

**CITY OF FIRCREST, WASHINGTON  
2016 PRELIMINARY BUDGET**

**CITY OFFICIALS**

Council: David M. Viafore (Mayor)  
Matthew P. Jolibois (Mayor Pro Tem)  
Hunter T. George  
David R. Goodsell  
Jason Medley  
Shannon Reynolds  
Denny Waltier  
City Manager: Rick Rosenblatt  
Finance Director: Colleen Corcoran

**POPULATION: 6,555**

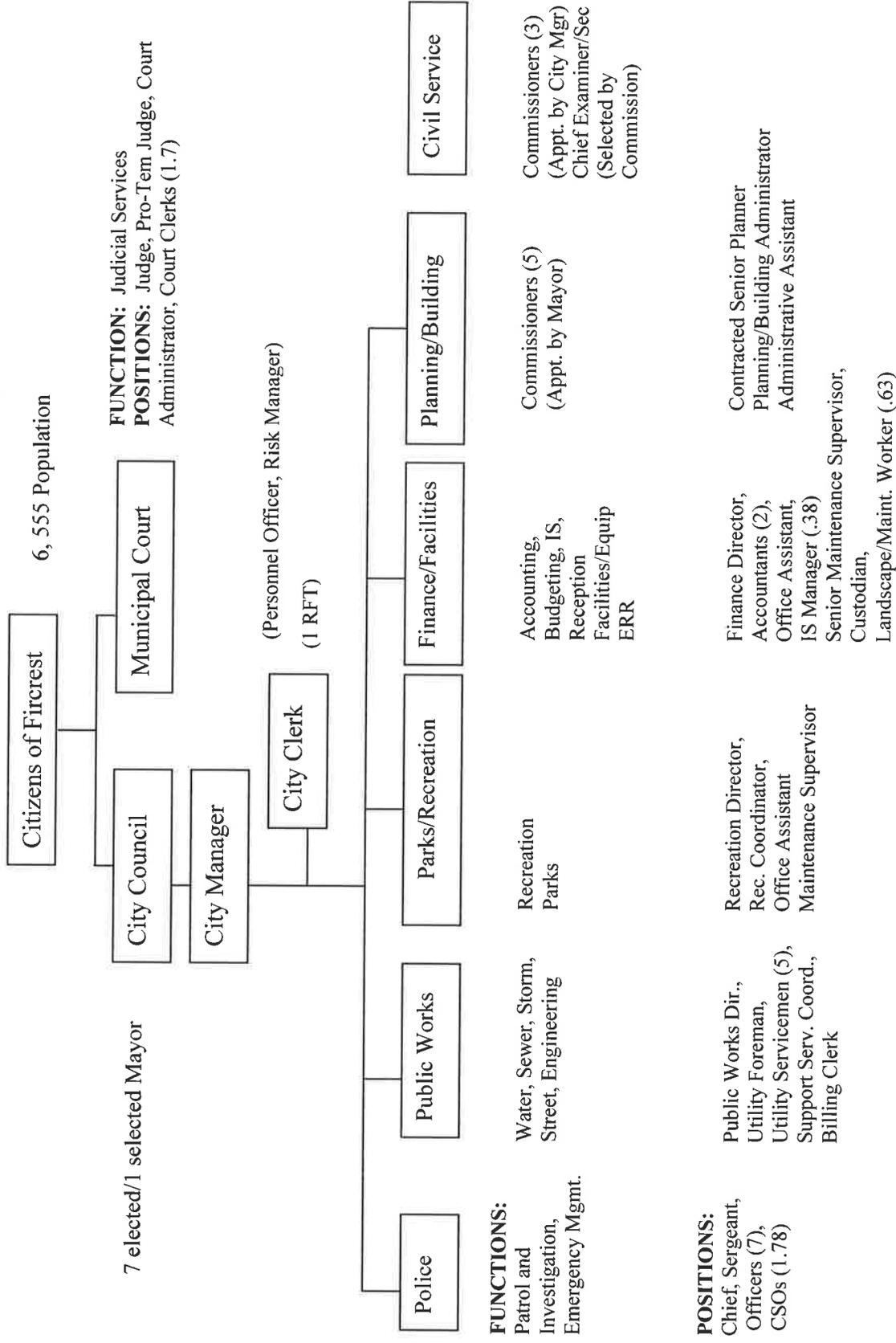
2016 ASSESSED VALUATION REGULAR LEVY: \$652,604,012  
REGULAR MILL LEVY: 2.3308364  
EMS MILL LEVY: 0.500

**2016 REVENUES, EXPENDITURES & BALANCES BY FUND**

General .....	7,388,111
Street .....	807,079
Storm Drain.....	1,016,229
Water.....	1,703,110
Sewer.....	3,176,367
Relocation of Backyard Sewer Mains Project.....	1,529,730
Equipment Replacement .....	1,806,851
Police Investigation .....	11,478
Real Estate Excise Tax.....	1,190,523
Cumulative Reserve .....	3,530,763
<b>TOTAL.....</b>	<b>22,160,241</b>

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# CITY OF FIRCREST 2016 ORGANIZATION CHART by Position



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City of Fircrest  
2016 Preliminary Budget

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## **THE CITY OF FIRCREST**

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

September 22, 2015

### **Honorable Mayor, Councilmembers and Citizens of Fircrest:**

I present to you the City of Fircrest 2016 Preliminary 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. 2016 operations are to be funded from 2016 revenues. Expenditures and revenues have been budgeted conservatively.

### **2016 BUDGET OVERVIEW**

- Includes a COLA increase of 1.1% 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 second 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).
- 1.1% increase applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements of \$56 charged by the City of Tacoma.

**2015**  
**Budgeted operating revenues:**  
 \$4,688,103

**2016**  
**Budgeted operating revenues:**  
 \$4,680,752

**2015**  
**Budgeted operating expenditures:**  
 \$4,557,941

**2016**  
**Budgeted operating expenditures:**  
 \$4,680,555

**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. A breakdown 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 \$190,339 (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 and is funded from a transfer in from REET 1; \$1,250 for ¼ of GIS mapping improvements and \$30,000 for LED street light improvements.

Street Reserves will be decreased by \$58,831.

**2015 Budgeted revenues  
 with transfers:**  
 \$722,559

**2016 Budgeted revenues  
 with transfers:**  
 \$469,239

**2015 Budgeted expenditures  
with Capital:**  
\$801,969

**2016 Budgeted expenditures  
with capital:**  
\$528,070

**STORM DRAIN FUND**

Capital 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. Machinery &

Equipment is for ¼ of the GIS mapping improvements and the additional amount needed to fund the purchase of a new sweeper that is not fully funded in the ERR Fund (\$116,128).

Reserves will be decreased by \$81,811.

**2015  
Budgeted revenues:**  
\$430,000

**2016  
Budgeted revenues:**  
\$437,000

**2015  
Budgeted expenditures with capital:**  
\$408,683

**2016  
Budgeted expenditures with capital:**  
\$518,811

**WATER FUND**

Capital improvement includes \$60,000 for a new water main on Summit Avenue from Princeton Street to Columbia Street.

Project Engineering includes \$7,500 for engineering services for the aforementioned water main construction.

Machinery & Equipment is for 1/4<sup>th</sup> of the GIS mapping improvements.

Reserves will be increased by \$687.

**2015  
Budgeted revenues:  
(With loans and capital contributions)**  
\$948,230

**2016  
Budgeted revenues:  
(With loans and capital contributions)**  
\$946,170

**2015  
Budgeted expenditures with capital:**  
\$972,667

**2016  
Budgeted expenditures with capital:**  
\$945,483

## SEWER FUND

Capital includes funding for condition four sewer main projects.

Project Engineering includes \$12,000 for engineering services for the aforementioned projects.

Machinery & Equipment is for 1/4<sup>th</sup> of the GIS mapping improvements

Reserves will be decreased by 182,717.

<b>2015</b>	<b>2016</b>
<b>Budgeted revenues:</b>	<b>Budgeted revenues:</b>
<b>(With loans, capital contributions)</b>	<b>(With loans, capital contributions)</b>
\$2,039,200	\$2,037,200
<b>2015</b>	<b>2016</b>
<b>Budgeted expenditures with capital:</b>	<b>Budgeted expenditures with capital:</b>
\$1,138,294	\$2,219,917

## 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 2016 consists of seven new computers, two new servers, two new Police Interceptors, one Police motorcycle, a one new street sweeper.

## SUMMARY

In summary, the 2016 General 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 CHANGE IN FUND BALANCE REPORT

Operating Revenues	4,680,752
Operating Expenses	(4,680,555)
Operating Revenues Over/(Under) Operating Expenditures	<u>197</u>
Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance	(60,000)
Less Capital Expenditures From 44th St Fund Balance	0
Less Capital Expenditures From General Fund	(7,300)
<b>Net Change in Total General Fund Balances</b>	<b>(67,103)</b>

## GENERAL FUND SUMMARY REPORT

### RESOURCES

Desg. Beginning Fund Balance-Light	871,702
Desg. Beginning Fund Balance-44th Alameda	678,056
Undesignated Beginning Fund Balance	1,157,601
Operating Revenues	<u>4,680,752</u>
<b>Total Resources with Beginning Fund Balance</b>	<b><u>7,388,111</u></b>

### EXPENDITURES

Operating Expenses	4,680,555
Capital Expenditures From 44th St Fund Balance	0
Capital Expenditures From General Fund	7,300
Transfer Out to St. Lt. Maint. from Lt. Fund Balance	60,000
Desg. Ending Fund Balance-Light	811,702
Desg. Ending Fund Balance-44th Alameda	678,056
Undesignated Ending Fund Balance	<u>1,150,498</u>
<b>Total Expenditures with Ending Fund Balance</b>	<b><u>7,388,111</u></b>

## GENERAL FUND REVENUES

BARS	Description	2013 Actual	2014 Actual	2015 Budget	2016 Budget
308-10-00-01	Des. Fund Bal/Light	1,022,206	978,879	931,702	871,702
308-10-00-02	Des. Fund Bal/44th Alameda	737,007	708,056	708,056	678,056
308-80-00-01	Undes. Unres. Fund Balance	1,170,479	1,265,411	1,079,640	1,157,601
	<b>Total Fund Balance</b>	<b>2,929,692</b>	<b>2,952,346</b>	<b>2,719,398</b>	<b>2,707,359</b>
311-10-00-00	General Property Taxes	1,456,548	1,490,663	1,502,174	1,522,710
311-10-01-00	EMS Tax	275,274	282,606	311,478	326,302
313-11-00-00	Retail Sales & Use Tax	281,421	319,000	280,000	403,000
313-16-00-00	Emergency Communication Tax	5,565	6,198	5,600	5,600
313-17-00-00	Zoo Tax	50,679	53,822	50,000	55,000
313-71-00-00	Local Criminal Justice Tax	91,260	96,388	92,000	98,000
316-40-00-00	Water Utility Tax	65,710	66,522	68,000	68,000
316-41-00-00	Sewage Utility Tax	121,562	121,977	120,000	120,000
316-43-00-00	Gas Utility Tax	108,570	113,087	132,000	120,000
316-45-00-00	Garbage/Solid Waste Tax	89,502	90,549	91,000	92,000
316-46-00-00	Television Cable Tax	139,398	145,020	130,000	155,000
316-47-00-00	Telephone/Telegraph Tax	178,609	175,929	200,000	175,000
316-81-00-00	Gambling Excise Tax	3,581	3,214	4,000	3,500
	<b>Total Taxes</b>	<b>2,867,679</b>	<b>2,964,975</b>	<b>2,986,252</b>	<b>3,144,112</b>
321-91-00-01	Non Comp Charge/Electric	150,589	258,811	210,000	210,000
321-91-00-02	Franchise Fee Water	5,670	6,102	5,100	6,200
321-91-00-03	Franchise Fee Cable TV	102,289	106,833	103,000	110,000
321-99-00-00	Business Licenses & Permits	47,455	53,210	45,000	50,000
321-99-00-01	Home Occupation	2,251	2,340	2,500	2,300
322-10-00-00	Building Permit	22,601	26,616	99,630	19,550
322-10-00-01	Mechanical Permit	4,106	8,137	17,000	7,650
322-10-00-02	Plumbing Permit	4,142	4,551	14,600	4,600
322-10-00-03	Excavate/Clear/Grading Permit	0	0	100	100
322-10-00-05	Sign Permit	315	180	270	225
322-10-00-06	Investigation Fee	211	397	400	400
322-10-00-07	Fire Protection Permit	40	94	550	150
322-90-00-00	Other Licenses & Permits	570	590	50	500
	<b>Total Licenses &amp; Permits</b>	<b>340,239</b>	<b>467,861</b>	<b>498,200</b>	<b>411,675</b>
333-20-60-00	OT Reimbur-St of WA (Fed Passthru)	0	10,079	4,000	6,000

334-03-50-00	Overtime Reimbursement-St of WA	9,784	0	1,000	0
334-04-20-00	Planning Grant-Wa St Dept of Comm	0	9,000	9,000	0
336-00-98-00	City-County Assistance	93,177	98,635	73,500	98,000
336-06-21-00	CJ-Population Based	1,569	1,708	1,600	1,800
336-06-26-00	CJ-Special Programs	5,841	6,231	5,830	6,400
336-06-51-00	DUI-Cities	1,186	1,177	1,200	1,200
336-06-94-00	Liquor Excise Tax	4,371	12,289	12,520	29,000
336-06-95-00	Liquor Board Profits	46,788	49,290	45,860	45,200
336-06-95-01	Liquor Board Profits-Public Safety	11,865	8,820	11,630	11,300
	<b>Total Intergovernmental Revenues</b>	<b>174,581</b>	<b>197,229</b>	<b>166,140</b>	<b>198,900</b>
341-43-00-00	Interdepartmental Service Chgs	390,751	393,299	430,876	421,270
341-99-00-00	Passport Fees	7,225	8,300	7,500	8,000
342-10-00-00	Police OT Reimbursement-Non State	3,022	0	2,000	0
342-10-00-01	RCO Grant	0	0	36,500	0
342-40-00-00	Special Inspection Fees	160	0	200	200
345-81-00-01	Planning Permit	9,054	2,660	14,790	3,225
345-81-00-02	Site Development Permit	1,350	2,760	5,800	1,425
345-83-00-00	Plan Checking	9,601	16,092	63,000	12,700
347-30-00-00	Swimming Pool Fees	29,038	31,308	31,000	31,000
347-30-00-02	Swim Team Fees	5,162	3,736	3,500	3,500
347-30-00-04	Recreation Fees	6,363	6,001	6,000	6,000
347-30-00-05	5K Registration Fees	1,430	1,390	2,500	1,400
347-30-00-06	Adult Basketball Registration	3,700	3,120	3,250	2,200
347-30-00-07	Adult Baseball Registration	6,030	5,502	6,000	4,000
347-60-00-01	Youth Basketball Registration	6,950	7,665	9,000	8,000
347-60-00-02	Youth Baseball Registration	12,395	11,085	11,500	12,000
347-60-00-04	Indoor Soccer	1,560	1,650	1,500	1,500
347-60-00-05	Flag Football Registration	280	920	800	800
347-60-00-09	Instructor Based Revenue	12,742	12,478	17,000	13,000
347-60-00-10	Swimming Instructions	31,891	33,024	32,000	32,000
	<b>Total Charges for Goods &amp; Services</b>	<b>538,704</b>	<b>540,990</b>	<b>684,716</b>	<b>562,220</b>
353-10-00-01	Municipal Court	214,579	210,318	220,000	215,000
356-50-00-00	Investigative Fund Assessments	4,252	3,543	4,500	4,000
356-50-04-00	DUI Invest Fund Assessments	3,381	2,498	3,500	3,500
	<b>Total Fines &amp; Forfeits</b>	<b>222,212</b>	<b>216,359</b>	<b>228,000</b>	<b>222,500</b>

361-11-00-01	Investment Interest	7,014	20,077	5,000	26,500
361-40-00-01	Sales Interest	64	80	75	75
361-40-00-03	Int On Gen Property Taxes	100	101	100	100
361-40-00-04	Int On EMS Property Taxes	25	21	50	50
362-40-00-00	Space & Facility Rental	19,019	16,816	17,000	17,000
362-40-00-01	Soccer Field Rental	0	9,439	4,500	4,500
362-50-00-01	Land Rental-Interfund	69,590	79,770	68,470	69,220
362-50-00-02	Land Rental-ERR Garage	3,675	3,730	3,800	3,600
362-50-00-03	Time/Temp Sign Rental	7,800	8,450	7,800	7,800
362-50-00-04	Pool Rental Revenue	700	660	500	500
367-00-00-02	Parks Donations	3,954	4,952	10,500	5,000
367-00-00-03	Police Donations	2,750	5,979	5,000	5,000
367-00-00-10	Firework Donations	1,005	1,355	1,000	1,000
369-10-00-00	Sale of Scrap	231	366	0	0
369-81-00-00	Cash Overage/Shortage	31	-170	0	0
369-81-00-01	Cash Over/Short-Pool	0	5	0	0
369-90-00-01	Other Misc Revenue	731	1,154	1,000	1,000
369-94-00-01	Reimbursements	140	250	0	0
	<b>Total Misc Revenue</b>	<b>116,829</b>	<b>153,035</b>	<b>124,795</b>	<b>141,345</b>
	<b>Total Operating Revenue</b>	<b>4,260,244</b>	<b>4,540,449</b>	<b>4,688,103</b>	<b>4,680,752</b>
	Non Operating Revenue	10,289	5,155	0	0
<b>TOTAL RESOURCES</b>		<b>7,200,225</b>	<b>7,497,950</b>	<b>7,407,501</b>	<b>7,388,111</b>

## 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 2014.

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 6,555. 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 and land use 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 consists of alarm permits, NSF fees, refund expenses from prior years, etc.

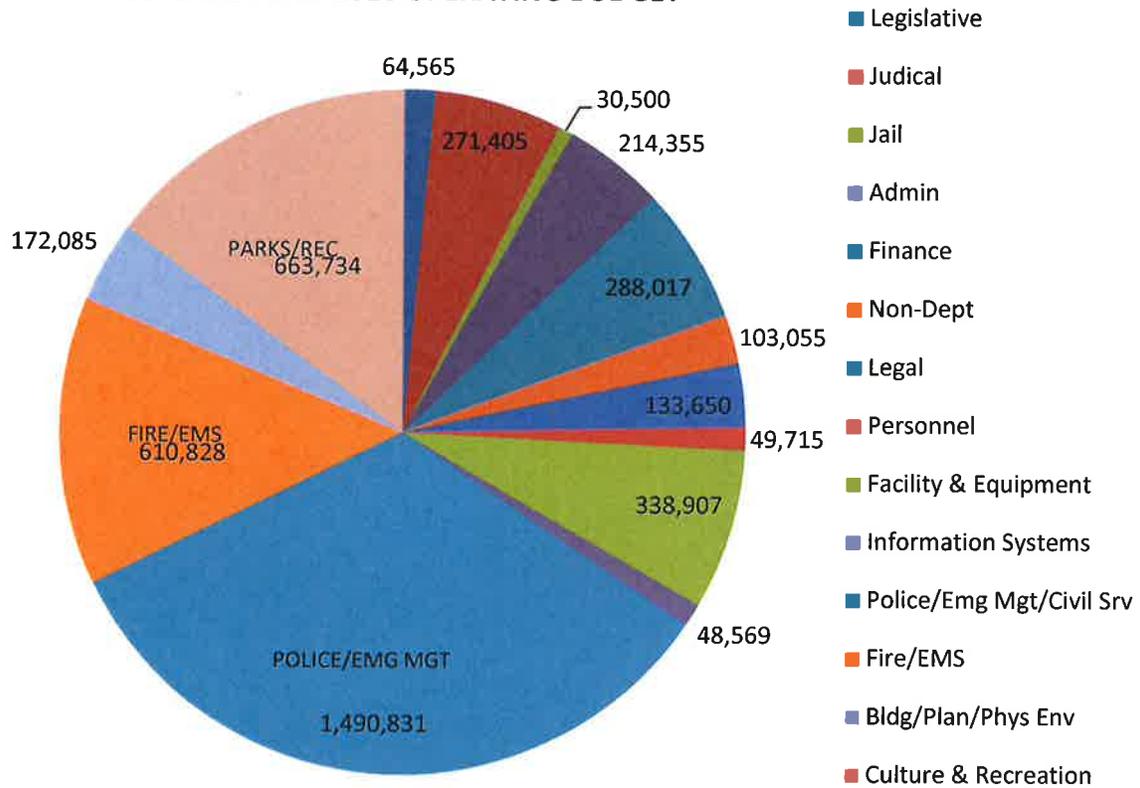
Reimbursements are funds the City receives for items that were originally expensed by the City and have been reimbursed.

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**

<b>OPERATING BUDGET</b>	<b><u>2015 BUDGET</u></b>	<b><u>IN(DE)CREASE</u></b>	<b><u>2016 BUDGET</u></b>
Legislative	70,710	(6,145)	64,565
Judicial	265,545	5,860	271,405
Admin	209,710	4,645	214,355
Finance	282,012	6,005	288,017
Legal	115,950	17,700	133,650
Other Employee Benefits	1,350	200	1,550
Non-Dept	109,840	(6,785)	103,055
Personnel	41,600	6,565	48,165
Facility & Equipment	324,707	14,200	338,907
Information Systems	48,235	334	48,569
Civil Service	4,860	450	5,310
Police	1,404,532	68,124	1,472,656
Fire/EMS	604,182	6,646	610,828
Jail	30,500	0	30,500
Building	100,465	(20,265)	80,200
Emergency Mgmt	12,805	60	12,865
Physical Environment	12,790	1,535	14,325
Planning	78,761	(3,401)	75,360
Mental Health	1,700	500	2,200
Recreation	243,545	4,440	247,985
Participant Recreation	34,275	(100)	34,175
Library	14,000	0	14,000
Community Events	16,600	1,050	17,650
Swimming Pool	125,210	6,250	131,460
Parks	206,286	12,178	218,464
<b>Total Departmental Operating Costs</b>	<b>4,360,170</b>	<b>120,046</b>	<b>4,480,216</b>
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	187,772	2,567	190,339
<b>Total Operating Transfers</b>	<b>197,772</b>	<b>2,567</b>	<b>200,339</b>
<b>Total Operating Budget</b>	<b>4,557,941</b>	<b>122,613</b>	<b>4,680,555</b>
<b>Capital Budget</b>			
Facilities	14,000	(6,700)	7,300
Fire/EMS	0	0	0
Recreation	0	0	0
Pool	0	0	0
Parks	76,000	(76,000)	0
<b>Total Capital Budget</b>	<b>90,000</b>	<b>(82,700)</b>	<b>7,300</b>
Transfer for Street Light Maintenance	60,000	0	60,000
Transfer Out to Cumulative Reserve	0	0	0
<b>Total Equity Transfers</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>
Undesignated Ending Fund Balance	1,149,802	696	1,150,498
Designated/Light	871,702	(60,000)	811,702
Designated/44th Alameda	678,056	0	678,056
<b>Total Ending Fund Balance</b>	<b>2,699,560</b>	<b>(59,304)</b>	<b>2,640,256</b>
<b>Total General Fund Budget</b>	<b>7,407,501</b>	<b>(19,391)</b>	<b>7,388,111</b>

### GENERAL FUND 2016 OPERATING BUDGET



OPERATING BUDGET	2016 BUDGET	
Legislative	64,565	1.4%
Judicial	271,405	6.1%
Jail	30,500	0.7%
Admin	214,355	4.8%
Finance	288,017	6.4%
Non-Dept	103,055	2.3%
Legal	133,650	3.0%
Personnel	49,715	1.1%
Facility & Equipment	338,907	7.6%
Information Systems	48,569	1.1%
Police/Emg Mgt/Civil Srv	1,490,831	33.3%
Fire/EMS	610,828	13.6%
Bldg/Plan/Phys Env	172,085	3.8%
Culture & Recreation	663,734	14.8%
<b>Total Operating Costs</b>	<b>4,480,216</b>	<b>100.0%</b>

**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**

**2015 Completed:**

- Approved acceptance of the Farallone/Eldorado Sewer Project.
- Adopted the 2015 – 2020 Region 5 All Hazard Mitigation Plan.
- Appointed Planning Commissioner and committee members.
- Adopted the 2016 – 2021 Six Year Transportation Improvement Plan
- Set policies for the City.

**New for 2016:**

- Review and update the City's Comprehensive Plan and Capital Facilities Elements of the Plan.
- Review the City's Six Year Transportation Improvement Plan
- Review and update the Park and Recreation Comprehensive Plan, including funding sources for the improvements pursuant to the Plan.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	29,717	30,410	33,810	33,810
20 Personnel Benefits	2,349	2,400	2,705	2,680
30 Supplies	84	176	100	150
40 Services & Charges	10,830	9,261	12,095	12,150
50 Intergovt Charges	15,792	15,536	22,000	15,775
<b>Total</b>	<b>58,772</b>	<b>57,783</b>	<b>70,710</b>	<b>64,565</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	33,810	0	33,810
<b>Personnel Benefits</b>			
Personnel Benefits	2,705	(25)	2,680
<b>Supplies</b>			
Office & Operating Supplies	50	50	100
Small Tools & Minor Equipment	50	0	50
<b>Services &amp; Charges</b>			
Advertising	1,200	0	1,200
Travel	1,200	0	1,200
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	100	0	100
A.W.C. Dues	4,095	55	4,150
Dues, Memberships, Subscription	2,500	0	2,500
Codification Costs	1,300	0	1,300
Meals	400	0	400
Registrations	1,200	0	1,200
<b>Intergovt &amp; Other Interfund Pmt.</b>			
Special Elections & Voter Reg	22,000	(6,225)	15,775
<b>Total</b>	<b>70,710</b>	<b>(6,145)</b>	<b>64,565</b>

**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 may hold 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 (12 monthly study sessions and 4 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 codification of ordinances into the Fircrest Municipal Code.

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

The Special Elections & Voter Registration line item is decreased since there is no election anticipated for 2016.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 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 towards 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**

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Passport Fees	6,775	7,225	8,300	7,500	8,000
Total Fines & Forfeits Revenues	227,741	222,212	216,359	228,000	222,500
Total Charges Filed	3,645	3,492	3,552	3,800	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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	166,849	178,953	187,320	189,380
20 Personnel Benefits	55,004	58,690	63,245	66,690
30 Supplies	5,677	3,987	5,350	5,375
40 Services & Charges	5,568	4,850	9,630	9,960
<b>Total</b>	<b>233,098</b>	<b>246,480</b>	<b>265,545</b>	<b>271,405</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	186,820	2,060	188,880
Overtime	500	0	500
<b>Personnel Benefits</b>			
Personnel Benefits	63,245	3,445	66,690
<b>Supplies</b>			
Office & Operating Supplies	4,000	0	4,000
Publications-Court Rules	350	25	375
Small Tools & Minor Equipment	1,000	0	1,000
<b>Services &amp; Charges</b>			
Prof Svcs - Pro Temp Judges	1,500	300	1,800
Prof Svcs - Interpreter	700	0	700
Prof Svcs - Jury Master	800	0	800
Communication	130	30	160
Postage	500	0	500
Travel	1,800	0	1,800
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	50	0	50
Interfd ERR Repairs & Maint	200		200
Miscellaneous	300	0	300
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	450	0	450
Juror Costs	500	0	500
Witness Costs	100	0	100
<b>Total</b>	<b>265,545</b>	<b>5,860</b>	<b>271,405</b>

## BUDGET NARRATIVE

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

Registration and Tuition is for the Presiding Judge to attend the Washington Judicial Conference and the District and Municipal Court Judge's Conference, the Court Administrator to attend a conference and for Court staff to attend spring and fall training through the District and Municipal Court Management Association (DMCMA) and 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

	2013 Actual	2014 Actual	2015 Budget	2016 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**

#### **2015 Completed:**

- Worked with Finance Department to coordinate and develop the 2016 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.
- Update Fircrest Municipal Code.
- Renewed Cities Insurance Association of Washington insurance pool.
- Updated Fircrest Municipal Code.

#### **New for 2016:**

- Work with Finance Department to coordinate and develop the 2017 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**

<u>Program Object</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
10 Salaries & Wages	147,824	151,901	159,055	161,075
20 Personnel Benefits	40,423	44,783	48,625	51,340
30 Supplies	420	195	500	450
40 Services & Charges	945	773	1,530	1,490
<b>Total</b>	<b>189,612</b>	<b>197,652</b>	<b>209,710</b>	<b>214,355</b>

**DETAIL BUDGET**

	<u>2015 Budget</u>	<u>In(de)crease</u>	<u>2016 Budget</u>
<b>Salaries &amp; Wages</b>			
Salaries & Wages	158,855	2,220	161,075
Overtime	200	(200)	0
<b>Personnel Benefits</b>			
Personnel Benefits	48,625	2,715	51,340
<b>Supplies</b>			
Office & Operating Supplies	300	0	300
Small Tools & Minor Equipment	200	(50)	150
<b>Services &amp; Charges</b>			
Professional Services	300	0	300
Communication	240	0	240
Travel	200	0	200
Repairs & Maintenance	100	0	100
Interfd ERR Repairs & Maint	200		200
Miscellaneous	100	0	100
Registration & Tuition	200	0	200
Dues,Memberships,Subscriptions	190	(40)	150
<b>Total</b>	<b>209,710</b>	<b>4,645</b>	<b>214,355</b>

**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 Pierce County Clerks & Finance Officers Association (PCCFOA) and one membership in Washington Municipal Clerks Association (WMCA).

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.67
Admin. Assistant	0.00	0.00	0.00	0.00
Total	1.67	1.67	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**

**2015 Completed:**

- Processed Budget Amendments as needed.
- Prepared 2014 Annual State Reports.
- Worked with Administration Department to develop the 2016 Budget.
- Worked with the State Auditor’s Office on single audit.

**New for 2016:**

- Work with Administration Department to develop the 2017 Budget.
- Prepare 2015 Annual State Reports.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	193,837	184,653	189,965	192,040
20 Personnel Benefits	67,091	66,044	70,625	74,555
30 Supplies	198	441	900	900
40 Services & Charges	18,865	19,038	20,522	20,522
Total	279,991	270,176	282,012	288,017

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	189,465	2,075	191,540
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	70,625	3,930	74,555
Supplies			
Office & Operating Supplies	600	0	600
Small Tools & Minor Equip	300	0	300
Services & Charges			
Travel	500	0	500
Interfd ERR Replacement	11,817	0	11,817
Interfd ERR Repairs & Maint	5,000	0	5,000
Miscellaneous	800	0	800
Registration & Tuition	850	0	850
Printing And Binding	1,000	0	1,000
Dues,Memberships,Subscriptions	255	0	255
Tax Audit Expenses	300	0	300
Total	282,012	6,005	288,017

**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**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Finance Director	1.00	0.85	0.85	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	2.85	2.85	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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
30	Supplies	0	252	500	500
40	Services & Charges	90,295	101,563	115,450	133,150
	<b>Total</b>	<b>90,295</b>	<b>101,815</b>	<b>115,950</b>	<b>133,650</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Supplies			
Publications	500	0	500
Services & Charges			
Assigned Counsel	29,500	1,500	31,000
City Attorney	26,000	0	26,000
Special Legal Counsel	3,500	4,000	7,500
Town Prosecutor	55,000	10,000	65,000
Conflict Council	0	2,000	2,000
Travel	1,000	200	1,200
Registrations	450	0	450
Memberships, Dues	0	0	0
<b>Total</b>	<b>115,950</b>	<b>17,700</b>	<b>133,650</b>

**BUDGET NARRATIVE**

Supplies are for publications purchased by the City Attorney.

Assigned Counsel provides defense counsel for indigent defendants. The contract includes \$1,000 for conflict council. Any additional costs not covered by the contract will be included in the Conflict Council line item.

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.

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
0 Total Other Services & Charges	963	755	1,350	1,550
<b>Total</b>	<b>963</b>	<b>755</b>	<b>1,350</b>	<b>1,550</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Health Program	800	200	1,000
Travel-Health Program	550	0	550
<b>Total</b>	<b>1,350</b>	<b>200</b>	<b>1,550</b>

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	11,164	12,229	13,370	14,180
20 Personnel Benefits	9,488	11,268	12,020	12,825
30 Supplies	7,940	7,910	9,400	9,400
40 Services & Charges	60,105	38,665	75,050	66,650
0 Transfers & Other Cost Allocations	235,396	743,510	257,772	260,339
Total	324,093	813,582	367,612	363,394

## DETAIL BUDGET

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	13,170	810	13,980
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	12,020	805	12,825
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	6,500	0	6,500
Central Office Printing	1,700	0	1,700
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Biennial Audit	30,000	(15,000)	15,000
Communication	11,600	0	11,600
Postage	12,000	0	12,000
Travel	100	0	100
Operating Rentals	6,000	0	6,000
Interfd ERR Repairs & Maint	2,925	(400)	2,525
Miscellaneous	3,000	7,000	10,000
Town Topics	9,000	0	9,000
Notary	200	0	200
Dues, Membership,Subscriptions	75	0	75
Registration & Tuition	150	0	150
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Property Tax	187,772	2,567	190,339
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out to Cumulative Reserve	0	0	0
Total	367,612	(4,218)	363,394

## BUDGET NARRATIVE

The Miscellaneous line has been increased for banking and online fees.

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 and MRSC Small Works Roster register.

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; and \$187,772 to the Street Fund for 12.5% of the property taxes collected.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Office Assistant	0.40	0.40	0.40	0.40
Admin. Assistant	0.00	0.00	0.00	0.00
Total	0.40	0.40	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**

**2015 Completed:**

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

**New for 2016:**

- Recruit and replace staff as needed.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	22,832	22,327	24,085	24,575
20 Personnel Benefits	7,832	9,037	9,860	10,435
30 Supplies	0	69	255	255
40 Services & Charges	7,857	7,163	7,400	12,900
<b>Total</b>	<b>38,521</b>	<b>38,596</b>	<b>41,600</b>	<b>48,165</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	24,085	490	24,575
<b>Personnel Benefits</b>			
Personnel Benefits	9,860	575	10,435
<b>Supplies</b>			
Office & Operating Supplies	105	0	105
Small Tools & Minor Equipment	150	0	150
<b>Services &amp; Charges</b>			
Professional Services	3,000	4,500	7,500
Advertising	2,000	1,000	3,000
Drug & Alcohol Testing	600	0	600
Travel	650	0	650
Miscellaneous	100	0	100
Dues,Memberships,Subscriptions	200	0	200
Meals-Other Than Travel/Train.	50	0	50
Registration & Tuition	800	0	800
<b>Total</b>	<b>41,600</b>	<b>6,565</b>	<b>48,165</b>

**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). The line item has been increased to meet anticipated expenses.

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 WAPELRA.

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

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
City Clerk	0.33	0.33	0.33	0.33
Admin. Assistant	0.00	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.
- Provide cleaning of City Hall, Public Safety, Recreation and Public Works buildings.
- Supervise landscaping contract.

**GOALS AND WORK PLAN**

**2015 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 2016:**

- Coordinate with Recreation Center staff on assignments and tasks.
- Provide timely and efficient maintenance and repair of all city buildings, grounds and equipment.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	66,682	74,707	87,115	89,950
20 Personnel Benefits	28,340	32,015	34,970	36,985
30 Supplies	10,529	9,633	22,330	17,400
40 Services & Charges	162,241	197,122	180,292	194,572
60 Capital Outlays	0	15,937	14,000	7,300
<b>Total</b>	<b>267,792</b>	<b>329,414</b>	<b>338,707</b>	<b>346,207</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	87,115	2,835	89,950
<b>Personnel Benefits</b>			
Personnel Benefits	34,970	2,015	36,985
<b>Supplies</b>			
Operating Supplies/Facilities	400	0	400
Operating Supplies/Rec Bldg	3,500	0	3,500
Operating Supplies/P.S.B.	3,930	(930)	3,000
Operating Supplies/P.W.F.	3,000	0	3,000
Operating Supplies/C.H.	4,000	0	4,000
Operating Supplies/Park Struct	1,000	0	1,000
Operating Supplies/Landscaping	1,500	0	1,500
Small Tools & Minor Equipment	5,000	(4,000)	1,000
<b>Services &amp; Charges</b>			
Advertising	300	(300)	0
Contract Maintenance	0	0	0
General Fund Prop Maintenance	1,500	0	1,500
Communications	550	0	550
Operating Rentals-Facil/Equip	2,000	0	2,000
Rental Space In Err Garage	3,560	40	3,600
Insurance	116,600	11,660	128,260
Insurance Deductible	1,000	0	1,000
Public Utility Services	13,800	200	14,000
Repairs & Maintenance	100	0	100
Repairs & Maint/Rec Bldg	7,500	0	7,500
Repairs & Maint/City Hall	9,000	1,100	10,100
Repairs & Maint/Public Works	6,000	100	6,100
Repairs & Maint/Public Safety	7,520	1,380	8,900
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	0	500
Interfd ERR Replacement	6,597	0	6,597
Interfd ERR Repairs & Maint	2,165	100	2,265
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
<b>Total</b>	<b>324,707</b>	<b>14,200</b>	<b>338,907</b>

**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.

Small Tools & Equipment has been decreased since the purchase of lawn maintenance equipment was purchased in 2105.

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**

Capital	2015 Budget	In(de)crease	2016 Budget
Building & Structures	14,000	(6,700)	7,300
Improvements	0	0	0
Machinery & Equipment	0	0	0

**CAPITAL NARRATIVE**

Facilities capital includes:

- \$1,300 for additional security cameras at the Recreation Building-Teen Room
- \$2,000 for gutter guards on City Hall
- \$4,000 for new gutters on the Public Works Building

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Senior Maintenance Supervisor	0.55	0.55	0.55	0.55
Planning/Building Director	0.15	0.15	0.00	0.00
Finance Director	0.15	0.15	0.15	0.15
Lawn Maintenance Worker (PT)	0.00	0.00	0.63	0.63
Custodian	0.64	0.64	0.64	0.64
<b>Total</b>	<b>1.34</b>	<b>1.34</b>	<b>1.97</b>	<b>1.97</b>

**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**

**2015 Completed:**

- Renewed software licenses as needed
- Upgraded Spam Filtration
- Upgraded Antivirus detection system
- Upgraded Court/Council Recording System
- Replaced 8 personal computers through ERR
- Replaced 1 server through ERR
- Researched and assisted with replacement of telephone system

**New for 2016:**

- Renew software licenses as needed
- Replace personal computers purchased through ERR

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10	Salaries & Wages	21,280	25,265	28,765	29,080
20	Personnel Benefits	1,717	2,028	2,315	2,335
30	Supplies	1,665	2,596	2,600	2,600
40	Services & Charges	14,460	9,643	14,555	14,554
	<b>Total</b>	<b>39,122</b>	<b>39,532</b>	<b>48,235</b>	<b>48,569</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	28,765	315	29,080
Personnel Benefits			
Personnel Benefits	2,315	20	2,335
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	250	0	250
Communication	6,720	0	6,720
Repairs & Maintenance	100	0	100
Interfd ERR Replacement	1,285	(1)	1,284
Interfd ERR Repairs & Maint	300	0	300
Software Licenses	5,000	0	5,000
Total	48,235	334	48,569

**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**

	2013 Actual	2014 Actual	2015 Budget	2016 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**

**2015 Completed:**

- Held monthly meetings to approve payroll certifications and conduct Commission business.

**New for 2016:**

- Establish eligibility list for Lateral Police Officers if necessary.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	2,172	2,220	2,270	2,350
20 Personnel Benefits	344	374	405	435
30 Supplies	0	22	100	100
40 Services & Charges	2,307	321	2,085	2,425
<b>Total</b>	<b>4,823</b>	<b>2,937</b>	<b>4,860</b>	<b>5,310</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	2,270	80	2,350
Personnel Benefits			
Personnel Benefits	405	30	435
Supplies			
Office Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges			
Professional Services	500	0	500
Advertising	800	200	1,000
Travel	460	140	600
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	75	0	75
Registration And Tuition	200	0	200
Total	4,860	450	5,310

**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 and Community Service Officer II as needed.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 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

**2015 Completed:**

- Maintained high visibility enforcing traffic laws with emphasis on truck traffic.
- Assisted Pierce County Sheriff's Office by providing security at the U.S. Open Golf Championship.
- Worked in a unified command structure at the U.S. Open Golf Championship.
- Assisted the City of DuPont by providing shift coverage for their City.
- Selected and trained new Taser instructor.
- Hosted multi-agency active shooter training.
- Completed ACCESS audit.
- Developed and implemented new ACCESS policies.
- Implemented ACCESS security training for all police personnel, court personnel, City Attorney and I.T. Administrator.
- Continue to work closely with the WSLCB to ensure area businesses comply with requirements.
- Co-hosted open house with the Tacoma Fire Department.
- Ascertained, installed and ensure workability, effectiveness and interoperability of new radio system.
- Participated in County Party Intervention Patrol task force.
- Updated computer system allowing for more effective and efficient communications.
- Updated and implemented new CAD system.
- Maintained a strong liaison with our community area schools, and surrounding jurisdictions.
- 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.

**2016 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.
- Develop strong liaison with Wainwright Middle School when it opens in 2016
- Implement Lunch Buddies program at Wainwright Middle School
- Move towards increasing efficiency by going more paperless.
- Evaluate our office effectiveness by looking at other departments best practices.
- 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.
- Select and train a backup firearms instructor.
- Continue close liaison with the Fircrest Kiwanis
- 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**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Collision	71	67	90	90
Minor Traffic Offenses	3,042	3,035	3,200	3,200
Major Traffic Offenses	418	472	400	400
Total Blotter Entries	15,365	16,557	15,400	15,400
General Reports	862	885	800	800
Miscellaneous Reports	14,503	15,672	14,600	14,600

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	783,565	806,596	830,260	852,835
20 Personnel Benefits	320,986	311,477	340,525	361,555
30 Supplies	6,483	6,691	8,700	8,700
40 Services & Charges	111,963	95,306	122,718	147,632
50 Intergov't'l Services	134,753	112,233	102,329	101,934
Total	1,357,750	1,332,303	1,404,532	1,472,656

## DETAIL BUDGET

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	801,760	16,075	817,835
Overtime	22,000	0	22,000
Major Holiday Compensation	6,500	0	6,500
Emphasis Patrol Overtime	0	0	0
Reimbursable Overtime	0	6,500	6,500
Personnel Benefits			
Personnel Benefits	322,910	27,775	350,685
LEOFF I Medical Premiums	13,240	(6,745)	6,495
LEOFF I Long Term Care Prem	375	0	375
LEOFF I Other Medical Costs	4,000	0	4,000
Supplies			
Office & Operating Supplies	5,200	0	5,200
Small Tools & Minor Equipment	3,500	0	3,500
Services & Charges			
Professional Services	20,000	0	20,000
Communication	10,160	0	10,160
Travel	1,200	300	1,500
Operating Rental/Copier	4,500	0	4,500
Repairs & Maintenance	2,500	0	2,500
Interfd ERR Replacement	21,083	18,649	39,732
Interfd ERR Repairs & Maint	41,675	1,500	43,175
Miscellaneous	2,500	(2,000)	500
Uniforms/Clothing/Laundry	4,550	200	4,750
Registration & Tuition	2,500	5,445	7,945
Dues,Memberships,Subscriptions	500	0	500
CJF Program	5,830	570	6,400
Reimbursable Program	5,000	0	5,000
Chaplaincy Program	220	0	220
Community Outreach	500	250	750
Intergovernmental Services			
PC Radio Infrastrucure	2,586	78	2,664
Dispatching	70,647	(797)	69,850
WACIC/NCIC	2,140	0	2,140
Records	0	0	0
IT Charges	26,956	324	27,280
Total	1,404,532	68,124	1,472,656

## BUDGET NARRATIVE

Overtime is divided into four categories. The first 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. The second 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 recognized holiday. The third, Emphasis Patrol Overtime allows for 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. The fourth type is Reimbursable Overtime. This overtime is reimbursed by another agency and usually targets a problem such as DUI, seatbelt emphasis, etc.

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 \$9,898 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of \$5,965 to continue our contract for major crime investigation and \$1,377 to continue our contract for Forensic Officers and \$2,556 for the Pierce County Swat Team. The other amount included in this line item is \$10,102 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 Device teams.

Registration, Tuition and Travel lines have been increased to send one Officer to Tacoma Community College for online classes.

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 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 2016.

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.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Police Chief	0.95	0.95	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	0.63
CSO I	0.93	0.93	0.93	1.15
Total	10.48	10.48	10.48	10.73

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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
40 Services & Charges	564	1,144	0	0
50 Intergovt & Other Interfund Pmt.	584,157	592,335	604,182	610,828
90 Capital	14,697	6,475	0	0
<b>Total</b>	<b>599,418</b>	<b>599,954</b>	<b>604,182</b>	<b>610,828</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Services & Charges			
Repairs & Maintenance	0	0	0
Intergovt & Other Interfund Pmt.			
Tacoma Contract Fire	292,704	(8,178)	284,526
Tacoma Contract EMS	311,478	14,824	326,302
<b>Total</b>	<b>604,182</b>	<b>6,646</b>	<b>610,828</b>

**BUDGET NARRATIVE**

This year's total Interlocal agreement with the City of Tacoma increased 1.1% for a total contract amount for both Fire and EMS of \$610,828.

This is the second year of a six year levy. The amount collected for EMS is limited to .50 cents per \$1,000 of assessed value. The amount collected for EMS is used to offset a portion of the total contract amount.

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
50 Intergovt Services	19,367	21,910	30,500	30,500
<b>Total</b>	<b>19,367</b>	<b>21,910</b>	<b>30,500</b>	<b>30,500</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Services &amp; Charges</b>			
Prof Srvs - Jail	30,000	0	30,000
Prof Srvs - Jail (Medical Services)	500	0	500
<b>Total</b>	<b>30,500</b>	<b>0</b>	<b>30,500</b>

**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**

**2015 Completed:**

- Processed three new houses and misc. other building plumbing, mechanical and grading permits
- Performed building inspection services
- Investigated and responded to complaints regarding unauthorized or unpermitted activities
- Processed Wainwright Intermediate School permits
- Attended permit tech training

**New for 2016:**

- 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>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Complaints/Enforcement	54	48	68	50	50
Building Inspections	243	264	317	300	300
Building Permits	61	57	56	30	30
Mechanical Permits	55	62	89	60	60
Plumbing Permits	41	48	48	45	45
Miscellaneous Permits	23	67	27	40	40

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	25,685	24,472	29,605	40,385
20 Personnel Benefits	6,003	4,744	6,010	8,315
30 Supplies	660	199	450	1,050
40 Services & Charges	19,296	24,729	64,400	30,450
<b>Total</b>	<b>51,644</b>	<b>54,144</b>	<b>100,465</b>	<b>80,200</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	29,605	10,780	40,385
Personnel Benefits			
Personnel Benefits	6,010	2,305	8,315
Supplies			
Office & Operating Supplies	250	600	850
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Bldg Inspec/Plan Review	56,000	(31,000)	25,000
Eng Inspec/Plan Review	6,000	(4,000)	2,000
Travel	350	100	450
Interfd ERR Repairs & Maint	1,400		1,500
Dues,Memberships,Subscriptions	250	0	250
Registration & Tuition	400	850	1,250
<b>Total</b>	<b>100,465</b>	<b>(20,365)</b>	<b>80,200</b>

**BUDGET NARRATIVE**

Salaries & Wages includes an increase for a part time Administrative Assistant (25 hours per week) and an increase for the reclassification of the Permit Coordinator to Planning/Building Administrator.

The increase in office & operating supplies includes ESRI (GIS software) maintenance and the purchase of Building Code books which are issued every three years.

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 and GIS training.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Planning/Building Director	0.20	0.20	0.00	0.00
Planning/Building Administrator	0.00	0.00	0.00	0.50
Planning/Building Admin Asst.	0.00	0.00	0.00	0.32
Permit Coordinator	0.40	0.40	0.50	0.00
Total	0.60	0.60	0.50	0.82

**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**

#### **2015 Completed:**

- Participated in 2015 U.S. Open Golf Championship. (worked in Unified Command structure)
- Attended several U.S. Open Golf Championship meetings and briefings guaranteeing our Cities preparedness.
- Presented emergency preparedness materials to our community.
- Host Emergency preparedness meeting for citizens.
- Assisted Public Works in putting together radio system
- Ascertained and installed new radio system for our E.O.C. ensuring interoperability and effectiveness for the City of Fircrest.

#### **New for 2016:**

- Host Emergency Preparedness meeting for staff.
- Update City of Fircrest Emergency Management Plan as needed.
- Host emergency preparedness meeting for citizens.
- Hold employee earthquake building inspection class.

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10	Salaries & Wages	5,004	5,102	5,235	5,295
20	Personnel Benefits	1,854	1,878	1,960	1,960
50	Intergovt & Other Interfund Pmt.	5,546	5,559	5,610	5,610
	<b>Total</b>	<b>12,404</b>	<b>12,539</b>	<b>12,805</b>	<b>12,865</b>

**DETAIL BUDGET**

		2015 Budget	In(de)crease	2016 Budget
	Salaries & Wages			
	Salaries & Wages	5,235	60	5,295
	Personnel Benefits			
	Personnel Benefits	1,960	0	1,960
	Intergovt & Other Interfund Pmt.			
	Emergency Management Dues	5,610	0	5,610
	<b>Total</b>	<b>12,805</b>	<b>60</b>	<b>12,865</b>

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Police Chief	0.00	0.05	0.05	0.05
Planning/Bldg Director	0.05	0.00	0.00	0.00
<b>Total</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>

**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 2015, animal control will be administered by the City or contracted with another jurisdiction.

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
40	Services & Charges	11,633	11,492	12,790	14,325
	Total	11,633	11,492	12,790	14,325

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Intergovt & Other Interfund Pmt.			
Pollution Control	3,790	535	4,325
Animal Control	9,000	1,000	10,000
Total	12,790	1,535	14,325

**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**

**2015 Completed:**

- Completed requirements for a Department of Commerce Growth Management Act Update Grant.
- Assisted Public Works on the annual 6-Year Transportation Improvement Program update for 2016-2021.
- Processed 2015 update to the Comprehensive Plan and development requirements as required by GMA.
- 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.
- Reviewed codes related to liquor by the drink.

**New for 2016**

- 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

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	49,560	24,472	29,605	40,385
20 Personnel Benefits	11,335	4,744	6,020	8,315
30 Supplies	241	231	450	700
40 Services & Charges	16,901	28,945	42,686	25,960
Total	78,037	58,392	78,761	75,360

### DETAIL BUDGET

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	29,605	10,780	40,385
Personnel Benefits			
Personnel Benefits	6,020	2,295	8,315
Supplies			
Office & Operating Supplies	250	250	500
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Prof Services/Reimbursable	40,000	(18,000)	22,000
Advertising	700	(350)	350
Travel	350	100	450
Interfd Replacement	251	974	1,225
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	50	0	50
Registration & Tuition	400	1,150	1,550
Dues,Memberships,Subscriptions	185	0	185
Printing And Binding	650	(600)	50
Total	78,761	(3,401)	75,360

### BUDGET NARRATIVE

Salaries & Wages includes an increase for a part time Administrative Assistant (25 hours per week) and an increase for the reclassification of the Permit Coordinator to Planning/Building Administrator.

The increase in office and operating supplies includes ESRI (GIS software) maintenance.

The Professional Services line consists of \$2,000 to cover contract engineering services related to planning and engineering review of project applications, \$18,000 for planning consultant services, \$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.

Travel is for the WAPT and AWC Planning Director’s conferences and GIS training.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Planning/Building Director	0.65	0.00	0.00	0.00
Planning/Building Administrator	0.00	0.00	0.00	0.50
Planning/Building Admin Asst.	0.00	0.00	0.00	0.31
Permit Coordinator	0.60	0.50	0.50	0.00
<b>Total</b>	<b>1.25</b>	<b>0.50</b>	<b>0.50</b>	<b>0.81</b>

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
0 Transfers & Other Cost Allocations	1,174	1,411	1,700	2,200
Total	1,174	1,411	1,700	2,200

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Transfers & Other Cost Allocations			
Substance Abuse	1,700	500	2,200
Total	1,700	500	2,200

**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.
- Coordinate, implement and improve special events.
- Secure alternative funding through grants, donation, and partnerships.

### GOALS AND WORK PLAN

#### **2015 Completed:**

- Worked with Kiwanis on special events.
- Held annual community events.
- Held youth sports programs.
- Provided senior services/activities.
- Provided Fircrest Fun Days and Fireworks Show.
- Provided free Drop in Day Camp that averaged 15 kids per week.
- 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 RCO for the Tot Lot improvement grant.
- Worked with various service groups such as Kiwanis and Rotary on park cleanups.

#### **New for 2015:**

- Maintain level of service while improving the quality of our programs.
- Replace playground structure and fence at the Tot Lot with help of RCO grant.
- Community Center and Pool Feasibility Study.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	153,093	156,748	167,445	169,005
20 Personnel Benefits	52,081	54,439	60,700	63,580
30 Supplies	2,212	3,818	3,800	3,800
40 Services & Charges	6,346	9,542	11,600	11,600
60 Capital	0	1,772	0	0
<b>Total</b>	<b>213,732</b>	<b>226,319</b>	<b>243,545</b>	<b>247,985</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	140,375	1,560	141,935
Overtime	500	0	500
Casual & Seasonal Labor	26,570	0	26,570
<b>Personnel Benefits</b>			
Personnel Benefits	60,700	2,880	63,580
<b>Supplies</b>			
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	900	0	900
<b>Services &amp; Charges</b>			
Senior Trips	250	0	250
Postage	3,000	0	3,000
Travel	150	0	150
Operating Rentals/Copier	2,100	0	2,100
Miscellaneous	400	0	400
Printing & Binding	4,500	0	4,500
Registration & Tuition	800	0	800
Dues,Memberships,Subscriptions	400	0	400
Reimbursable Expenditures	0	0	0
<b>Total</b>	<b>243,545</b>	<b>4,440</b>	<b>247,985</b>

## 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.

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

The Printing and Binding line is used for the Recreation Activity.

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

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

## STAFFING

	2013 Actual	2014 Actual	2015 Budget	2016 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	<u>0.94</u>	<u>0.84</u>	<u>0.84</u>	<u>0.84</u>
Total	<u>2.59</u>	<u>2.49</u>	<u>2.49</u>	<u>2.49</u>

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
40 Services & Charges	27,825	23,544	32,875	32,775
50 Intergovt Pmt.	0	848	1,400	1,400
<b>Total</b>	<b>27,825</b>	<b>24,392</b>	<b>34,275</b>	<b>34,175</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Services &amp; Charges</b>			
Referees/Basketball	2,000	0	2,000
Umpires/Baseball	3,500	0	3,500
Indoor Soccer	600	0	600
Flag Football	800	0	800
5 K Race	3,000	(1,000)	2,000
Instructor Fees	11,900	0	11,900
Youth Basketball	2,975	0	2,975
Adult Basketball	500	0	500
Youth Baseball	6,600	900	7,500
Adult Baseball	1,000	0	1,000
<b>Intergovt Payments</b>			
Excise Taxes	1,400	0	1,400
<b>Total</b>	<b>34,275</b>	<b>(100)</b>	<b>34,175</b>

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
40 Services & Charges	9,425	10,584	14,000	14,000
<b>Total</b>	<b>9,425</b>	<b>10,584</b>	<b>14,000</b>	<b>14,000</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Other Cost Allocations</b>			
Library Services	14,000	0	14,000
<b>Total</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
40 Services & Charges	14,593	13,830	16,600	17,650
<b>Total</b>	<b>14,593</b>	<b>13,830</b>	<b>16,600</b>	<b>17,650</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Other Services & Charges			
Community Events	16,600	1,050	17,650
<b>Total</b>	<b>16,600</b>	<b>1,050</b>	<b>17,650</b>

**BUDGET NARRATIVE**

2016 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; \$5,000 for fireworks for Fun Days; \$880 for Volunteer Appreciation; \$400 for advertising events; \$900 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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	61,274	61,037	68,545	71,725
20 Personnel Benefits	13,251	12,775	15,405	16,050
30 Supplies	15,019	16,639	17,075	19,500
40 Services & Charges	19,334	15,285	21,200	21,200
50 Intergovt & Other Interfund Pmt.	2,953	2,395	2,985	2,985
60 Capital Outlays	0	0	0	0
<b>Total</b>	<b>111,831</b>	<b>108,131</b>	<b>125,210</b>	<b>131,460</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	15,970	180	16,150
Overtime	500	0	500
Casual & Seasonal Labor	52,075	3,000	55,075
<b>Personnel Benefits</b>			
Personnel Benefits	15,405	645	16,050
<b>Supplies</b>			
Office Supplies	200	0	200
Pool Supplies-Chemicals	10,000	2,000	12,000
Janitorial Supplies	1,000	0	1,000
Operating Supplies	4,800	0	4,800
Small Tools & Minor Equipment	1,075	425	1,500
<b>Services &amp; Charges</b>			
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
<b>Intergovt &amp; Other Interfund Pmt.</b>			
Excise Taxes/Pool Revenue	2,985	0	2,985
<b>Total</b>	<b>125,210</b>	<b>6,250</b>	<b>131,460</b>

## BUDGET NARRATIVE

Casual and seasonal labor is for a variety of positions and includes an increase of fifty cents per hour. 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.

### STAFFING

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Parks/Recreation Director	0.06	0.06	0.06	0.06
Parks Maintenance Supervisor	0.12	0.12	0.12	0.12
Senior Maintenance Supervisor	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-sized 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**

**2015 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.
- Partnered with Soccer Club for maintenance to Whittier Field.

**New for 2016:**

- 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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10	Salaries & Wages	71,654	85,495	82,295	83,035
20	Personnel Benefits	29,528	33,746	34,245	35,785
30	Supplies	13,558	17,729	19,000	20,300
40	Services & Charges	86,029	63,019	70,746	79,344
60	Capital Outlays	0	0	76,000	0
	<b>Total</b>	<b>200,769</b>	<b>199,989</b>	<b>282,286</b>	<b>218,464</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	67,460	740	68,200
Overtime	500	0	500
Casual & Seasonal Labor	14,335	0	14,335
<b>Personnel Benefits</b>			
Personnel Benefits	34,245	1,540	35,785
<b>Supplies</b>			
Office Supplies	100	0	100
Janitorial Supplies	6,950	0	6,950
Operating Supplies	11,000	0	11,000
Small Tools & Minor Equipment	950	1,300	2,250
<b>Services &amp; Charges</b>			
Professional Services	1,000	0	1,000
Communication	2,200	0	2,200
Operating Rentals - Copier	300	0	300
Public Utility Services	41,000	0	41,000
Repairs & Maintenance	2,000	6,000	8,000
Interfd ERR Replacement	8,116	2,598	10,714
Interfd ERR Repairs & Maint	12,730	0	12,730
Miscellaneous	3,400	0	3,400
<b>Total</b>	<b>206,286</b>	<b>12,178</b>	<b>218,464</b>

## 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.

The Small Tools & Minor Equipment line has been increased to purchase a hedge trimmer and mower.

The Professional Service line includes \$1,000 for arborist services to evaluate the health of trees within the parks.

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

Repairs & Maintenance has been increased \$6,000 for tree removal services.

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 BUDGET

Land	0	0	0
Rec Bldg Improvements	0	0	0
Improvements	76,000	(76,000)	0
Machinery & Equip	0	0	0
Total	76,000	(76,000)	0

No capital is budgeted for 2016.

## STAFFING

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Parks/Recreation Director	0.10	0.10	0.10	0.10
Parks Maintenance Supervisor	0.78	0.78	0.75	0.75
Senior Maintenance Supervisor	0.20	0.20	0.20	0.20
Total	1.08	1.08	1.05	1.05

**STREET FUND CHANGE IN FUND BALANCE REPORT**

Operating Revenues	158,900
Operating Expenses	(446,820)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>(287,920)</b>
Transfers In	310,339
Grant Revenue	0
Capital Expenses	(81,250)
<b>Net Change in Fund Balance</b>	<b>(58,831)</b>

**STREET FUND SUMMARY REPORT**

**RESOURCES**

Undesignated Beginning Fund Balance	337,840
Operating Revenues	158,900
Transfers In	310,339
Grant Revenue	0
<b>Total Resources with Beginning Fund Balance</b>	<b>807,079</b>

**EXPENDITURES**

Operating Expenses	446,820
Capital Expenses	81,250
Undesignated Ending Fund Balance	<u>279,009</u>
<b>Total Expenditures with Ending Fund Balance</b>	<b>807,079</b>

**CITY STREET FUND REVENUE**

BARS	Description	2013 Actual	2014 Actual	2015 Budget	2016 Budget
308-80-01-01	Undes. Fund Balance	270,066	241,012	337,840	337,840
308-10-01-01	Des. Fund Bal/Paths & Trails	15,177	15,616	16,094	0
	<b>Total Fund Balance</b>	<b>285,243</b>	<b>256,628</b>	<b>353,934</b>	<b>337,840</b>
322-40-00-00	ROW Road Permits	12,231	9,516	7,000	7,000
322-40-00-01	ROW Utility Permits	0	0	1,000	0
	<b>Total Licenses &amp; Permits</b>	<b>12,231</b>	<b>9,516</b>	<b>8,000</b>	<b>7,000</b>
333-20-20-03	Regents Blvd Grant	0	737,366	0	0
334-03-81-00	Wa St TIB Grant Emerson/Orchard	347,066	35,970	0	0
336-00-87-00	Motor Vehicle Fuel Tax	134,890	134,904	133,000	141,500
	<b>Total Intergovernmental Revenues</b>	<b>481,956</b>	<b>908,240</b>	<b>133,000</b>	<b>141,500</b>
361-11-00-01	Investment Interest	396	419	400	400
367-00-00-08	Beautification Donations	9,802	11,545	10,000	10,000
369-90-01-01	Miscellaneous Revenue	0	1,972	0	0
369-94-01-01	Reimbursements	250	0	0	0
	<b>Total Miscellaneous Revenue</b>	<b>10,448</b>	<b>13,936</b>	<b>10,400</b>	<b>10,400</b>
	<b>Total Operating Revenues</b>	<b>504,635</b>	<b>931,692</b>	<b>151,400</b>	<b>158,900</b>
389-00-01-01	Other Nonrevenues	10,563	0	0	0
398-00-01-01	Insurance Recovery	1,837	7,389	0	0
	<b>Total Non Revenue</b>	<b>12,400</b>	<b>7,389</b>	<b>0</b>	<b>0</b>
397-00-00-02	Transfer In for Street Beautification	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	182,069	186,333	187,772	190,339
397-00-00-04	Transfer from Light-St Maint	43,328	47,177	60,000	60,000
397-00-00-06	Transfer from REET 1-Capital	74,322	182,892	313,387	50,000
	<b>Total Other Financing Sources</b>	<b>309,719</b>	<b>426,402</b>	<b>571,159</b>	<b>310,339</b>
	<b>TOTAL RESOURCES</b>	<b>1,111,997</b>	<b>1,622,111</b>	<b>1,076,493</b>	<b>807,079</b>

## **REVENUE NARRATIVE**

Donations received in 2016 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 \$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**

**2015 Completed:**

- Crack-sealed 10.6 lane miles of City streets.
- Replaced 2 ornamental street light standards.
- Performed street patching as needed.
- Painted all street, curb, and intersection markings throughout the City.

**New for 2016:**

- Continue crack-seal program as designated by approved plan.
- Perform street patching as needed.
- Paint all street, curb, and intersection markings throughout the City.

**PERFORMANCE MEASURES**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	0	0	0	0
Lane Miles Street Crack Sealed	7	7	7	5
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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	71,609	68,014	69,825	70,515
20 Personnel Benefits	29,662	28,316	28,910	30,660
30 Supplies	18,824	18,704	17,975	17,050
40 Services & Charges	77,644	92,337	104,239	121,985
60 Capital Outlays	500,272	895,286	338,445	51,250
90 Interfund Pmt. For Svcs.	51,814	54,426	65,175	69,505
Total	749,825	1,157,083	624,569	360,965

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	54,105	590	54,695
Overtime	5,000	0	5,000
Casual & Seasonal Labor	10,720	100	10,820
Personnel Benefits			
Personnel Benefits	28,210	1,750	29,960
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	10,000	0	10,000
Crack Sealing Supplies	6,000	(1,000)	5,000
Small Tools & Minor Equipment	1,725	75	1,800
Services & Charges			
Professional Services	7,000	0	7,000
Advertising	500	0	500
Communication	1,850	0	1,850
Operating Rentals-Copier Mach.	600	100	700
Land Rental	16,600	180	16,780
Dumping Fees	2,600	0	2,600
Electricity & Gas/Building	2,700	0	2,700
Electricity/Traffic Lights	900	0	900
Repairs & Maintenance	20,000	0	20,000
Interfd ERR Replacement	25,504	17,466	42,970
Interfd ERR Repairs & Maint	23,585	0	23,585
Miscellaneous	1,100	0	1,100
Judgements	1,000	0	1,000
Dues,Memberships,Subscriptions	300	0	300
Interfund Pmt. For Svcs.			
Interfd Service Charges	65,175	4,330	69,505
Total	286,124	23,591	309,715

**BUDGET NARRATIVE**

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

Professional Services line item includes \$5,000 for on-call services for general engineering and \$2,000 for GIS upgrades.

Repairs & Maintenance includes minor street repairs.

Interfund ERR Replacement has been increased due to increases in replacement costs of vehicles and equipment in ERR.

**CAPITAL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Machinery & Equipment	5,000	(3,750)	1,250
Project Eng Regents Blvd Grant City 13.5%	15,084	(15,084)	0
Improvements	54,000	(4,000)	50,000
Regents Blvd Match 13.5%	248,267	(248,267)	0
Paths & Trails	16,094	(16,094)	0
Totals	338,445	(287,195)	51,250

**CAPITAL BUDGET NARRATIVE**

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

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

Machinery & Equipment is for ¼ of the GIS mapping improvements.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Wrk Utility Foreman	0.05	0.05	0.05	0.05
Utility Serv II	0.45	0.45	0.43	0.43
Utility Billing Clerk	0.00	0.00	0.10	0.10
PW Support Coordinator	0.15	0.15	0.15	0.15
Public Works Director	0.05	0.05	0.05	0.05
Custodian	0.07	0.07	0.07	0.07
Total	0.77	0.77	0.85	0.85

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	9,568	12,335	29,645	29,965
20 Personnel Benefits	4,758	5,776	14,570	15,560
30 Supplies	5,555	4,997	6,500	6,500
40 Services & Charges	23,447	24,069	27,100	27,100
60 Capital	0	6,340	30,000	30,000
<b>Total</b>	<b>43,328</b>	<b>53,517</b>	<b>107,815</b>	<b>109,125</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	29,445	320	29,765
Overtime	200	0	200
<b>Personnel Benefits</b>			
Personnel Benefits	14,570	990	15,560
<b>Supplies</b>			
Operating Supplies	6,000	0	6,000
Small Tools & Minor Equipment	500	0	500
<b>Services &amp; Charges</b>			
Electricity/Street Lights	24,000	0	24,000
Pole Attachment Charge	3,000	0	3,000
Miscellaneous	100		100
<b>Total</b>	<b>77,815</b>	<b>1,310</b>	<b>79,125</b>

**BUDGET NARRATIVE**

Salaries and Benefits include labor costs related to the replacement of LED lights.

Operating Supplies includes funds to replace two light standards.

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

**CAPITAL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Improvements	30,000	0	30,000
Total	30,000	0	30,000

**CAPITAL BUDGET NARRATIVE**

Capital budgets reflects the maintenance program to convert the existing street lights to LED lighting, including the cost of the lights and rebates. Staff time to replace the lights is included in the Salaries and Benefit lines. The total project cost for 2016 is \$38,000.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.24	0.24	0.44	0.44
Total	0.25	0.25	0.45	0.45

**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**

**2015 Completed:**

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

**New for 2016:**

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

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10	Salaries & Wages	24,770	27,835	22,180	22,410
20	Personnel Benefits	9,903	10,674	10,045	10,570
30	Supplies	11,716	11,914	20,750	14,750
40	Services & Charges	5,263	7,153	16,610	10,250
	Total	51,652	57,576	69,585	57,980

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	18,295	200	18,495
Overtime	1,000	0	1,000
Casual & Seasonal Labor	2,885	30	2,915
Personnel Benefits			
Personnel Benefits	10,045	525	10,570
Supplies			
Operating Supplies	1,000	0	1,000
Flower Baskets	4,000	0	4,000
Beautification Supplies	5,500	2,000	7,500
Banners/Flags Supplies	10,000	(8,000)	2,000
Small Tools & Minor Equipment	250	0	250
Services & Charges			
Public Utility Services	250	0	250
Street Tree Maintenance (contracted)	10,000	0	10,000
Beautification (contracted)	6,360	(6,360)	0
Total	69,585	(11,605)	57,980

**BUDGET NARRATIVE**

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

Donations received in 2016 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

Banners/Flags supplies has been decreased for upgrading the Christmas decorations that was done in 2015.

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

Street Tree Maintenance is for contracted landscaping services for maintaining the street trees along Regents Blvd.

**STAFFING**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.24	0.24	0.24	0.24
Senior Maintenance Supervisor	0.03	0.03	0.03	0.03
Total	0.28	0.28	0.28	0.28

<b><u>STORM CHANGE IN FUND BALANCE REPORT</u></b>	
Operating Revenues	437,000
Operating Expenses	(371,433)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>65,567</b>
Less Capital Expenditures	(147,378)
<b>Net Change in Fund Balance</b>	<b>(81,811)</b>
<b><u>STORM FUND SUMMARY REPORT</u></b>	
RESOURCES	
Beginning Fund Balance	579,229
Operating Revenues	437,000
<b>Total Resources with Beginning Fund Balance</b>	<b><u>1,016,229</u></b>
EXPENDITURES	
Operating Expenses	371,433
Capital Expenses	147,378
Undesignated Ending Fund Balance	<u>497,418</u>
<b>Total Expenditures with Ending Fund Balance</b>	<b><u>1,016,229</u></b>

## STORM FUND REVENUES

BARS	Description	2013	2014	2015	2016
		Actual	Actual	Budget	Budget
308-80-04-15	Undes. Unres. Fund Balance	391,426	524,180	557,912	579,229
	<b>Total Fund Balance</b>	<b>391,426</b>	<b>524,180</b>	<b>557,912</b>	<b>579,229</b>
334-03-10-00	Dept of Ecology NPDES Grant	122,880	96,269	50,000	50,000
	<b>Total Intergovernmental Revenues</b>	<b>122,880</b>	<b>96,269</b>	<b>50,000</b>	<b>50,000</b>
343-10-00-00	Storm Drain Fees & Charges	376,448	384,480	372,000	379,000
343-10-00-01	Setup Fees	650	635	500	500
343-10-00-02	Penalties	7,247	7,716	6,500	6,500
	<b>Total Goods &amp; Services</b>	<b>384,345</b>	<b>392,831</b>	<b>379,000</b>	<b>386,000</b>
361-11-04-15	Investment Interest	597	421	500	500
369-90-04-15	Miscellaneous Revenue	281	457	500	500
	<b>Total Miscellaneous Revenue</b>	<b>878</b>	<b>878</b>	<b>1,000</b>	<b>1,000</b>
	<b>Total Operating Revenues</b>	<b>508,103</b>	<b>489,978</b>	<b>430,000</b>	<b>437,000</b>
372-00-04-15	Insurance Recovery	1,837	0	0	0
	Capital Contributions	0	0	0	0
	<b>Total Other Revenue</b>	<b>1,837</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL RESOURCES</b>	<b>901,366</b>	<b>1,014,158</b>	<b>987,912</b>	<b>1,016,229</b>

**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**

#### **2015 Completed:**

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Completed and obtained DOE approval of 8th year NPDES Compliance Report.

#### **New for 2016:**

- Clean and inspect 265 catch basins (1/2 of City total).
- Complete and obtain DOE approval of 9<sup>th</sup> year NPDES Compliance Report.

**PERFORMANCE MEASURES**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	265	265	265	265

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

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10	Salaries & Wages	120,087	119,948	124,890	126,580
20	Personnel Benefits	58,709	58,091	62,100	65,635
30	Supplies	10,395	10,297	11,625	11,750
40	Services & Charges	88,770	92,549	106,806	100,640
50	Intergovt Servs & Taxes	6,426	5,730	6,824	6,952
60	Capital Outlays	42,106	119,549	39,000	147,378
90	Interfund Pmt. For Svcs.	50,692	50,083	57,438	59,876
	Total	377,185	456,247	408,683	518,811

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	122,865	1,675	124,540
Overtime	1,000	0	1,000
Seasonal & Casual Labor	1,025	15	1,040
Personnel Benefits			
Personnel Benefits	61,400	3,535	64,935
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	1,000	0	1,000
NPDES Public Outreach	9,000	0	9,000
Small Tools & Minor Equipment	1,375	125	1,500
Services & Charges			
Professional Services	22,000	(3,000)	19,000
Advertising	500		500
Communication	1,900	0	1,900
Postage	1,900	0	1,900
Operating Rentals-Copier Mach.	720	0	720
Land Rental	16,600	180	16,780
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,600	0	2,600
Repairs & Maintenance	2,500	0	2,500
Interfd ERR Replacement	20,506	(3,346)	17,160
Interfd ERR Repairs & Maint	15,910	0	15,910
Miscellaneous	750	0	750
Operation Permit	8,120	0	8,120
Judgments	1,000	0	1,000
Printing & Binding	500	0	500
Dues,Memberships,Subscriptions	300	0	300
Mailing Service	3,500	0	3,500
Intergovt & Other Interfund Pmt.			
Excise Taxes	6,824	128	6,952
Interfund Pmt. For Svcs.			
Interfd Service Charges	57,438	2,438	59,876
Total	369,683	1,750	371,433

## 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.

The NPDES Public Outreach line will be used for the City calendar and other public outreach projects.

The Professional Services line consists of \$5,000 for on-call engineering; \$12,000 for NPDES compliance activities; and \$2,000 for upgrades to the GIS System.

## CAPITAL BUDGET

	2015 Budget	In(de)crease	2016 Budget
Improvements	29,000	(4,000)	25,000
Project Engineering	5,000	0	5,000
Machinery & Equipment	5,000	112,378	117,378
Total	39,000	108,378	147,378

## 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.

Machinery & Equipment is for ¼ of the GIS mapping improvements.

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Wrk Utility Foreman	0.12	0.10	0.10	0.10
Utility Serv II	0.90	0.90	0.79	0.79
Utility Billing Clerk	0.33	0.33	0.30	0.30
PW Support Coordinator	0.25	0.25	0.25	0.25
Public Works Director	0.25	0.25	0.25	0.25
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.08	0.08	0.08	0.08
Total	2.11	2.11	1.97	1.97

<b><u>WATER CHANGE IN FUND BALANCE REPORT</u></b>	
Operating Revenues	936,170
Operating Expenses	(876,733)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>59,438</b>
Plus Capital Contributions	10,000
Less Capital Expenditures	(68,750)
<b>Change in Fund Balance</b>	<b>688</b>

<b><u>WATER FUND SUMMARY REPORT</u></b>	
RESOURCES	
Undesignated Beginning Fund Balance	756,940
Operating Revenues	936,170
Capital Contributions	10,000
<b>Total Resources with Beginning Fund Balance</b>	<b>1,703,110</b>
EXPENDITURES	
Operating Expenses	876,733
Capital Expenses	68,750
Undesignated Ending Fund Balance	757,628
<b>Total Expenditures with Ending Fund Balance</b>	<b>1,703,110</b>

## WATER FUND REVENUE

BARS	Description	2013 Actual	2014 Actual	2015 Budget	2016 Budget
308-80-04-25	Beginning Fund Balance	688,487	779,238	781,377	756,940
	<b>Total Fund Balance</b>	<b>688,487</b>	<b>779,238</b>	<b>781,377</b>	<b>756,940</b>
343-40-00-00	Sale of Water	852,935	879,040	850,000	850,000
343-40-00-01	Service Connections	2,160	7,860	1,800	1,800
343-40-00-02	Setup Fees	1,735	1,716	1,500	1,500
343-40-00-03	Penalties	12,581	11,546	13,000	13,000
	<b>Total Charges for Goods and Services</b>	<b>869,411</b>	<b>900,162</b>	<b>866,300</b>	<b>866,300</b>
361-11-04-25	Investment Interest	919	602	600	600
362-50-00-05	Rent City Property/High Tank	40,601	39,436	40,325	40,325
362-50-00-06	Rent City Property/Golf Tank	25,937	24,109	25,645	25,645
369-90-04-25	Other Misc. Revenue	2,771	2,653	3,000	3,000
369-92-04-25	Backflow	360	315	360	300
369-94-04-25	Reimbursements	2,620	1,165	0	0
	<b>Total Misc. Revenues</b>	<b>73,208</b>	<b>68,280</b>	<b>69,930</b>	<b>69,870</b>
372-00-04-25	Insurance Recovery	7,026	15,000	0	0
379-00-04-25	Capital Contributions/Tap Fees	8,000	20,100	12,000	10,000
	<b>Total Capital Contributions</b>	<b>15,026</b>	<b>35,100</b>	<b>12,000</b>	<b>10,000</b>
<b>TOTAL RESOURCES</b>		<b>1,646,132</b>	<b>1,782,780</b>	<b>1,729,607</b>	<b>1,703,110</b>

**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**

**2015 Completed:**

- Conducted rate analysis for water utility rate review.
- Continued emphasis on water conservation outreach.
- Completed and mailed 2015 Consumer Confidence Report.
- Constructed a new 8-inch water main on Farallone Avenue from Princeton Street to Columbia Street.
- Repaired and replaced existing fire hydrants as needed.

**New for 2016:**

- Continue emphasis on water conservation outreach.
- Construction of a new water main on Summit Ave. from Princeton to Columbia Street.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.
- Complete and mailed 2016 Consumer Confidence Report.

**PERFORMANCE MEASURES**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Million Gallons Water	269	269	269	269
Total Accounts Services	2,800	2,800	2,800	2,800
Total Water System Miles	31	31	31	31

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10	Salaries & Wages	210,442	258,888	249,720	252,705
20	Personnel Benefits	113,986	126,911	122,185	129,255
30	Supplies	20,039	23,870	22,125	22,125
40	Services & Charges	190,034	189,034	191,343	186,448
50	Intergovt Charges	107,234	102,451	107,164	107,164
60	Capital Outlays	59,498	125,835	104,000	68,750
70	Debt Service: Principal	44,218	44,218	44,220	44,218
80	Debt Service: Interest And Related	11,055	9,949	8,845	7,738
90	Interfund Pmt. For Svcs.	110,389	120,247	123,065	127,080
	Total	866,895	1,001,403	972,667	945,483

	2015 Budget	In(de)crease	2016 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	238,320	2,950	241,270
Overtime	7,050	0	7,050
Seasonal & Casual Labor	4,350	35	4,385
Personnel Benefits	121,485	7,070	128,555
Contract Benefits	700	0	700
<b>Supplies</b>			
Office Supplies	250	0	250
Fluoride	4,200	0	4,200
Operating Supplies	16,000	0	16,000
Small Tools & Minor Equipment	1,675	0	1,675
<b>Services &amp; Charges</b>			
Professional Services	27,000	(17,000)	10,000
Advertising	500	0	500
Water Testing	8,500	0	8,500
Communication	2,300	0	2,300
Postage	2,000	0	2,000
Travel	1,500	500	2,000
Land Rental/Water Tank	15,000	0	15,000
Operating Rentals-Copier Mach.	720	0	720
Interfd Land Rental	17,150	190	17,340
Utility Services/Building	2,600	200	2,800
Utility Services/Pumping	58,000	0	58,000
Dumping Fees	600	0	600
Repairs & Maintenance	21,500	0	21,500
Interfd ERR Replacement	5,840	13,015	18,855
Interfund ERR Repairs & Maint	12,433	(1)	12,433
Miscellaneous	1,300	0	1,300
State Operating Permit	5,800	(1,800)	4,000
Registration & Tuition	1,000	0	1,000
Dues,Memberships,Subscriptions	1,500	0	1,500
Printing & Binding	2,000	0	2,000
Judgements	1,000	0	1,000
Mailing Service	3,100	0	3,100
<b>Intergovt &amp; Other Interfund Pmt.</b>			
State Excise Tax	41,364	0	41,364
City Utility Tax	65,800	0	65,800
<b>Debt Service: Principal</b>			
Principal Loan Payment	44,220	(2)	44,218
<b>Debt Service: Interest And Related Costs</b>			
Interest PWTF	8,845	(1,107)	7,738
<b>Interfund Pmt. For Svcs.</b>			
Interfd Service Charges	123,065	4,015	127,080
<b>Total</b>	<b>868,667</b>	<b>8,066</b>	<b>876,733</b>

## BUDGET NARRATIVE

Professional services line item includes \$8,000 for on-call engineering services; and \$2,000 for upgrades to the GIS system.

Interfund ERR Replacement has been increased due to increases in replacement costs of vehicles and equipment in ERR.

Debt service includes payment for the DWSRF loan.

## CAPITAL BUDGET

	2015 Budget	In(de)crease	2016 Budget
Improvements	89,000	(29,000)	60,000
Project Engineering	5,000	2,500	7,500
Machinery & Equipment	10,000	(8,750)	1,250
Total	104,000	(35,250)	68,750

## CAPITAL BUDGET NARRATIVE

Capital improvement includes \$60,000 to construct a new water main on Summit Avenue from Princeton Street to Columbia Street.

Project Engineering includes \$7,500 for engineering services to finalize the plans and specifications and provide bidding assistance for the aforementioned project.

Machinery & Equipment is for 1/4<sup>th</sup> of the GIS mapping improvements.

## STAFFING

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Wrk Utility Foreman	0.45	0.45	0.45	0.45
Utility Serv II	1.96	1.96	1.91	1.91
Utility Billing Clerk	0.34	0.34	0.30	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.35	0.35	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.08	0.08	0.08	0.08
Total	3.68	3.68	3.59	3.59

<b><u>SEWER CHANGE IN FUND BALANCE REPORT</u></b>	
Operating Revenues	2,027,200
Operating Expenses	(1,731,803)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>295,398</b>
Capital Contributions	10,000
Capital Expenses	(163,250)
Transfer to BYSM	(324,864)
<b>Change in Fund Balance</b>	<b>(182,717)</b>

### **SEWER FUND SUMMARY REPORT**

RESOURCES	
Undesignated Beginning Fund Balance	1,139,167
Operating Revenues	2,027,200
Capital Contributions	10,000
<b>Total Resources with Beginning Fund Balance</b>	<b>3,176,367</b>
EXPENDITURES	
Operating Expenses	1,731,803
Capital Expenses	163,250
Transfer to BYSM	324,864
Undesignated Ending Fund Balance	956,451
<b>Total Expenditures with Ending Fund Balance</b>	<b>3,176,367</b>

**SEWER FUND REVENUE**

BARS	Description	2013 Actual	2014 Actual	2015 Budget	2016 Budget
308-80-04-30	Beginning Fund Balance	618,793	772,025	1,038,261	1,139,167
	<b>Total Fund Balance</b>	<b>618,793</b>	<b>772,025</b>	<b>1,038,261</b>	<b>1,139,167</b>
343-50-00-00	Sewer Revenues	2,018,261	2,053,730	2,000,000	2,000,000
343-50-00-01	Service Connections	2,700	2,650	1,100	1,100
343-50-00-02	Setup Fees	677	680	600	600
343-50-00-03	Penalties	24,466	24,858	24,000	24,000
	<b>Total Charges for Goods and Services</b>	<b>2,046,104</b>	<b>2,081,918</b>	<b>2,025,700</b>	<b>2,025,700</b>
361-11-04-30	Investment Interest	1,004	1,240	1,000	1,000
369-90-04-30	Other Misc. Revenue	375	546	500	500
369-94-04-30	Reimbursements	1,220	0	0	0
	<b>Total Misc. Revenues</b>	<b>2,599</b>	<b>1,786</b>	<b>1,500</b>	<b>1,500</b>
372-00-04-30	Insurance Recovery	1,837	0	0	0
379-00-04-30	Capital Contributions/Tap Fees	12,000	23,300	12,000	10,000
	<b>Total Non Operating Revenue</b>	<b>13,837</b>	<b>23,300</b>	<b>12,000</b>	<b>10,000</b>
<b>TOTAL RESOURCES</b>		<b>2,681,333</b>	<b>2,879,029</b>	<b>3,077,461</b>	<b>3,176,367</b>

**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**

**2015 Completed:**

- Upgraded telemetry system.
- Continued to upgrade GIS mapping system.

**New for 2016:**

- Upgrade telemetry and GIS mapping system as needed.
- Review and repair condition 4 sewer mains as needed.
- Capital improvements to lift station including standby power.

**PERFORMANCE MEASURES**

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Total Accounts Services	2,880	2,907	2,908	2,908
Total Sewer System Miles	23	23	23	23

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	124,381	163,532	193,800	196,155
20 Personnel Benefits	61,362	75,753	92,665	97,855
30 Supplies	4,924	5,164	5,925	5,925
40 Services & Charges	157,407	118,072	130,842	124,059
50 Intergovt Charges	1,051,742	967,149	941,000	1,143,000
60 Capital Outlays	6,770	17,690	64,000	163,250
90 Interfund Pmt. For Svcs.	177,856	168,543	185,198	164,809
0 Transfers & Other Cost Allocations	324,864	324,864	324,864	324,864
<b>Total</b>	<b>1,909,306</b>	<b>1,840,767</b>	<b>1,938,294</b>	<b>2,219,917</b>

## DETAILED BUDGET

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	185,275	2,350	187,625
Overtime	7,500	0	7,500
Seasonal & Casual	1,025	5	1,030
Personnel Benefits			
Personnel Benefits	91,965	5,190	97,155
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	4,500	0	4,500
Small Tools & Minor Equipment	1,175	0	1,175
Services & Charges			
Professional Services	27,000	(20,000)	7,000
Advertising	500		500
Communication	2,400	0	2,400
Postage	2,000	0	2,000
Operating Rentals-Copier Mach.	600	0	600
Interfd Land Rental	18,120	200	18,320
Utility Services/Building	2,600	0	2,600
Utility Services/Pumping	21,000	0	21,000
Dumping Fees	1,500	0	1,500
Repairs & Maintenance	27,500	0	27,500
Interfd ERR Replacement	5,840	13,016	18,856
Interfund Repairs & Maint	12,432	1	12,433
Miscellaneous	1,800	0	1,800
Registration & Tuition	300	0	300
Dues,Memberships,Subscriptions	300	0	300
Printing & Binding	750	0	750
Judgements	3,000	0	3,000
Mailing Service	3,200	0	3,200
Intergovt & Other Interfund Pmt.			
Sewage Treatment	800,000	200,000	1,000,000
State Excise Tax	21,000	0	21,000
City Utility Tax	120,000	2,000	122,000
Interfund Pmt. For Svcs.			
Interfd Service Charges	185,198	(20,389)	164,809
Transfers & Other Cost Allocations			
Transfer to Relocation Backyard	324,864	0	324,864
<b>Total</b>	<b>1,874,294</b>	<b>182,373</b>	<b>2,056,667</b>

### BUDGET NARRATIVE

The Professional Services line item includes \$5,000 for on-call engineering services; and \$2,000 for upgrades to the GIS system.

Interfund ERR Replacement has been increased due to increases in replacement costs of vehicles and equipment in ERR.

#### STAFFING

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Wrk Utility Foreman	0.30	0.30	0.38	0.38
Utility Serv II	1.21	1.21	1.19	1.19
Utility Billing Clerk	0.30	0.33	0.30	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.00	0.35	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.08	0.08	0.08
<b>Total</b>	<b>2.38</b>	<b>2.85</b>	<b>2.80</b>	<b>2.80</b>

#### CAPITAL BUDGET

	2015 Budget	In(de)crease	2016 Budget
Other Improvements	54,000	96,000	150,000
Project Engineering	5,000	7,000	12,000
Machinery & Equip	5,000	(3,750)	1,250
<b>Total</b>	<b>64,000</b>	<b>99,250</b>	<b>163,250</b>

#### CAPITAL BUDGET NARRATIVE

Other Improvements include:

- Alameda lift station standby power \$30,000
- Alameda lift station telemetry improvements \$20,000
- Drake Street lift station standby power \$30,000
- 44<sup>th</sup> Street lift station standby power \$30,000
- Condition 4 sewer main point repairs \$40,000

Project Engineering includes \$12,000 for engineering services to finalize the plans and specifications and provide as builds for the aforementioned sewer main projects.

Machinery & Equipment is for 1/4<sup>th</sup> of the GIS mapping improvements.

<b><u>BYSM CHANGE IN FUND BALANCE REPORT</u></b>	
Operating Revenues	300
Operating Expenses	0
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>300</b>
Plus Transfer In from Sewer Fund	324,864
Plus Loan Received	0
Less Debt Service Expenses	(172,500)
Less Capital Expenses	0
<b>Change in Fund Balance</b>	<b>152,664</b>

### **BACKYARD SEWER MAIN FUND SUMMARY REPORT**

RESOURCES	
Designated Beginning Fund Balance	1,204,566
Operating Revenues	300
Plus Transfer In from Sewer Fund	324,864
Plus Loan Received	0
<b>Total Resources with Beginning Fund Balance</b>	<b>1,529,730</b>
EXPENDITURES	
Operating Expenses	0
Less Debt Service Expenses	172,500
Less Capital Expenses	0
Designated Ending Fund Balance	1,357,230
<b>Total Expenditures with Ending Fund Balance</b>	<b>1,529,730</b>

**RELOCATION OF BACKYARD SEWER MAINS FUND - 431**

		2013	2014	2015	2016
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-31	Beginning Fund Balance	587,598	227,545	671,610	1,204,566
	<b>Total Fund Balance</b>	<b>587,598</b>	<b>227,545</b>	<b>671,610</b>	<b>1,204,566</b>
361-11-04-31	Investment Interest	318	289	200	300
	<b>Total Misc. Revenues</b>	<b>318</b>	<b>289</b>	<b>200</b>	<b>300</b>
391-80-04-31	Loan Received	940,167	1,276,279	2,998,917	0
397-00-00-01	Transfer In-Sewer Fund	324,864	324,864	324,864	324,864
397-00-00-07	Transfer In-REET Fund	119,906	249,878	60,289	0
	<b>Total Proprietary/Trust Gains(Losses)</b>	<b>1,384,937</b>	<b>1,851,021</b>	<b>3,384,070</b>	<b>324,864</b>
<b>TOTAL RESOURCES</b>		<b>1,972,853</b>	<b>2,078,855</b>	<b>4,055,880</b>	<b>1,529,730</b>

**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 P WTF 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**

**2015 Completed:**

- Completed priority 5, 6 and 7 of the BYSM.

**New for 2016:**

- Ongoing projects will be done in the capital budget of Sewer.

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
60	Capital Outlays	1,524,990	1,317,791	2,693,714	0
70	Debt Service: Principal	220,317	89,454	157,600	172,500
	<b>Total</b>	<b>1,745,307</b>	<b>1,407,245</b>	<b>2,851,314</b>	<b>172,500</b>

**DETAILED BUDGET**

		2015 Budget	In(de)crease	2016 Budget
	<b>Debt Service: Principal</b>			
	Principal Loan Payment	150,000	10,000	160,000
	Interest Loan Payment	7,600	4,900	12,500
	<b>Total</b>	<b>157,600</b>	<b>14,900</b>	<b>172,500</b>

**CAPITAL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Other Improvements	2,305,925	(2,305,925)	0
Project Engineering	387,789	(387,789)	0
Total	2,693,714	(2,693,714)	0

**CAPITAL BUDGET NARRATIVE**

Ongoing projects will be done in the capital budget of Sewer.

### **ERR FUND CHANGE IN FUND BALANCE REPORT**

Operating Revenues	142,944
Operating Expenses	(151,775)
<b>Operating Revenues Over/Under Operating Expenses</b>	<b>(8,831)</b>
Capital Replacement Transferred In	125,881
Capital Expenses	(261,572)
<b>Net Change in Fund Balance</b>	<b>(144,522)</b>

### **ERR FUND SUMMARY REPORT**

#### RESOURCES

Designated Beginning Fund Balance	1,538,026
Operating Revenues	142,944
Capital Replacement Transferred In	125,881
Total Resources with Beginning Fund Balance	<u>1,806,851</u>

#### EXPENDITURES

Operating Expenses	151,775
Capital Expenses	261,572
Designated Ending Fund Balance	<u>1,393,504</u>
	<u>1,806,851</u>

<b>EQUIPMENT REPLACEMENT FUND - 501</b>					
BARS	Description	2013 Actual	2014 Actual	2015 Budget	2016 Budget
308-10-05-01	Beginning Fund Balance	1,585,557	1,616,751	1,668,088	1,538,026
	<b>Total Beginning Fund Balance</b>	<b>1,585,557</b>	<b>1,616,751</b>	<b>1,668,088</b>	<b>1,538,026</b>
348-30-00-00	General Fund Replacement	38,312	34,645	49,149	28,040
348-30-01-00	City Street Fund Replacement	0	18,770	25,504	42,970
348-30-03-00	Water/Sewer Fund Replacement	20,924	17,382	11,680	37,711
348-30-04-00	Storm Sewer Replacement	0	20,505	20,506	17,160
348-30-08-00	General Fund O & M	66,554	54,430	66,795	68,984
348-30-09-00	City Street Fund O & M	17,565	19,468	23,585	23,585
348-30-11-00	Water/Sewer Fund O & M	17,885	18,295	24,864	24,865
348-30-12-00	Storm Sewer O & M	11,357	9,432	15,910	15,910
	<b>Total Charges for Goods &amp; Services</b>	<b>172,597</b>	<b>192,927</b>	<b>237,993</b>	<b>259,225</b>
361-11-05-01	Investment Interest	2,002	1,276	1,200	6,000
362-40-05-01	Rental Revenue	3,425	3,475	3,800	3,600
369-10-00-05	Sale of Scrap	2,340	500	0	0
369-90-05-01	Other Miscellaneous Revenue	917	686	0	0
	<b>Total Misc. Revenues</b>	<b>8,684</b>	<b>5,937</b>	<b>5,000</b>	<b>9,600</b>
	<b>Total Operating Revenue</b>	<b>181,281</b>	<b>198,864</b>	<b>242,993</b>	<b>268,825</b>
	<b>TOTAL RESOURCES</b>	<b>1,766,838</b>	<b>1,815,615</b>	<b>1,911,081</b>	<b>1,806,851</b>

**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**

**2015 Completed:**

- Emission tested all vehicles as required by the State.
- Purchased eight new computers.
- Purchased new server.
- Purchased new Police Interceptor.
- Purchased Street Dump Truck.
- Purchased new phone system.

**New for 2016:**

- Assist with purchase of new equipment as needed.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2013 Actual	2014 Actual	2015 Budget	2016 Budget
10 Salaries & Wages	6,512	5,267	9,240	9,340
20 Personnel Benefits	3,122	2,562	4,365	4,590
30 Supplies	46,561	45,505	59,000	57,700
40 Services & Charges	70,956	60,295	78,455	80,145
60 Capital Outlays	22,935	33,898	221,995	261,572
<b>Total</b>	<b>150,086</b>	<b>147,527</b>	<b>373,055</b>	<b>413,347</b>

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Salaries & Wages			
Salaries & Wages	9,240	100	9,340
Personnel Benefits			
Personnel Benefits	4,365	225	4,590
Supplies			
Non-Dept Gas	800	(400)	400
Facilities Gas	600	100	700
Police Gas	24,000	0	24,000
Parks/Rec Gas	5,000	0	5,000
Street Gas	12,000	0	12,000
Storm Gas	5,000	0	5,000
Wtr/Swr Gas	10,000	0	10,000
Central Motor Vehicle Supplies	1,500	(1,000)	500
Operating Supplies-ERR Garage	100	0	100
Services & Charges			
Land Rental-ERR Garage	3,800	40	3,840
Non-Dept Insurance	1,125	0	1,125
Facilities Insurance	565	0	565
Police Insurance	6,175	0	6,175
Parks/Rec Insurance	2,230	0	2,230
Street Insurance	3,085	0	3,085
Storm Insurance	910	0	910
Wtr/Swr Insurance	2,365	0	2,365
Utilities Shop/Garage	350	50	400
O & M - Facilities Garage	500	0	500
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	11,500	1,500	13,000
O & M - Building Equipment	1,400	100	1,500
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	10,000	0	10,000
O & M - Wtr/Swr Vehicles/Equip	12,500	0	12,500
Miscellaneous	50	0	50
<b>Total</b>	<b>151,060</b>	<b>715</b>	<b>151,775</b>

## 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

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
<u>Senior Maintenance Supervisor</u>	0.15	0.15	0.15	0.15
<u>Total</u>	0.15	0.15	0.15	0.15

### CAPITAL BUDGET

	2015 Budget	In(de)crease	2016 Budget
Legislative	1,000	(1,000)	0
Court	2,100	(2,100)	0
Administration	1,100	0	1,100
Finance	0	4,500	4,500
Non Dept	15,000	(15,000)	0
Facilities	0	0	0
Information Systems	3,500	1,000	4,500
Police	59,300	45,000	104,300
Building	0	0	0
Planning	500	600	1,100
Parks/Rec	15,000	(13,900)	1,100
Street	51,595	(50,715)	880
Storm	4,190	139,902	144,092
Water/Sewer	68,710	(68,710)	0
<u>Total</u>	<u>221,995</u>	<u>39,577</u>	<u>261,572</u>

### CAPITAL BUDGET NARRATIVE

Capital consists of the purchase of seven new computers, two servers, two Police Interceptors, one Police motorcycle, and a Street sweeper (plus \$116,128 from Storm Fund).

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 CHANGE IN FUND BALANCE**

Operating Revenues	20
Operating Expenses	(11,478)
<b>Net Change in Fund Balance</b>	<b>(11,458)</b>

**POLICE INVESTIGATION FUND SUMMARY REPORT**

RESOURCES

Designated Beginning Fund Balance	11,458
Operation Revenues	20
<b>Total Resources with Beginning Fund Balance</b>	<b>11,478</b>

EXPENDITURES

Operating Expenditures	11,478
Designated Ending Fund Balance	0
<b>Total Expenditures with Ending Fund Balance</b>	<b>11,478</b>

<b>POLICE INVESTIGATION FUND</b>					
		2013	2014	2015	2016
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	11,414	11,429	11,438	11,458
	<b>Total Beginning Fund Balance</b>	<b>11,414</b>	<b>11,429</b>	<b>11,438</b>	<b>11,458</b>
357-50-00-00	Investigative Confiscations	0	0	0	0
	<b>Total Fines &amp; Forfeits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
361-11-01-05	Investment Interest	15	9	20	20
	<b>Total Misc. Revenues</b>	<b>15</b>	<b>9</b>	<b>20</b>	<b>20</b>
	<b>TOTAL RESOURCES</b>	<b>11,429</b>	<b>11,438</b>	<b>11,458</b>	<b>11,478</b>

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
40	Services & Charges	0	0	11,458	11,478
	Total	0	0	11,458	11,478

**DETAIL BUDGET**

		2015 Budget	In(de)crease	2016 Budget
	Services & Charges			
	Miscellaneous Investigations	11,458	20	11,478
	Total	11,458	20	11,478

**BUDGET NARRATIVE**

These funds are available for expenditures as authorized by State law as needed in 2016.

<b><u>REET FUND CHANGE IN FUND BALANCE</u></b>	
Revenues-REET 1	60,300
Revenues-REET 2	61,000
Transfers Out REET 1	(50,000)
Transfers Out REET 2	0
<b>Net Change in Fund Balance</b>	<b>71,300</b>

<b><u>REET FUND SUMMARY REPORT</u></b>	
<b>RESOURCES</b>	
Designated Beginning Fund Balance (1st 1/4)	41,865
Designated Beginning Fund Balance (2nd 1/4)	1,027,358
Revenues-REET 1	60,300
Revenues-REET 2	61,000
<b>Total Resources with Beginning Fund Balances</b>	<b>1,190,523</b>
<b>EXPENDITURES</b>	
Transfers Out REET 1	50,000
Transfers Out REET 2	0
Designated Ending Fund Balance (1st 1/4)	52,165
Designated Ending Fund Balance (2nd 1/4)	1,088,358
<b>Total Expenditures with Ending Fund Balances</b>	<b>1,190,523</b>

<b>REET FUND</b>					
<b>BARS</b>	<b>Description</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2016 Budget</b>
308-10-03-11	Beginning Fund Balance (1st 1/4)	409,925	408,895	294,952	41,865
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,252,582	1,206,963	1,026,647	1,027,358
	<b>Total Beginning Fund Balance</b>	<b>1,662,507</b>	<b>1,615,858</b>	<b>1,321,599</b>	<b>1,069,223</b>
317-34-00-00	Capital Improvement 1	72,694	68,624	60,000	60,000
317-35-00-00	Growth Management 1	72,694	68,624	60,000	60,000
	<b>Total Taxes</b>	<b>145,388</b>	<b>137,248</b>	<b>120,000</b>	<b>120,000</b>
361-11-03-11	Investment Interest (1st 1/4)	598	325	300	300
361-11-03-12	Investment Interest (2nd 1/4)	1,593	937	1,000	1,000
	<b>Total Misc Revenue</b>	<b>2,191</b>	<b>1,262</b>	<b>1,300</b>	<b>1,300</b>
	<b>TOTAL RESOURCES</b>	<b>1,810,086</b>	<b>1,754,368</b>	<b>1,442,899</b>	<b>1,190,523</b>

**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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
0	Transfers & Other Cost Allocations	194,228	432,770	373,676	50,000
	Total	194,228	432,770	373,676	50,000

**DETAIL BUDGET**

	2015 Budget	In(de)crease	2016 Budget
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	313,387	(263,387)	50,000
Transfer (From 2nd 1/4)	60,289	(60,289)	0
Total	373,676	(323,676)	50,000

**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.

\$50,000 is budgeted to be transferred from REET 1 to the Street Fund for Capital Improvements.

**CUMULATIVE RESERVE FUND SUMMARY REPORT**

Designated Beginning Fund Balance - General Fund	3,000,000
Designated Beginning Fund Balance - Street Fund	150,000
Designated Beginning Fund Balance - Water/Sewer Fund	380,763
Total	3,530,763
Transfer in From General Fund	0
Total Transfers-In	0
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	2013 Actual	2014 Actual	2015 Budget	2016 Budget
308-10-00-01	Beginning Fund Bal-General	2,500,000	2,500,000	3,000,000	3,000,000
308-10-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-10-00-43	Beginning Fund Balance-Sewer	380,763	380,763	380,763	380,763
	Total Fund Balance	3,030,763	3,030,763	3,530,763	3,530,763
397-10-00-05	Transfer In from General Fund	0	500,000	0	0
	Total Nonrevenues	0	500,000	0	0
<b>TOTAL RESOURCES</b>		<b>3,030,763</b>	<b>3,530,763</b>	<b>3,530,763</b>	<b>3,530,763</b>

**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  
FEE AND RATE SCHEDULE  
January 2016**

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
<b>PARKS AND RECREATION</b>		
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
<b>BUSINESS</b>		
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
<b>ANIMAL</b>		
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
<b>BUILDING/PLANNING</b>		
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. 1347
<b>UTILITY RATES AND CHARGES</b>		
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