



THE CITY OF FIRCREST

2014

ADOPTED

BUDGET

**CITY OF FIRCREST, WASHINGTON
2014 ADOPTED BUDGET**

CITY OFFICIALS

Council: David M. Viafore (Mayor)
Hunter T. George
David R. Goodsell
Chris Gruver
Matthew P. Jolibois
Kathy L. McVay
Denny Waltier
City Manager: Rick Rosenblatt
Finance Director: Colleen Corcoran

POPULATION: 6,540

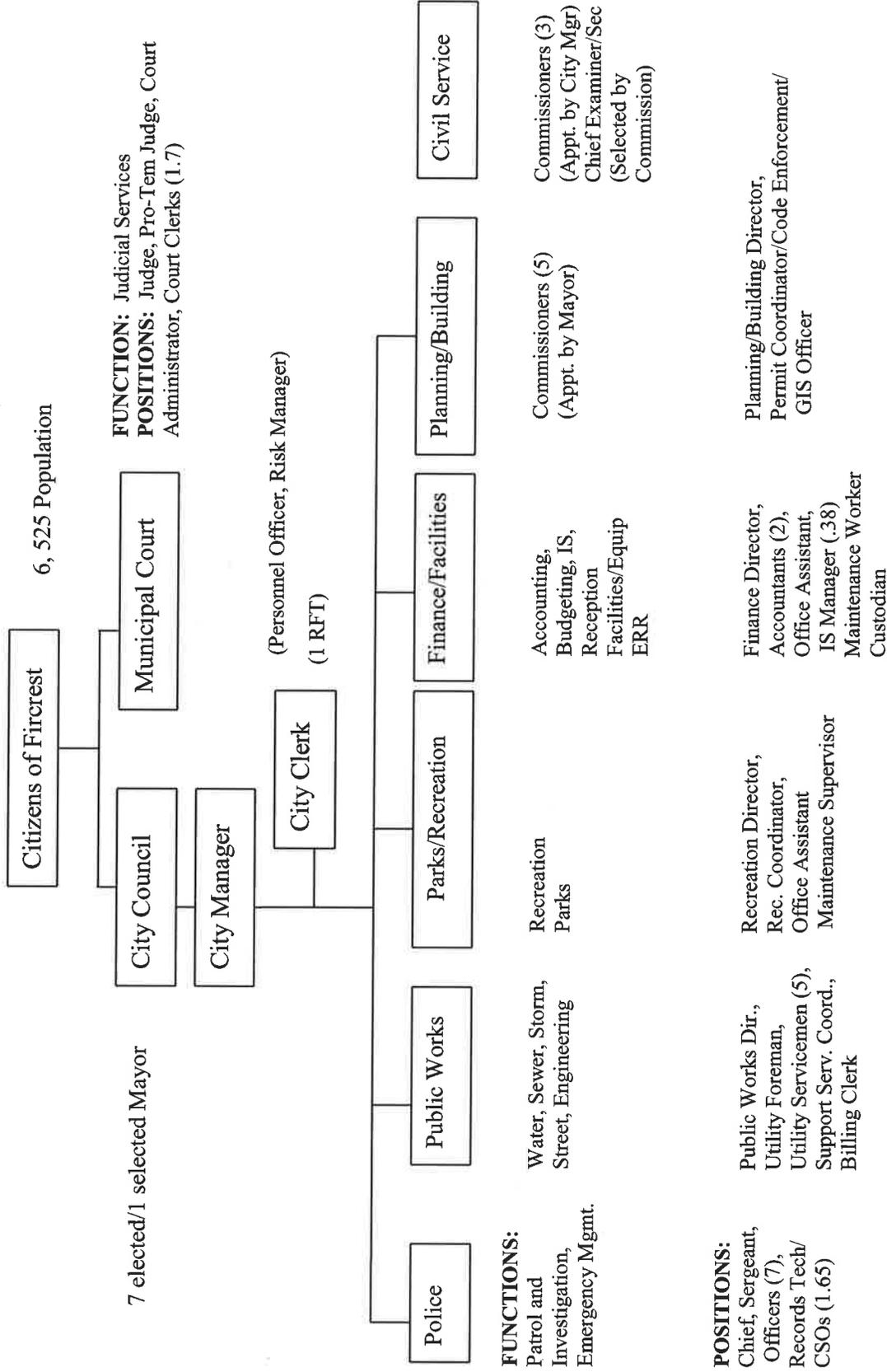
2014 ASSESSED VALUATION REGULAR LEVY: \$569,373,361
REGULAR MILL LEVY: 2.6006
EMS MILL LEVY: 0.500

2014 REVENUES, EXPENDITURES & BALANCES BY FUND

General.....	7,225,001
Street	1,630,101
Storm Drain	1,096,200
Water.....	1,711,830
Sewer	2,758,493
Relocation of Backyard Sewer Mains Project.....	2,911,389
Equipment Replacement	1,855,922
Police Investigation	11,454
Real Estate Excise Tax.....	1,731,150
Cumulative Reserve.....	3,530,763
TOTAL	24,462,303

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CITY OF FIRCREST 2014 ORGANIZATION CHART by Position



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City of Fircrest
2014 Preliminary Budget

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THE CITY OF FIRCREST

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

January 1, 2014

Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2014 Adopted Budget. This document addresses the critical issues and mandates facing Fircrest within the limits of the City's resources. As the principal policy statement, the budget is a tool for management, accounting, communications, and planning decisions. In addition, it provides a financial plan and operations guide for implementing the various City programs and services.

What the City of Fircrest does:

- Protects people, homes, businesses
- Manages impacts of growth
- Builds capital facilities
- Collects garbage and recycling
- Maintains and manages streets
- Provides park and recreation activities
- Manages water, sewer, and storm sewer
- Protects the environment

Strong effort has been made to maximize the level of public services while minimizing the level of debt and maintaining necessary reserves. 2014 operations are to be funded from 2014 revenues. Expenditures and revenues have been budgeted conservatively.

2014 BUDGET OVERVIEW

- Includes a COLA increase of 2% for all employees.
- Includes a 10% employee contribution for medical premiums.
- Includes an increase in pension rates.
- Proposes capital expenditures in General, Street, Storm, Water, Sewer and ERR Funds.

Local government is a labor-intensive service industry and to maintain expected service levels, meet State mandates, perform required preventive infrastructure maintenance, and complete public works projects, the City must have adequate staffing.

GENERAL FUND

- Includes a 1% increase in property tax revenue plus new construction.
- Includes the sixth year of a six year EMS levy rate passed by voters.

- Transfers 12.5% of property tax collections to the Street Fund.
- Transfers \$60,000 from General Fund Light money for Street Light Maintenance.
- Transfers \$10,000 for Street Beautification (banners, baskets, traffic islands, & bulb-outs).
- Transfers \$500,000 to Cumulative Reserve - General Fund
- 1.4% increase applied to the Fire/EMS contract with Tacoma.
- Includes full library reimbursements charged by the City of Tacoma.

2013
Budgeted operating revenues:
 \$4,289,804

2014
Budgeted operating revenues:
 \$4,403,508

2013
Budgeted operating expenditures:
 \$4,352,608

2014
Budgeted operating expenditures:
 \$4,353,498

CUMULATIVE RESERVE FUNDS

The City also has a cumulative reserve fund that was set up by ordinance. This fund has emergency reserves set aside for three major funds. In 2014 \$500,000 will be transferred to the General Fund portion of cumulative reserves. The breakdown after the transfer is as follows.

General Fund	3,000,000
W/S Fund	380,763
Street Fund	150,000
Total	\$3,530,763

STREET FUND

Transfers in from General Fund include \$185,091 (12.5% Property Tax); \$60,000 (Street Light Maintenance); and \$10,000 (Beautification).

Capital consists of \$50,000 to perform major patching improvements throughout the City; \$875,000 to grind and overlay Regents Boulevard from Alameda Avenue to Orchard Street with funding from grant revenue and REET 1; \$8,750 for ¼ of an HVAC system for the Public Works Facility; and \$15,200 of expenses related to paths and trails to be funded from Designated Fund Balance for Paths and Trails.

Street Reserves will be decreased by \$122.

**2013 Budgeted revenues
 with transfers:**
 \$1,959,584

**2014 Budgeted revenues
 with transfers:**
 \$1,331,901

**2013 Budgeted expenditures
with Capital:**
\$1,923,362

**2013 Budgeted expenditures
with capital:**
\$1,332,023

STORM DRAIN FUND

Storm Improvements consists of \$25,000 for storm water catch basin and frame & grate replacement. Project Engineering of \$5,000 is for design of the above projects and \$125,000 for design work related to the NPDES grant. Machinery & Equipment consists of \$8,750 for ¼ of an HVAC system for the Public Works Facility.

Reserves will be decreased by \$5,308.

**2013
Budgeted revenues:**
\$463,142

**2014
Budgeted revenues:**
\$550,200

**2013
Budgeted expenditures with capital:**
\$417,267

**2014
Budgeted expenditures with capital:**
\$555,508

WATER FUND

Capital improvement includes \$40,000 for a new 8-inch water main in Golden Gate Avenue from Princeton Street to Columbia Street, \$40,000 for fluoride monitors and \$80,000 for soft start control system on Well #4, Well #6/7 and Well #8.

Project Engineering includes \$20,000 for engineering services to finalize the plans and specifications and provide bidding assistance for the aforementioned water main construction.

Machinery & Equipment consists of \$8,750 for ¼ of an HVAC system for the Public Works Facility.

Reserves will be decreased by \$136,829

**2013
Budgeted revenues:
(With loans and capital contributions)**
\$919,156

**2014
Budgeted revenues:
(With loans and capital contributions)**
\$921,830

**2013
Budgeted expenditures with capital:**
\$991,094

**2014
Budgeted expenditures with capital:**
\$1,058,659

SEWER FUND

Other Improvements includes \$50,000 for miscellaneous capital improvement projects. All other sewer capital improvements in 2014 are expected to be related to the Relocation of Back Yard Sewer Mains project and paid for out of the Backyard Sewer Fund.

Reserves will be decreased by \$22,266.

2013	2014
Budgeted revenues:	Budgeted revenues:
(With loans, capital contributions)	(With loans, capital contributions)
\$2,031,925	\$2,039,700
2013	2014
Budgeted expenditures with capital:	Budgeted expenditures with capital:
\$2,231,389	\$2,061,966

EQUIPMENT RENTAL AND REPLACEMENT FUND

The Equipment Rental and Replacement Fund provides a central fund from which to acquire and replace needed vehicles and equipment having a value in excess of \$1,000. Each department is annually charged a year's replacement contribution toward the replacement of their equipment. Thus, when a piece of equipment has expended its useful life, funds should be available for its replacement.

The purchases budgeted in Equipment Rental and Replacement in 2014 consists of seven new computers; a truck for Facilities/Parks; and a used pickup truck for Water/Sewer.

SUMMARY

In summary, the 2014 Operating Preliminary Budget is balanced. Department managers have been conservative in planning their budgets and all departments have tried to balance available funds with expected service levels. They have also implemented cost containment wherever and whenever possible. Council's request to maintain services while maintaining a balanced budget has been used as a budget guideline.

The Staff has tried to assure accuracy; however, it should be kept in mind that unanticipated economic, legislative, or operational events may occur which would cause projections to be inaccurate.

There are factors imposing real limits on the City's future ability to respond to community needs and wants. Reductions associated with the elimination of the State Motor Vehicle Excise Tax, loss of sales tax equalization funding, annual restriction of 1% of property tax levy increases, and the loss of interest revenue due to the current economy have greatly impacted revenues. Economic sustainability is needed to continue

the ability to provide quality services and amenities. Due to being predominately residential and the loss of state shared revenues, there is a need to grow and diversify the City's revenue base. While revenue limitations on Fircrest are significant, by clearly targeting resources and visioning for the future, the City will be able to continue quality services at a basic level to meet community needs.

This budget is the result of many hours of preparation and financial projections by department managers and their staff who all worked exceptionally hard to have a balanced budget. On behalf of the entire City staff we thank you Council and citizens for all your help and the opportunity to be of service to the City of Fircrest.

Sincerely,



Rick Rosenblatt
City Manager

GENERAL FUND SUMMARY REPORT

Operating Revenues	4,403,508
Operating Expenses	<u>(4,353,498)</u>
Revenue over (under) Expenditures	50,010
Capital Expenditures	<u>(46,500)</u>
Excess of Revenues over (under) Operating and Capital	3,510
Undesignated Beginning Fund Balance	1,152,281
Designated/Light	962,206
Designated/44th & Alameda	<u>707,006</u>
Total Beginning Fund Balance	2,821,493
Transfer to Street Light Maint. From Light Designated Fund Balance	(60,000)
Transfer to Street Capital From Light Designated Fund Balance	0
Transfer to Cumulative Reserve	(500,000)
Undesignated Ending Fund Balance	655,791
Designated/Light	902,206
Designated/44th & Alameda	<u>707,006</u>
Total Ending Fund Balance	2,265,003

GENERAL FUND REVENUES

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-10-00-01	Des. Fund Bal/Light	1,135,321	1,080,162	1,022,206	962,206
308-10-00-02	Des. Fund Bal/44th Alameda	896,610	770,998	737,007	707,006
308-80-00-01	Undes. Unres. Fund Balance	1,016,697	1,009,708	1,170,585	1,152,281
	Total Fund Balance	3,048,628	2,860,868	2,929,798	2,821,493
311-10-00-00	General Property Taxes	1,467,667	1,455,636	1,477,634	1,480,724
311-10-01-00	EMS Tax	321,071	310,053	277,824	284,687
313-11-00-00	Retail Sales & Use Tax	268,309	262,818	270,000	275,000
313-17-00-00	Zoo Tax	44,358	45,512	43,000	45,000
313-71-00-00	Local Criminal Justice Tax	81,588	83,563	80,000	88,000
316-40-00-00	Water Utility Tax	65,032	67,620	66,400	65,800
316-41-00-00	Sewage Utility Tax	119,821	120,665	120,000	120,000
316-43-00-00	Gas Utility Tax	130,093	125,056	130,000	132,000
316-45-00-00	Garbage/Solid Waste Tax	85,217	88,439	88,000	89,000
316-46-00-00	Television Cable Tax	125,275	104,059	130,000	130,000
316-47-00-00	Telephone/Telegraph Tax	188,039	191,766	200,000	202,000
316-81-00-00	Gambling Excise Tax	4,249	3,759	3,000	4,000
	Total Taxes	2,900,719	2,858,946	2,885,858	2,916,211
321-91-00-01	Non Comp Charge/Electric	137,420	237,904	192,000	210,000
321-91-00-02	Franchise Fee Water	3,923	6,330	4,800	5,100
321-91-00-03	Franchise Fee Cable TV	96,316	126,116	98,000	100,000
321-99-00-00	Business Licenses & Permits	40,010	38,745	40,530	41,000
321-99-00-01	Home Occupation	0	3,600	4,000	4,000
322-10-00-00	Building Permit	25,467	17,757	22,785	23,400
322-10-00-01	Mechanical Permit	5,506	3,685	3,825	4,400
322-10-00-02	Plumbing Permit	3,740	3,471	3,825	4,425
322-10-00-03	Excavate/Clear/Grading Permit	0	130	100	100
322-10-00-05	Sign Permit	90	405	360	270
322-10-00-06	Investigation Fee	1,383	1,125	500	500
322-10-00-07	Fire Protection Permit	0	0	300	240
322-90-00-00	Other Licenses & Permits	50	75	50	50
	Total Licenses & Permits	313,905	439,343	371,075	393,485
334-03-50-00	Overtime Reimbursement-St of WA	0	5,743	5,000	5,000
334-04-20-00	Planning Grant-Wa St Dept of Comm	0	0	0	18,000
336-00-98-00	City-County Assistance	52,630	66,002	57,000	73,500

336-06-21-00	CJ-Population Based	1,434	1,465	1,700	1,700
336-06-26-00	CJ-Special Programs	5,412	5,507	5,800	5,680
336-06-51-00	DUI-Cities	1,364	1,215	1,200	1,200
336-06-94-00	Liquor Excise Tax	31,688	23,941	5,480	7,765
336-06-95-00	Liquor Board Profits	45,285	64,838	46,690	46,300
336-06-95-01	Liquor Board Profits-Public Safety	0	0	11,840	11,700
	Total Intergovernmental Revenues	137,813	168,711	134,710	170,845
341-43-00-00	Interdepartmental Service Chgs	384,490	353,170	355,086	390,622
341-99-00-00	Passport Fees	7,375	6,775	8,000	8,000
342-10-00-00	Police OT Reimbursement-Non State			0	2,000
342-40-00-00	Special Inspection Fees			0	200
345-81-00-01	Planning Permit	8,051	6,577	5,720	3,270
345-81-00-02	Site Development Permit	1,600	910	1,800	1,950
345-83-00-00	Plan Checking	12,039	10,523	14,825	11,750
347-30-00-00	Swimming Pool Fees	29,580	25,229	31,000	31,000
347-30-00-02	Swim Team Fees	6,155	4,150	4,725	4,725
347-30-00-04	Recreation Fees	10,772	5,924	11,000	6,000
347-30-00-05	5K Registration Fees	0	2,483	0	2,500
347-30-00-06	Adult Basketball Registration	13,103	11,500	11,585	3,250
347-30-00-07	Adult Baseball Registration	16,461	17,735	19,350	6,300
347-60-00-01	Youth Basketball Registration	0	0	0	9,000
347-60-00-02	Youth Baseball Registration	0	0	0	11,500
347-60-00-04	Indoor Soccer	800	2,000	2,000	2,000
347-60-00-05	Flag Football Registration	830	770	1,500	800
347-60-00-09	Instructor Based Revenue	24,324	17,142	25,000	17,000
347-60-00-10	Swimming Instructions	35,018	31,294	34,000	32,000
	Total Charges for Goods & Services	550,598	496,182	525,591	543,867
353-10-00-01	Municipal Court	226,213	218,775	230,000	230,000
356-50-00-00	Investigative Fund Assessments	4,158	4,388	5,000	5,000
356-50-04-00	DUI Invest Fund Assessments	4,588	4,578	5,000	5,000
	Total Fines & Forfeits	234,959	227,741	240,000	240,000
361-11-00-01	Investment Interest	18,266	8,656	7,955	8,000
361-40-00-01	Sales Interest	229	126	300	100
361-40-00-03	Int On Gen Property Taxes	119	161	100	100
361-40-00-04	Int On EMS Property Taxes	30	40	25	100
362-40-00-00	Space & Facility Rental	19,188	17,088	21,925	17,000
362-40-00-01	Soccer Field Rental	4,136	4,589	4,700	6,000

362-50-00-01	Land Rental	63,605	67,710	69,590	79,770
362-50-00-02	Land Rental-ERR Garage	3,465	3,575	3,675	3,730
362-50-00-03	Time/Temp Sign Rental	7,150	8,450	7,800	7,800
362-50-00-04	Pool Rental Revenue	2,330	2,250	2,000	2,000
367-00-00-02	Parks Donations	7,639	5,749	4,000	4,000
367-00-00-03	Police Donations	11,462	2,824	5,000	5,000
367-00-00-10	Firework Donations	860	1,410	1,500	1,500
369-10-00-00	Sale of Scrap	0	0	0	0
369-81-00-00	Cash Overage/Shortage	-44	18	0	0
369-81-00-01	Cash Over/Short-Pool	2	11	0	0
369-90-00-01	Other Misc Revenue	3,907	37,503	4,000	4,000
369-94-00-01	Reimbursements	2,168	180	0	0
	Total Misc Revenue	144,512	160,340	132,570	139,100
	Total Operating Revenue	4,282,506	4,351,263	4,289,804	4,403,508
	Non Operating Revenue	4,010	8,750	0	0
TOTAL RESOURCES		7,335,144	7,220,881	7,219,602	7,225,001

REVENUE NARRATIVE

TAXES

General Property Taxes and E.M.S. Taxes includes a 1% increase plus anticipated revenue from new construction based on Planning Department projections. The EMS levy rate of .50/1,000 of assessed property value was passed by the voters in 2008.

Franchise Fee Cable TV This revenue is received from the two cable companies who provide services to the City of Fircrest.

Gambling Tax revenue is used for public safety.

A listing of utility tax rates is included in the back of the budget. These vary from 3% to 8.5%.

LICENSES & PERMITS

Business Licenses & Permits are from business operation within Fircrest. The projected revenue is based on 450 Business Licenses. Home Occupation Permits are estimated at fifteen new home occupation permits. The City partners with Washington State for Business License services.

Building, Mechanical and Plumbing Permit revenue is based on new and remodeling construction activity in Fircrest.

INTERGOVERNMENTS REVENUES

Local Government Assistance is received from the Department of Revenue and provides ongoing assistance to low tax base cities and counties. The distribution is based on per capita sales tax revenues, and property tax assessed values.

MVET, CJ, Liquor Tax, Liquor Profits are received from the State of Washington and are based on a per capita basis. The City's population for purposes of distributing state shared revenue is 6,540. Criminal Justice (CJ) funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and /or child abuse prevention programs.

CHARGES FOR GOODS & SERVICES

Passport Fees is the City's share of revenue for processing passport applications.

Planning, Site Development, and Plan Checking is due from new construction activity in Fircrest.

Swimming Pool Revenues includes fees from admissions, lessons, and swim team.

Recreation, Basketball, Baseball and Soccer is for fees charged to participate in these activities.

Instructor Based Revenue is collected from participants registering for classes in which the City will pay a percentage amount to an instructor. There is an offsetting expenditure in the Recreation Department.

Interdepartmental Service Charges are for charges performed by the General Fund for Street, Storm Drain, Water and Sewer Funds. The charges are determined on a percentage basis of operating expenditures budgeted.

FINES & FORFEITS

Fines & Forfeits is revenue received from the Fircrest Municipal Court.

MISCELLANEOUS REVENUE

Space & Facilities Rental is for revenue received for rental of the Parks and Recreation facilities.

Land rental is revenue from Public Works for the land on which the Public Works building is constructed.

Land Rental ERR Garage is revenue from ERR for the land on which the ERR building is constructed.

Parks Donations are used to offset the cost of community programs.

Police donations Police donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

Other Miscellaneous Revenue consist of alarm permits, NSF fees, refund expenses from prior years, etc.

Reimbursements are funds the City receives for items that were originally expensed by the City and have been reimbursed.

Non-Competition Charge is the amount that the City collects as a non-compete fee from Tacoma Public Utilities and is based on Tacoma's gross electric revenues for electrical services located in Fircrest for the preceding year times six (6) percent.

GENERAL FUND EXPENDITURE RECAP

OPERATING BUDGET	<u>2013 BUDGET</u>	<u>IN(DE)CREASE</u>	<u>2014 BUDGET</u>
Legislative	67,380	3,630	71,010
Judicial	247,620	7,285	254,905
Admin	183,295	16,240	199,535
Finance	283,842	(10,085)	273,757
Legal	109,190	2,900	112,090
Other Employee Benefits	1,350	0	1,350
Non-Dept	94,010	(20,795)	73,215
Personnel	33,015	5,725	38,740
Facility & Equipment	280,340	15,500	295,840
Information Systems	50,824	(3,660)	47,164
Civil Service	4,704	71	4,775
Police	1,380,662	14,294	1,394,956
Fire/EMS	584,657	8,178	592,835
Jail	30,500	0	30,500
Building	61,030	(8,965)	52,065
Emergency Mgmt	12,550	20	12,570
Physical Environment	11,810	220	12,030
Planning	91,490	(30,124)	61,366
Mental Health	1,600	100	1,700
Recreation	228,135	10,175	238,310
Participant Recreation	37,950	(3,675)	34,275
Library	12,500	1,500	14,000
Community Events	16,600	0	16,600
Swimming Pool	124,365	(2,095)	122,270
Parks	178,485	24,065	202,550
Total Departmental Operating Costs	<u>4,127,904</u>	<u>30,504</u>	<u>4,158,408</u>
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	<u>184,704</u>	<u>387</u>	<u>185,091</u>
Total Operating Transfers	194,704	387	195,091
Total Operating Budget	4,322,608	30,890	4,353,498
Capital Budget			
Facilities	0	28,000	28,000
Fire/EMS	18,900	(6,900)	12,000
Recreation	0	1,500	1,500
Park Comp Plan	30,000	(30,000)	0
Parks	20,000	(15,000)	5,000
Total Capital Budget	<u>68,900</u>	<u>(22,400)</u>	<u>46,500</u>
Transfer for Street Light Maintenance	60,000	0	60,000
Transfer Out to Cumulative Reserve	<u>0</u>	<u>500,000</u>	<u>500,000</u>
Total Equity Transfers	60,000	500,000	560,000
Undesignated Ending Fund Balance	1,128,881	(473,090)	655,791
Designated/Light	962,206	(60,000)	902,206
Designated/44th Alameda	<u>687,006</u>	<u>20,000</u>	<u>707,006</u>
Total Ending Fund Balance	2,778,093	(513,090)	2,265,003
Total General Fund Budget	7,229,601	(4,600)	7,225,001

DEPARTMENT: City Council
DIVISION: N/A
PROGRAM: Legislative

PROGRAM DESCRIPTION

Function: The City Council governs the City through legislation and policy direction.

What we do:

- Pass motions, ordinances and resolutions.
- Appropriate funds for various City activities.
- Award major contracts.
- Make appointments to boards and commissions.
- Represent the City before other governmental units and the public.
- Oversee the Administration to assure compliance with Council policy.

GOALS AND WORK PLAN

2013 Completed:

- Approved overlay of Emerson Street.
- Approved Alameda/Buena Vista Sewer Main Replacement Project.
- Appointed Planning Commissioner and committee members.
- Set policies for the City.

New for 2014:

- Review and update all Comprehensive Plans.
- Develop Five Year Park Strategic Plan including review of Recreation operations and programs.
- Review and update the Park and Recreation Comprehensive Plan.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	30,360	32,410	33,810	33,810
20 Personnel Benefits	2,414	2,568	2,705	2,705
30 Supplies	0	0	100	100
40 Services & Charges	8,022	12,726	13,665	14,295
50 Intergovt Charges	12,024	10,503	17,000	20,000
60 Capital Outlays	0	0	0	0
90 Interfund Payment for Services	0	0	100	100
Total	52,821	58,207	67,380	71,010

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	33,810	0	33,810
Personnel Benefits			
Personnel Benefits	2,705	0	2,705
Supplies			
Office & Operating Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges		0	
Advertising	2,000	0	2,000
Travel	600	600	1,200
Miscellaneous	100	0	100
A.W.C. Dues	4,015	30	4,045
Dues, Memberships, Subscription	2,500	0	2,500
Codification Costs	3,800	0	3,800
Meals	400	0	400
Registrations	250	0	250
Intergovt & Other Interfund Pmt.			
Special Elections & Voter Reg	17,000	3,000	20,000
Interfd ERR Repairs & Maint	100	0	100
Total	67,380	3,630	71,010

BUDGET NARRATIVE

The Council normally meets on the second and fourth Tuesday of each month. In addition to two regular meetings per month, Council has standing study sessions on the third Tuesday in January and February and the third Monday each remaining month of the year. The Council also holds a joint meeting with the Planning Commission the first Tuesday of each year. These sessions are to review future issues of the City.

Council's base salaries are \$121.55 per month. In addition, the Mayor receives \$150 and Councilmembers receive \$100 per regular meeting attended. The Mayor and Councilmembers receive \$50 for each special meeting attended. The salaries and wages line item is based on 40 meetings: 24 regular (2 per month) and 16 special (10 monthly study sessions and 6 extra) meetings.

Travel and Registration lines are funded to provide for two Councilmembers to attend the Annual AWC conference.

Advertising is for costs of publishing ordinances and public notices.

Codification costs pay for the annual codification of ordinances into the Fircrest Municipal Code.

The \$400 in meals is for Council food for special meetings and study sessions.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Mayor	1.00	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00	6.00
Total	7.00	7.00	7.00	7.00

DEPARTMENT: Municipal Court
DIVISION: N/A
PROGRAM: Judicial Services

PROGRAM DESCRIPTION

Function: The Fircrest Municipal Court serves the public by providing an accessible forum for the fair, efficient and understandable resolution of civil and criminal cases, and by maintaining an atmosphere of respect for the dignity of all individuals. The Fircrest Municipal Court continues to be a contributing partner working toward a safe and vital community.

What we do:

- Process traffic infractions, criminal misdemeanors and gross misdemeanors taking place within the City limits of Fircrest.
- Process violations of the Fircrest Municipal Code.
- Execute passports.
- Review and implement new legislation.
- Provide fair, accessible and timely resolution of cases in an atmosphere of respect for all.
- Improve efficiency while maintaining quality justice/customer services.

PERFORMANCE MEASURES

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Passport Fees	8,850	7,375	6,775	8,000	8,000
Total Fines & Forfeits Revenues	261,248	234,959	227,741	240,000	240,000
Total Charges Filed	4,780	3,404	3,645	4,000	3,800

Explanation for revenue in Court penalties and tickets:

- Court revenue is projected based on prior year's actual statistics.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	171,257	169,592	176,915	179,970
20 Personnel Benefits	51,226	51,038	57,325	61,155
30 Supplies	4,225	4,389	5,350	5,350
40 Services & Charges	5,269	4,875	7,830	8,230
90 Interfund Pmt. For Svcs.	0	0	200	200
Total	231,977	229,894	247,620	254,905

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	176,415	3,055	179,470
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	57,325	3,830	61,155
Supplies			
Office & Operating Supplies	4,000	0	4,000
Publications-Court Rules	350	0	350
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Svcs - Pro Temp Judges	1,800	(200)	1,600
Prof Svcs - Interpreter	800	(100)	700
Prof Svcs - Jury Master	800	0	800
Communication	130	0	130
Postage	500	0	500
Travel	100	400	500
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	50	0	50
Miscellaneous	300	0	300
Registration & Tuition	300	200	500
Dues, Memberships, Subscriptions	450	0	450
Juror Costs	500	0	500
Witness Costs	0	100	100
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	200	0	200
Total	247,620	7,285	254,905

BUDGET NARRATIVE

The Professional Services Jury Master line item is for maintenance of the software program.

Registration and Tuition are for Court staff to attend spring and fall training through the District and Municipal Court Management Association (DMCMA) and/or other local training.

Dues, Memberships & Subscriptions includes membership with DMCJA and DMCMA.

The Witness Costs line includes funds for reimbursement to Department of Licensing (DOL) personnel to testify for all Driving While License Suspended (DWLS) trials held in Fircrest Municipal Court as required by RCW 35.20.160.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Judge	0.13	0.13	0.13	0.13
Court Clerk I	1.70	1.70	1.70	1.70
Court Administrator	1.00	1.00	1.00	1.00
Total	2.83	2.83	2.83	2.83

DEPARTMENT: Administration
DIVISION: Administration
PROGRAM: Administration Services

PROGRAM DESCRIPTION

Function: Administrative Services provides general administrative services and oversight to the various departments and programs of City government.

What we do:

- Administer programs and policies established by the City Council.
- Provide coordination with other jurisdictions and agencies on behalf of the Council.
- Direct and coordinate departmental operations.
- Inform Council on City affairs, matters, demands, problems, and future needs.
- Review policies and regulations involving municipal government management.
- Oversee the preparation of the City's annual budget and all major projects.
- Monitor all franchises, permits, and contracts.
- Monitor Solid Waste contract.
- Perform all other duties for the effective operation of the City.
- Provide assistance in responding to citizen requests.
- Provide support to Council committees.
- Develop and promote employee morale.
- Appoint Civil Service Commissioners, with Council confirmation.
- Appoint all new hires.

GOALS AND WORK PLAN

2013 Completed:

- Worked with Finance Department to coordinate and develop the 2014 Budget.
- Assisted Public Works with capital improvement projects.
- Microfilmed Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continued the records management program and records retention schedule compliance.
- Coordinated with Attorney on lawsuits.
- Renewed Cities Insurance Association of Washington insurance pool.
- Updated Fircrest Municipal Code.
- Advertised, interviewed and selected engineering firm for on call engineering.
- Advertised, interviewed and selected Public Works Director.

New for 2014:

- Work with Finance Department to coordinate and develop the 2015 Budget.
- Assist Public Works with capital improvement projects.
- Microfilm Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continue the records management program and implement records retention schedule.
- Update Fircrest Municipal Code.
- Work with Departments to ensure completion of projects and work plans.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	167,616	140,251	144,400	152,510
20 Personnel Benefits	30,042	35,323	36,965	44,995
30 Supplies	625	275	500	500
40 Services & Charges	1,374	392	1,230	1,330
90 Interfund Pmt. For Svcs.	0	0	200	200
Total	199,657	176,241	183,295	199,535

DETAIL BUDGET

	2013 Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	144,200	8,110	152,310
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	36,965	8,030	44,995
Supplies			
Office & Operating Supplies	300	0	300
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Professional Services	300	0	300
Communication	240	0	240
Travel	200	0	200
Repairs & Maintenance	100	0	100
Miscellaneous	100	0	100
Registration & Tuition	100	100	200
Dues,Memberships,Subscriptions	190	0	190
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	200	0	200
Total	183,295	16,240	199,535

BUDGET NARRATIVE

The professional services line item is for microfilming of Resolutions, Ordinances, and Council Minutes and other City documents.

The Dues, Memberships and Subscriptions line is for one membership in the National Association of Parliamentarians (NAP), one membership in the Pierce County Clerks & Finance Officers Association (PCCFOA) and one membership in Washington Municipal Clerks Association (WMCA).

Registration and Tuition has been increased for one person to attend NAP training.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.67
Admin. Assistant	0.48	0.48	0.00	0.00
Total	2.15	2.15	1.67	1.67

DEPARTMENT: Finance
DIVISION: Financial Services
PROGRAM: Accounting and Budgeting

PROGRAM DESCRIPTION

Function: Financial Services Division is responsible for ensuring adherence to legal, fiscal and accounting requirements established by the Office of the State Auditor.

What we do:

- Process financial data.
- Provide cash management for the City.
- Process disbursement and payroll.
- Monitor accounts payable and accounts receivable.
- Monitor City expenditures and revenues for budget compliance.
- Prepare the Annual Budget.
- Prepare the Annual Financial Reports.

GOALS AND WORK PLAN

2013 Completed:

- Processed Budget Amendments as needed.
- Prepared 2012 Annual State Reports.
- Assisted Washington State Auditors with 2011/2012 audit.
- Worked with Administration Department to develop the 2014 Budget.

New for 2014:

- Work with Administration Department to develop the 2015 Budget.
- Prepare 2013 Annual State Reports.
- Prepare request for proposal for banking services.

PERFORMANCE MEASURES

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Cash Receipts Processed	2,478	2,300	2,555	2,500	2,500
Payroll checks Processed	1,702	1,700	1,547	1,700	1,700
Accounts Payable Checks	1,826	1,800	1,825	1,800	1,800

TOTAL PROGRAM OBJECT BUDGET

<u>Program Object</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014 Budget</u>
10 Salaries & Wages	190,991	193,834	194,535	185,360
20 Personnel Benefits	64,092	65,308	67,925	66,475
30 Supplies	1,166	920	800	900
40 Services & Charges	4,449	1,846	3,765	4,205
90 Interfund Pmt. For Svcs.	2,404	4,292	16,817	16,817
Total	263,103	266,200	283,842	273,757

DETAIL BUDGET

	<u>2013 Budget</u>	<u>In(de)crease</u>	<u>2014 Budget</u>
Salaries & Wages			
Salaries & Wages	194,035	(9,175)	184,860
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	67,925	(1,450)	66,475
Supplies			
Office & Operating Supplies	500	100	600
Small Tools & Minor Equip	300	0	300
Services & Charges			
Travel	100	400	500
Miscellaneous	800	0	800
Registration & Tuition	850	0	850
Printing And Binding	1,500	0	1,500
Dues,Memberships,Subscriptions	215	40	255
Tax Audit Expenses	300	0	300
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	11,817	0	11,817
Interfd ERR Repairs & Maint	5,000	0	5,000
Total	283,842	(10,085)	273,757

BUDGET NARRATIVE

Travel and Registration lines are for one person to attend the WFOA conference and other miscellaneous training classes.

Miscellaneous includes the cost of document shredding and online fees.

Printing and Binding includes the printing of Purchase Order forms, checks, etc.

Dues, Membership & Subscriptions include memberships for WFOA, PSFOA and WMTA.

The Tax Audit Expenditure represents twenty percent (20%) of the recovered revenue as a fee paid to the City's tax auditing firm.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Finance Director	1.00	1.00	1.00	0.85
Accountant II	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	2.85

DEPARTMENT: Legal
DIVISION: N/A
PROGRAM: Legal Services

PROGRAM DESCRIPTION

Function: The City Attorney’s office provides legal advice and counsel to the City.

What we do:

- Provide legal advice and counsel to the City.
- Defend the City against claims and suits.
- Approve contracts, ordinances, and resolutions as to legal form.
- Prosecute misdemeanor cases for crimes occurring within the City.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
30 Supplies	2,516	831	2,700	2,700
40 Services & Charges	104,724	104,736	106,490	109,390
Total	107,240	105,567	109,190	112,090

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Supplies			
Publications	2,700	0	2,700
Services & Charges			
City Attorney	26,000	0	26,000
Special Legal Counsel	2,000	1,500	3,500
Town Prosecutor	50,000	0	50,000
Travel	600	300	900
Registrations	250	200	450
Memberships, Dues	40	0	40
Assigned Counsel	27,600	900	28,500
Total	109,190	2,900	112,090

BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

Special Legal Counsel is for legal services including land use issues not performed by the City Attorney.

Travel and Registration lines are for two conferences sponsored by Washington State Association of Municipal Attorneys.

Assigned Counsel provides defense counsel for indigent defendants.

The Town Prosecutor and the Department of Assigned Counsel are contracted.

DEPARTMENT: Personnel
DIVISION: N/A
PROGRAM: Other Employee Health Benefits

PROGRAM DESCRIPTION

Function: The Other Employee Health Benefits accounts for employee health benefits that are not related to a specific function.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
0 Total Other Services & Charges	29,405	877	1,350	1,350
Total	29,405	877	1,350	1,350

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Health Program	800	0	800
Travel-Health Program	550	0	550
Total	1,350	0	1,350

BUDGET NARRATIVE

The Health Program line includes funds to provide activities for the City’s Wellness program which is designed to enhance the overall health of employees’ mind, body and spirit through education, encouragement, and environment. By meeting standards set by AWC the City can earn the AWC’s Well City Award and qualify for a 2% discount on medical premiums.

Travel-Health Program is for two members of the Wellness Committee to attend the annual Healthy Worksite Summit. The registration cost is paid by AWC.

DEPARTMENT: Finance
DIVISION: Non-Departmental
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Non-Departmental Division accumulates charges that benefit the City as a whole and recovers some of its expenses through the interfund service charges.

What we do:

- Receipt all payments to the City including utility payments.
- Provide receptionist duties for the City.
- Provide a place to charge general postage, and other support services.
- Orders general supplies and printing for the City.
- Provide notary service.
- Prepare Town Topics
- Maintain City website.
- Maintain City Wellness Program.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	28,091	14,751	14,935	12,430
20 Personnel Benefits	10,091	5,168	5,685	11,365
30 Supplies	7,832	6,897	7,900	7,900
40 Services & Charges	95,927	40,475	62,650	38,700
90 Interfund Pmt. For Svcs.	2,474	1,785	2,840	2,820
0 Transfers & Other Cost Allocations	285,309	286,300	254,704	755,091
Total	429,724	355,376	348,714	828,306

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	14,735	(2,505)	12,230
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	5,685	5,680	11,365
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	6,000	0	6,000
Central Office Printing	1,500	0	1,500
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Biennial Audit	25,000	(25,000)	0
Communication	11,600	0	11,600
Postage	16,000	(4,000)	12,000
Travel	100	0	100
Operating Rentals	4,000	0	4,000
Miscellaneous	1,500	1,000	2,500
Town Topics	4,000	4,100	8,100
Notary	200	0	200
Dues, Membership,Subscriptions	100	(50)	50
Registration & Tuition	150	0	150
Printing And Binding	0	0	0
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	2,840	(20)	2,820
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Property Tax	184,704	387	185,091
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out to Cumulative Reserve	0	500,000	500,000
Total	348,714	479,592	828,306

BUDGET NARRATIVE

The Town Topics has been budgeted for six issues produced in-house and included with utility bills.

The Notary line includes funds for miscellaneous supplies as needed. The City currently has four notaries.

Dues, Memberships, Subscriptions line is for membership in Pierce County Cities and Towns Association. The City is no longer charged a fee to utilize the membership in the Department of General Administration-State Purchasing Contract.

The Printing and Binding line item was for the City Calendar. In 2013 the calendar was funded using the NPDES community outreach grant from the Storm Fund.

The Transfer line item consists of \$10,000 to the Street Fund to fund Street Beautification costs; \$60,000 to the Street Fund to fund Street Light Maintenance; \$185,091 to the Street Fund for 12.5% of the property taxes collected; and \$500,000 to Cumulative Reserve-General Fund.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Office Assistant	0.40	0.40	0.40	0.40
Admin. Assistant	0.30	0.30	0.00	0.00
Total	0.70	0.70	0.40	0.40

DEPARTMENT: Administration
DIVISION: Personnel
PROGRAM: Human Resources

PROGRAM DESCRIPTION

Function: The human resources program provides for the recruitment, selection, training and development of an efficient and effective work force.

What we do:

- Coordinate City's Safety and Wellness Programs.
- Administer City's Drug and Alcohol Testing Program.
- Undertake recruitment of employees to fill vacancies, including Summer Youth Employment.
- Program and assist with selection process.

GOALS AND WORK PLAN

2013 Completed:

- Facilitated dispute resolution for employees.
- Continued personnel records management program.

New for 2014:

- Recruit and replace staff as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	30,407	19,878	21,080	22,320
20 Personnel Benefits	7,937	5,662	6,080	9,055
30 Supplies	0	38	255	255
40 Services & Charges	3,847	3,129	5,600	7,110
Total	42,190	28,707	33,015	38,740

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	21,080	1,240	22,320
Personnel Benefits			
Personnel Benefits	6,080	2,975	9,055
Supplies			
Office & Operating Supplies	105	0	105
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	2,000	1,000	3,000
Advertising	2,000		2,000
Drug & Alcohol Testing	600	0	600
Travel	490	160	650
Miscellaneous	100	0	100
Dues, Memberships, Subscriptions	0	100	100
Meals-Other Than Travel/Train.	50	0	50
Registration & Tuition	360	250	610
Total	33,015	5,725	38,740

BUDGET NARRATIVE

This program includes labor negotiations, personnel policies, benefits administration, staff development and City-wide staff training with the exception of computer training which falls under the Information Systems Department.

Professional Services includes funding for expert advice for non-represented employment issues (union legal issue costs are charged to the specific department). This line item is also used for the costs of psychological and medical exams, physical assessments and drug screening test for Police Officer Lateral Entry candidates. It is also used for the cost of background checks such as the State Patrol (WATCH) Program (Washington Access to Criminal History).

Travel and Registration lines are to provide for the Personnel Officer to attend the Annual Labor Relations Institute conference and other miscellaneous training classes.

The purpose of the City's Drug and Alcohol Testing Program is to comply with the Federal Highway Administration's regulations requiring drug and alcohol testing for employees with Commercial Driver's License endorsements. The program is also for drug tests on all new Police and CDL employees.

Dues include membership in WAPLRA.

Meals-Other than Travel/Training is for lunches for individuals when serving on City oral boards.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
City Clerk	0.33	0.33	0.33	0.33
Admin. Assistant	0.22	0.00	0.00	0.00
Total	0.55	0.33	0.33	0.33

DEPARTMENT: Facilities
DIVISION: Facilities
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Facilities division maintains all City facilities.

What we do:

- Maintain all City facilities and property.
- Organize annual CPR and first-aid training for City staff.
- Organize annual hearing tests as required by Labor and Industries.
- Provide cleaning of City Hall, Public Safety, Recreation and Public Works buildings.
- Supervise landscaping contract.

GOALS AND WORK PLAN

2013 Completed:

- Maintained all City facilities.
- Assisted with city-wide beautification.
- Maintained City property grounds.
- Assisted with maintenance of ERR vehicles and equipment including new purchases.

New for 2014:

- Coordinate with Recreation Center staff on assignments and tasks.
- Improve efficiency by reducing costs through conservation efforts to reduce the use of various supplies.
- Provide timely and efficient maintenance and repair of all city buildings, grounds and equipment.

TOTAL PROGRAM OBJECT BUDGET

	<u>Program Object</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014 Budget</u>
10	Salaries & Wages	58,479	70,685	56,315	67,345
20	Personnel Benefits	25,897	28,725	25,475	29,210
30	Supplies	13,960	13,444	15,600	19,400
40	Services & Charges	144,436	138,286	177,050	174,300
60	Capital Outlays	0	4,860	0	28,000
90	Interfund Pmt. For Svcs.	4,346	10,611	5,900	5,585
	Total	247,118	266,611	280,340	323,840

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	56,315	11,030	67,345
Personnel Benefits			
Personnel Benefits	25,475	3,735	29,210
Supplies			
Operating Supplies/Facilities	400	0	400
Operating Supplies/Rec Bldg	3,400	100	3,500
Operating Supplies/P.S.B.	2,500	500	3,000
Operating Supplies/P.W.F.	2,300	700	3,000
Operating Supplies/C.H.	2,500	500	3,000
Operating Supplies/Park Struct	1,200	(200)	1,000
Operating Supplies/Landscaping	1,500	3,000	4,500
Small Tools & Minor Equipment	1,800	(800)	1,000
Services & Charges			
Advertising	300		300
Contract Maintenance	22,000	8,250	30,250
General Fund Prop Maintenance	1,400	0	1,400
Communications	450	100	550
Insurance	115,000	(9,000)	106,000
Insurance Deductible	1,000		1,000
Public Utility Services	12,000	1,800	13,800
Repairs & Maintenance	300	(200)	100
Repairs & Maint/Rec Bldg	5,000	2,500	7,500
Repairs & Maint/City Hall	3,400	2,500	5,900
Repairs & Maint/Public Works	4,600	(2,200)	2,400
Repairs & Maint/Public Safety	9,500	(6,500)	3,000
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	0	500
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	355	(355)	0
Rental Space In Err Garage	3,425	50	3,475
Interfd ERR Repairs & Maint	2,120	(10)	2,110
Total	280,340	15,500	295,840

BUDGET NARRATIVE

Included in the Insurance line item are insurance costs for all City general liability, Police liability; fidelity bonds, boiler and machinery and property insurance. Automobile insurance is included in the ERR budget. Utility funds are charged their share of insurance costs through the inter-fund charge.

The Operating Supplies/Landscaping is for in-house maintenance to grounds. It has been increased \$3,000 for material to replace the irrigation system on Claremont.

General Fund Property Maintenance is primarily used for special maintenance needs which are not covered under the general landscape maintenance contract.

Parks Structures/Supplies and Repairs & Maintenance include funds for the Parks Storage Garage; Pavilion; Tot Lot restrooms; Whittier restrooms; and the picnic shelter repairs.

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Building & Structures	0	0	0
Improvements	0	28,000	28,000
Machinery & Equipment	0	0	0
Total	0	28,000	28,000

CAPITAL NARRATIVE

Capital Improvements is for: \$3,000 to install vapor barrier under the Community Center; \$3,000 to replace the pool's front and rear entry doors; \$1,500 to install a security camera at the Community Center with monitor in the office; \$5,000 to replace windows on west side of Public Safety Building; \$12,000 to repaint the exterior of City Hall; and \$3,500 to seal and stripe City Hall parking lot.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Maintenance Worker II	0.35	0.35	0.55	0.55
Planning/Building Director	0.05	0.15	0.15	0.00
Finance Director	0.05	0.15	0.15	0.15
Custodian	0.64	0.64	0.64	0.64
Total	1.04	1.14	1.34	1.34

DEPARTMENT: Finance
DIVISION: Information Systems
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Information Systems Division maintains all computer equipment and oversees upgrades and purchases of all computer related equipment.

What we do:

- Maintain all City hardware and software installations.

GOALS AND WORK PLAN

2013 Completed:

- Renewed software licenses as needed.
- Upgraded Spam Filtration.
- Upgraded Antivirus detection system.
- Migrated non police internet connections from T-1 to cable.

New for 2014:

- Renew software licenses as needed.
- Replace desktop computers as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	20,793	22,063	27,510	28,060
20 Personnel Benefits	1,688	1,784	2,235	2,280
30 Supplies	1,046	936	2,600	2,600
40 Services & Charges	7,738	7,854	13,220	12,970
90 Interfund Pmt. For Svcs.	0	0	5,259	1,254
Total	31,265	32,637	50,824	47,164

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	27,510	550	28,060
Personnel Benefits			
Personnel Benefits	2,235	45	2,280
Supplies			
Office & Operating Supplies	100	0	100
Small Tools And Minor Equip	2,500	0	2,500
Services & Charges			
Professional Services	900	0	900
Web Design/Maintenance	500	(250)	250
Communication	6,720	0	6,720
Repairs & Maintenance	100	0	100
Software Licenses	5,000	0	5,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	4,959	(4,005)	954
Interfd ERR Repairs & Maint	300	0	300
Total	50,824	(3,660)	47,164

BUDGET NARRATIVE

The Web Design/Maintenance line is for maintenance of the web page for the City.

The Communication line item is for a T-1 line that serves the City's Police computer system and cable internet connections that serve the non Police computer system.

Small Tools and Minor Equipment includes backup tapes, fans, etc.

Software Licenses is to account for the annual license renewals necessary to properly maintain the City's network and its data.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Information Services Manager	0.38	0.38	0.38	0.38
Total	0.38	0.38	0.38	0.38

DEPARTMENT: Administration
DIVISION: Civil Service Commission
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Civil Service Commission was created according to State law and exercises powers and performs duties in connection with selection, appointment and employment of police in the City. The Chief Examiner to the Civil Service Commission is selected and appointed by the Commission and is paid as their separate staff member. The position reports directly to the Civil Service Commission and provides support to the Commission.

What we do:

- Provide for selection, appointment, and employment of Police in the City in accordance with Civil Service Rules and RCW's.
- Adjudicate appeals from disciplinary actions.
- Chief Examiner informs Commission on Civil Service matters, demands, and problems.

GOALS AND WORK PLAN

2013 Completed:

- Held monthly meetings to approve payroll certifications and conduct Commission business.
- Established eligibility list for Lateral Police Officers.
- Hire new Police Officer.

New for 2014:

- Hire new Police Officers if needed.
- Establish eligibility list for Lateral Police Officers.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	2,172	2,172	2,175	2,220
20 Personnel Benefits	302	322	345	370
30 Supplies	0	17	100	100
40 Services & Charges	0	149	2,084	2,085
Total	2,474	2,660	4,704	4,775

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	2,175	45	2,220
Personnel Benefits			
Personnel Benefits	345	25	370
Supplies			
Office Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges			
Professional Services	500	0	500
Advertising	800	0	800
Travel	459	1	460
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	75	0	75
Registration And Tuition	200	0	200
Total	4,704	71	4,775

BUDGET NARRATIVE

The salary for the Chief Examiner is set by ordinance and is not included in the Salary Ordinance.

The Professional Services line is for attorney fees for grievances, appeals, etc. and for expert consultation.

The Travel and Registration lines are for the cost for one person to attend the annual Civil Service Conference in Yakima each September.

Advertising is for newspaper ads for replacement of Police Officers, as needed.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Civil Service Secretary	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

DEPARTMENT: Police
DIVISION: N/A
PROGRAM: Security of Persons and Property

PROGRAM DESCRIPTION

Function: The mission of the Fircrest Police Department is to work in partnership with the community to protect life and property and to enhance the quality of life in our City through proactive problem solving, fair and equitable law enforcement, and effective use of resources. Functions and programs include patrol, traffic enforcement, investigations, crime prevention, emergency response, narcotics, vice related activities, school lunch buddies program, school safety programs and special services.

What we do:

- Serve and protect the Community.
- Enforce state laws and city ordinances; support the Constitution and laws of the United States, the State of Washington and the City of Fircrest.
- Work with citizens to address their concerns.
- Maintain a high level of traffic visibility and enforcement.
- Continually seek out and apply for grants.
- Maintain a strong liaison with area schools and community.
- Host community events/meetings.
- Recruit and use volunteers to assist with departmental programs.

GOALS AND WORK PLAN

2013 Completed:

- Maintained high visibility enforcing traffic laws.
- Met federal mandate of narrow banding all our police radios.
- Increased officer safety and efficiency by installing docking stations in all vehicles.
- Worked with the Attorney General's Office to come to an agreement with Charley's Steak and Ale.
- Co-hosted open house with the Tacoma Fire Department.
- Continued to work with the Fircrest Business Association.
- Participated in County Party Intervention Patrol task force.
- Assigned vehicle maintenance officer to ensure proper maintenance of vehicles.
- Updated Officers lap top computer capabilities using money from a grant.
- Made transition to new OMNIX computer program-computer ACCESS system.
- Hired and trained new police officer.
- Increased number of block watch groups.
- Used citizen volunteers to assist with departmental programs.
- Hosted community events/meetings.
- Hosted National Night Out event.
- Applied for and received several grants.
- Hosted Christmas "Sleigh Ride through the City" event.
- Assisted the parks department with many programs.
- Continued to update Police Policy and Procedure Manual.
- Participated with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- Continued to work with the Pierce County Sheriff's Officer to closely monitor our registered sex offender population.

2014 Work Plan and Goals:

- Serve and protect our community.
- Enforce state laws and city ordinances, support the Constitution and laws of the United States, the State of Washington and the City of Fircrest.
- Continue to update our Policy and Procedure Manual.
- Continue to work with other jurisdictions in monitoring radio system changes in the area thus ensuring interoperability and effectiveness for the City of Fircrest
- Continue to stay engaged with cooperative Cities task force.
- Continually interact with the community to generate mutual understanding thereby facilitating public support.
- Continue close liaison with the Fircrest Business Association.
- Continue high visibility and enforcement activities within our community.
- Continue to train officers in all aspects of police work to include proper terrorism response.
- Participate in and provide security for City events to include Fun Days, Movie in the Park, Easter Egg Hunt, Car Show and others.
- Host crime prevention meetings.
- Continue to work in close liaison with the parks department to address problems in a proactive manner.
- Host National Night Out event.
- Work with citizens to address their concerns.
- Continually seek out and apply for grants.
- Maintain a strong liaison with Whittier Elementary school.
- Recruit and use volunteers to assist with departmental programs.

PERFORMANCE MEASURES

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Collision	80	100	80	90
Minor Traffic Offenses	3,021	3,305	3,200	3,200
Major Traffic Offenses	444	398	420	400
Total Blotter Entries	14,978	15,506	15,400	15,400
General Reports	798	798	900	800
Miscellaneous Reports	14,180	14,708	14,500	14,600

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	765,933	776,647	770,715	810,805
20 Personnel Benefits	336,879	346,441	342,070	343,225
30 Supplies	8,237	5,605	8,200	8,550
40 Services & Charges	35,833	45,282	53,470	58,810
50 Intergov't'l Services	132,634	134,753	135,901	113,373
60 Capital Outlays	0	0	0	0
90 Interfund Pmt. For Svcs.	54,877	62,172	70,306	60,193
Total	1,334,393	1,370,900	1,380,662	1,394,956

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	744,215	31,590	775,805
Overtime	20,000	0	20,000
Major Holiday Compensation	6,500	0	6,500
Emphasis Patrol Overtime	0	8,500	8,500
Personnel Benefits			
Personnel Benefits	326,735	1,155	327,890
LEOFF I Medical Premiums	12,035	0	12,035
LEOFF I Long Term Care Prem	300	0	300
LEOFF I Other Medical Costs	3,000	0	3,000
Supplies			
Office & Operating Supplies	5,200	0	5,200
Small Tools & Minor Equipment	3,000	350	3,350
Services & Charges			
Professional Services	20,000	0	20,000
Communication	8,000	2,160	10,160
Travel	800	200	1,000
Operating Rental/Copier	4,500	0	4,500
Repairs & Maintenance	2,500	0	2,500
Miscellaneous	400	2,100	2,500
Uniforms/Clothing/Laundry	4,550	0	4,550
Registration & Tuition	1,000	1,000	2,000
Dues,Memberships,Subscriptions	500	0	500
CJF Program	5,800	(120)	5,680
Reimbursable Program	5,000	0	5,000
Chaplaincy Program	220	0	220
Community Outreach	200	0	200
Intergovernmental Services			
PC Radio Infrastrucure	2,586	0	2,586
Dispatching	87,495	(12,460)	75,035
WACIC/NCIC	3,200	0	3,200
Records	5,930	(5,930)	0
IT Charges	36,690	(4,138)	32,552
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	21,181	(98)	21,083
Interfd ERR Repairs & Maint	49,125	(10,015)	39,110
Total	1,380,662	14,294	1,394,956

BUDGET NARRATIVE

Overtime is divided into three categories. The first type is called Major Holiday Compensation and is used for employees required to work on any day recognized as a holiday and paid at the rate of time and one-half for all hours worked on the designated holiday. The second type of overtime is used to pay officers who work over 40 hours in a work week. This would include when an officer is subpoenaed into court outside their regularly scheduled hours. Emphasis Patrol Overtime allows the police department to fund extra patrols in the business districts, parks, neighborhood streets, and traffic enforcement. This program allows the police department to target areas in our city that need extra attention.

Long Term Care is insurance for LEOFF I retired employees. By law, the City is responsible for retired LEOFF I employees' medical costs including nursing home care for the rest of their lives. The City currently has one LEOFF I retiree.

The Office and Operating Supplies line item is used to purchase items that are unique to the police department and include such things as traffic citations, ammunition, evidence kits, drug test kits, and police forms.

Included in the professional services line item is \$8,786 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of \$6,390 to continue our contract for major crime investigation and Forensic Officers and \$2,396 for the Pierce County Swat Team. The other amount included in this line item is \$11,214 for Police Guild negotiations, contract compliance issues and other attorney fees. In the past we budgeted for K-9 services but Pierce County K-9 has now joined the Metro K-9 team and they no longer charge for this service. Tacoma, Puyallup, and other departments K-9 have never charged us. Due to regionalized grants that we have supported we are also no longer being charged for Lab teams or Hazardous Devis teams.

Due to new CJIS requirements regarding two-factor authentication requirements to connect officers in the field to CJIS data including CAD and State Interface the Communication line has been increased.

Registration, Tuition and Travel lines have been increased to send an Officer to training to be qualified as a Firearms and Taser instructor.

The repairs and maintenance line item is for maintaining police radios, computers, and other equipment that is not in ERR. The maintenance and repair of our police radios and other police equipment is done by the Pierce County Communication Center.

The Miscellaneous line contains funding for GPS tracking services of the Police vehicles.

The Criminal Justice Funded (CJF) Programs are matched by amounts budgeted in the General Fund revenue budget under CJF-Special Programs.

The reimbursable programs line item is for donations or grants to the Police Department and will be spent only if the money is received. The amount in this line item is \$5,000.

The chaplaincy program is funded entirely by donations. The money in this line item was donated to the program and has not yet been utilized. Therefore, it is being rolled over into 2014.

WACIC/NCIC is our police teletype system known as ACCESS. ACCESS provides us with the ability to enter and delete warrants, obtains drivers checks, wanted checks, stolen checks, and is our communicator with other agencies in a secure format.

The dispatching line item pays for South Sound 911 to provide emergency dispatch services, including E911 for our City. South Sound 911 provides these services for the majority of police agencies in Pierce County.

In 2013 the Interfund ERR Repairs & Maintenance line was increased for a one time major repair work on a police vehicle therefore it is being decreased for 2014.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Police Chief	1.00	1.00	0.95	0.95
Police Sergeant	1.00	1.00	1.00	1.00
Police Officer	7.00	7.00	7.00	7.00
CSO II	0.60	0.60	0.60	0.60
CSO I	1.05	1.05	0.93	0.93
Total	10.65	10.65	10.48	10.48

The Police Chief salary is split between Police (95%) and Emergency Management (5%).

DEPARTMENT: Fire/EMS
DIVISION: Fire/EMS
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: In 1995 Fircrest entered into an Interlocal agreement with the City of Tacoma to provide Fire/EMS services to the City of Fircrest. The contract term continues indefinitely with a minimum of ten years.

What we do:

- Provide Fire, Advanced Life Support (ALS) and Basic Life Support (BLS) services.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
40 Services & Charges	4,060	0	500	500
50 Intergovt & Other Interfund Pmt.	551,162	568,797	584,157	592,335
90 Capital	0	5,579	18,900	12,000
Total	555,222	574,376	603,557	604,835

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Services & Charges			
Repairs & Maintenance	500	0	500
Intergovt & Other Interfund Pmt.			
Tacoma Contract Fire	306,333	1,315	307,648
Tacoma Contract EMS	277,824	6,863	284,687
Total	584,657	8,178	592,835

BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 1.4% for a total contract amount for both Fire and EMS of \$592,335.

This is the sixth year of a six year levy. The amount collected for EMS is limited to .50 cents per \$1,000 of assessed value. As assessed values decrease, the amount of allowed revenue collected for EMS decreases. The amount collected for EMS is used to offset a portion of the total contract amount. The difference will be an increase in the Fire budget.

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Other Improvements	18,900	(6,900)	12,000
Total	18,900	(6,900)	12,000

CAPITAL BUDGET NARRATIVE

Other Improvements is for new fire hydrants.

DEPARTMENT: Municipal Court and Police
DIVISION: N/A
PROGRAM: Jail

PROGRAM DESCRIPTION

Function: The Jail program is responsible for the incarceration of misdemeanor defendants for crimes committed within the City of Fircrest.

What we do:

- Incarcerate misdemeanant defendants for crimes committed within the City of Fircrest.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	013 Budget	2014 Budget
50 Intergovt Services	23,553	14,591	30,500	30,500
Total	23,553	14,591	30,500	30,500

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Services & Charges			
Prof Srvs - Jail	30,000	0	30,000
Prof Srvs - Jail (Medical Services)	500	0	500
Total	30,500	0	30,500

BUDGET NARRATIVE

The Professional Services – Jail (Medical Services) - Per RCW 70.48.130, the governing unit (health care provider) may obtain reimbursement for the cost of medical services from the unit of government whose law enforcement officers initiated the charges on which the person is being held in the jail.

DEPARTMENT: Planning and Building
DIVISION: Building
PROGRAM: Inspection

PROGRAM DESCRIPTION

Function: The Building Division ensures that building construction conforms to the standards under the International Codes and related ordinances and assistance in enforcement of City Code that is not strictly applicable to building (such as nuisance complaints) to preserve the health, safety and welfare of the general public.

What we do:

- Manage the construction permitting process.
- Enforce compliance with code standards.
- Process building, plumbing, mechanical, excavation, grading/filling and other permits.
- Perform account management on permit revenues including billing for services.

GOALS AND WORK PLAN

2013 Completed:

- Processed building plumbing, mechanical and grading permits.
- Performed building inspection services.
- Investigated and responded to complaints regarding unauthorized or unpermitted activities.
- Adopted the 2012 International and Uniform Codes and Related Amendments.

New for 2014:

- Residential and retail development plan review and inspection services.
- Provide plan review services for tenant improvements in existing commercial retail stores.
- Continue processing building, plumbing, and mechanical permits under the provisions of the International Codes.
- Continue protective inspections programs for code compliance.
- Continue enforcement of nuisance complaints.
- Continue working with Public Works and Finance on development permit coordination, invoicing and billing of clients.

PERFORMANCE MEASURES

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014 Budget</u>
Complaints/Enforcement	91	83	54	100	75
Building Inspections	325	306	243	275	250
Building Permits	53	58	61	75	70
Mechanical Permits	88	72	55	40	50
Plumbing Permits	59	38	41	45	45
Miscellaneous Permits	10	47	23	40	30

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	51,731	49,624	27,785	24,605
20 Personnel Benefits	23,104	20,016	11,645	4,760
30 Supplies	373	435	450	450
40 Services & Charges	17,280	18,018	19,750	20,850
90 Interfund Pmt. For Svcs.	500	660	1,400	1,400
Total	92,988	88,753	61,030	52,065

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	27,785	(3,180)	24,605
Personnel Benefits			
Personnel Benefits	11,645	(6,885)	4,760
Supplies			
Office & Operating Supplies	250	0	250
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Bldg Inspec/Plan Review	19,000	0	19,000
Eng Inspec/Plan Review	500	500	1,000
Travel	0	300	300
Dues, Memberships, Subscriptions	250	0	250
Registration & Tuition	0	300	300
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	1,400	0	1,400
Total	61,030	(8,965)	52,065

BUDGET NARRATIVE

Bldg Inspec/Plan Review line is for plan review and inspection services to cover costs associated with contract plan review and building services.

Eng Inspec/Plan Review line covers contract engineering review services related to building project permits. Most of these costs are offset by "pass-through" costs to an applicant in the review of a specific project application. This also applies to miscellaneous projects for which no application is pending (such as a pre-application conference).

Travel/Registration & Tuition has been increased for attendance at the WAPT conference.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Planning/Building Director	0.10	0.10	0.20	0.00
Permit Coordinator	0.75	0.75	0.40	0.50
Total	0.85	0.85	0.60	0.50

DEPARTMENT: Police
DIVISION: Emergency Management
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Emergency Management Division protects the public peace, health, and safety and preserves lives and property against existing and possible occurrence of major emergencies or disasters, either man-made or from natural causes. The City contracts with Pierce County to share and coordinate services in the event of an emergency situation and to assist in implementation of a Fircrest Emergency Management Plan.

What we do:

- Attend Pierce County Emergency Management meetings.
- Host citywide preparedness classes.
- Implement Fircrest Emergency Management Plan.

GOALS AND WORK PLAN

2013 Completed:

- Attended Pierce County Emergency Management meetings.
- Updated Hazard Identification and Vulnerability Plan.
- Presented emergency preparedness materials to our community.

New for 2014:

- Complete City of Fircrest Hazard Identification and Vulnerability Plan.
- Update City of Fircrest Emergency Management Plan as needed.
- Host emergency preparedness meeting for citizens.
- Hold emergency preparedness classes for employees.
- Hold employee earthquake building inspection class.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	4,039	5,004	5,005	5,105
20 Personnel Benefits	1,384	1,858	1,880	1,895
40 Total Other Services & Charges	86	0	0	0
50 Intergovt & Other Interfund Pmt.	5,393	5,525	5,665	5,570
60 Capital Outlays	0	0	0	0
Total	10,902	12,387	12,550	12,570

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	5,005	100	5,105
Personnel Benefits			
Personnel Benefits	1,880	15	1,895
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,665	(95)	5,570
Total	12,550	20	12,570

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Police Chief	0.00	0.00	0.05	0.05
Planning/Bldg Director	0.05	0.05	0.00	0.00
Total	0.05	0.05	0.05	0.05

DEPARTMENT: Administration
DIVISION: N/A
PROGRAM: Physical Environment

PROGRAM DESCRIPTION

Function: The City's physical environment program currently consists of two main programs: air pollution control and animal control. Pollution control is accomplished by participation (mandatory) in the Puget Sound Air Pollution Control Agency. In 2014, animal control will be administered by the City or contracted with another jurisdiction.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
40 Services & Charges	9,989	10,982	11,810	12,030
Total	9,989	10,982	11,810	12,030

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Intergovt & Other Interfund Pmt.			
Pollution Control	3,110	(80)	3,030
Animal Control	8,700	300	9,000
Total	11,810	220	12,030

DEPARTMENT: Planning and Building
DIVISION: Planning
PROGRAM: Current Planning/Growth Management

PROGRAM DESCRIPTION

Function: The Planning Division manages the development of the community through the implementation of the Fircrest Comprehensive Plan through the City's adopted land development regulations. This includes assistance in enforcing land use regulations.

What we do:

- Prepares updates to the Comprehensive Plan and development regulations as deemed necessary and essential by the Planning Commission and/or the City Council.
- Process land use permit applications such as site plans, conditional use permits, administrative use permits, variances, development plans, parcel specific rezones, boundary line adjustments and subdivisions.
- Enforcement of land use regulations as addressed under Title 22 of the Fircrest Municipal Code.
- Provide assistance to the general public and the development community on land use projects and proposals by providing code information respective to development standards, permit application requirements, and real-property information.
- Assist the general public and the development community with land use issues by preparing and interpreting orthophotos, maps and other graphics generated by the City's Geographic Information System (GIS).

GOALS AND WORK PLAN

2013 Completed:

- Hired a Land Use Principal Planning Consultant.
- Assisted Public Works on the annual 6-Year Transportation Improvement Program update for 2014-2019.
- Provided reports to County, State and Federal agencies as required.
- Processed planning permits as needed.
- Provided staff support to the Planning Commission and City Council.
- Processed and reviewed new business license applications and home occupation permits.

New for 2014

- Process updates and major revisions to the Comprehensive Plan as required by GMA.
- Provide support to update the 6-Year Transportation Improvement Program.
- Process planning permits as needed.

TOTAL PROGRAM OBJECT BUDGET

<u>Program Object</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>013 Budg</u>	<u>2014 Budget</u>
10 Salaries & Wages	79,179	75,481	49,065	24,605
20 Personnel Benefits	28,918	27,371	19,425	4,770
30 Supplies	605	480	450	450
40 Services & Charges	2,267	2,653	22,450	30,650
90 Interfund Pmt. For Svcs.	0	0	100	891
Total	110,969	105,985	91,490	61,366

DETAIL BUDGET

	<u>2013 Budget</u>	<u>In(de)crease</u>	<u>2014 Budget</u>
Salaries & Wages			
Salaries & Wages	49,065	(24,460)	24,605
Personnel Benefits			
Personnel Benefits	19,425	(14,655)	4,770
Supplies			
Office & Operating Supplies	250	0	250
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Prof Services/Reimbursable	21,000	7,000	28,000
Advertising	600	250	850
Travel	50	250	300
Miscellaneous	50	0	50
Registration & Tuition	0	400	400
Dues,Memberships,Subscriptions	400	0	400
Printing And Binding	350	300	650
Interfund Pmt. For Svcs.			
Interfd Replacement	0	791	791
Interfd ERR Repairs & Maint	100	0	100
Total	91,490	(30,124)	61,366

BUDGET NARRATIVE

Planning consists of Current Planning and Growth Management.

The Professional Services line consists of \$2,000 to cover contract engineering services related to planning and engineering review of project applications, \$24,000 for planning consultant services and \$2,000 for GIS consulting services. Some of the engineering costs are offset by “pass-through” costs to an applicant in the review of a specific project application. This amount also applies to miscellaneous projects for which no application is pending.

The increase in Advertising and Printing & Binding is due to updating the Comprehensive Plan as required.

Travel/Registration & Tuition has been increased for attendance at the WAPT conference and other miscellaneous training.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Planning/Building Director	0.80	0.75	0.65	0.00
Permit Coordinator	<u>0.25</u>	<u>0.25</u>	<u>0.60</u>	<u>0.50</u>
Total	1.05	1.00	1.25	0.50

DEPARTMENT: Finance and Administration

DIVISION: N/A

PROGRAM: Health

PROGRAM DESCRIPTION

Function: The Health Program consists of State mandated requirements to provide public health services and alcohol treatment. The mental health program was previously provided through a contract with the County Health Department at an assessment rate which coincided with both population and use of services. In 1996 legislation transferred 2.95 percent of the Motor Vehicle Excise Tax to local public health and the cities were no longer required to contract with counties for local public health services. This legislation was implemented in 1996. I-695 eliminated the MVET contribution to the Tacoma-Pierce County Health Department. Although the State legislature restored funding to the Health Department, it was not at the previous level. Alcohol treatment is through Pierce County at a rate of 2% of the City's share of liquor taxes.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
0	Transfers & Other Cost Allocations	1,570	1,693	1,600	1,700
	Total	1,570	1,693	1,600	1,700

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Transfers & Other Cost Allocations			
Substance Abuse	1,600	100	1,700
Total	1,600	100	1,700

DEPARTMENT: Parks and Recreation
DIVISION: Recreation
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Recreation Department promotes and provides social, physical and personal recreation activities for all ages during their leisure time. The Recreation Department services approximately 20,000 people including those coming from the neighboring communities of Tacoma and University Place.

What we do:

- Conduct diversified recreational programs and events for the community.
- Provide a Senior Citizen Program.
- Apply for grants to fund Recreation programs.
- Work with the Fircrest Soccer Club.
- Provide facilities for year round sports programs for all ages.
- Provide summer swim program and playground program.
- Provide a Youth After School Program.
- Provide a Youth Summer Program.
- Provide fitness programs.
- Work closely with the Fircrest Kiwanis and Community Center Advisory Committee (CCAC).
- Coordinate, implement and improve special events.
- Secure alternative funding through grants, donation, and partnerships.

GOALS AND WORK PLAN

2013 Completed:

- Worked with Kiwanis on special events.
- Held annual community events.
- Held youth sports programs.
- Provided senior services/activities.
- Provided a fireworks display as part of Fun Days.
- Provided free Drop in Day Camp with free lunch.
- Provided three activity brochures.
- Provided monthly teen night programs with the use of volunteers and Recreation Leaders
- Provided a free movie in the park with the help of a community sponsorship.
- Worked with a consultant to produce a Parks and Recreation Comprehensive Plan Update.

New for 2014:

- Maintain level of service while improving the quality of our programs.
- Continue to evaluate the Community Center's programs using the P-1 review process.

TOTAL PROGRAM OBJECT BUDGET

<u>Program Object</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2014 Budget</u>
10 Salaries & Wages	144,880	147,384	160,075	166,170
20 Personnel Benefits	43,517	47,930	54,210	58,290
30 Supplies	3,784	2,283	3,400	3,400
40 Services & Charges	9,804	9,422	10,450	10,450
60 Capital	0	0	0	1,500
Total	201,985	207,019	228,135	239,810

DETAIL BUDGET

	<u>2013 Budget</u>	<u>In(de)crease</u>	<u>2014 Budget</u>
Salaries & Wages			
Salaries & Wages	130,490	5,330	135,820
Overtime	500	0	500
Casual & Seasonal Labor	29,085	765	29,850
Personnel Benefits			
Personnel Benefits	54,210	4,080	58,290
Supplies			
Office Supplies	500	0	500
Operating Supplies	1,000	0	1,000
Senior Supplies	400	0	400
Youth Supplies	1,000	0	1,000
Small Tools & Minor Equipment	500	0	500
Services & Charges			
Senior Trips	250	0	250
Postage	3,000	0	3,000
Travel	150	0	150
Operating Rentals/Copier	1,800	0	1,800
Miscellaneous	400	0	400
Printing & Binding	4,000	0	4,000
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	350	0	350
Reimbursable Expenditures	0	0	0
Total	228,135	10,175	238,310

BUDGET NARRATIVE

Casual and Seasonal Labor is for a Senior Bus Driver and Recreation Leaders. A complete list with the pay scale is included in the back of the budget.

The Operating Supply line is used for items needed to run the daily programs within the Recreation Department.

The Senior Supply line is used to purchase supplies for several senior activities and groups.

Youth Supplies includes arts and crafts, food supplies and trips.

The Small Tools and Minor Equipment line is for mechanical or electronic tools used in the Community Center.

The money budgeted for senior trips include costs of ferry tolls, parking, and more activities. The bus driver's food is also budgeted out of senior trips. Wages for the bus driver are included in casual and seasonal labor.

The Postage line is for postage for three seasonal activity schedules and miscellaneous mailings to groups.

Travel includes meals and transportation for scheduled training.

Advertising and Operating Rental lines are for community events and are charged in the Community Event's budget.

The Operating Rentals/Copier is used for the lease on the Recreation/Parks copy machine.

The Registration and Tuition line includes the Washington Recreation and Park Association's (WRPA) Annual Conference and two mid-year conference registrations.

The Dues, Membership, Subscriptions line is used for staff memberships to WRPA and the Tacoma Athletic Commission. The benefits of these professional memberships include continued education, support resources and networking.

The Printing and Binding line item is for forms and Recreation brochures.

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Machinery & Equip	0	1,500	1,500
Total	0	1,500	1,500

CAPITAL NARRATIVE

Machinery & Equipment is for an inflatable Start/Finish line for races at the Recreation Center.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Recreation Coordinator	1.00	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50	0.50
Maintenance Supervisor	0.10	0.10	0.10	0.10
Custodian	0.05	0.05	0.05	0.05
Park/Recreation Director	0.94	0.94	0.84	0.84
Total	2.59	2.59	2.49	2.49

DEPARTMENT: Parks and Recreation
DIVISION: Recreation
PROGRAM: Participant Recreation

PROGRAM DESCRIPTION

Function: Participation Recreation promotes and provides social, physical, instructional and personal recreation activities for all ages during their leisure time.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
40 Services & Charges	36,848	31,807	37,950	32,875
50 Intergovt Pmt.	0	0	0	1,400
Total	36,848	31,807	37,950	34,275

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Services & Charges			
Referees/Basketball	2,000	0	2,000
Umpires/Baseball	3,500	0	3,500
Indoor Soccer	600	0	600
Flag Football	1,500	(700)	800
5 K Race	3,000	0	3,000
Instructor Fees	17,500	(5,600)	11,900
Youth Basketball	3,250	(275)	2,975
Adult Basketball	0	500	500
Youth Baseball	6,600	0	6,600
Adult Baseball	0	1,000	1,000
Intergovt Payments			
Excise Taxes	0	1,400	1,400
Total	37,950	(3,675)	34,275

BUDGET NARRATIVE

The Participant budget does not include expenditures for Parks maintenance and recreation salaries, field preparation supplies or field lighting. These expenses are included in the Rec/Parks budgets. It is intended that Participant Recreation expenses are covered by revenue from registration fees.

The Instructor Fees are paid at 70% of revenue collected.

DEPARTMENT: Finance and Administration
DIVISION: N/A
PROGRAM: Library Services

PROGRAM DESCRIPTION

Function: The Library Services program reimburses residents' library card fees.

What we do:

- Reimburse residents for library cards.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
40	Services & Charges	12,656	9,925	12,500	14,000
	Total	12,656	9,925	12,500	14,000

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Other Cost Allocations			
Library Services	12,500	1,500	14,000
Total	12,500	1,500	14,000

BUDGET NARRATIVE

Library Services includes funding for reimbursement of approximately 250 library cards at the full rate charged by the City of Tacoma which currently is \$56 per year.

DEPARTMENT: Recreation
DIVISION: N/A
PROGRAM: Community Events

PROGRAM DESCRIPTION

Function: The Community Events program promotes community recognition, and holds special cultural events.

What we do:

- Promote community recognition.
- Hold community cultural events.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
40	Services & Charges	17,483	16,623	16,600	16,600
	Total	17,483	16,623	16,600	16,600

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Other Services & Charges			
Community Events	16,600	0	16,600
Total	16,600	0	16,600

BUDGET NARRATIVE

2014 Community Events include \$550 for holiday tree lighting; \$1,020 for the Strawberry Feed; \$500 for the Easter Egg Hunt; \$7,700 for Fun Days; \$4,400 for fireworks for Fun Days; \$880 for Volunteer Appreciation; \$400 for advertising events; \$450 for Daddy Daughter Dance; \$300 for Mother Son Fun Night; \$200 for Halloween events; and \$200 for other miscellaneous events that will be scheduled.

DEPARTMENT: Parks and Recreation

DIVISION: Recreation

PROGRAM: Swimming Pool

PROGRAM DESCRIPTION

Function: Swimming Pool provides social, physical, instructional and personal recreation activities for all ages during summer time.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	66,308	58,819	64,765	66,580
20 Personnel Benefits	15,516	12,966	15,325	15,430
30 Supplies	16,673	11,883	16,075	16,075
40 Services & Charges	25,346	16,099	21,200	21,200
50 Intergovt & Other Interfund Pmt.	7,195	2,769	7,000	2,985
60 Capital Outlays	0	0	0	5,000
Total	131,038	102,536	124,365	127,270

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	14,935	295	15,230
Overtime	0	500	500
Casual & Seasonal Labor	49,830	1,020	50,850
Personnel Benefits			
Personnel Benefits	15,325	105	15,430
Supplies			
Office Supplies	200	0	200
Pool Supplies-Chemicals	9,000	0	9,000
Janitorial Supplies	1,000	0	1,000
Operating Supplies	4,800	0	4,800
Small Tools & Minor Equipment	1,075	0	1,075
Services & Charges			
Operating Rentals	300	0	300
Public Utility Services	17,000	0	17,000
Repairs & Maintenance-Pool	3,000	0	3,000
Printing & Binding	200	0	200
Miscellaneous	700	0	700
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	7,000	(4,015)	2,985
Total	124,365	(2,095)	122,270

BUDGET NARRATIVE

The budgeted revenue associated with the swimming pool is \$69,725; \$31,000 pool fees, \$4,725 swim team fees, \$32,000 for swimming lessons and rental fees of \$2,000.

Casual and seasonal labor is for a variety of positions. A complete list with the pay scale is included in the back of the budget.

Janitorial Supplies are for the supplies necessary for the pool locker rooms, showers and office.

Operating Supplies includes replacement of skimmers on the pool edges, lifeguard uniforms, kickboards, flags, swim meet ribbons, etc.

Operating rentals are for equipment needed primarily to prepare the pool for the season.

The printing and binding line item is for the printing of the pool schedule and various cards and forms such as cashier reports, membership cards, and swim lesson certificates.

The excise tax is based on revenue collected.

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Other Improvements	0	0	0
Machinery & Equipment	0	5,000	5,000
Total	0	5,000	5,000

CAPITAL NARRATIVE

Machinery & Equipment is to replace the circulating pump and magnetic starter.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Parks/Recreation Director	0.06	0.06	0.06	0.06
Parks Maintenance Supervisor	0.12	0.12	0.12	0.12
Maintenance Worker II	0.07	0.07	0.07	0.07
Total	0.25	0.25	0.25	0.25

Casual & Seasonal Labor

- Pool Cashiers 750 hours
- Lifeguards/Instructors/Coaches 3,515 hours
- Pool Openers 680 hours

DEPARTMENT: Parks and Recreation

DIVISION: Parks

PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Parks Department develops and maintains the park system of the City and enhances and extends the usefulness of the park system through the application of improved materials, preventive maintenance, new methods and more efficient equipment.

What we do:

- Maintain community's park system of 26 acres including two multi-use parks that contain six competition size tennis courts, three outdoor basketball courts, four soccer fields, two bocce courts, four baseball fields, one competition size swimming pool, a wading pool and a 10,000 sq. ft. Recreation Center with gym, four meeting rooms, restrooms and offices.
- Maintain a developed natural wetland park, one tot-lot park and two roadside parks.
- Assist in setting up and taking down equipment for special events.

GOALS AND WORK PLAN

2013 Completed:

- Performed monthly safety inspection and maintenance of all playground equipment.
- Repaired and pressure washed toy equipment at the Tot Lot.
- Serviced and maintained the irrigation systems at Fircrest Parks.
- Assisted Recreation with set-up and clean up for community events.
- Prepared and repaired baseball and soccer fields at Fircrest Park.
- Performed surface cleaning at tennis courts.
- Maintained, monitored and cleaned parks grounds including picnic shelter areas.
- Continued to rehabilitate Whittier Baseball Field.
- Implemented weed control practices at Fircrest Park.
- Replenished wood chips in Tot Lot.
- Assisted with converting purchased property into park land.

New for 2014:

- Maintain and improve all parks and structures as budgeted.
- Continue improvement of baseball and soccer fields at Whittier Park.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	73,156	77,012	74,385	86,640
20 Personnel Benefits	29,296	32,646	31,280	34,085
30 Supplies	14,231	11,921	14,350	17,500
40 Services & Charges	44,722	45,865	76,900	52,300
60 Capital Outlays	125,613	33,991	20,000	0
90 Interfund Pmt. For Svcs.	9,881	11,511	11,570	12,025
Total	296,899	212,946	228,485	202,550

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	63,545	1,275	64,820
Overtime	500	0	500
Casual & Seasonal Labor	10,340	10,980	21,320
Personnel Benefits			
Personnel Benefits	31,280	2,805	34,085
Supplies			
Office Supplies	100	0	100
Janitorial Supplies	6,950	0	6,950
Operating Supplies	6,500	3,000	9,500
Small Tools & Minor Equipment	800	150	950
Services & Charges			
Professional Services	30,000	(25,500)	4,500
Advertising	200		200
Communication	1,900	0	1,900
Operating Rentals - Copier	300	0	300
Public Utility Services	40,000	0	40,000
Repairs & Maintenance	2,000	0	2,000
Miscellaneous	2,500	900	3,400
Interfund Pmt. For Svcs.		0	
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	11,570	455	12,025
Total	208,485	(5,935)	202,550

BUDGET NARRATIVE

Casual and Seasonal Labor includes funds for maintenance workers.

Overtime has been budgeted for special events during the summer that require weekend or night attendance (National Night Out, Fun Days, etc.).

Janitorial supplies are for maintaining park facilities including the Recreation Building, Tot Lot, and Whittier Restrooms.

The Operating Supply line item is for supplies used for maintenance in the parks. It has been increased \$3,000. \$1,800 is for weed control and turf fertilization at Fircrest Park. \$1,200 is for Soft Fall playground material at the Tot Lot and Fircrest Park playgrounds

The Professional Service line includes \$1,000 for arborist services to evaluate the health of trees within the parks and a roll over amount of \$3,500 for the park comprehensive plan.

Public Utility Services line item is for all park facilities. Utility charges for the pool are included in the pool budget.

Miscellaneous includes a service that exchanges the Community Center's dust mops and entry floor mats and for GPS tracking services of Parks vehicles.

CAPITAL

	2013 Budget	In(de)crease	2014 Budget
Land	0	0	0
Rec Bldg Improvements	0	0	0
Improvements	20,000	(20,000)	0
Machinery & Equip	0	0	0
Total	20,000	(20,000)	0

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Parks/Recreation Director	0.00	0.00	0.10	0.10
Parks Maintenance Supervisor	0.78	0.78	0.78	0.78
Maintenance Worker II	0.40	0.40	0.20	0.20
Total	1.18	1.18	1.08	1.08

<u>STREET FUND SUMMARY REPORT</u>	
Operating Revenues	151,810
Operating Expenses	<u>(383,073)</u>
Revenues over (under) expenses	(231,263)
Transfer-In from Light Desg for Light Maintenance	60,000
Transfer-In from Undesg for St Beautification	10,000
Transfer-In from Gen (12.5% Property Tax)	<u>185,091</u>
Excess of revenues over (under) operating w/xfers	23,828
Capital Expenditures	(948,950)
Grant Revenue	750,000
Transfer-In from REET for Capital	<u>175,000</u>
Excess of revenues over (under) operating and capital	(123)
Undesignated Beginning Fund Balance	283,000
Reserved for Paths and Trails	<u>15,200</u>
Total Beginning Fund Balance	298,200
Undesignated Ending Fund Balance	298,078
Reserved for Paths and Trails	<u>0</u>
Total Ending Fund Balance	298,078

CITY STREET FUND REVENUE

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-00-01-01	Undes. Unres. Fund Balance	378,467	300,543	270,066	283,000
308-10-01-01	Des. Fund Bal/Paths & Trails	13,834	14,513	15,177	15,200
308-00-00-03	Desg. Diverted Co Road Tax	34,152	0	0	0
	Total Fund Balance	426,453	315,056	285,243	298,200
322-40-00-00	ROW Road Permits	1,960	7,358	7,000	7,000
322-40-00-01	ROW Utility Permits	250	0	7,500	1,000
	Total Licenses & Permits	2,210	7,358	14,500	8,000
333-20-20-01	19th St/Alameda Grant	516,821	934	0	0
333-20-20-03	Regents Blvd Grant	0	0	750,000	750,000
334-03-81-00	Wa St TIB Grant Orchard Street	0	0	129,987	0
334-03-82-00	Wa St TIB Grant Emerson Street	0	0	428,021	0
336-00-87-00	Motor Vehicle Fuel Tax	135,775	132,819	134,675	133,110
	Total Intergovernmental Revenues	652,596	133,753	1,442,683	883,110
361-11-00-01	Investment Interest	925	662	697	700
367-00-00-08	Beautification Donations	9,355	10,270	10,000	10,000
369-90-01-01	Miscellaneous Revenue	2,836	1,140	0	0
369-94-01-01	Reimbursements	2,361	21,605	0	0
	Total Miscellaneous Revenue	15,477	33,677	10,697	10,700
	Total Operating Revenues	670,283	174,788	1,467,880	901,810
389-00-01-01	Other Nonrevenues	0	0	0	0
398-00-01-01	Insurance Recovery	0	0	0	0
	Total Non Revenue	0	0	0	0
397-00-00-02	Transfer In	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	220,150	218,345	184,704	185,091
397-00-00-04	Transfer from Light-St Maint	55,159	57,955	60,000	60,000
397-00-00-06	Transfer from REET-Capital	99,364	210,000	237,000	175,000
	Total Other Financing Sources	384,673	496,300	491,704	430,091
	TOTAL RESOURCES	1,481,409	986,144	2,244,827	1,630,101

REVENUE NARRATIVE

Donations received in 2014 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

Transfer In of \$10,000 is to cover a portion of the Street Beautification Budget.

Transfer from Property Tax is figured at 12.5% of General Fund Property Tax received.

Transfer from Light-St Maint is to cover a portion of the Street Light Maintenance Budget.

Transfer from REET-Capital includes matching grant funding for grind and overlay projects on:

- Regents Boulevard from Alameda Avenue to Orchard Street; and
- \$50,000 for major street patching improvements.

DEPARTMENT: Public Works
DIVISION: Streets
PROGRAM: Street Maintenance

PROGRAM DESCRIPTION

Function: The Street Fund provides and maintains an attractive, efficient and safe traffic circulation system for vehicles, pedestrians and bicycles.

What we do:

- Provide street and right-of-way maintenance, repair, and rehabilitation activities consistent with the goals and direction of the City Council and City Manager, as well as the policies outlined in the Six Year Comprehensive Transportation Program and City Comprehensive Planning Documents.
- Provide pavement markings, traffic control devices, and street lighting.
- Paint all street, curb, and intersection markings throughout the City.

GOALS AND WORK PLAN

2013 Completed:

- Crack-sealed 10.6 lane miles of City streets.
- Replaced 2 ornamental street light standards.
- Patched approximately 500 square yards of deteriorated pavement.
- Completed sign inventory.
- Completed Emerson & Orchard Street resurfacing project.

New for 2014:

- Grind and overlay Regents Boulevard from Alameda Avenue to Orchard Street.
- Perform street patching as needed.
- Continue crack-seal program as designated by approved plan.
- Paint all street, curb, and intersection markings throughout the City.
- Concentrate on curb line vegetation control in street right-of-ways.

PERFORMANCE MEASURES

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	4	4	0	0
Lane Miles Street Crack Sealed	6	6	10.6	7
Miles of Street Maintained	26	26	26	26

*One lane mile equals a ten foot wide section, one mile long.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	94,832	81,686	63,280	64,435
20 Personnel Benefits	43,392	34,514	25,360	25,760
30 Supplies	9,336	9,102	17,900	17,975
40 Services & Charges	56,692	79,971	55,770	52,350
60 Capital Outlays	730,539	282,801	1,565,958	948,950
90 Interfund Pmt. For Svcs.	90,978	100,794	82,799	112,713
Total	1,025,769	588,868	1,811,067	1,222,183

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	48,280	955	49,235
Overtime	5,000	0	5,000
Casual & Seasonal Labor	10,000	200	10,200
Personnel Benefits			
Personnel Benefits	24,660	400	25,060
Contract Benefits	700	0	700
Supplies			
Office Supplies	400	(150)	250
Operating Supplies	10,000	0	10,000
Crack Sealing Supplies	6,000	0	6,000
Small Tools & Minor Equipment	1,500	225	1,725
Services & Charges			
Professional Services	22,000	0	22,000
Advertising	200	0	200
Communication	950	0	950
Operating Rentals-Copier Mach.	720	(120)	600
Dumping Fees	2,000	600	2,600
Electricity & Gas/Building	2,300	400	2,700
Electricity/Traffic Lights	800	100	900
Repairs & Maintenance	25,000	(5,000)	20,000
Miscellaneous	500	600	1,100
Judgements	1,000	0	1,000
Dues,Memberships,Subscriptions	300	0	300
Interfund Pmt. For Svcs.			
Interfd Service Charges	48,909	8,994	57,903
Interfd ERR Replacement	0	18,770	18,770
Land Rental	14,570	165	14,735
Interfd ERR Repairs & Maint	19,320	1,985	21,305
Total	245,109	28,124	273,233

BUDGET NARRATIVE

The Crack Sealing Supplies line reflects material and rental of the crack sealing equipment.

Small Tools was increased to include funding for a security camera system at the PWF and GPS tracking devices for vehicles.

Miscellaneous has been increased for GPS tracking services of vehicles.

Professional Services line item includes \$20,000 for day-to-day plan reviews and inspection services for general engineering and \$2,000 for GIS upgrades.

Repairs & Maintenance includes minor street repairs.

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Project Eng Regents Blvd Grant City 13.5%	22,820	0	22,820
Project Eng Regents Blvd Grant Fed 86.5%	114,180	0	114,180
Project Eng Emerson/Orchard Grant City 10%	9,458	(9,458)	0
Project Eng Emerson/Orchard Grant State 90%	85,120	(85,120)	0
Machinery & Equipment	6,250	2,500	8,750
Improvements	50,000	0	50,000
Regents Blvd Match 13.5%	102,180	0	102,180
Regents Blvd Grant 86.5%	635,820	0	635,820
Emerson/Orchard Street Grant City 10%	52,543	(52,543)	0
Emerson/Orchard Street Grant State 90%	472,887	(472,887)	0
Paths & Trails	14,700	500	15,200
Totals	1,565,958	(617,008)	948,950

CAPITAL BUDGET NARRATIVE

Street Improvement projects reflect projects identified in the adopted in the Six Year Comprehensive Transportation Program:

- Minor Street Improvements throughout the City \$50,000.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Wrk Utility Foreman	0.08	0.08	0.05	0.05
Utility Serv II	0.55	0.55	0.45	0.45
Utility Billing Clerk	0.10	0.10	0.00	0.00
PW Support Coordinator	0.15	0.15	0.15	0.15
Public Works Director	0.11	0.00	0.05	0.05
Custodian	0.07	0.07	0.07	0.07
Total	1.06	0.95	0.77	0.77

DEPARTMENT: Public Works
DIVISION: Streets
PROGRAM: Streets Light Maintenance

PROGRAM DESCRIPTION

Function: The Street Fund maintains streetlights.

What we do:

- Provide maintenance of street lighting.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	12,942	18,891	17,635	16,245
20 Personnel Benefits	6,642	8,884	8,745	8,130
30 Supplies	4,917	6,238	6,500	6,500
40 Services & Charges	30,658	22,750	25,600	27,100
Total	55,159	56,763	58,480	57,975

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	17,435	(1,390)	16,045
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	8,745	(615)	8,130
Supplies			
Operating Supplies	6,000	0	6,000
Small Tools & Minor Equipment	500	0	500
Services & Charges			
Electricity/Street Lights	22,500	1,500	24,000
Repairs & Maintenance	0	0	0
Pole Attachment Charge	3,000	0	3,000
Miscellaneous	100		100
Total	58,480	(505)	57,975

BUDGET NARRATIVE

Operating Supplies includes funds to replace two light standards.

Electricity/Street Lights line item reflects the cost of providing this service.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.22	0.22	0.24	0.24
Total	0.23	0.23	0.25	0.25

DEPARTMENT: Public Works
DIVISION: Streets
PROGRAM: Streets Beautification

PROGRAM DESCRIPTION

Function: The Street Beautification Department maintains decorations for boulevards and gateways.

What we do:

- Maintain the hanging baskets.
- Maintain the beautification program.
- Maintain traffic islands.
- Maintain holiday decorations.
- Maintain Kwanzan Cherry Trees on Regents Boulevard.

GOALS AND WORK PLAN

2013 Completed:

- Planted summer and winter foliage.
- Hanging Baskets, Flags & Banners and Holiday decorations.

New for 2014:

- Plant summer and winter foliage.
- Hanging Baskets, Flags & Banners and Holiday decorations.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10	Salaries & Wages	34,575	28,346	21,050	21,450
20	Personnel Benefits	16,653	13,145	9,565	9,755
30	Supplies	16,906	13,244	12,750	12,550
40	Services & Charges	17,290	538	2,950	8,110
	Total	85,424	55,273	46,315	51,865

DETAIL BUDGET

	2013 Budget In(de)crease		2014 Budget
Salaries & Wages			
Salaries & Wages	17,350	345	17,695
Overtime	1,000	0	1,000
Casual & Seasonal Labor	2,700	55	2,755
Personnel Benefits			
Personnel Benefits	9,565	190	9,755
Supplies			
Operating Supplies	1,500	(500)	1,000
Flower Baskets	4,000	0	4,000
Beautification Supplies	5,000	300	5,300
Banners/Flags Supplies	2,000	0	2,000
Small Tools & Minor Equipment	250	0	250
Services & Charges			
Public Utility Services	250	0	250
Street Tree Maintenance (contracted)	1,500	0	1,500
Beautification (contracted)	1,200	5,160	6,360
Total	46,315	5,550	51,865

BUDGET NARRATIVE

The Flower Baskets line is for the purchase of the hanging baskets with funds from donations.

Donations received in 2014 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

The Beautification line is for contract landscaping services for maintaining the traffic islands.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Wrk Utility Foreman	0.05	0.05	0.01	0.01
Utility Serv II	0.45	0.45	0.24	0.24
Maintenance Worker II	0.03	0.03	0.03	0.03
Custodian	0.03	0.03	0.00	0.00
Total	0.56	0.56	0.28	0.28

STORM FUND SUMMARY REPORT

Operating Revenues	550,200
Operating Expenses	<u>(391,758)</u>
Revenues over (under) expenses	158,442
Capital Expenses	<u>(163,750)</u>
Excess of revenues over (under) operating and capital	(5,308)
Undesignated Beginning Fund Balance	546,000
Undesignated Ending Fund Balance	540,692

STORM FUND REVENUES

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-80-04-15	Undes. Unres. Fund Balance	353,292	421,316	391,426	546,000
	Total Fund Balance	353,292	421,316	391,426	546,000
334-03-10-00	Dept of Ecology NPDES Grant	45,409	13,892	82,900	170,000
	Total Intergovernmental Revenues	45,409	13,892	82,900	170,000
343-10-00-00	Storm Drain Fees & Charges	375,113	373,918	372,000	372,000
343-10-00-01	Setup Fees	578	567	600	500
343-10-00-02	Penalties	7,087	7,162	6,500	6,500
	Total Goods & Services	382,778	381,647	379,100	379,000
361-11-04-15	Investment Interest	734	711	642	700
369-90-04-15	Miscellaneous Revenue	703	808	500	500
369-94-04-15	Reimbursements	0	0	0	0
	Total Miscellaneous Revenue	1,437	1,519	1,142	1,200
	Total Operating Revenues	429,624	397,058	463,142	550,200
372-00-04-15	Insurance Recovery	0	0	0	0
	Capital Contributions	0	0	0	0
	Total Other Revenue	0	0	0	0
	TOTAL RESOURCES	782,916	818,374	854,568	1,096,200

DEPARTMENT: Public Works

DIVISION: Storm Drain

PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Storm Drain Department operates the storm water collection system, including all 530 catch basins, storm water lines, and publicly owned retention systems. The system consists of over 22 miles of storm water mainlines of various sizes and materials. The maintenance activities include general system maintenance, pollution prevention, and rehabilitation of the existing system.

What we do:

- Provide general maintenance of the existing collection system.
- Provide street sweeping to prevent pollution from sediments that drain into the storm water collection system.
- Provide rehabilitation activities, including but not limited to repair/replacement of catch basins and pipelines, and review/approval of additions to the overall system.
- Provide oversight/enforcement of privately maintained storm water systems.

GOALS AND WORK PLAN

2013 Completed:

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Grant.
- Completed and obtained DOE approval of 6th year NPDES Compliance Report.
- Completed groundwater collection system on the south side of the 500 Block of Monterey Lane.
- Install Storm Line (groundwater collection system) in the 500 Block of Forrest Park Drive.

New for 2014:

- Clean and inspect 265 catch basins (1/2 of City total).
- Conduct staff training required by the City's NPDES Phase II Permit.
- Complete all work for the new Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Complete and obtain DOE approval of 7th year NPDES Compliance Report.

PERFORMANCE MEASURES

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	260	263	263	265

* One lane mile equals a ten-foot wide section, one mile long.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	109,105	112,592	130,360	131,535
20 Personnel Benefits	52,969	51,611	61,365	65,630
30 Supplies	715	8,149	6,000	11,625
40 Services & Charges	54,700	71,333	62,570	65,890
50 Intergovt Servs & Taxes	6,859	6,956	6,824	6,824
60 Capital Outlays	39,762	79,089	71,250	163,750
90 Interfund Pmt. For Svcs.	97,490	97,218	78,898	110,254
Total	361,600	426,948	417,267	555,508

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	126,860	1,125	127,985
Overtime	1,000	0	1,000
Seasonal & Casual Labor	2,500	50	2,550
Personnel Benefits			
Personnel Benefits	60,665	4,265	64,930
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	1,000	0	1,000
NPDES Public Outreach	4,000	5,000	9,000
Small Tools & Minor Equipment	750	625	1,375
Services & Charges			
Professional Services	35,000	0	35,000
Advertising	500		500
Communication	1,000	0	1,000
Postage	1,750	150	1,900
Operating Rentals-Copier Mach.	720	0	720
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,300	300	2,600
Repairs & Maintenance	2,500	0	2,500
Miscellaneous	1,000	(250)	750
Operation Permit	3,750	4,370	8,120
Judgments	1,000	0	1,000
Printing & Binding	1,000	(500)	500
Dues,Memberships,Subscriptions	300	0	300
Mailing Service	4,250	(750)	3,500
Intergovt & Other Interfund Pmt.			
Excise Taxes	6,824	0	6,824
Interfund Pmt. For Svcs.			
Interfd Service Charges	48,718	10,471	59,189
Interfd ERR Replacement	0	20,505	20,505
Land Rental	14,530	205	14,735
Interfd ERR Repairs & Maint	15,650	175	15,825
Total	346,017	45,741	391,758

BUDGET NARRATIVE

The system consists of approximately 530 catch basins and approximately 22 miles of storm lines. The streets, curbs and gutters act as collectors for the storm water runoff. The majority of the area within the City is tributary to Leach Creek.

Small Tools was increased to include funding for a security camera system at the PWF and GPS tracking devices for vehicles.

Miscellaneous has been increased for GPS tracking services of vehicles.

The NPDES Public Outreach line is funded from grant money and will be used for the City calendar and other public outreach projects.

The Professional Services line consists of \$15,000 for on-call engineering; \$10,000 for NPDES compliance activities; \$2,000 for upgrades to the GIS System; and \$8,000 for WSDOE Capacity Grant design and management.

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Improvements	60,000	(35,000)	25,000
Project Engineering	5,000	125,000	130,000
Machinery & Equipment	6,250	2,500	8,750
Total	71,250	92,500	163,750

CAPITAL BUDGET NARRATIVE

Capital Improvements consists of \$25,000 for storm water catch basin and frame & grate replacement.

Project Engineering consists of \$5,000 for engineering related to the aforementioned storm drainage improvements and \$125,000 for design work related to the NPDES grant.

Machinery & Equipment is for ¼ of the HVAC at the Public Works Facility.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Wrk Utility Foreman	0.12	0.12	0.12	0.10
Utility Serv II	0.90	0.90	0.90	0.90
Utility Billing Clerk	0.30	0.30	0.33	0.33
PW Support Coordinator	0.25	0.25	0.25	0.25
Public Works Director	0.20	0.00	0.25	0.25
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.08	0.08
Total	2.04	1.84	2.11	2.11

WATER FUND SUMMARY REPORT

Operating Revenues	909,830
Operating Expenses	<u>(869,909)</u>
Revenues over (under) expenses	39,921
Loans/Capital Contributions	12,000
Capital Expenses	<u>(188,750)</u>
Excess of revenues over (under) operating and capital	(136,829)
Undesignated Beginning Fund Balance	790,000
Undesignated Ending Fund Balance	653,171

WATER FUND REVENUE

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-00-04-25	Beginning Fund Balance	598,864	667,009	688,487	790,000
	Total Fund Balance	598,864	667,009	688,487	790,000
343-40-00-00	Sale of Water	834,050	861,075	830,000	822,500
343-40-00-01	Service Connections	4,320	3,600	1,800	1,800
343-40-00-02	Setup Fees	1,625	1,552	1,500	1,500
343-40-00-03	Penalties	12,204	13,253	13,000	13,000
	Total Charges for Goods and Services	852,199	879,480	846,300	838,800
361-11-04-25	Investment Interest	1,181	1,127	1,096	1,200
362-50-00-05	Rent City Property/High Tank	37,696	38,674	39,660	40,325
362-50-00-06	Rent City Property/Golf Tank	23,880	23,880	24,300	25,645
369-90-04-25	Other Misc. Revenue	3,597	2,916	3,500	3,500
369-92-04-25	Backflow	226	166	300	360
369-94-04-25	Reimbursements	0	794	0	0
	Total Misc. Revenues	66,580	67,557	68,856	71,030
372-00-04-25	Insurance Recovery	0	0	0	0
379-00-04-25	Capital Contributions/Tap Fees	16,000	9,200	4,000	12,000
	Total Capital Contributions	16,000	9,200	4,000	12,000
TOTAL RESOURCES		1,533,643	1,623,246	1,607,643	1,711,830

DEPARTMENT: Public Works
DIVISION: Water
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Water Division operates and maintains the water supply and water distribution systems of the City. The system consists of over 31 miles of water mains of varying sizes, five groundwater wells, one emergency well, one booster station, and three water storage reservoirs that provide 1.8 million gallons of storage.

What we do:

- Maintain and rehabilitate the general system.
- Produce, transmit, and distribute potable water supplies.
- Provide consistent adherence to all drinking water regulations, policies, and guidelines as directed by Washington State Department of Health, Department of Ecology, Tacoma/Pierce County Health Department and others.
- Perform capital upgrades, system maintenance, and repairs consistent with adopted Comprehensive Plan documents and the direction of the City Council and City Manager.
- Provide water conservation education and outreach.
- Read water meters and provide billing services.

GOALS AND WORK PLAN

2013 Completed:

- Mailed reminder letters to property owners who did not file required annual inspection report.
- Completed and mailed 2013 Consumer Confidence Report.
- Prepared update to the 6-Year Comprehensive Water System Plan per WSDOH requirements.
- Constructed new 8-inch water mains on Harvard Avenue and Del Monte Avenue from Princeton Street to Columbia Street.

New for 2014:

- Construct new 8-inch water mains on Golden Gate Avenue from Princeton Street to Columbia Street.
- Upgrade telemetry system for fluoride monitoring.
- Install fluoride monitors at each well site.
- Install soft start controls at Well #4,6&7, and 8.
- Continue emphasis on water conservation outreach.
- Transfer services from old mains to new mains.

PERFORMANCE MEASURES

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Million Gallons Water	268	265	265	270	269
Total Accounts Services	2,794	2,800	2,800	2,800	2,800
Total Water System Miles	31	31	31	31	31

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	191,395	190,565	240,675	244,010
20 Personnel Benefits	96,473	90,270	117,425	122,180
30 Supplies	10,601	17,503	14,500	16,625
40 Services & Charges	132,902	169,043	194,675	156,720
50 Intergovt Charges	106,247	109,174	108,385	107,164
60 Capital Outlays	122,000	158,538	106,250	188,750
70 Debt Service: Principal	44,218	44,218	44,220	44,220
80 Debt Service: Interest And Related	13,265	12,160	11,055	9,950
90 Interfund Pmt. For Svcs.	150,760	145,637	152,909	168,040
0 Transfers & Other Cost Allocations	(1,227)	(2,351)	1,000	1,000
Total	866,633	934,757	991,094	1,058,659

2013 Budget In(de)crease 2014 Budget

Salaries & Wages			
Salaries & Wages	234,125	3,285	237,410
Overtime	4,050	0	4,050
Seasonal & Casual Labor	2,500	50	2,550
Personnel Benefits	116,725	4,755	121,480
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Fluoride	4,000	200	4,200
Operating Supplies	9,000	1,500	10,500
Small Tools & Minor Equipment	1,250	425	1,675
Services & Charges			
Professional Services	62,000	(32,000)	30,000
Advertising	500	0	500
Water Testing	6,800	1,700	8,500
Communication	1,400	0	1,400
Postage	1,900	100	2,000
Travel	1,500	0	1,500
Land Rental/Water Tank	23,305	(8,305)	15,000
Operating Rentals-Copier Mach.	720	0	720
Utility Services/Building	2,400	200	2,600
Utility Services/Pumping	64,000	(6,000)	58,000
Dumping Fees	750	(150)	600
Repairs & Maintenance	15,200	5,000	20,200
Miscellaneous	1,500	(200)	1,300
State Operating Permit	5,000	800	5,800
Registration & Tuition	1,000	0	1,000
Dues,Memberships,Subscriptions	1,200	300	1,500
Printing & Binding	1,500	500	2,000
Judgements	1,000	0	1,000
Mailing Service	3,000	100	3,100
Intergovt & Other Interfund Pmt.			
State Excise Tax	41,985	(621)	41,364
City Utility Tax	66,400	(600)	65,800
Debt Service: Principal			
Principal Loan Payment	44,220	0	44,220
Debt Service: Interest And Related Costs			
Interest PWTF	11,055	(1,105)	9,950
Interfund Pmt. For Svcs.			
Interfd Service Charges	116,067	7,232	123,299
Interfd ERR Replacement	10,462	(1,771)	8,691
Interfd Land Rental	14,530	9,445	23,975
Interfund ERR Repairs & Maint	11,850	225	12,075
Transfers & Other Cost Allocations			
Undistributed Inventory	1,000	0	1,000
Total	884,844	(14,935)	869,909

BUDGET NARRATIVE

Small Tools was increased to include funding for a security camera system at the PWF and GPS tracking devices for vehicles.

Professional services line item includes \$28,000 for on-going routine engineering and \$2,000 for upgrades to the GIS system.

Water testing has increased by \$1,700 for VOC testing.

Repairs & Maintenance is for repairs not performed by City staff.

Miscellaneous has been increased for GPS tracking services of vehicles.

Debt service includes payment for the DWSRF loan.

CAPITAL BUDGET

Improvements	80,000	80,000	160,000
Project Engineering	10,000	10,000	20,000
Machinery & Equipment	16,250	(7,500)	8,750
Total	106,250	82,500	188,750

CAPITAL BUDGET NARRATIVE

Capital improvement includes \$40,000 to construct a new 8-inch water main on Golden Gate Avenue from Princeton Street to Columbia Street, \$40,000 for fluoride monitors, and \$80,000 for soft start control system on Well #4, Well #6/7 and Well #8.

Project Engineering includes \$20,000 for engineering services to finalize the plans and specifications and provide bidding assistance for the aforementioned water main construction.

Machinery & Equipment is for 1/4th of the HVAC system at the Public Works facility.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Wrk Utility Foreman	0.44	0.44	0.45	0.45
Utility Serv II	2.18	2.18	1.96	1.96
Utility Billing Clerk	0.30	0.30	0.34	0.34
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.30	0.00	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.08	0.08
Total	3.79	3.49	3.68	3.68

<u>SEWER FUND SUMMARY REPORT</u>	
Operating Revenues	2,027,700
Less Transfer to Relocation of Backyard Sewer Main	(324,864)
Operating Expenses	(1,678,352)
Revenues over (under) expenses	24,484
Loans/Capital Contributions	12,000
Capital Expenses	(58,750)
Excess of revenues over (under) operating and capital	(22,266)
Undesignated Beginning Fund Balance	718,793
Undesignated Ending Fund Balance	696,527

SEWER FUND REVENUE

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-80-04-30	Beginning Fund Balance	364,291	420,326	618,793	718,793
	Total Fund Balance	364,291	420,326	618,793	718,793
343-50-00-00	Sewer Revenues	1,995,173	1,979,412	2,000,000	2,000,000
343-50-00-01	Service Connections	3,250	550	2,150	1,100
343-50-00-02	Setup Fees	637	645	500	600
343-50-00-03	Penalties	23,722	24,249	24,000	24,000
	Total Charges for Goods and Services	2,022,782	2,004,856	2,026,650	2,025,700
361-11-04-30	Investment Interest	1,451	1,437	1,025	1,500
369-90-04-30	Other Misc. Revenue	455	9,867	250	500
369-94-04-30	Reimbursements	1,749	2,814	0	0
	Total Misc. Revenues	3,655	14,118	1,275	2,000
372-00-04-30	Insurance Recovery	0	0	0	0
379-00-04-30	Capital Contributions/Tap Fees	24,000	9,000	4,000	12,000
	Total Non Operating Revenue	24,000	9,000	4,000	12,000
	TOTAL RESOURCES	2,414,728	2,448,300	2,650,718	2,758,493

DEPARTMENT: Public Works
DIVISION: Sewer
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Sewer Division operates and maintains the wastewater collection system in the City. The system consists of approximately 23 miles of sewer mains of various sizes and six sewer lift stations. The maintenance activities include general system maintenance and rehabilitation.

What we do:

- Maintain and rehabilitate the general system.
- Repair/maintain six lift stations.

GOALS AND WORK PLAN

2013 Completed:

- Upgraded telemetry system.
- Replaced existing 12-inch sewer main with 15-inch sewer main on Alameda Avenue from Baylor Street to Rosewood Lane.
- Continued to upgrade GIS mapping system.

New for 2014:

- Upgrade telemetry and GIS mapping system as needed.

PERFORMANCE MEASURES

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Total Accounts Services	2,880	2,880	2,880	2,880	2,908
Total Sewer System Miles	23	23	23	23	23

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10 Salaries & Wages	114,349	132,385	188,000	190,245
20 Personnel Benefits	54,743	59,974	88,030	92,610
30 Supplies	2,469	4,406	4,000	5,425
40 Services & Charges	80,286	139,442	99,620	91,250
50 Intergovt Charges	1,196,429	955,829	1,120,461	1,101,000
60 Capital Outlays	375	1,193	216,250	58,750
70 Debt Service: Principal	9,823	9,823	0	0
90 Interfund Pmt. For Svcs.	210,924	201,648	189,664	197,322
0 Transfers & Other Cost Allocations	325,005	324,864	325,364	325,364
Total	1,994,403	1,829,564	2,231,389	2,061,966

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	181,000	2,195	183,195
Overtime	4,500	0	4,500
Seasonal & Casual	2,500	50	2,550
Personnel Benefits			
Personnel Benefits	87,330	4,580	91,910
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	3,000	1,000	4,000
Small Tools & Minor Equipment	750	425	1,175
Services & Charges			
Professional Services	22,000	3,000	25,000
Advertising	500		500
Communication	1,500	0	1,500
Postage	1,900	100	2,000
Travel	0	0	0
Operating Rentals-Copier Mach.	720	(120)	600
Utility Services/Building	2,300	300	2,600
Utility Services/Pumping	22,400	(1,400)	21,000
Utility Services/Supplemental Wtr	7,500	(7,500)	0
Dumping Fees	1,500	0	1,500
Repairs & Maintenance	30,500	(3,000)	27,500
Miscellaneous	1,500	300	1,800
Registration & Tuition	0	0	0
Dues,Memberships,Subscriptions	300	0	300
Printing & Binding	1,000	(250)	750
Judgements	3,000	0	3,000
Mailing Service	3,000	200	3,200
Intergovt & Other Interfund Pmt.			
Sewage Treatment	960,000	0	960,000
State Excise Tax	40,461	(19,461)	21,000
City Utility Tax	120,000	0	120,000
Interfund Pmt. For Svcs.			
Interfd Service Charges	141,392	8,839	150,231
Interfd ERR Replacement	10,462	(1,771)	8,691
Interfd Land Rental	25,960	365	26,325
Interfund Repairs & Maint	11,850	225	12,075
Transfers & Other Cost Allocations			
Transfer to Relocation Backyard	324,864	0	324,864
Undistributed Inventory	500	0	500
Total	2,015,139	(11,923)	2,003,216

BUDGET NARRATIVE

Small Tools was increased to include funding for a security camera system at the PWF and GPS tracking devices for vehicles.

The Professional Services line item includes \$23,000 for day-to-day plan reviews and inspections and \$2,000 for upgrades to the GIS system.

Miscellaneous has been increased for GPS tracking services of vehicles.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Wrk Utility Foreman	0.30	0.30	0.30	0.38
Utility Serv II	0.70	0.70	1.21	1.21
Utility Billing Clerk	0.30	0.30	0.33	0.33
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.22	0.00	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.08	0.08
Total	2.09	1.87	2.85	2.85

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Other Improvements	185,000	(135,000)	50,000
Project Engineering	25,000	(25,000)	0
Machinery & Equip	6,250	2,500	8,750
Total	216,250	(157,500)	58,750

CAPITAL BUDGET NARRATIVE

Other Improvements includes funding for miscellaneous capital improvement projects. All other sewer capital improvements in 2014 are expected to be related to the Relocation of Backyard Sewer Mains Project and paid for out of the Backyard Sewer Fund.

Machinery & Equipment is for 1/4th of the HVAC system at the Public Works Facility.

RELOCATION OF BACKYARD SEWER FUND SUMMARY

Operating Revenues	300
Operating Expenses	<u>0</u>
Revenues over (under) expenses	300
Loans Received	1,716,150
Transfers In	627,714
Debt Service	(53,000)
Capital Expenditures	<u>(2,019,000)</u>
Excess of revenues over (under) operating and capital	272,164
Undesignated Beginning Fund Balance	567,225
Undesignated Ending Fund Balance	839,389

RELOCATION OF BACKYARD SEWER MAINS FUND - 431

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-80-04-31	Beginning Fund Balance	157,855	167,010	587,598	567,225
	Total Fund Balance	157,855	167,010	587,598	567,225
361-11-04-31	Investment Interest	283	236	251	300
	Total Misc. Revenues	283	236	251	300
391-80-04-31	Loan Received	0	1,141,510	2,082,500	1,716,150
397-00-00-01	Transfer In-Sewer Fund	324,864	324,864	324,864	324,864
397-00-00-07	Transfer In-REET Fund	0	100,471	367,500	302,850
	Total Proprietary/Trust Gains(Losses)	324,864	1,566,845	2,774,864	2,343,864
TOTAL RESOURCES		483,002	1,734,091	3,362,713	2,911,389

DEPARTMENT: Public Works
DIVISION: Sewer
PROGRAM: Relocation of Backyard Sewer Mains

PROGRAM DESCRIPTION

Function: The Relocation of Backyard Sewer Mains is the most cost effective manner of tracking the revenue and expenditures relating to the Relocation of Backyard Sewer Mains (BYSM) Projects including the PWTF loans and Department of Ecology (DOE) loans.

What we do:

- Prepare applications for funding assistance from various sources.
- Prepare preliminary and final design for Relocation of Backyard Sewer Mains project.
- Administer the construction of the proposed sewer relocation project.

GOALS AND WORK PLAN

2013 Completed:

- 100 and 200 block of Del Monte Avenue Main Replacement project.
- Regents and Alameda Sewer Main Replacement project.

New for 2014:

- Continue design of funded portions of BYSM project.
- Construct funded portions of BYSM project.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
60	Capital Outlays	125,679	957,119	2,450,000	2,019,000
70	Debt Service: Principal	190,313	189,375	220,438	53,000
	Total	315,992	1,146,494	2,670,438	2,072,000

DETAILED BUDGET

	2013 Budget	In(de)crease	2014 Budget
Debt Service: Principal			
Principal Loan Payment	217,500	(167,500)	50,000
Interest Loan Payment	2,938	62	3,000
Total	220,438	(167,438)	53,000

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Other Improvements	2,200,000	(426,000)	1,774,000
Project Engineering	250,000	(5,000)	245,000
Total	2,450,000	(431,000)	2,019,000

CAPITAL BUDGET NARRATIVE

Other Improvements consists of the BYSM project portion of the project funded by the PWTF loan, DOE Phase I and Phase II loans, REET 2 and sewer rates.

Project Engineering includes the design and construction services required for the BYSM Project portion funded by the PWTF loan, DOE Phase I and Phase II loans, REET 2 and sewer rates.

The loans available for the project include the PWTF loan \$3,000,000 (plus \$529,412 required local match funded by REET 2), the DOE Phase I loan \$7,633,500 and the DOE Phase II loan \$5,000,000.

<u>ERR FUND SUMMARY REPORT</u>	
Operating Revenues	221,922
Operating Expenses	<u>(142,855)</u>
Revenues over (under) expenses	79,067
Capital Expenses	<u>(52,700)</u>
Excess of revenues over (under) operating and capital	26,367
Undesignated Beginning Fund Balance	1,634,000
Undesignated Ending Fund Balance	1,660,367

EQUIPMENT REPLACEMENT FUND - 501

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-10-05-01	Beginning Fund Balance	1,643,290	1,567,629	1,585,451	1,634,000
	Total Beginning Fund Balance	1,643,290	1,567,629	1,585,451	1,634,000
348-30-00-00	General Fund Replacement	17,312	38,223	38,312	34,645
348-30-01-00	City Street Fund Replacement	0	0	0	18,770
348-30-03-00	Water/Sewer Fund Replacement	37,976	32,544	20,924	17,382
348-30-04-00	Storm Sewer Replacement	23,107	20,872	0	20,505
348-30-08-00	General Fund O & M	53,835	49,368	72,955	63,365
348-30-09-00	City Street Fund O & M	14,973	28,179	19,320	21,305
348-30-11-00	Water/Sewer Fund O & M	15,856	27,868	23,700	24,150
348-30-12-00	Storm Sewer O & M	10,146	14,954	15,650	15,825
	Total Charges for Goods & Services	173,205	212,008	190,861	215,947
361-11-05-01	Investment Interest	2,892	2,514	2,363	2,500
362-40-05-01	Rental Revenue	3,335	3,335	3,425	3,475
369-10-00-05	Sale of Scrap	0	0	0	0
369-90-05-01	Other Miscellaneous Revenue	1,350	514	0	0
	Total Misc. Revenues	7,577	6,363	5,788	5,975
	Total Operating Revenue	180,782	218,371	196,649	221,922
387-00-00-00	Residual Equity Transfer				
	Total Nonrevenues	0	0	0	0
395-40-00-00	Sale of Fixed Assets				
	Total Other Financing Sources	0	0	0	0
	TOTAL RESOURCES	1,824,072	1,786,000	1,782,100	1,855,922

DEPARTMENT: Finance
DIVISION: Equipment Rental and Replacement
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Equipment Rental and Replacement Fund acquires and replaces needed vehicles and equipment having a value in excess of \$1,000.

What we do:

- Maintain all City equipment with a value of over \$1,000
- Complete annual Equipment Rental inspections
- Purchase and surplus all vehicles and equipment.

GOALS AND WORK PLANS

2013 Completed:

- Emission tested all vehicles as required by the State.
- Assist with purchase and set-up of two new computers.

New for 2014:

- Assist with purchase of new computers as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
10	Salaries & Wages	5,958	6,658	8,090	8,255
20	Personnel Benefits	2,869	3,022	3,915	4,025
30	Supplies	49,481	50,210	50,900	53,900
40	Services & Charges	46,358	70,749	82,925	72,945
60	Capital Outlays	148,312	66,337	28,550	52,700
90	Interfund Pmt. For Svcs.	3,465	3,575	3,675	3,730
	Total	256,443	200,551	178,055	195,555

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Salaries & Wages			
Salaries & Wages	8,090	165	8,255
Personnel Benefits			
Personnel Benefits	3,915	110	4,025
Supplies			
Non-Dept Gas	800	0	800
Facilities Gas	600	0	600
Police Gas	22,000	0	22,000
Parks/Rec Gas	4,000	500	4,500
Street Gas	8,000	2,000	10,000
Storm Gas	5,000	0	5,000
Wtr/Swr Gas	9,000	500	9,500
Central Motor Vehicle Supplies	1,500	0	1,500
Services & Charges			
Non-Dept Insurance	1,040	(20)	1,020
Facilities Insurance	520	(10)	510
Police Insurance	4,125	1,485	5,610
Parks/Rec Insurance	2,070	(45)	2,025
Street Insurance	2,820	(15)	2,805
Storm Insurance	850	(25)	825
Wtr/Swr Insurance	2,200	(50)	2,150
Utilities Shop/Garage	350	0	350
O & M - Facilities Garage	300	0	300
O & M - Legislative Equipment	100	0	100
O & M - Court Equipment	200	0	200
O & M - Admin. Equipment	200	0	200
O & M - Finance Equipment	5,000	0	5,000
O & M - Non-Dept. Vehicles/Equip	1,000	0	1,000
O & M - Facilities Vehicles/Equip	1,000	0	1,000
O & M - Info Systems/Equip	300	0	300
O & M - Police Vehicles/Equip	23,000	(11,500)	11,500
O & M - Building Equipment	1,400	0	1,400
O & M - Planning Equipment	100	0	100
O & M - Parks/Rec Vehicles/Equip	5,500	0	5,500
O & M - Street Vehicles/Equip	8,500	0	8,500
O & M - Storm Sewer Vehicles/Equip	9,800	200	10,000
O & M - Wtr/Swr Vehicles/Equip	12,500	0	12,500
Miscellaneous	50	0	50
Interfund Pmt. For Svcs.			
Land Rental	3,675	55	3,730
Total	149,505	(6,650)	142,855

BUDGET NARRATIVE

ERR shop/garage is assumed to be used evenly (50:50) by Facilities and ERR. As such Facilities pays for its proportionate usage.

The estimated undesignated ending ERR Fund balance constitutes the reserve which has been contributed and dedicated towards the replacement of equipment in the Fund.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Maintenance Worker II	0.15	0.15	0.15	0.15
Total	0.15	0.15	0.15	0.15

CAPITAL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Legislative	0	1,100	1,100
Court	3,850	(3,850)	0
Finance	0	3,300	3,300
Non Dept	0	1,100	1,100
Facilities	0	20,000	20,000
Information Systems	1,100	(1,100)	0
Building	0	1,100	1,100
Parks/Rec	1,500	3,500	5,000
Street	21,275	(20,908)	367
Storm	275	92	367
Water/Sewer	550	19,816	20,366
Total	28,550	24,150	52,700

CAPITAL BUDGET NARRATIVE

Capital consists of the purchase of seven new computers, a pickup truck for Facilities/Parks, and a used pickup truck in Water/Sewer.

It should be noted that requests for equipment not currently in the ERR fund are budgeted in the capital outlay accounts of the respective departmental budgets. Upon acquisition, these pieces of equipment may be transferred to the ERR fund.

POLICE INVESTIGATION FUND SUMMARY REPORT

Operating Revenues	20
Operating Expenses	<u>(11,454)</u>
Revenues over (under) expenses	(11,434)
Capital Expenses	
Excess of revenues over (under) operating and capital	(11,434)
Undesignated Beginning Fund Balance	11,434
Undesignated Ending Fund Balance	0

<u>POLICE INVESTIGATION FUND</u>					
BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-10-01-05	Beginning Fund Balance	11,393	11,393	11,414	11,434
	Total Beginning Fund Balance	11,393	11,393	11,414	11,434
357-50-00-00	Investigative Confiscations	0	0	50	0
	Total Fines & Forfeits	0	0	50	0
361-11-01-05	Investment Interest	36	21	20	20
	Total Misc. Revenues	36	21	20	20
TOTAL RESOURCES		11,429	11,414	11,484	11,454

DEPARTMENT: Police
DIVISION: N/A
PROGRAM: Investigation

PROGRAM DESCRIPTION

Function: This fund is set up to receive and disburse funds that have been acquired through police seizures. By State law, all monies received from the result of seizures, drug raids, etc. are required to be spent for police purposes.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
40 Services & Charges	2,033	0	11,484	11,454
Total	2,033	0	11,484	11,454

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Services & Charges			
Miscellaneous Investigations	11,484	(30)	11,454
Total	11,484	(30)	11,454

BUDGET NARRATIVE

These funds are available for expenditures as authorized by State law as needed in 2014.

REET FUND SUMMARY REPORT

Operating Revenues	122,100
Operating Expenses	<u>(477,850)</u>
Excess revenues over (under) expenses	(355,750)
Undesignated Beginning Fund Balance (1st 1/4)	407,050
Undesignated Beginning Fund Balance (2nd 1/4)	<u>1,202,000</u>
	1,609,050
Undesignated Ending Fund Balance (1st 1/4)	292,650
Undesignated Ending Fund Balance (2nd 1/4)	<u>960,650</u>
	1,253,300

REET FUND

BARS	Description	2011 Actual	2012 Actual	2013 Budget	2014 Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	610,933	559,837	409,925	407,050
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,240,557	1,293,403	1,252,582	1,202,000
	Total Beginning Fund Balance	1,851,490	1,853,240	1,662,507	1,609,050
317-34-00-00	Capital Improvement 1	48,944	58,370	60,000	60,000
317-35-00-00	Growth Management 1	48,811	58,370	60,000	60,000
	Total Taxes	97,755	116,740	120,000	120,000
361-11-03-11	Investment Interest (1st 1/4)	1,108	1,719	615	600
361-11-03-12	Investment Interest (2nd 1/4)	2,250	1,280	1,790	1,500
	Total Misc Revenue	3,358	2,999	2,405	2,100
TOTAL RESOURCES		1,952,603	1,972,979	1,784,912	1,731,150

DEPARTMENT: Finance
DIVISION: N/A
PROGRAM: Real Estate Excise Tax

PROGRAM DESCRIPTION

Function: The Capital Projects Fund was set up to receive and expend the optional first and second quarter (1/4% on each real estate transaction in Fircrest) Real Estate Excise Tax as provided by law. The second quarter of the tax is limited to capital projects, and was passed by the State legislature as part of the Growth Management Act.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2011 Actual	2012 Actual	2013 Budget	2014 Budget
0 Transfers & Other Cost Allocations	99,363	310,471	604,500	477,850
Total	99,363	310,471	604,500	477,850

DETAIL BUDGET

	2013 Budget	In(de)crease	2014 Budget
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	237,000	(62,000)	175,000
Transfer (From 2nd 1/4)	367,500	(64,650)	302,850
Total	604,500	(126,650)	477,850

BUDGET NARRATIVE

Under State law, Fircrest can spend its real estate excise tax receipts only on capital projects specified in the capital facilities plan element of its comprehensive plan. Such capital projects are defined in FMC 3.36.040(d) and FMC 3.40.020.

\$175,000 is budgeted to be transferred from REET 1 to the Street Fund for Capital Improvements. \$302,850 is budgeted to be transferred from REET 2 to the BYSM Fund.

CUMULATIVE RESERVE FUND SUMMARY REPORT

Designated Beginning Fund Balance - General Fund	2,500,000
Designated Beginning Fund Balance - Street Fund	150,000
Designated Beginning Fund Balance - Water/Sewer Fund	380,763
Total	3,030,763
Transfer in From General Fund	500,000
Total Transfers-In	500,000
Designated Ending Fund Balance - General Fund	3,000,000
Designated Ending Fund Balance - Street Fund	150,000
Designated Ending Fund Balance - Water/Sewer Fund	380,763
Total	3,530,763

CUMULATIVE RESERVE FUND

BARS	Description	2011	2012	2013	2014
		Actual	Actual	Budget	Budget
308-00-00-01	Beginning Fund Bal-General	2,500,000	2,500,000	2,500,000	2,500,000
308-00-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-00-00-43	Beginning Fund Balance-Sewer	380,763	380,763	380,763	380,763
	Total Fund Balance	3,030,763	3,030,763	3,030,763	3,030,763
397-10-00-05	Transfer In from General Fund	0	0	0	500,000
	Total Nonrevenues	0	0	0	500,000
	TOTAL RESOURCES	3,030,763	3,030,763	3,030,763	3,530,763

BUDGET NARRATIVE

The Cumulative Reserve Fund accounts for principal only. Interest earnings are accrued back to participating funds. Thus there are no operating accounts (i.e., revenue and expenditure) to report, except for transfer-in and transfer-out.

DEPARTMENT: Finance
DIVISION: Cum. Reserve
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Cumulative Reserve sets aside emergency funds for participating funds.

What we do:

- Provide means of separate accounting for emergency reserves.

BUDGET NARRATIVE

This fund is strictly a vehicle to account for emergency reserves.

**CITY OF FIRCREST
ORDINANCE NO. 1545**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ADOPTING THE ANNUAL
BUDGET OF THE CITY OF FIRCREST FOR THE FISCAL
YEAR 2014**

WHEREAS, the preliminary Budget of the City of Fircrest for the year 2014 was timely submitted;
and

WHEREAS, Public Hearings on the proposed Budget were advertised and held on November 12, 2013
and November 26, 2013; and

WHEREAS, pursuant to said hearings and Council deliberations, certain changes were made in the
preliminary budget; now, therefore,

THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS FOLLOWS:

Section 1. That the budget document on file with the City Clerk entitled "City of Fircrest 2014 Annual
Budget" is hereby adopted by reference as though fully set forth.

Section 2. The 2014 Budget and totals of the estimated revenues, expenditures and fund balances for
each separate fund, and the aggregate totals are as follows:

FUND	REVENUE	EXPENDITURES
001 General	\$7,225,001	\$7,225,001
101 Street	1,630,101	1,630,101
105 Police Investigation	11,454	11,454
150 Cumulative Reserve	3,530,763	3,530,763
17 310 Real Estate Excise Tax	1,731,150	1,731,150
18 415 Storm Drain Fund	1,096,200	1,096,200
18 425 Water	1,711,830	1,711,830
19 430 Sewer	2,758,493	2,758,493
19 431 Relocation of Backyard Sewer Mains	2,911,389	2,911,389
20 501 Equipment Replacement	<u>1,855,922</u>	<u>1,855,922</u>
TOTAL ALL FUNDS	24,462,303	24,462,303

Section 3. A complete copy of the final budget for 2014 as adopted, together with a copy of this
adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of
the Office of the State Auditor and to the Municipal Research Services Center (MRSC).

Section 4. This ordinance shall take effect five days after its passage, approval and publication as
provided by law.

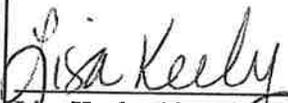
**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a
regular meeting thereof this 10th day of December 2013.**

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APPROVED:


David M. Viafore, Mayor

ATTEST:


Lisa Keely, City Clerk

APPROVED AS TO FORM:


Michael B. Smith, City Attorney

DATE OF PUBLICATION: December 13, 2013
EFFECTIVE DATE: December 18, 2013

Ordinance 1545

**CITY OF FIRCREST
ORDINANCE NO. 1540**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING SECTION 1 OF ORDINANCE NO. 1529 AND F.M.C.
2.44.050 RELATING TO SALARIES AND BENEFITS OF NON-UNION
CITY EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE
NO. 1529 AND F.M.C. 2.44.090 RELATING TO HOURLY RATE OF PAY
FOR CASUAL AND SEASONAL EMPLOYEES.**

THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS FOLLOWS:

Section 1. Section 1 of Ordinance No. 1529 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

"Non-Union Salaries. From and after January 1, 2014 the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Temporary Office Help	\$2,338	\$2,984
Custodian	\$2,454	\$3,132
Office Assistant	\$2,454	\$3,132
Police Office Assistant	\$2,454	\$3,132
Court Clerk	\$3,063	\$3,909
Police Records Technician/CSO I	\$3,110	\$3,969
Administrative Assistant	\$3,110	\$3,969
Planning Administrative Assistant	\$3,110	\$3,969
Utility Billing Clerk	\$3,154	\$4,027
Maintenance Worker I	\$3,206	\$4,092
Accountant I	\$3,264	\$4,165
Police Records Technician/CSO II	\$3,363	\$4,292
Recreation Program Coordinator	\$3,390	\$4,327
Lead Court Clerk	\$3,419	\$4,365
Maintenance Worker II	\$3,591	\$4,584
Public Works Support Services Coordinator	\$3,922	\$5,005
Permit Coordinator/Code Enforcement Officer	\$3,922	\$5,005
Accountant II	\$3,922	\$5,005
Parks Maintenance Supervisor	\$3,922	\$5,005
Parks/Recreation Director	\$4,536	\$5,790
Court Administrator	\$4,536	\$5,790
City Clerk	\$4,644	\$5,927
Planning/Building Director	\$5,457	\$6,966
Finance Director	\$5,675	\$7,244
Public Works Director/City Engineer	\$5,842	\$7,456
Police Chief	\$6,666	\$8,507
City Manager	\$7,007	\$8,943

For payroll purposes and for the computation of hourly rates for regular employees, the monthly salary of said positions shall be multiplied by twelve (12) and then divided by two thousand and eighty (2,080) hours and rounded to the nearest one hundredth to determine the corresponding hourly rate of pay for entry into the bi-weekly payroll system."

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Section 2. Section 2 of Ordinance No. 1529 and F.M.C. 2.44.090 are hereby amended to read as follows:

“Casual and seasonal employees. From and after January 1, 2014, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington’s minimum wage of nine dollars and thirty two cents and twelve dollars and six cents per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager.”

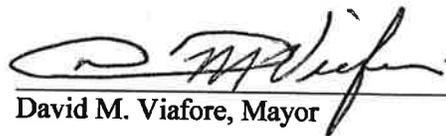
No employee shall be paid on an hourly rate that exceeds the maximum provided hereunder.

<u>Position</u>	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year of Employment</u>
Building Supervisor	\$ 9.37	\$ 9.62	\$ 9.87
Pool Cashiers	\$ 9.37	\$ 9.62	\$ 9.87
Lifeguards	\$ 9.66	\$ 9.91	\$10.16
Swim Instructors	\$ 9.66	\$ 9.91	\$10.16
Maintenance Worker	\$ 9.66	\$ 9.91	\$10.16
Recreation Leader	\$10.27	\$10.52	\$10.77
Swim Coaches	\$10.27	\$10.52	\$10.77
Pool Openers	\$10.57	\$10.82	\$11.07
Senior Maintenance Worker	\$10.57	\$10.82	\$11.07
Senior Bus Driver	\$12.06	\$12.06	\$12.06

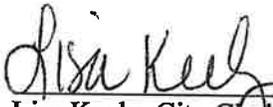
Section 3. Effective Date: This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 22nd day of October 2013.

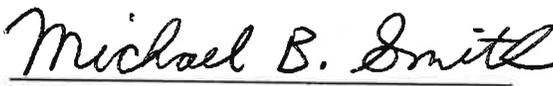
APPROVED:


David M. Viafore, Mayor

ATTEST:


Lisa Keely, City Clerk

APPROVED AS TO FORM:


Michael B. Smith, City Attorney

Publication Date: OCTOBER 25, 2013
Effective Date: OCTOBER 30, 2013

**CITY OF FIRCREST
ORDINANCE NO. 1541**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF
ORDINANCE 1458 AND FMC 2.44.070 REESTABLISHING
THE MUNICIPAL COURT JUDGE MONTHLY RATE OF
PAY, THE INFORMATION SERVICES MANAGER RATE OF
PAY AND THE CIVIL SERVICE CHIEF EXAMINER/
SECRETARY RATE OF PAY**

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS
FOLLOWS:**

Section 1. Section 1 of Ordinance No. 1458 and FMC 2.44.070 are hereby amended to read as follows:

2.44.070 Monthly Pay From and after January 1, 2014, the monthly rate of pay of the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$2,719.00
Civil Service Chief Examiner	\$ 185.00

From and after January 1, 2014, the hourly rate of pay of the following position is fixed at not to exceed the following sum:

Information Services Manager	\$ 35.50
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Section 2. This ordinance shall take effect January 1, 2014, and five (5) days after passage, approval, and publication as provided by law.

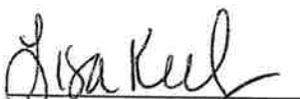
**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON, at a regular meeting thereof this 22nd day of October, 2013**

APPROVED:



David M. Viafore, Mayor

ATTEST:



Lisa Keely, City Clerk

1 APPROVED AS TO FORM:

2 Michael B. Smith

3 Michael B. Smith, City Attorney

4 Publication Date: OCTOBER 25, 2013

5 Effective Date: OCTOBER 30, 2013

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**CITY OF FIRCREST
RESOLUTION NO. 1291**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT FOR LEGAL SERVICES WITH COMFORT, DAVIES & SMITH, P.S.

WHEREAS, the City of Fircrest has contracted with Comfort, Davies & Smith, P.S., to provide City Attorney and City Prosecutor services needed by the City ; and

WHEREAS, the contract was first approved on December 10, 2003, and in 2009 provided for a \$151 hourly rate of pay and Section 7 Payment needs to be amended to provide remuneration in 2014 for services rendered each month in the sum of \$154 per hour; Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:

Section 1. The City Manager is hereby authorized and directed to execute this amendment to the December 10, 2003 Contract for Legal Services with Comfort, Davies & Smith, P.S., for City Attorney legal services as may be required for the City and provide the full range of prosecution services for an amount not to exceed \$154 per hour.

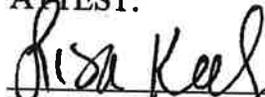
APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th of November 2013.

APPROVED



David M. Viafore, Mayor

ATTEST:



Lisa Keely, City Clerk

APPROVED AS TO FORM:



Michael B. Smith, City Attorney

**CITY OF FIRCREST
ORDINANCE NO. 1543**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE ANNUAL
AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2014
FOR THE PURPOSE SET FORTH BELOW, AND REPEALING SECTION 1
AND SECTION 2 OF ORDINANCE NO. 1528.**

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS
FOLLOWS:**

Section 1. That the amount necessary to be raised by taxation will be yielded by a levy of approximately \$2.60062 dollars per thousand on the assessed valuation of \$569,373,361 which will yield approximately the sum of \$1,480,724 An additional levy of \$284,687 is to be raised for emergency medical care and services as approved by the voters in the 2008 August general election for a period of six years. This amount is approximately \$0.50000 per thousand on the assessed valuation of \$569,373,361. These said amounts are hereby levied upon real and personal property subject to taxation in the City of Fircrest for the purpose of raising the necessary revenue for the City for the year 2014 to wit:

Total Assessed Valuation for Regular Levy	\$569,373,361
Regular Levy @ approximately \$2.60062 per thousand shall yield	\$ 1,480,724
EMS Levy @ approximately \$0.50000 per thousand shall yield	\$284,687
Totals approximately \$3.10062 per thousand shall yield	\$ 1,765,411

Section 2. That said taxes herein provided for are levied for the purpose of raising revenue sufficient to pay the current expense and street expenditures and for carrying on the work of the different departments of municipal government of the City of Fircrest for the fiscal year beginning January 1, 2014 and ending December 31, 2014 and the same are hereby levied upon all real and personal property within the City of Fircrest subject to taxation and as shown by the assessment in the County of Pierce as finally fixed by law.

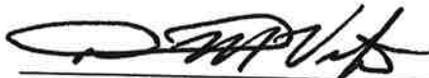
Section 3. Section 1 and Section 2 of Ordinance No. 1528 are hereby repealed as of December 31, 2013.

Section 4. This ordinance shall take effect five days after passage, approval and publication as provided by law.

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**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON, at a regular meeting thereof this 12th day of November 2013.**

APPROVED:



David M. Viafore, Mayor

ATTEST:



Lisa Keely, City Clerk

APPROVED AS TO FORM:



Michael B. Smith, City Attorney

Publication Date:

Effective Date:

(Ordinance No. 1543)

**CITY OF FIRCREST
FEE AND RATE SCHEDULE
January 2014**

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
PARKS AND RECREATION		
Pee Wee T-Ball (4 & 5 years)	\$20.00 resident; \$40.00 non-resident	FMC 10.22.010
T-Ball	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Coach Pitch	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Hollywood	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Girls Fast pitch	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Men's Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Co-ed Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Indoor Pee Wee Soccer (4 & 5 years)	\$30.00 resident; \$40.00 non-resident	FMC 10.22.010
Youth Basketball	\$35.00 resident; \$70.00 non-resident	FMC 10.22.010
4 on 4 Basketball League	\$100.00 per team; + \$10.00 each non-resident participant	FMC 10.22.010
Lighted Fields	*\$ 7.00 per hour per field - Fircrest activities 26.00 per hour per field - Fircrest Soccer Club off-season 36.40 per hour per field non-Fircrest groups/ activities	FMC 10.22.110
Whittier Shelter Rental	\$115.00 resident; \$212.00 non-resident \$100.00 non-resident deposit	FMC 10.22.010
Fircrest Park Pavilion Rental	\$57.00 resident; \$115.00 non-resident \$100.00 non-resident deposit	FMC 10.22.010
Main pool rental	\$100.00 resident; \$150.00 non-resident	FMC 10.22.010
Wading pool rental	\$75.00 resident; \$100.00 non-resident \$100 non-resident deposit	FMC 10.22.010
Open Swim	\$2.25 resident; \$4.50 non-resident	FMC 10.22.010
Family Membership Pool & Wading Pool	\$50.00 single family member; \$32.00 all additional members \$98.00 non-resident single family member; \$64.00 non-resident all additional members	FMC 10.22.010
Swimming Pool Punch Card	\$20.00 resident; \$40.00 non-resident (10 Open Swims)	FMC 10.22.010
Swimming Instruction	\$36.00 resident; \$47.00 non-resident (2 weeks) \$18.00 resident; \$23.50 non-resident (1 weeks)	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	\$57.00 resident; \$97.00 non-resident	FMC 10.22.010
Gymnasium Rental	\$350.00 resident; \$575 non-resident per event \$100.00 resident deposit; \$300.00 non-resident deposit	FMC 10.22.010
Room Rental	\$55.00 resident; \$80.00 non-resident per event \$100.00 non-resident deposit	FMC 10.22.010
Open Gym	No charge for resident; \$3.00 per period for non-resident, \$1.00 per period for non resident senior	FMC 10.22.010
Holiday Bazaar/Fun Days	\$50 per Craft Vendor; \$80 Commercial Vendor; \$100 Food Vendor	FMC 10.22.010
Senior Trip	\$10.00 each	FMC 10.22.010

*Refer to lighted field use policy - adopted July 25, 1995

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
BUSINESS		
Business License	\$75.00 per year	Ordinance 1531
Transient Merchant Registration	\$70.00 per year	Ordinance 1476
Merchant Patrol License	\$50.00 per year	Ordinance 855
Private Detective License	\$50.00 per year	Ordinance 855
Merchant Patrol Agency License	\$300.00 per year	Ordinance 855
Private Detective Agency License	\$300.00 per year	Ordinance 855
ANIMAL		
Dogs: Altered	\$14.00	FMC 7.05.030
Dogs Altered: Senior citizen discount rate (+65 yrs.)	\$8.00	FMC 7.05.030
Unaltered dogs	\$50.00	FMC 7.05.030
Unaltered dogs: Senior citizen discount rate (+65yrs.)	\$28.00	FMC 7.05.030
Cats: Altered	\$8.00	FMC 7.05.030
Cats: Senior citizen discount rate (+65 yrs.)	\$4.00	FMC 7.05.030
Unaltered cats	\$50.00	FMC 7.05.030
Unaltered cats: Senior citizen discount rate (+65 yrs.)	\$28.00	FMC 7.05.030
Late Fee (between 30 and 60 days late)	\$10.00	FMC 7.05.010
Late Fee (after 60 days late)	\$20.00	FMC 7.05.010
BUILDING/PLANNING		
Planning Services Fee Schedule	Permit fee varies based on type	Resolution No. 1017
Building Service Fee Schedule	Permit fee varies based on valuation	Resolution No. 1022
UTILITY RATES AND CHARGES		
Water - Residential	\$22.00 p/month-includes first 700 cf \$16.50 p/month includes first 700 cf Senior/Disabled Next 1,300 cf at \$0.010 p/one cf Over 2,000 cf at \$0.016 p/one cf	Ordinance 1446 Ordinance 1493
Sewer - Residential	\$57.00 per month flat rate \$42.75 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1494
Water - Out of City	Same as in City w/additional \$12.50 surcharge	Ordinance 1446
Sewer - Out-of-City	\$62.00 per month flat rate \$46.50 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1493
Storm Drainage - Residential	\$12.50 per month per parcel	Ordinance 1462
Water - Setup fee	\$6.50	Ordinance 1352
Sewer - Setup fee	\$2.50	Ordinance 1352
Storm Drainage -Setup fee	\$2.50	Ordinance 1352
Solid Waste and Recycling:	See Ord. No. 1492 for options and accompanying rates and information	Ordinance 1492
Sewer Connection - in City	\$4,000 minimum GFC \$2,150 Connection Fee \$275.00 Inspection Fee	Ordinance 1465
Water Connection - in City	\$4,000 minimum GFC	Ordinance 1464

	\$1,800 Connection Fee \$360 Meter Drop-in fee	
TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
UTILITY TAX ORDINANCES		
Natural Gas/Electric Tax	6%	Ordinance 1013
Telephone Tax	6%	Ordinance 870
Television Tax	6%	Ordinance 1366
Water Tax	8%	Ordinance 1484
Sewer Tax	6%	Ordinance 1058
Garbage Tax	8.5%	Ordinance 764
Franchise Fee	5%	Ordinance 1369
OTHER		
Miscellaneous Copies	\$.15 per page	N/A