appropriate, when restructuring its current outstanding debt.
- k. Reserves, interest costs, operating costs, and/or maintenance expenses will be capitalized only for enterprise activities; capitalized operating expenses will be strictly limited to those expenses incurred prior to actual operation of the facilities.
- l. The Town will maintain a good credit rating at all times.
- m. Assessment bonds will be issued in place of general obligation bonds, where possible, to assure the greatest degree of public equity.
- n. Under most circumstances, the maturity of all assessment bonds shall not exceed 20 years.
- o. General Obligation bonds will be issued with maturities of 20 years or less.
- p. The following individual percentages shall not be exceeded in any specific debt category:
 - General Debt - 2.5% of assessed valuation
 - Utility Debt - 2.5% of assessed valuation
 - Open Space and Park Facilities - 2.5% of assessed valuation

- q. Limited-tax general obligation bonds will not exceed one and one-half percent of the Town's current assessed property valuation.
- r. Limited-tax general obligation bonds will be issued only if:
 - A project in progress requires funding not available from alternative sources;
 - Matching fund monies are available which may be lost if not applied for in a timely manner; or
 - Emergency conditions exist.

12.0 Capital Improvement Policies

- a. La Conner's Town government is accountable for a considerable investment in buildings, parks, roads, sewers, equipment and other capital investments. The preservation, maintenance, and future improvement of these facilities are a primary responsibility of the Town. Planning and implementing sound capital improvement policies and programs today will help the Town avoid emergencies and major costs in the future therefore:
 - The Town will establish and implement a comprehensive multi-year Capital Improvement Program.
 - The Capital Improvement Program will be prepared and updated annually.
 - The Town Council will designate annual ongoing funding levels for each of the major project categories within the Capital Improvement Program.
 - Financial analysis of funding sources will be conducted for all proposed capital improvement projects.
 - An annual Capital Improvement Budget will be developed and adopted by the Town Council as part of the annual budget.
 - The Capital Improvement Program will be consistent with the Capital Facilities Element of the Comprehensive Plan.

Town of La Conner INVESTMENT POLICY

1.0 Policy

It is the policy of the Town of La Conner to invest public funds in a manner consistent with the greatest safety and protection for the Town's investments. This investing of funds will, while protecting the safety of the Town's investment, produce the highest investment return for meeting the cash flow requirements of the Town and conform to all Washington State statutes, Town ordinances and policies governing the investment of public funds.

2.0 Scope

This investment policy applies to all financial assets of the Town of La Conner. These funds are accounted for in the Town of La Conner's Annual Report to the State of Washington.

3.0 Prudence

The standard of prudence to be applied by the Investment Officer in managing the Town's overall portfolio shall be the "Prudent Person Rule" which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The Investment Officer, acting in accordance with the Investment Policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3.1 Public Trust

All participants in the investment process will seek to act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public scrutiny and evaluation. In addition, the overall investment program shall be designed and administered with a degree of professionalism worthy of the public trust. Investment officials shall also refrain from any transaction that might knowingly impair public confidence in the Town's ability to govern effectively.

4.0 Objective

The funds of the Town of La Conner will be invested in accordance with the Constitution of the State of Washington, applicable statutes (Revised Code of Washington (RCW), Town ordinances, resolutions, and Council direction. The objectives below are listed in order of importance.

4.1 Safety

Safety of principal is the primary objective of the Town's investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

4.2 Liquidity

The Town of La Conner's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating and capital requirements which might reasonably be anticipated. Investments will be organized according to a laddered maturity schedule.

4.3 Return on Investment

The Town's investment portfolio shall be designed with the goal of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Town's investment risk constraints and the cash flow characteristics of the portfolio. The Town will use as a benchmark, the average rate of return of a Six-Month Treasury Bill.

5.0 Delegation of Authority

5.1 Investment Policy and Implementation

The Town Council will annually review the overall Investment Policy as it relates to the Town's financial objectives and make any necessary modifications to the Policy. The Council will annually appoint the members of the Investment Committee and direct the Investment Committee as to the investment policies to be implemented for the next year.

5.2 Investment Committee

The membership of the Town's Investment Committee will be the current Finance Committee, which includes the Finance Director, Administrator, and two members of the Town Council. The Committee shall meet quarterly to review the Town's current investments and provide the Finance Director with guidance on any further investment decisions. The Committee shall meet to determine general strategies and monitor results. The Investment Committee shall include in its deliberations such topics as: economic outlook; portfolio diversification and maturity structure; potential risks to the Town's funds; authorized depositories; and the target rate of return on the investment portfolio.

5.3 Investment Officer

The Town of La Conner's Finance Director is designated as the Investment Officer for the Investment Committee and is responsible for implementing investment decisions and activities as directed by the Investment Committee and Town Council.

The Finance Director shall establish and maintain written procedures for the operation of the investment program consistent with this Investment Policy. Such procedures shall include explicit delegation of authority to persons responsible for the implementation of the investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy, and the procedures adopted by the Town Council. The Finance Director will be responsible for all transactions undertaken and will institute a system of controls reviewed and approved by the Town Council.

6.0 Ethics and Conflicts of Interest

Officials and employees involved in the investment process shall refrain from personal business activity which could conflict with proper execution of the investment program, or which could impair their ability to make unbiased investment decisions. Employees and investment officials shall disclose to the Town Council the type of financial relationship, not specific dollar amounts,

in financial institutions that conduct business for the Town, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the Town's portfolio.

7.0 Qualified Institutions

The Finance Director will maintain a list of financial institutions authorized to provide banking and investment services to the Town.

7.1 Financial Institutions

The selection of the Town's bank(s) will be made from the list of Qualified Public Depositories approved by the Washington Public Deposit Protection Commission as authorized to provide investment services. (R.C.W. 39.58.080) Banks having a deposit relationship with the Town shall provide the Finance Director with appropriate financial statements on a timely basis.

Individuals representing firms doing business with the Town shall receive a copy of the Policy.

8.0 Authorized and Suitable Investments

As contemplated in the Revised Code of Washington Section 35.39.032, the Finance Director of the Town is authorized on behalf of the Town and in accordance with the investment decisions of the Investment Committee to invest funds from the Town Treasury which, in the judgment of the Investment Committee are in excess of current Town needs. These excess funds will be limited to the following instruments:

8.1 Investment deposits, including certificates of deposit, with qualified public depositories as defined in RCW Chapter 39.58.

8.2 Certificates, notes, bonds, or any other obligations of the United States, including Treasury bills and Treasury bonds. (RCW Section 43.84.080, 36.29.020)

8.3 The State of Washington Local Government Investment Pool. (RCW Chapter 43.250)

9.0 Safekeeping and Custody

Securities will be held by a financial institution to serve as a third-party custodian acting on the Town's behalf. This agent shall issue a safekeeping receipt to the Town listing the specific instrument, rate, maturity and all other pertinent information. All securities purchased by the Town shall be properly designated as an asset of the Town, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping.

10.0 Operating Checking Accounts

It is the Policy of the Town to keep only minimal balances within its operating checking accounts to cover any outstanding checks and to maintain minimum bank balances.

11.0 Local Government Investment Pool

It is the Policy of the Town to maintain at least \$25,000 in the State of Washington Local Government Investment Pool. (Section 8.3)

12.0 Maximum Maturities

To the extent possible, the Town of La Conner will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities having a maturity date of more one-year from the date of purchase unless approved by the Investment Committee. In no event will maturity dates exceed 24 months.

13.0 Internal Control

The Finance Director will establish an annual process of independent review for three years from the date of the resolution. This review will provide internal control by assuring compliance with policies and procedures.

14.0 Performance Guidelines

The Investment Portfolio shall be designed to meet the investment objectives as outlined in Section 4.0 of this policy. As a benchmark, the average rate of return of a Six-Month Treasury Bill will be used. This performance standard shall take into account the Town's investment risk constraints and cash flow needs. Maturities of investments shall be kept relatively shorter in periods of rising interest and relatively longer in periods of declining interest rates. The portfolio will be structured to have quarterly maturities.

15.0 Reporting

The Finance Director is charged with the responsibility of quarterly reporting on the investment portfolio.

15.1 Quarterly Reports

The Finance Director shall submit to the Town Council a quarterly investment report that summarizes the investment strategies employed in the most recent quarter, description of the portfolio in terms of investment securities, yields, maturities, risk characteristics and other features. The report shall include:

1. A listing of individual securities held at the end of the reporting period;
2. The average life and final maturity of all investments listed;
3. Coupon, discount or earnings rate;
4. Percentage of the portfolio in each invested category; and
5. Average rate of return for the quarter compared to the current Six-Month Treasury Bill rate.

16.0 Investment Policy Adoption

The Town's Investment Policy shall be adopted by Resolution of the Town Council. The Policy shall be reviewed periodically by the Finance Director and the Investment Committee. Any modifications made to the Policy must be approved by the Council.

GLOSSARY OF TERMS

ACCOUNTING SYSTEM: The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

ACCOUNTS PAYABLE: A short-term liability account reflecting amounts owed to private persons or organizations for goods and services received by a government.

ACCOUNTS RECEIVABLE: An asset account reflecting amounts due from private persons or organizations for goods and services furnished by a government (but not including amounts due from other funds or other governments).

AD VALOREM TAXES: A tax levied on the assessed value of real property.

AGENCY FUND: A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments and /or other funds.

ANNUAL FINANCIAL REPORT: The official annual report of a government. It includes (a) the five combined financial statements in the combined statements-overview and their related notes and (b) combined statements by fund type and individual fund and account group financial statements in conformity with GAAP and organized into a financial reporting pyramid. It also includes supporting schedules necessary to demonstrate compliance with finance-regulated legal and contractual provisions, required supplementary information, extensive introductory material and a detailed statistical section.

APPROPRIATION: An authorization made by the Town Council, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

ASSESSED VALUATION: A determination of the value of real or personal property as a basis for levy taxes.

AUDIT: A systematic examination of resource utilizations concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- ascertain whether financial statements fairly present financial position and result of operations;
- test whether transactions have been legally performed;
- identify areas for possible improvements in accounting practices and procedures;
- ascertain whether transactions have been recorded accurately and consistently; and
- ascertain the stewardship of officials responsible for governmental resources.

AUDITOR'S REPORT: In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with generally accepted accounting practices.

AWC: Association of Washington Cities: This organization lobbies in Olympia for the benefit of city government interests, and keeps localities informed through a weekly update during legislative session. On a year around basis, the association continuously provides information, updates and education to local government representatives on various topics. The annual convention of the association in June provides local officials an opportunity to select from several topics to address by attending workshops during the week. The association additionally manages a health benefit service for city employees and a small cities self-insurance pool (liability and property) for member cities interested in these programs.

BARS: Budget, Accounting, and Reporting System: Developed, distributed, taught and enforced by the Washington State Auditor's Office, this is the official guide to acceptable practices for accounting and recordkeeping in state agencies and political subdivisions.

BEGINNING FUND BALANCE: An account used to record estimated and actual resources available for expenditure in one fiscal year because of revenues collected in excess of the budget and/or under-expenditure of the budget.

BOND: A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed revenue, or means of financing the expenditures. The term is also sometimes used to denote the officially approved expenditure ceilings under which the Town and its departments operate. It is the official written statement prepared by the Clerk Treasurer and Department Heads for the Mayor which presents the proposed budget to the Town Council.

CAPITAL PROJECTS: Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

CASH BASIS ACCOUNTING: The method of accounting where revenues are recorded when received and expenditures are recorded when paid.

CATEGORY II CITY: A municipality of under 8,000 population at incorporation. These smaller entities may use cash basis accounting and a single entry system of bookkeeping, as long as utility fund budgets remain under \$500,000.

COLA: Cost of Living Allowance

DEBT SERVICE: Payment of interest and repayment of principal to holders of the Town's debt instruments.

ENDING FUND BALANCE: The cash balance remaining at the end of the fiscal year available for appropriation in future years.

ENTERPRISE FUNDS: A type of proprietary fund which contains activities which are operated in a manner similar to private businesses.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURE: An outlay of current resources for goods and services. Expenditures reduce the remaining budget authorization (appropriation) available.

FIDUCIARY FUND: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

FUND: Governmental accounting systems are organized and operated on a fund basis. A fund is an independent financial and accounting entity with a self-balancing set of accounts in which financial transactions relating to revenues, expenditures, assets and liabilities are recorded. Funds are established to account for the use of restricted revenue sources and to carry on specific activities or pursue specific objectives. Fund may be established by State constitution, State statute, or Town ordinances.

FUND BALANCE: Fund equity (the difference between revenue and expenditures) in a given accounting period. In the budget, part of fund balance may be designated and appropriated as a resource to support the fund expenditures.

FUND TYPE: In governmental accounting, all funds are classified into three categories and seven fund types:

Governmental funds Category

- 1) General (or Current Expense) Fund
- 2) Special Revenue Funds
- 3) Debt Service Funds
- 4) Capital Projects Funds

Proprietary Funds Category

- 5) Enterprise Funds
- 6) Internal Service Funds

Fiduciary Funds Category

- 7) Trust and Agency Funds
 - a) Expendable Trust Funds
 - b) Non-expendable Trust Funds
 - c) Pension Trust Funds
 - d) Agency Funds

GAAP: Generally Accepted Accounting Principles.

GENERAL FUND: The fund used to account for the receipt and expenditure of general governmental revenues such as taxes, fees for service and state-shared revenues that are not earmarked for specific functions. The general fund accounts for services customarily provided by general purpose local government, including fire and police protection, park and recreation facilities, land use planning and the administrative and support services associated with these activities.

GENERAL OBLIGATION BONDS: Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GRANTS: A contribution of assets (usually cash) by one governmental unit or other organization to be used

INTERFUND TRANSFERS: Amounts transferred from one fund to another.

INTERGOVERNMENTAL: Referring to activities or transactions (contracts, grants, agreement, etc.) occurring between government jurisdictions (e.g. cities and counties) such as intergovernmental revenue.”

INVESTMENTS: Assets held for the production of revenue in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

LEGAL NOTICES AND PUBLICATIONS: The town is required to publish certain items in the legal notices section of the official newspaper of the town. These include: Notice of Public Hearing, Ordinances adopted by the town council (summaries are acceptable, and used to keep publication costs down), request for project bids, Notices of Application for sub-division, variance, conditional use, and notices of determinations of non-significance for projects requiring environmental checklists. Resolutions are not normally required to be published.

LEOFF: Law Enforcement Officer and Firefighters retirement system.

LEVY LID: A statutory restriction on the annual increase in the amount of property tax a given public jurisdiction can assess on regular or excess levies.

LEVY RATE: The rate at which taxes, special assessments or service charges are imposed. For example, the real and personal property tax levy is the rate at which property is taxed per \$1,000 assessed valuation.

LID: Local Improvement District made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

MRSC: Municipal Research and Services Center: This agency of the state provided information to cities ranging from official’s guidebooks, to manuals on various official procedures. MRSC also collects samples of ordinances, personnel policies, budgets, annual reports, for use by cities wishing to see examples. Basic legal information regarding state requirements and allowances for cities is also available.

ORDINANCE: A statute or regulation enacted by Town Council.

PERS Public Employees Retirement System: Operated by the Washington State Department of Retirement Systems. Woodway joined and enrolled employees in PERS in 1995.

PETTY CASH: A sum of money set aside for the purpose of making change or paying small obligations for which the issuance of a formal voucher and warrant would be too expensive and time consuming.

PROPRIETARY FUND: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

PUBLIC HEARING Although all regular town council meetings are public meetings, a Public Hearing requires prior specific notice by publication in the legal notices section of the newspaper. Public hearings are held for annexations, zoning changes, conditional use permits, variances, sub-divisions, proposed budgets, proposed rate changes, and issues which the council feels the community should have specific notice and opportunity of input before a decision is made.

RCW: Revised Code of Washington. Laws of the State of Washington enacted by the State Legislature.

REET: (Real Estate Excise Tax) A tax upon the sale of real property from one person or company to another.

REGULAR LEVY: The portion of the property tax which supports the General Fund.

RESERVE: A segregation of assets to provide for future use toward a specific purpose.

RESOLUTION: A formal statement of a decision or expression of an opinion of the Town Council.

RESOURCES: The dollars available for appropriation, including estimated revenue, interfund transfers and in some cases, a beginning fund balance.

REVENUE: Income received by the City to support programs or services to the community. Includes such items as taxes, fees, user charges, fines, forfeits, interest income and miscellaneous revenue.

SPECIAL LEVY: Separate property tax levies authorized by the voters for specific purposes.

STATE AUDITOR'S OFFICE (SAO): This division of state government is charged with the responsibility of setting guidelines for all state agencies and sub-divisions to follow in recordkeeping and reporting. These rules are established to ensure accurate, honest recordkeeping for the entity, and uniform reporting for state and federal needs for information and accountability. Washington SAO developed the BARS system, categories I and II, to provide state uniformity. The SAO performs periodic audits of entities to ensure individual accountability and compliance. Woodway is scheduled for audit on an annual basis.

TRUST AND AGENCY FUNDS: A type of fiduciary fund which accounts for funds held by the City in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

VOUCHER: A written document which evidences the propriety of transactions and usually indicates the accounts in which they are to be recorded.

WARRANT: An order drawn by a municipal officer directing the treasurer of the municipality to pay a specified amount to the bearer, either after the current or some future date.

WCIA: Washington Cities Insurance Authority is a group of cities across the state that provides pooled and self-insurance services for liability, auto, property, and all other insurance coverages.

WFOA: Washington Finance Officers Association: This Association provides training, often in conjunction with the SAO for city treasurers, accountants and finance directors. Certification as Public Finance Officer (PFO) is renewable annually. WFOA teams also review, critique and present awards for excellent presentations of budgets and annual reports.

WMCA: Washington Municipal Clerks Association. This organization is the state level of IIMC, and provides training through state conferences and coordination of the IIMC Professional Development series at the University of Washington (starting in 1999 - Seattle University). WMCA also conducts the Academy for Advanced Education in Washington, in conjunction with each year's annual conference.