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**THE CITY OF FIRCREST**

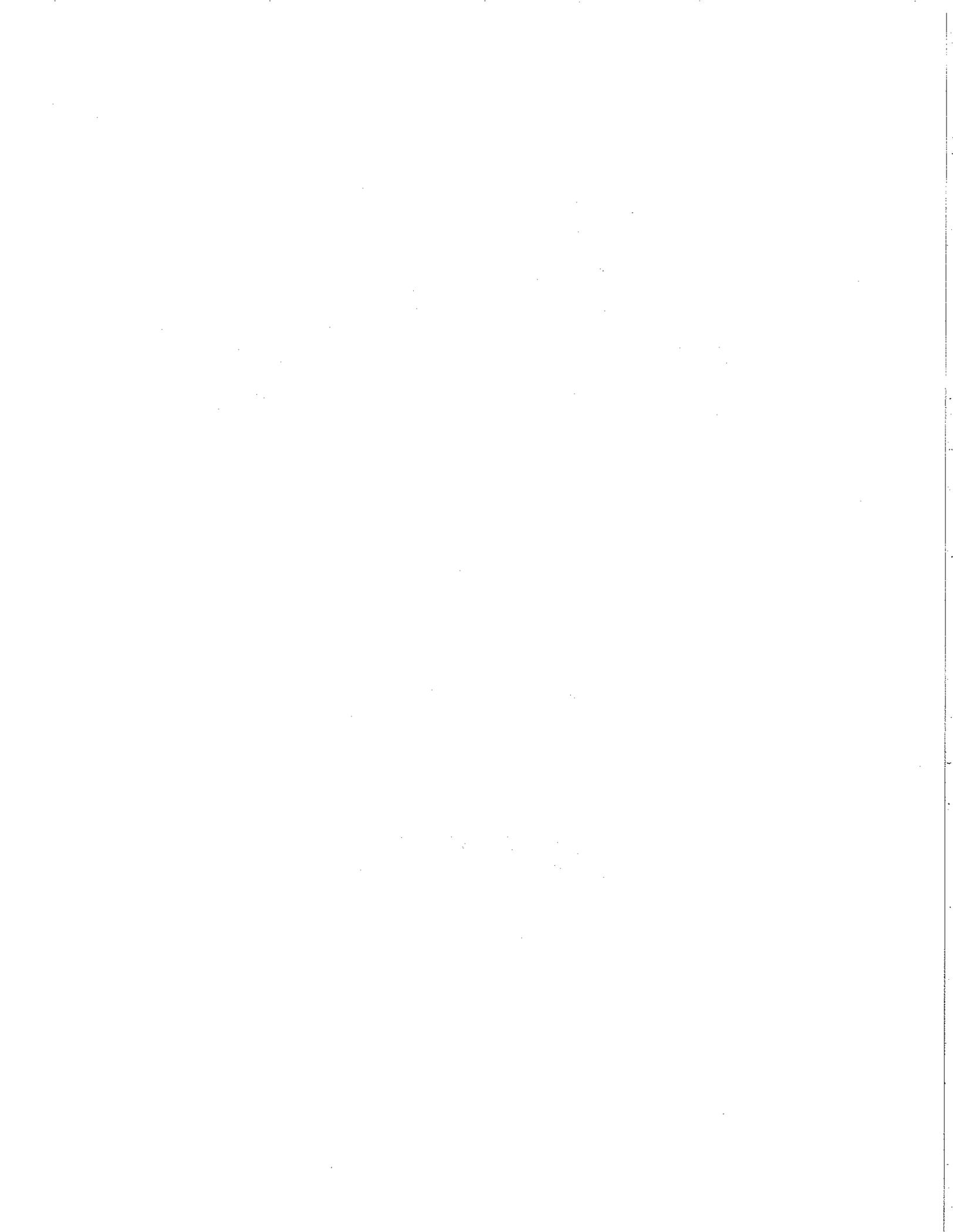
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**2010**

**ADOPTED**

**BUDGET**



**CITY OF FIRCREST, WASHINGTON  
2010 BUDGET**

**CITY OFFICIALS**

Council: Kathy L. McVay (Mayor)  
Robert Thaden (Mayor Pro Tem)  
Chris Gruver  
Hans Hechtman  
Matthew P. Jolibois  
David M. Viafore  
Mike Weinman

City Manager: Bill Brandon  
Finance Director: Colleen Corcoran

**POPULATION: 6,325**

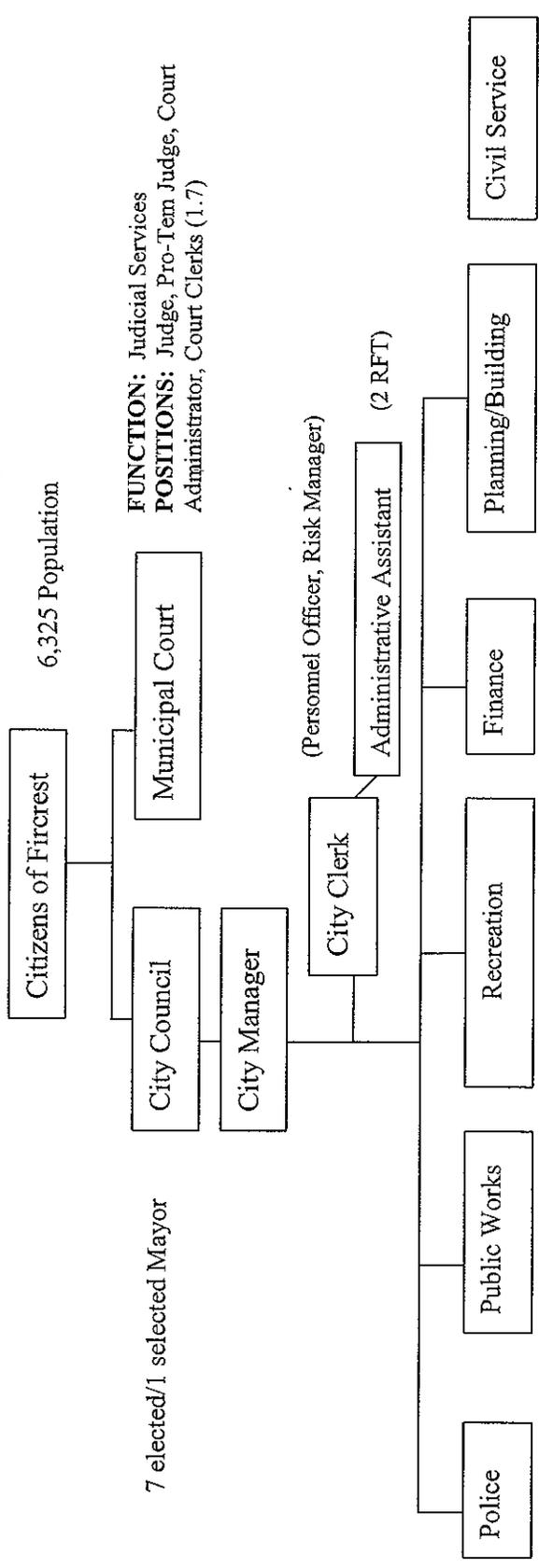
2009 ASSESSED VALUATION REGULAR LEVY: \$694,971,821  
REGULAR MILL LEVY: 2.04052  
EMS MILL LEVY: 0.5000

**2010 REVENUES, EXPENDITURES & BALANCES BY FUND**

General.....	\$7,378,661
Street .....	1,542,944
Storm Drain .....	675,743
Water.....	1,608,530
Sewer.....	2,802,940
Relocation of Backyard Sewer Mains Project.....	875,120
Equipment Replacement .....	1,742,130
Police Investigation .....	14,430
Real Estate Excise Tax.....	1,776,769
Cumulative Reserve.....	3,030,763
Parks Bond Fund .....	38,030
<b>TOTAL .....</b>	<b>\$21,486,060</b>

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# CITY OF FIRCREST 2010 ORGANIZATION CHART by Position



**FUNCTION:** Judicial Services  
**POSITIONS:** Judge, Pro-Tem Judge, Court Administrator, Court Clerks (1.7)

**FUNCTIONS:**  
 Patrol and Investigation,

Water, Sewer, Storm, Street, Engineering

Recreation

Accounting, Budgeting, IS, Reception

Commissioners (5)  
 (Appt. by Mayor)  
 ERR, Parks  
 Facilities/Equip  
 Emergency Mgmt.

Commissioners (3)  
 (Appt. by City Mgr)  
 Chief Examiner/Sec  
 (Selected by Commission)

**POSITIONS:**  
 Chief, Sergeant, Officers (7), Records Tech/CSOs (1.65)

Public Works Dir., Utility Foreman, Utility Servicemen (5), Support Serv. Coord., Billing Clerk

Recreation Director, Rec. Coordinator, Office Assistant

Finance Director, Accountants (2), Office Assistant, IS Manager (.38)

Planning/Building Director, Permit Coordinator/Code Enforcement/GIS Officer, Maintenance Supervisor, Maintenance Worker, Custodian

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City of Fircrest  
2010 Budget

Table of Contents

City Manager Budget Message -----	i
General Fund Summary -----	1
General Fund Revenue -----	2
General Fund Expenditure -----	7
Legislative -----	8
Judicial Service -----	11
Criminal Justice -----	14
Administration -----	15
Finance -----	18
Non-Departmental -----	21
Legal Services -----	24
Human Resources (Personnel) -----	25
Facilities -----	28
Information Systems -----	31
Police -----	33
Civil Service Commission -----	38
Emergency Management -----	40
Fire -----	42
Emergency Medical Services -----	43
Inspection -----	44
Physical Environment -----	47
Planning -----	48
Growth Management -----	51
Health -----	54
Library Services and Community Events -----	55
Recreation -----	56
Participant Recreation -----	61
Swimming Pool -----	62
Parks -----	64
City Street Fund Summary -----	67
City Street Fund Revenue -----	68
Street Maintenance -----	69
Street Lights -----	74
Street Beautification -----	76

Storm Fund Summary -----	78
Storm Fund Revenue -----	79
Storm -----	80
Water Fund Summary -----	85
Water Fund Revenue -----	86
Water -----	87
Sewer Fund Summary -----	94
Sewer Fund Revenue -----	95
Sewer-----	96
Relocation of Backyard Sewer Main Summary -----	100
Relocation of Backyard Sewer Main Revenue -----	101
Relocation of Backyard Sewer Main-----	102
Equipment Rental and Replacement Fund Summary -----	104
ERR Fund Revenue-----	105
ERR-----	106
Police Investigation Fund Summary -----	109
Police Investigation Fund Revenue -----	110
Investigation-----	111
REET Fund Summary -----	112
REET Fund Revenue -----	113
REET Fund-----	114
Cumulative Reserve Fund Summary-----	115
Cumulative Reserve Fund Revenue-----	116
Cumulative Reserve-----	117
Park Bond Fund Summary -----	118
Park Bond Fund Revenue -----	119
Park Bond-----	120
Ordinances and Resolutions -----	121
Fee and Rate Schedule-----	131



## **THE CITY OF FIRCREST**

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

January 01, 2010

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

I present to you the City of Fircrest 2010 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. 2010 operations are to be funded from 2010 revenues. Expenditures and revenues have been budgeted conservatively. The budget includes construction as follows:

- Orchard Reach project
- Bourgaize/Epsilon project,
- Three new in-fill homes,
- Village Square redevelopment project,
- One short plat and miscellaneous remodels,
- Miscellaneous tenant improvements.

There is capital included in the General, Street, Water, Sewer, Storm, Backyard Sewer Mains Relocation and ERR budgets for necessary infrastructure repairs, equipment and improvements.

Council requested a balanced budget for 2010. Throughout the budget cost containment has been implemented.

**2010 BUDGET OVERVIEW**

- Provides services at existing levels.
- Includes investment interest at the rate of 0.5 % of fund balances.
- Includes investment interest of seven maturing CD.
- Includes no COLA increase for non union employees.
- Includes no COLA increase for the Police Guild.
- Includes a pay adjustment of 1% for IBEW represented employees.
- Includes 10% medical insurance increase.
- Includes a 5% employee contribution for medical premiums.
- Includes an increase in pension rates.
- Includes no increase for the Municipal Court Judge.
- Includes no increase for the City Attorney/City Prosecutor.
- Includes capital expenditures in General, Street, Water, Storm 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 15% 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).
- 0.7% decrease applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements at the full rate charged by the City of Tacoma.
- Includes funding to publish 5 Town Topics newsletters.
- Includes Time & Temperature Sign advertising/replacement \$650/month payment expiring 2010

2010  
Budgeted operating revenues:  
\$4,469,680

2009  
Budgeted operating revenues:  
\$4,621,854

2010  
Budgeted operating expenditures:  
\$4,440,038

2009  
Budgeted operating expenditures:  
\$4,625,940

## 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	2,500,000
W/S Fund (Sewer Department)	380,763
Street Fund	150,000
Total	\$3,030,763

## STREET FUND

Transfers in from General Fund include \$212,716 (15% Property Tax); \$60,000 (Street Light Maintenance); and \$10,000 (Beautification).

Capital consists of \$18,000 for machinery and equipment and \$682,052 which is reflective of the year 2010 array of projects as adopted in the 6-Year Capital Improvement Plan:

- Perform major pavement patching in various areas of the City.
- Perform grind and overlay on Columbia Street – 67<sup>th</sup> Avenue to Summit Avenue.
- Perform chip seals on Emerson Street and Orchard Street.

Funding for 2010 Improvements is from REET Fund, Federal grant and Diverted County Road Tax.

Reserves will be decreased by \$37,378

2010 Budgeted revenues  
with transfers:  
\$1,130,065

2009 Budgeted revenues  
with transfers:  
\$917,754

2010 Budgeted expenditures  
with Capital:  
\$1,167,443

2009 Budgeted expenditures  
with capital:  
\$576,182

## WATER/SEWER FUND

### Water Department

Capital improvement includes \$150,000 for a new 12-inch water main in South 19<sup>th</sup> Street from Eldorado Avenue to Columbia Street; rollover of \$130,000 for recoating of the interior water tank; rollover of \$49,367 for the telemetry project; and \$15,000 for miscellaneous new mains. Project Engineering includes \$15,000 for engineering services related to recoating the interior of the lower tank, and \$13,500 for engineering services related to the construction of a new 12-inch water main in South 19<sup>th</sup> Street.

Reserves will be decreased by \$197,497.

2010  
Budgeted revenues:  
(With loans and capital contributions)  
\$989,644

2009  
Budgeted revenues:  
(With loans and capital contributions)  
\$1,012,470

2010  
Budgeted expenditures with capital:  
\$1,187,141

2009  
Budgeted expenditures with capital:  
\$1,115,759

### Sewer Department

There are no capital improvements contemplated in the Sewer Fund. All sewer capital improvements in 2010 are expected to be related to the Relocation of Backyard Sewer Mains Project and paid for out of the Backyard Sewer Fund.

Reserves will be increased by \$149,666.

2010  
Budgeted revenues:  
(With loans, capital contributions, REET)  
\$2,350,980

2009  
Budgeted revenues:  
(With loans, capital contributions,  
REET)  
\$2,114,335

2010  
Budgeted expenditures with capital:  
\$2,201,313

2009  
Budgeted expenditures with capital:  
\$3,010,532

### STORM SEWER FUND

Capital consists of \$18,000 for ongoing upgrades to the existing storm water conveyance and treatment system including replacement of up to five catch basins and associated piping at various locations

Reserves will be increased by \$84,764.

2010	2009
Budgeted revenues:	Budgeted revenues:
\$425,451	\$442,430
2010	2009
Budgeted expenditures with capital:	Budgeted expenditures with capital:
\$340,687	\$422,023

### 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 2010 consists of: Police - one new vehicle; Recreation - one computer; and Information Systems - one computer.

### SUMMARY

In summary, the 2010 Budget is balanced. The 2010 Budget includes programs and services that Council and citizens expect. 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 was used as a budget guideline.

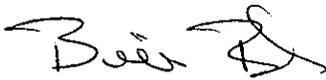
The Staff has tried to assure accuracy; however, it should be kept in mind that unanticipated economic, legislative, or operational events may occur which would cause projections to be inaccurate.

There are factors imposing real limits on the City's future ability to respond to community needs and wants. The Strategic 5-Year Financial Plan was used to serve as a guide through severe General Fund reductions associated with the elimination of the State Motor Vehicle Excise Tax, loss of sales tax equalization funding, and an annual restriction of 1% of property tax levy increases. The plan also addresses the extensive

Public Works infrastructure repairs and improvements that have been identified. 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,

A handwritten signature in black ink, appearing to read "Bill Brandon", with a stylized flourish at the end.

Bill Brandon  
City Manager

## GENERAL FUND SUMMARY REPORT

Operating Revenues	4,469,681
Operating Expenses	<u>(4,440,038)</u>
Revenue over (under) Expenditures	29,642
Capital Expenditures	<u>(24,920)</u>
Excess of Revenues over (under) Operating and Capital	4,722
Undesignated Beginning Fund Balance	824,657
Designated/Light	1,187,715
Designated/44th & Alameda	<u>896,609</u>
Total Beginning Fund Balance	2,908,981
Equity Transfer to Street Light Maint. From Light Designated Fund Balance	(60,000)
Equity Transfer to Street Capital From Light Designated Fund Balance	0
Equity Transfer to Cumulative Reserve Fund	0
Undesignated Ending Fund Balance	829,379
Designated/Light	1,127,715
Designated/44th & Alameda	<u>896,609</u>
Total Ending Fund Balance	2,853,703

**GENERAL FUND**

BARS	Description	2009			
		2007 Actual	2008 Actual	Amended Budget	2010 Budget
308-00-00-00	Undes. Unres. Fund Balance	1,054,893	1,333,741	773,624	824,657
308-00-00-03	Des. Fund Balance/Police	0	0	0	0
308-00-00-04	Des. Fund Bal/Future Years	0	0	0	0
308-00-00-05	Des. Fund Bal/Zoo Tax	0	0	0	0
308-00-00-06	Des. Fund Bal/Light	2,201,549	1,283,690	1,215,877	1,187,715
308-00-00-07	Des. Fund Bal/44th Alameda	1,235,014	1,235,014	1,235,014	896,609
	<b>Total Fund Balance</b>	<b>4,491,456</b>	<b>3,852,445</b>	<b>3,224,515</b>	<b>2,908,981</b>
311-10-00-00	General Property Taxes	1,342,828	1,356,829	1,400,909	1,418,104
311-10-01-00	EMS Tax	236,330	239,440	375,973	347,486
313-00-00-00	Zoo Tax	52,354	49,821	51,000	50,000
313-10-00-00	Retail Sales & Use Tax	288,254	285,184	260,000	280,000
313-71-00-00	Sales Tax-Criminal Justice	95,826	89,517	90,000	90,000
316-30-00-00	Franchise Fee Cable TV	54,915	77,146	74,000	74,000
316-43-00-00	Gas Utility Tax	142,375	135,894	160,000	123,000
316-45-00-00	Garbage/Solid Waste Tax	77,529	79,734	75,000	79,000
316-46-00-00	Television Cable Tax	77,950	113,444	107,250	110,000
316-47-00-00	Telephone/Telegraph Tax	204,696	201,761	190,000	200,000
316-52-00-00	Water Utility Tax	49,427	50,914	53,889	71,564
316-52-00-01	Franchise Fee Water	4,461	4,543	4,000	4,500
316-54-00-00	Sewage Utility Tax	87,016	98,793	122,162	138,751
317-50-00-00	Gambling Excise Tax	1,660	3,413	2,650	2,650
	<b>Total Taxes</b>	<b>2,715,621</b>	<b>2,786,433</b>	<b>2,966,833</b>	<b>2,989,055</b>
321-90-00-00	Business Licenses & Permits	35,135	34,535	30,000	35,000
322-10-00-00	Building Permit	37,240	39,441	42,590	30,345
322-10-00-01	Mechanical Permit	3,518	4,767	5,075	3,900
322-10-00-02	Plumbing Permit	5,177	6,398	5,300	3,900
322-10-00-03	Excavate/Clear/Grading Permit	0	0	300	300
322-10-00-05	Sign Permit	525	50	500	500
322-10-00-06	Investigation Fee	813	186	1,800	500
322-10-00-07	Fire Protection Permit	100	620	300	300
322-90-00-00	Other Licenses & Permits	25	0	50	0
	<b>Total Licenses &amp; Permits</b>	<b>82,533</b>	<b>85,997</b>	<b>85,915</b>	<b>74,745</b>
334-00-30-00	Local Records Grant Program	0	5,740	0	0

334-04-20-00	Growth Management	0	0	0	0
336-00-98-00	City-County Assistance	105,552	69,606	100,000	87,000
336-04-22-00	Local Gov Assist	0	0	0	0
336-06-21-00	MVET/CJF/Violent Crimes/Pop	1,236	1,293	1,455	1,520
336-06-26-00	CJ-Special Programs	4,824	4,988	4,930	5,125
336-06-51-00	DUI-Cities	1,445	1,133	1,000	1,000
336-06-94-00	Liquor Excise Tax	29,341	30,179	31,830	30,235
336-06-95-00	Liquor Board Profits	37,069	33,543	46,415	35,000
	<b>Total Intergovernmental Revenues</b>	<b>179,467</b>	<b>146,482</b>	<b>185,630</b>	<b>159,880</b>
341-40-00-01	Latecomers Admin Assessment	0	0	0	
341-99-00-00	Passport Fees	21,490	13,165	15,000	13,500
341-80-00-01	Planning/Var/CUP/Site Plan	0	0	0	0
345-81-00-01	Planning Permit	10,104	9,602	25,610	6,920
345-81-00-02	Site Development Permit	8,993	3,721	2,400	5,825
345-83-00-00	Plan Checking	31,862	19,427	27,680	19,770
347-30-00-00	Swimming Pool Fees	27,798	25,978	31,000	31,000
347-30-00-02	Swim Team Fees	4,147	4,350	4,140	4,140
347-30-00-03	Swimming Pool Rentals	2,224	2,427	2,400	2,400
347-30-01-00	Swimming Instructions	34,403	29,863	34,000	34,000
347-60-00-00	Recreation Fees	15,514	28,292	18,500	18,500
347-60-00-09	Instructor Based Revenue	0	0	7,145	7,145
347-60-00-01	Basketball Registration	9,077	10,294	9,100	9,100
347-60-00-02	Baseball Registration	14,882	15,946	14,410	14,410
347-60-00-04	Indoor Soccer	1,289	557	1,200	1,200
349-00-00-00	Interdepartmental Service Chgs	372,222	380,629	389,178	385,544
	<b>Total Charges for Goods &amp; Services</b>	<b>554,005</b>	<b>544,251</b>	<b>581,763</b>	<b>553,454</b>
350-00-00-00	Municipal Court	244,071	255,981	260,000	274,000
353-10-00-00	Traffic Infraction	0	0	0	
356-50-00-00	Investigative Fund Assessments	2,517	3,598	2,500	3,500
356-50-04-00	DUI Invest Fund Assessments	2,095	3,766	2,500	2,800
	<b>Total Fines &amp; Forfeits</b>	<b>248,683</b>	<b>263,345</b>	<b>265,000</b>	<b>280,300</b>
361-11-00-00	Investment Interest	344,217	231,087	202,700	93,291
361-11-00-01	Interest-Utility Deposits	1,185	651	600	200
361-40-00-00	Sales Interest	1,546	1,161	1,000	1,000
361-40-00-01	Int On Gen Property Taxes	3,985	1,929	2,000	800
361-40-00-02	Int On EMS Property Taxes	656	318	500	150
362-40-00-00	Space & Facility Rental	15,189	19,330	18,500	23,235
362-40-00-01	Soccer Field Rental	4,695	4,365	5,900	4,700

365-50-00-01	Land Rental	49,680	52,685	63,605	63,605
365-50-00-02	Land Rental-ERR Garage	425	442	3,465	3,465
367-00-00-00	Donations/Grant Revenue	0	0	10,643	0
367-00-00-02	Parks Donations	7,647	6,745	16,000	4,000
367-00-00-03	Police Donations	15,043	5,646	12,000	12,000
367-00-00-04	Hanging Basket Donations	0	0	0	0
367-00-00-08	Beautification Donations	0	0	0	0
367-00-00-10	Firework Donations	1,720	830	2,000	1,000
369-81-00-00	Cash Overage/Shortage	(19)	-36	0	0
369-81-00-01	Cash Over/Short-Pool	7	4	0	0
369-90-00-00	Other Misc Revenue	5,060	3,672	5,000	5,000
369-90-00-04	Reimbursements	1,103	964	0	0
369-90-00-05	Non-Competition Charge	176,534	234,275	185,000	192,000
369-90-00-06	Time/Temp Sign Rental	7,800	7,150	7,800	7,800
	<b>Total Misc Revenue</b>	<b>636,473</b>	<b>571,218</b>	<b>536,713</b>	<b>412,246</b>
	<b>Total Operating Revenue</b>	<b>4,416,782</b>	<b>4,397,726</b>	<b>4,621,854</b>	<b>4,469,681</b>
387-00-00-00	Residual Equity Transfer	0	0	0	0
	<b>Total Nonrevenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
395-10-00-00	Sale of Fixed Assets	0	0	0	0
	<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RESOURCES</b>		<b>8,908,238</b>	<b>8,250,171</b>	<b>7,846,369</b>	<b>7,378,662</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 2008.

Retail Sales & Use Tax includes an increase based on an estimate of economic turnaround.

Franchise Fee Cable TV is 5%. This revenue is received from the two cable companies who provide services to the City of Fircrest.

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 plus fifteen new home occupation permits. The City began a partnership with Washington State Business Licensing Department in 2009.

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 capital 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 6,325.

## **CHARGES FOR GOODS & SERVICES**

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

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

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

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

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

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

## **FINES & FORFEITS**

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

## **MISCELLANEOUS REVENUE**

Investment Interest revenue is estimated at 0.5%

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 A decrease of \$10,000 has been deducted for the removal of expected funds from AmeriCorps that was included in the 2009 Budget for funding of two positions in the Recreation

Department which will not be funded in the 2010 Budget. Expected donations have also been further reduced by \$2,000 based on prior year trends.

Police donations are budgeted based on prior year trends. Police grants are offsetting revenues related to expenditures that will be incurred only if donations are received.

Other Miscellaneous Revenue consist of alarm permits, NSF fees, police application fees, history books, calendar ads, restitutions, 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

	AMENDED		
<b>OPERATING BUDGET</b>	<u>2009 BUDGET</u>	<u>IN(DE)CREASE</u>	<u>2010 BUDGET</u>
Legislative	79,000	(9,085)	69,915
Judicial	233,385	(460)	232,925
Criminal Justice	117,270	4,150	121,420
Admin	241,632	(4,885)	236,747
Finance	256,795	7,735	264,530
Non-Dept	206,826	28,269	235,095
Legal	52,240	0	52,240
Personnel	56,590	(2,160)	54,430
Facility & Equipment	224,428	(64,113)	160,315
Information Systems	45,875	(10)	45,865
Police	1,381,465	(41,000)	1,340,465
Civil Service	6,377	(2)	6,375
Emergency Mgmt	11,850	(760)	11,090
Fire	179,630	29,039	208,669
EMS	375,973	(28,487)	347,486
Protective Inspection	108,805	(10,490)	98,315
Physical Environment	16,797	(91)	16,706
Planning	81,585	(9,555)	72,030
Growth Mgt	55,800	(7,840)	47,960
Mental Health	1,800	(400)	1,400
Culture & Recreation	31,705	0	31,705
Recreation	255,640	(41,955)	213,685
Participant Recreation	22,550	(501)	22,050
Swimming Pool	136,945	(15,030)	121,915
Parks	224,841	(20,851)	203,990
<b>Total Departmental Operating Costs</b>	<u>4,405,804</u>	<u>(188,481)</u>	<u>4,217,323</u>
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	210,136	2,580	212,716
<b>Total Operating Transfers</b>	<u>220,136</u>	<u>2,580</u>	<u>222,716</u>
<b>Total Operating Budget</b>	4,625,940	(185,902)	4,440,038
<b>Capital Budget</b>			
Facilities	49,525	(41,525)	8,000
Fire	0	6,920	6,920
Recreation	0	10,000	10,000
Parks	400,000	(400,000)	0
<b>Total Capital Budget</b>	<u>449,525</u>	<u>(424,605)</u>	<u>24,920</u>
Transfer to Cumulative Reserve-General	0	0	0
Transfer for Street Light Maintenance	60,000	0	60,000
Transfer for Street Capital	0	0	0
<b>Total Equity Transfers</b>	<u>60,000</u>	<u>0</u>	<u>60,000</u>
Undesignated Ending Fund Balance	720,013	109,366	829,379
Designated/Light	1,155,877	(28,162)	1,127,715
Designated/44th Alameda	835,014	61,595	896,609
<b>Total Ending Fund Balance</b>	<u>2,710,904</u>	<u>142,799</u>	<u>2,853,703</u>
<b>Total General Fund Budget</b>	<b>7,846,369</b>	<b>(467,707)</b>	<b>7,378,662</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**

**2009 Completed:**

- Created and appointed members to the Community Center Advisory Committee.
- Updated long-range financial plan projections.
- Authorized Contra Costa Sewer Lift Station Project.
- Held a joint meeting with Planning Commission on a Hearing Examiner system, building height increase, redevelopment potential in Fircrest and code enforcement.
- Authorized Alameda & Claremont Street Water main Project.
- Reappointed Jim Otness to the Planning Commission.

**Continued from 2009 to 2010:**

- Explore economic development and redevelopment strategies.

**New for 2010:**

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

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Budget	Amended Budget
10 Salaries & Wages	26,000	29,420	35,600	33,325
20 Personnel Benefits	1,989	2,251	2,725	2,550
30 Supplies	0	208	600	400
40 Services & Charges	17,127	15,351	19,075	18,640
50 Intergovt & Other Interfund Pmt.	12,899	20,946	21,000	15,000
60 Capital Outlays	5,685	0	0	0
<b>Total</b>	<b>63,700</b>	<b>68,176</b>	<b>79,000</b>	<b>69,915</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	35,600	(2,275)	33,325
Personnel Benefits			
Personnel Benefits	2,725	(175)	2,550
Supplies			
Office & Operating Supplies	300	(100)	200
Small Tools & Minor Equipment	300	(100)	200
Services & Charges		0	
Professional Services	500	(100)	400
Travel	2,125	(350)	1,775
Advertising	5,000	0	5,000
Insurance	0	0	0
Miscellaneous	500	(100)	400
A.W.C. Dues	3,975	(90)	3,885
Puget Sound Regional Council	2,200	0	2,200
Codification Costs	3,000	300	3,300
Meals	650	0	650
Registrations	1,125	(95)	1,030
Intergovt & Other Interfund Pmt.			
Interfd ERR Replacement	0	0	0
Special Elections & Voter Reg	21,000	(6,000)	15,000
<b>Total</b>	<b>79,000</b>	<b>(9,085)</b>	<b>69,915</b>

## BUDGET NARRATIVE

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

Council's base salaries are \$115.76 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. 2010 salaries and wages line item is based on 40 meetings: 24 regular (2 per month) and 16 special (10 monthly study sessions and 6 extra) meetings. In 2009 the salary amount included 24 regular meetings and 24 special meetings.

Supplies and Miscellaneous line items are reduced to more closely match potential expenditures.

Professional Services is for miscellaneous professional services required by Council and is reduced to anticipated needs.

Travel is reduced since the 2010 AWC Conference will be in Vancouver and not in Spokane.

Advertising is for costs of publishing ordinances and public notices.

Codification costs pay for the annual codification of ordinances into the Fircrest Municipal Code and are increased due to anticipated costs.

The \$650 in meals is for Council food for special meetings and study sessions.

Special Elections & Voter Registration is decreased due to no anticipated elections in 2010.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Mayor	1.00	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00	6.00
Total	7.00	7.00	7.00	7.00

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

**PROGRAM DESCRIPTION**

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

**What we do:**

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

**PERFORMANCE MEASURES**

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Passport Fees	15,480	14,550	13,165	15,000	13,500
Court Revenues	212,441	237,716	263,345	265,000	258,300
Total Charges Filed	3,842	4,050	4,222	3,800	4,200

Explanation for revenue in Court penalties and tickets:

- Court revenue is projected based on prior year's actual statistics.
- Revenue for 2010 is predicated under the assumption that the Police Department will be fully staffed and emphasis patrol will be funded.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	2010 Budget
			Amended Budget	
10 Salaries & Wages	136,542	155,265	174,655	175,265
20 Personnel Benefits	29,236	34,579	40,000	39,130
30 Supplies	5,527	4,189	5,900	5,900
40 Services & Charges	5,777	7,219	12,630	12,430
60 Capital Outlays	0	0	0	0
90 Interfund Pmt. For Svcs.	0	1,400	200	200
<b>Total</b>	<b>177,082</b>	<b>202,652</b>	<b>233,385</b>	<b>232,925</b>

**DETAIL BUDGET**

	2009	In(de)crease	2010 Budget
	Amended Budget		
Salaries & Wages			
Salaries & Wages	174,155	610	174,765
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	40,000	(870)	39,130
Supplies			
Office & Operating Supplies	4,500	0	4,500
Publications-Court Rules	200	0	200
Small Tools & Minor Equipment	1,200	0	1,200
Services & Charges			
Prof Svcs - Jurors	1,100	0	1,100
Prof Svcs - Pro Temp Judges	1,800	0	1,800
Prof Svcs - Interpreter	1,200	0	1,200
Prof Svcs - Jury Master	800	0	800
Communication	130	0	130
Postage	700	0	700
Travel	2,000	0	2,000
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	500	0	500
Miscellaneous	500	(200)	300
Registration & Tuition	1,200	0	1,200
Dues,Memberships,Subscriptions	600	0	600
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	200	0	200
<b>Total</b>	<b>233,385</b>	<b>(460)</b>	<b>232,925</b>

## BUDGET NARRATIVE

Included in the Professional Services line item are \$1,100 for jurors; \$1,800 for Pro Tempore judges, and \$1,200 for interpreters. If grant funding is available in 2010, a portion of interpreter costs may be reimbursed.

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

Registration and Tuition are for the Presiding Judge to attend the Washington Judicial Conference and the District and Municipal Court Judge's Conference (DMCJA) and Court staff to attend spring and fall training through the District and Municipal Court Management Association (DMCMA) and/or other local training.

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

Travel has remained status quo from 2009; the Court does receive reimbursement for lodging expenses incurred through the Office of the Administration of the Courts.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Lead Court Clerk	1.00	0.00	0.00	0.00
Judge	0.13	0.13	0.13	0.13
Court Clerk I	0.80	1.80	1.80*	1.70
Court Administrator	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.93</b>	<b>2.93</b>	<b>2.93</b>	<b>2.83</b>

\* During the fourth quarter of 2009 the Court Clerk I staffing level was reduced to 1.70 FTE.

**DEPARTMENT:** Municipal Court and Police

**DIVISION:** N/A

**PROGRAM:** Criminal Justice

**PROGRAM DESCRIPTION**

**Function:** Criminal Justice program is responsible for the incarceration, prosecution, and defense 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.
- Provide defense counsel for indigent defendants charged with misdemeanor crimes within the City of Fircrest.
- Prosecute misdemeanor cases for the City of Fircrest for crimes occurring within the City.

**TOTAL PROGRAM OBJECT BUDGET**

				2009	
				Amended	
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
40	Services & Charges	102,584	110,479	117,270	121,420
60	Capital Outlay	0	0	0	0
	<b>Total</b>	<b>102,584</b>	<b>110,479</b>	<b>117,270</b>	<b>121,420</b>

**DETAIL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Services & Charges			
Prof Srvs - Jail	39,150	1,150	40,300
Prof Srvs - City Prosecutor	55,620	0	55,620
Prof Srvs - Assigned Counsel	22,000	3,000	25,000
Prof Srvs - Jail (Medical Services)	500	0	500
<b>Total</b>	<b>117,270</b>	<b>4,150</b>	<b>121,420</b>

**BUDGET NARRATIVE**

The services provided in the Criminal Justice program are all contracted. They are \$40,300 for the Pierce County Jail contract; \$55,620 for the Prosecutor and \$25,000 for Department of Assigned Counsel.

The Jail has instituted a policy of passing along medical costs for inmates to the cities.

**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

**2009 Completed:**

- Worked with Finance Department to coordinate and develop the 2010 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.
- Negotiated and completed Fircrest Police Guild Agreement.
- Renewed Cities Insurance Association of Washington insurance pool.
- Updated Fircrest Municipal Code.
- Updated Claim form and process to comply with State law.
- Updated and processed through adoption of the Supplement to the Solid Waste Plan.
- Appointed Alex Koerger as Civil Service Commissioner.

**New for 2010:**

- Work with Finance Department to coordinate and develop the 2011 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.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	155,291	163,962	177,580	175,275
20 Personnel Benefits	43,807	49,519	55,230	54,555
30 Supplies	215	1,798	1,100	1,100
40 Services & Charges	4,041	4,308	7,522	5,617
60 Capital	3,882	6,164	0	0
90 Interfund Pmt. For Svcs.	0	0	200	200
<b>Total</b>	<b>207,236</b>	<b>225,751</b>	<b>241,632</b>	<b>236,747</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Amended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	177,380	(2,305)	175,075
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	55,230	(675)	54,555
Supplies			
Office & Operating Supplies	600	0	600
Small Tools & Minor Equipment	500	0	500
Services & Charges			
Professional Services	1,000	0	1,000
Communication	240	0	240
Travel	2,940	(1,340)	1,600
Repairs & Maintenance	400	0	400
Miscellaneous	300	0	300
Registration & Tuition	1,255	(565)	690
Dues,Memberships,Subscriptions	1,227	0	1,227
Meals-Other Than Travel/Train.	160	0	160
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	200	0	200
<b>Total</b>	<b>241,632</b>	<b>(4,885)</b>	<b>236,747</b>

**BUDGET NARRATIVE**

The decrease in Salaries & Wages and Benefits is due to an over budgeted number in 2009. There are no staffing changes in Administration between 2009 and 2010.

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

Travel and registration costs are for the City Manager to attend the AWC conference and the Washington City/County Manager's Association (WC/CMA) conference. Decrease is due to the City Clerk and Administrative Assistant not attending the Washington Municipal Clerks conference.

The Dues, Memberships and Subscriptions line is for the City Manager's membership in the International City Manager's Association and the WC/CMA and for the Washington Municipal Clerks Association and the National Association of Parliamentarians.

The Meals - Other Than Travel line is for reimbursement of staff meals at economic development lunches, meetings, etc.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.67
Admin. Assistant	0.48	0.48	0.48	0.48
Total	2.15	2.15	2.15	2.15

**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.
- Hire and train the Pool Cashiers.

**GOALS AND WORK PLAN**

**2009 Completed:**

- Reviewed Purchasing Policy.
- Created Small and Attractive Asset Policy and inventory list.
- Contracted with Washington State Master Business License Services.
- Worked with Administration Department to develop the 2010 Budget.

**New for 2010:**

- Update the 5-Year Strategic Plan.
- Renew bank service contract.
- Assist the Recreation Department with purchase and implementation of a new cash receipting system.
- Work with Administration Department to develop the 2011 Budget.

**PERFORMANCE MEASURES**

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Business Licenses Issued	438	465	471	450	475
Cash Receipts Processed	2,500	3,145	2,422	2,500	2,300
Payroll checks Processed	1,677	1,694	1,755	1,680	1,700
Accounts Payable Checks	1,787	1,781	1,914	1,800	1,800

**TOTAL PROGRAM OBJECT BUDGET**

		2009			
		Amended			
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
10	Salaries & Wages	156,218	165,080	182,770	191,635
20	Personnel Benefits	47,654	54,131	60,175	62,395
30	Supplies	1,524	1,067	2,000	1,500
40	Services & Charges	16,844	3,217	9,850	7,000
90	Interfund Pmt. For Svcs.	3,810	1,516	2,000	2,000
	<b>Total</b>	<b>226,050</b>	<b>225,011</b>	<b>256,795</b>	<b>264,530</b>

**DETAIL BUDGET**

		2009		
		Amended		
		Budget	In(de)crease	2010 Budget
<b>Salaries &amp; Wages</b>				
	Salaries & Wages	181,770	9,365	191,135
	Overtime	1,000	(500)	500
<b>Personnel Benefits</b>				
	Personnel Benefits	60,175	2,220	62,395
<b>Supplies</b>				
	Office & Operating Supplies	1,000	0	1,000
	Small Tools & Minor Equip	1,000	(500)	500
<b>Services &amp; Charges</b>				
	Travel	200	(100)	100
	Repairs & Maintenance	200	(200)	0
	Miscellaneous	1,000	(700)	300
	Registration & Tuition	1,200	0	1,200
	Printing And Binding	5,000	(2,000)	3,000
	Dues,Memberships,Subscriptions	250	150	400
	Tax Audit Expenses	2,000	0	2,000
<b>Interfund Pmt. For Svcs.</b>				
	Interfd ERR Replacement	0	0	0
	Interfd ERR Repairs & Maint	2,000	0	2,000
	<b>Total</b>	<b>256,795</b>	<b>7,735</b>	<b>264,530</b>

**BUDGET NARRATIVE**

Miscellaneous includes the cost of document shredding.

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

Dues, Membership & Subscriptions include memberships for GFOA; 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**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Finance Director	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

**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 backup to Court in processing passports.
- Provide a place to charge general postage, insurance and other support services.
- Provide notary service.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	37,983	43,000	27,395	28,070
20 Personnel Benefits	16,657	30,466	12,095	54,475
30 Supplies	546	199	1,000	700
40 Services & Charges	138,528	186,357	161,500	147,500
90 Interfund Pmt. For Svcs.	1,699	2,789	4,836	4,350
0 Transfers & Other Cost Allocations	1,128,753	759,499	280,136	282,716
<b>Total</b>	<b>1,324,166</b>	<b>1,022,310</b>	<b>486,962</b>	<b>517,811</b>

**DETAIL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	27,195	675	27,870
Overtime	200	0	200
Casual & Seasonal Labor	0	0	0
Personnel Benefits			
Personnel Benefits	12,095	380	12,475
Unemployment Compensation	0	42,000	42,000
Supplies			
Office & Operating Supplies	500	0	500
Small Tools & Minor Equipment	500	(300)	200
Services & Charges			
Biennial Audit	25,000	(25,000)	0
Communication	14,100	0	14,100
Postage	15,000	2,000	17,000
Travel	100	0	100
Operating Rentals	5,000	0	5,000
Insurance	75,000	12,000	87,000
Insurance Deductible	5,000	(3,000)	2,000
Repairs & Maintenance	200	0	200
Miscellaneous	300	0	300
Town Topics	14,000	0	14,000
Notary	200	0	200
Dues, Membership,Subscriptions	1,300	0	1,300
Registration & Tuition	300	0	300
Printing And Binding	6,000	0	6,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	4,836	(486)	4,350
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Cumulative Reserve	0	0	0
Transfer Out-Property Tax	210,136	2,580	212,716
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out-Light Capital	0	0	0
Total	486,962	30,849	517,811

## BUDGET NARRATIVE

The Office Assistant is split 40% Non-Department and 60% to Public Works.

During the fourth quarter of 2009 staffing levels were reduced resulting in unemployment costs in 2010.

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

The Notary line includes \$200 for miscellaneous supplies as needed. The City currently has three notaries.

Dues, Memberships, Subscriptions line is for membership in Tacoma Pierce County Chamber of Commerce and Department of General Administration.

The Printing and Binding line item is for the City Calendar.

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 \$212,716 to the Street Fund for fifteen percent (15%) of the property taxes collected. Street Capital for 2010 is being funded by a transfer from REET.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Office Assistant	1.00	1.00	0.40	0.40
Admin. Assistant	0.30	0.30	0.30	0.30
Total	1.30	1.30	0.70	0.70

**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.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
30 Supplies	4,417	3,342	4,700	4,700
40 Services & Charges	17,672	26,921	47,540	47,540
<b>Total</b>	<b>22,089</b>	<b>30,263</b>	<b>52,240</b>	<b>52,240</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Amended Budget	In(de)crease	
<b>Supplies</b>			
Publications	4,700	0	4,700
<b>Services &amp; Charges</b>			
Town Attorney	32,650	0	32,650
Special Legal Counsel	14,000	0	14,000
Travel	600	0	600
Registrations	250	0	250
Memberships, Dues	40	0	40
<b>Total</b>	<b>52,240</b>	<b>0</b>	<b>52,240</b>

**BUDGET NARRATIVE**

Supplies are for publications purchased by the City Attorney.

Special Legal Counsel is for legal services not performed by the City Attorney. \$10,000 is for land use issues.

Travel and registration is for one conference sponsored by Washington State Association of Municipal Attorneys.

**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**

**2009 Completed:**

- Facilitated dispute resolution for employees.
- Continued implementation of an improved personnel records management program.

**New for 2010:**

- Recruit and replace staff as needed.

**TOTAL PROGRAM OBJECT BUDGET**

				2009	
				Amended	
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
10	Salaries & Wages	30,682	32,015	33,615	33,615
20	Personnel Benefits	9,316	10,576	11,165	11,630
30	Supplies	40	0	305	255
40	Services & Charges	4,424	6,043	11,505	8,930
	<b>Total</b>	<b>44,462</b>	<b>48,634</b>	<b>56,590</b>	<b>54,430</b>

**DETAIL BUDGET**

		2009		
		Amended		
		Budget	In(de)crease	2010 Budget
<b>Salaries &amp; Wages</b>				
	Salaries & Wages	33,615	0	33,615
<b>Personnel Benefits</b>				
	Personnel Benefits	11,165	465	11,630
<b>Supplies</b>				
	Office & Operating Supplies	105	0	105
	Small Tools & Minor Equipment	200	(50)	150
<b>Services &amp; Charges</b>				
	Professional Services	4,000	(1,000)	3,000
	Health Program	300	0	300
	Drug & Alcohol	1,090	0	1,090
	Travel	850	(750)	100
	Travel - Health Programs	450	0	450
	Advertising	3,000	0	3,000
	Miscellaneous	150	(50)	100
	Employee Awards	400	(400)	0
	Dues,Memberships,Subscriptions	365	25	390
	Meals-Other Than Travel/Train.	200	(50)	150
	Registration & Tuition	500	(350)	150
	Volunteer Program	200	0	200
	<b>Total</b>	<b>56,590</b>	<b>(2,160)</b>	<b>54,430</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. The review of the Personnel Policies and Procedures Manual by a labor attorney was completed in 2009 resulting in a decrease of \$2,000 for this line item. There is a new anticipated cost for the Washington Access to Criminal History (WATCH) Program now being charged to cities and counties by the State Patrol. Also, there will be additional costs for background reviews through Intellicorp which is a company that does national background investigations through a contracted arrangement with insurance pool. This will result in an overall decrease of \$1,000 in the Professional Services line item.

The City's Safety and Health Program is mandated by the State and covers all employees. Since its inception in 1987, the City's Wellness Program encourages employees to have personal responsibility for adopting a healthy lifestyle through a variety of activities and educational material.

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.

The \$400 in employee awards was for the annual employee appreciation luncheon. It has been eliminated due to budget cuts.

Dues, Memberships and Subscriptions line item is increased to provide membership in the Washington Public Employer Labor Relations Association (WAPELRA).

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

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
City Clerk	0.33	0.33	0.33	0.33
Admin. Assistant	0.22	0.22	0.22	0.22
Total	0.55	0.55	0.55	0.55

**DEPARTMENT:** Facilities  
**DIVISION:** Facilities  
**PROGRAM:** N/A

**PROGRAM DESCRIPTION**

**Function:** The Facilities division maintains all City facilities and centralized purchasing.

**What we do:**

- Maintain all City facilities and property.
- Organize annual CPR and first-aid training for City staff.
- Purchase central supplies for all departments.
- Organize annual hearing tests as required by Labor and Industries.
- Monitor the surplus property program including taking vehicles and equipment to auction.
- Provide cleaning of City Hall, the Public Safety building, and the Public Works building.
- Supervise landscaping and assist with hanging flower baskets.

**GOALS AND WORK PLAN**

**2009 Completed:**

- Painted the lower half of the Recreation Center gym.
- Painted exterior and replaced facial boards at Whittier restrooms.
- Set up classes for CPR and first aid training.
- Set up annual hearing tests as required by OSHA.
- Installed new 125kW generator at the Public Safety Building.
- Performed landscaping improvements and beautification at all buildings.
- Replaced rusted doors, installed new hand dryers and painted Tot Lot restrooms.
- Repaired plumbing and made improvements at the Public Safety Building.
- Installed new H.V.A.C. system at the Public Safety Building.
- Replaced blower system for the Recreation Center gym.
- Made improvements to the Police Breathalyzer room.
- Pressure washed City Hall building roof.
- Updated locks at the Public Safety Building adding all locks to City master key system.

**New for 2010:**

- Work on reducing operating cost for all facilities.
- Improve efficiency and maintain levels of service.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	87,793	87,413	87,675	46,550
20 Personnel Benefits	34,930	40,882	38,690	18,750
30 Supplies	25,802	25,233	28,600	27,300
40 Services & Charges	44,484	51,109	61,810	60,060
60 Capital Outlays	0	4,436	49,525	8,000
90 Interfund Pmt. For Svcs.	11,309	13,253	7,653	7,655
<b>Total</b>	<b>204,318</b>	<b>222,326</b>	<b>273,953</b>	<b>168,315</b>

**DETAIL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	87,675	(41,125)	46,550
Overtime	0	0	0
Casual/Seasonal Wages	0	0	0
Personnel Benefits			
Personnel Benefits	38,690	(19,940)	18,750
Supplies			
Operating Supplies/Facilities	300	0	300
Operating Supplies/Parks	3,500	350	3,850
Operating Supplies/P.S.B.	2,500	300	2,800
Operating Supplies/P.W.F.	2,500	(500)	2,000
Operating Supplies/T.H.	3,000	350	3,350
First Aid Supplies	800	(200)	600
Operating Supplies/Park Struct	1,000	200	1,200
Operating Supplies/Landscaping	2,000	0	2,000
Central Office Supplies	9,000	(1,000)	8,000
Cntrl Office Supply/Printing	3,000	(700)	2,300
Small Tools & Minor Equipment	1,000	(100)	900
Services & Charges			
Contract Maintenance	25,000	(1,000)	24,000
General Fund Prop Maintenance	1,000	400	1,400
Communications	360	0	360
Advertising	100	200	300
Public Utility Services	10,250	950	11,200
Repairs & Maintenance	500	0	500
Repairs & Maint/Parks	5,500	(300)	5,200
Repairs & Maint/City Hall	6,500	0	6,500
Repairs & Maint/Public Works	4,000	(1,000)	3,000
Repairs & Maint/Public Safety	3,000	0	3,000
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	4,000	(1,000)	3,000
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Rental Space In Err Garage	3,335	0	3,335
Interfd ERR Repairs & Maint	4,318	2	4,320
<b>Total</b>	<b>224,428</b>	<b>(64,113)</b>	<b>160,315</b>

## BUDGET NARRATIVE

The Facilities Department was reorganized and now is under the direction of Planning/Building Director. The Planning/Building Director's split includes 5% to Facilities. The Facilities Manager position was eliminated in the fourth quarter of 2009.

The Operating Supplies/Landscaping is for in-house maintenance to grounds.

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

The estimated costs in individual budget line items have been increased or decreased as appropriate to more accurately represent the budgetary needs in the individual areas.

### CAPITAL BUDGET

	2009 Budget	In(de)crease	2010 Budget
Building & Structures	0	0	0
Improvements	0	0	0
Machinery & Equipment	49,525	(41,525)	8,000
Total	49,525	(41,525)	8,000

### CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for the replacement of the HVAC unit at the Public Safety Building.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Maintenance Worker II	0.35	0.35	0.45*	0.35
Public Works Director	0.00	0.00	0.05*	0.00
Planning/Building Director	0.00	0.00	0.00*	0.05
Facilities/Equipment Manager	0.60	0.60	0.60*	0.00
Custodian	0.72	0.72	0.64	0.64
Total	1.67	1.67	1.74	1.04

\* During the fourth quarter of 2009 the Maintenance Worker II staffing level was reduced to .35 FTE.

\* During the fourth quarter of 2009 the Facilities/Equipment Manager staffing level was reduced to .00 FTE.

\* During the fourth quarter of 2009 Facilities supervision was shifted to the Planning/Building Director.

**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**

**2009 Completed:**

- Replace about 25% of the City's aging computers.
- Replace the City's Domain Controller.
- Upgrade the Network Operating System of the Backup Domain Server.
- Convert the Police laptops to one laptop per Officer.
- Convert all City PC's to allow remote administrative support.
- Investigate replacing Internet T1 line with Cable connection.

**New for 2010:**

- Replace and set up one new computer.
- Assist in search for receipting software system for the Recreation Department.
- Prepare for replacement of the Finance Software in 2011.
- Renew software licenses as needed.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Budget	Amended Budget
10 Salaries & Wages	18,306	22,890	27,510	27,510
20 Personnel Benefits	1,473	1,849	2,215	2,205
30 Supplies	1,679	1,201	1,550	1,550
40 Services & Charges	7,874	17,552	14,100	14,100
90 Interfund Pmt. For Svcs.	2,495	0	500	500
<b>Total</b>	<b>31,827</b>	<b>43,492</b>	<b>45,875</b>	<b>45,865</b>

**DETAIL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	27,510	0	27,510
Personnel Benefits			
Personnel Benefits	2,215	(10)	2,205
Supplies			
Office & Operating Supplies	150	0	150
Small Tools And Minor Equip	1,400	0	1,400
Services & Charges			
Professional Services	900	0	900
Web Design/Maintenance	500	0	500
Communication	5,000	0	5,000
Repairs & Maintenance	500	0	500
Registration & Tuition	100	0	100
Dues,Memberships,Subscriptions	100	0	100
Software Licenses	7,000	0	7,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	500	0	500
Total	45,875	(10)	45,865

**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 computer system including the Police Department.

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**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Information Services Manager.	0.38	0.38	0.38	0.38
Total	0.38	0.38	0.38	0.38

**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

#### **2009 Completed:**

- All supervisors have successfully completed additional National Incident Management System (NIMS) training.
- Increased visibility in our community by instituting emphasis patrols in our parks, neighborhoods, business areas and traffic patrols.
- Developed and implemented new inattentive driver Ordinance.
- Increased traffic visibility and enforcement.
- 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.
- Continued to update Police Policy and Procedure Manual.
- Became involved with the Tacoma/Pierce County DUI Multi-Jurisdictional Task Force.
- Worked closely with the Pierce County Sheriff's Office to more closely monitor our registered sex offender population.

#### **2010 Work Plan and Goals:**

- Serve and protect our community.
- Enforce state laws and city ordinances, support the Constitution and laws of the United States, the State of Washington and the City of Fircrest.
- Continue to update our Policy and Procedure Manual.
- Continue 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 area schools and community.
- Recruit and use volunteers to assist with departmental programs.

**PERFORMANCE MEASURES**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Collision	105	94	100	95
Minor Traffic Offenses	3,750	3,458	3,600	3,890
Major Traffic Offenses	475	617	475	550
Total Blotter Entries	16,454	14,463	16,550	16,000
General Reports	1,098	1,009	1,050	1,050
Miscellaneous Reports	15,356	13,454	15,500	14,950

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	691,407	794,289	803,780	800,070
20 Personnel Benefits	279,263	303,954	325,130	304,710
30 Supplies	9,083	9,358	9,360	9,360
40 Services & Charges	72,089	82,984	82,383	60,975
50 Intergovt Charges	106,169	114,859	124,185	128,150
60 Capital Outlays	0	13,502	0	0
90 Interfund Pmt. For Svcs.	71,790	80,948	36,627	37,200
<b>Total</b>	<b>1,229,801</b>	<b>1,399,894</b>	<b>1,381,465</b>	<b>1,340,465</b>

**DETAIL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	731,125	(3,820)	727,305
Major Holiday Compensation	6,000	120	6,120
Overtime	21,220	425	21,645
Emphasis Patrol Overtime	45,435	(435)	45,000
Personnel Benefits			
Personnel Benefits	321,130	(20,420)	300,710
Long Term Care	2,000	0	2,000
Leoff I Retirees	2,000	0	2,000
Supplies			
Office & Operating Supplies	5,200	0	5,200
Small Tools & Minor Equipment	4,160	0	4,160
Services & Charges			
Prof. Services/Consulting	25,000	(10,000)	15,000
Communication	7,655	0	7,655
Travel	2,080	(80)	2,000
Operating Rentals/Copier	3,840	360	4,200
Insurance	0	0	0
Repairs & Maintenance	2,875	0	2,875
Miscellaneous	1,245	(245)	1,000
Uniforms/Clothing/Laundry	6,700	0	6,700
Registration-Tuition/Training	2,400	0	2,400
Dues,Memberships,Subscriptions	600	0	600
CJF Programs	5,925	(800)	5,125
Reimbursable Programs	22,643	(10,643)	12,000
Chaplaincy Program	220	0	220
Community Outreach	1,200	0	1,200
Intergovt & Other Interfund Pmt.			
Dispatching - LESA	77,970	12,531	90,501
WACIC/NCIC	3,200	0	3,200
Records - LESA	6,565	(1,352)	5,213
IT Charges - Lesa	36,450	(7,214)	29,236
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	36,627	573	37,200
Total	1,381,465	(41,000)	1,340,465

## BUDGET NARRATIVE

Salaries & Wages and Benefits are reduced due to staff reductions in the fourth quarter of 2009.

Overtime is divided into two categories. One is called Major Holiday Compensation and the other is titled Overtime. Employees required to work on any day recognized as a holiday are paid at the rate of time and one-half the straight time hourly regular rate of pay for all hours worked on the designated holiday. This extra pay is taken out of the Major Holiday Compensation line item. The overtime line item 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 Emphasis Patrol program allows the police department to fund extra patrols in our business district, parks, neighborhood streets, and on traffic enforcement. This program allows the police department to target those areas in our city that need some extra attention.

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

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 \$7,432 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of \$5,421 to continue our contract for major crime investigation and Forensic Officers and \$2,011 for the Pierce County Swat Team. The other amount included in this line item is \$7,568 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 Devises teams.

The repairs and maintenance line item is for maintaining our 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 and MVET/CJF/Violent Crimes/Pop.

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 \$12,000.

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 2010.

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 the Law Enforcement Support Agency (LESA) to provide emergency dispatch services, including E911 for our City. LESA provides these services for the majority of police agencies in Pierce County.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Police Sgt.	1.00	1.00	1.00	1.00
Police Officer	7.33	7.00	7.00	7.00
Police Chief	0.95	0.95	0.95*	1.00
CSO II	1.00	1.00	1.00*	0.60
CSO I	1.05	1.05	1.05	1.05
Total	11.33	11.00	11.00	10.65

\* During the fourth quarter of 2009 the CSO II staffing level was reduced to .60 FTE.

\* During the fourth quarter of 2009 the Planning/Building Director assumed the Emergency Management responsibilities, therefore 100% of the Police Chief salary is charged to the Police Department.

**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**

**2009 Completed:**

- Conducted oral board and established list for Lateral Entry Police Officer.
- Conducted recruitment for Lateral Entry Police Officer.

**New for 2010:**

- Hire new Police Officers if needed.

**TOTAL PROGRAM OBJECT BUDGET**

		2009			
				Amended	
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
10	Salaries & Wages	2,003	2,069	2,070	2,070
20	Personnel Benefits	269	308	330	330
30	Supplies	108	0	205	205
40	Services & Charges	3,868	2,576	3,772	3,770
Total		6,248	4,953	6,377	6,375

**DETAIL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	2,070	0	2,070
Personnel Benefits			
Personnel Benefits	330	0	330
Supplies			
Office Supplies	105	0	105
Small Tools & Minor Equipment	100	0	100
Services & Charges			
Professional Services	1,000	0	1,000
Travel	312	48	360
Advertising	1,500	0	1,500
Miscellaneous	100	0	100
Meals-Other Than Travel/Train	200	(50)	150
Registration And Tuition	160	0	160
Test Rental (Reimbursed)	500	0	500
Total	6,377	(2)	6,375

**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 of the annual Civil Service Conference in Yakima each September.

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

Test rental is available for written tests for Police positions, as needed. (Some positions allow for partial reimbursement by applicant fees.)

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Civil Service Secretary	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

**DEPARTMENT:** Planning/Building  
**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**

**2009 Completed:**

- Continued to ensure City Employees take and receive National Incident Management System (NIMS) training as required.
- Attended Pierce County Emergency Management Meetings.
- Implemented Fircrest Emergency Mitigation Plan.
- Updated the Fircrest Emergency Management Plan as needed.
- Held table top exercise for City department heads.
- Participated in County wide earthquake exercise.
- Assured employees in completed Department of Emergency Management Portal Training.
- Assured employees completed earthquake building inspection class.

**New for 2010:**

- Host required National Incident Management System (NIMS) training for City employees.
- Update City of Fircrest Emergency Mitigation Plan as needed.
- Update Fircrest Emergency Management Plan as needed.
- Host emergency preparedness meeting for citizens.
- Host City emergency preparedness class for employees.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	3,980	4,310	4,770	4,100
20 Personnel Benefits	1,389	1,534	1,670	1,355
30 Supplies	0	229	250	250
50 Intergovt & Other Interfund Pmt.	4,757	4,953	5,160	5,385
60 Capital Outlays	1,941	0	0	0
<b>Total</b>	<b>12,067</b>	<b>11,026</b>	<b>11,850</b>	<b>11,090</b>

**DETAIL BUDGET**

	2009		2010
	Amended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	4,770	(670)	4,100
Personnel Benefits			
Personnel Benefits	1,670	(315)	1,355
Supplies			
Office & Operating Supplies	250	0	250
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,160	225	5,385
<b>Total</b>	<b>11,850</b>	<b>(760)</b>	<b>11,090</b>

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Police Chief	0.05	0.05	0.05*	0.00
Planning/Bldg Director	0.00	0.00	0.00*	0.05
<b>Total</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>

During 2009 the Planning/Building Director assumed the duties of emergency management.

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

**PROGRAM DESCRIPTION**

**Function:** In 1995 Fircrest entered into an interlocal agreement with the City of Tacoma to provide fire services to the City of Fircrest. The contract term continues indefinitely with a minimum of ten years.

**What we do:**

- Provide fire services for the City.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
40 Services & Charges	0	0	0	800
50 Intergovt & Other Interfund Pmt.	275,548	290,523	179,630	207,869
60 Capital Outlays	0	0	0	6,920
<b>Total</b>	<b>275,548</b>	<b>290,523</b>	<b>179,630</b>	<b>215,589</b>

**DETAIL BUDGET**

	2009		
	Amended Budget	In(de)crease	2010 Budget
Services & Charges			
Repairs & Maintenance	0	800	800
Intergovt & Other Interfund Pmt.			
Tacoma Contract	179,630	24,599	204,229
Tacoma Fire Hydrant Charges	0	3,640	3,640
<b>Total</b>	<b>179,630</b>	<b>29,039</b>	<b>208,669</b>

**BUDGET NARRATIVE**

This year's total interlocal agreement with the City of Tacoma decreased 0.7%. Lines have been added for repair and maintenance for fire hydrants in order to comply with the 2008 Supreme Court ruling involving Seattle Public Utilities and Public Fire Protection (King County Superior Court Case No. 05-2-07351-9 SEA) which requires the general fund rather than the water fund to pay for providing this service.

**CAPTIAL BUDGET**

	2009		
	Amended Budget	In(de)crease	2010 Budget
Other Improvements	0	6,920	6,920
<b>Totals</b>	<b>0</b>	<b>6,920</b>	<b>6,920</b>

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

**PROGRAM DESCRIPTION**

**Function:** The mission of the Emergency Medical Service (E.M.S.) program is to treat the sick and injured on a first response level. In 1995 Fircrest entered into an interlocal agreement with the City of Tacoma to provide EMS services to the City of Fircrest. The contract term continues indefinitely with a minimum of ten years.

**What we do:**

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

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
50 Intergovt & Other Interfund Pmt.	230,372	234,622	375,973	347,486
<b>Total</b>	<b>230,372</b>	<b>234,622</b>	<b>375,973</b>	<b>347,486</b>

**DETAIL BUDGET**

	2009		
	Amended Budget	In(de)crease	2010 Budget
Intergovt & Other Interfund Pmt.			
Tacoma Contract	375,973	(28,487)	347,486
<b>Total</b>	<b>375,973</b>	<b>(28,487)</b>	<b>347,486</b>

**BUDGET NARRATIVE**

This is the second year of a six year levy.

**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 Building Code and related ordinances to preserve the health, safety and welfare of the general public.

**What we do:**

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

### **GOALS AND WORK PLAN**

**2009 Completed:**

- Processed building permits for new dwelling units, plumbing and mechanical permits.
- Performed building inspection services.
- Processed tenant improvement permits.

**New for 2010:**

- 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 Building Code (IBC).
- 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.
- Update FMC for conformance with 2009 IRC and IBC per State Code Council.

**PERFORMANCE MEASURES**

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2007 Actual</u>	<u>2009 Budget</u>	<u>2010 Budget</u>
Complaints/Enforcement	53	69	58	92	68
Building Inspections	1063	494	535	241	423
Building Permits	73	69	75	61	70
Mechanical Permits	73	68	72	52	66
Plumbing Permits	70	59	75	27	58
Miscellaneous Permits	36	41	43	34	51

**TOTAL PROGRAM OBJECT BUDGET**

				2009	
				Amended	
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
10	Salaries & Wages	48,167	49,951	52,565	52,590
20	Personnel Benefits	17,996	19,521	22,265	23,450
30	Supplies	342	615	825	525
40	Services & Charges	42,364	27,552	32,650	21,250
90	Interfund Pmt. For Svcs.	0	303	500	500
	Total	108,869	97,942	108,805	98,315

**DETAIL BUDGET**

	2009		2010
	Amended	In(de)crease	Budget
	Budget		Budget
Salaries & Wages			
Salaries & Wages	52,565	25	52,590
Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	22,265	1,185	23,450
Supplies			
Office & Operating Supplies	250	0	250
Small Tools & Minor Equipment	575	(300)	275
Services & Charges			
Bldg Inspec/Plan Review	30,000	(10,000)	20,000
Eng Inspec/Plan Review	2,000	(1,000)	1,000
Travel	150	(150)	0
Repairs & Maintenance	0	0	0
Miscellaneous	0	0	0
Registration & Tuition	250	(250)	0
Dues,Memberships,Subscriptions	150	0	150
Printing And Binding	100	0	100
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	500	0	500
<b>Total</b>	<b>108,805</b>	<b>(10,490)</b>	<b>98,315</b>

**BUDGET NARRATIVE**

Bldg Inspec/Plan Review line is for plan review and inspection services to cover costs associated with contract plan review and building services. This is a reduction of \$10,000 from 2009.

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). This is a reduction of \$1,000 from 2009.

Travel, Registration and Tuition has not been funded in the 2010 Budget.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Planning/Building Director	0.10	0.10	0.10	0.10
Permit Coordinator	0.72	0.72	0.75	0.75
Total	0.82	0.82	0.85	0.85

\* During the fourth quarter of 2009 Facilities supervision was shifted to the Planning/Building Director.

**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 2010, animal control will be administered by the City or contracted with another jurisdiction.

**TOTAL PROGRAM OBJECT BUDGET**

			2009		
			Amended		
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
50	Intergovt & Other Interfund Pmt.	9,010	9,663	16,797	16,706
	Total	9,010	9,663	16,797	16,706

**DETAIL BUDGET**

2009			
Amended			
	Budget	In(de)crease	2010 Budget
Intergovt & Other Interfund Pmt.			
Pollution Control	3,097	(91)	3,006
Animal Control	13,700	0	13,700
Total	16,797	(91)	16,706

**DEPARTMENT:** Planning and Building  
**DIVISION:** Planning  
**PROGRAM:** Current Planning

### 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 not only includes assistance in enforcing land use regulations, but also includes assistance in enforcement of City Code that is not strictly applicable to land use (such as nuisance complaints).

#### **What we do:**

- 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

#### **2009 Completed:**

- Completed customer service brochures respective to various permit application processes.
- Revised/updated permit application forms.
- Processed planning permits.
- Provided staff support to the Planning Commission.
- Collaborated with Public Works in updating a six-year Capital Facilities Program for storm, sewer, water and streets.
- Reviewed business licenses for compliance with the City's zoning regulations.
- Approved home occupation permits.
- Processed SEPA reviews, short plat, sign variance and amendment to FMC 22.34.005 (R4C)
- Composed articles for the quarterly *Town Topics* newsletter.
- Investigated complaints respective to potential code violations.

#### **Continued from 2009 to 2010:**

- Process land use applications including site plans, variances, conditional uses, administrative use permits, rezone requests, boundary line adjustments, and short plats;
- Prepare reports and recommendations to the planning commission and city council on land use planning permit applications;
- Map preparation to include production copies of City land use and comp-plan maps and aerial-orthophotos for sale to the general public and applicants.

**New for 2010**

- Potential residential development applications for properties on Orchard;
- Potential tenant improvement applications and permits for commercial activities at Fircrest Town Center (Village Square);
- 6-Year TIP update;
- Small project permit applications (accessory buildings, accessory dwelling units, variances and conditional use permits)

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Budget	Amended 2010 Budget
10 Salaries & Wages	48,272	50,353	52,425	47,595
20 Personnel Benefits	15,358	17,213	18,825	17,750
30 Supplies	876	691	1,000	650
40 Services & Charges	12,349	7,124	9,135	5,835
90 Interfund Pmt. For Svcs.	254	700	200	200
<b>Total</b>	<b>77,109</b>	<b>76,081</b>	<b>81,585</b>	<b>72,030</b>

**DETAIL BUDGET**

	2009 Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	51,675	(4,080)	47,595
Overtime	750	(750)	0
Personnel Benefits			
Personnel Benefits	18,825	(1,075)	17,750
Supplies			
Office & Operating Supplies	500	0	500
Small Tools & Minor Equipment	500	(350)	150
Services & Charges			
Prof Services/Reimbursable	5,000	(1,500)	3,500
Travel	800	(650)	150
Advertising	1,500	0	1,500
Repairs And Maintenance	150	(50)	100
Miscellaneous	200	0	200
Registration & Tuition	800	(800)	0
Dues,Memberships,Subscriptions	485	(200)	285
Printing And Binding	200	(100)	100
Interfund Pmt. For Svcs.			
Interfd Replacement	0	0	0
Interfd ERR Repairs & Maint	200	0	200
Total	81,585	(9,555)	72,030

**BUDGET NARRATIVE**

The Professional Services line consists of \$3,500 to cover contract engineering services related to planning and engineering review of project applications. Most 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.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Planning/Building Director	0.45	0.45	0.40*	0.40
Permit Coordinator	0.24	0.24	0.25	0.25
Total	0.69	0.69	0.65	0.65

\* During the fourth quarter of 2009 Facilities supervision was shifted to the Planning/Building Director.

**DEPARTMENT:** Planning and Building  
**DIVISION:** Planning  
**PROGRAM:** Growth Management

### **PROGRAM DESCRIPTION**

**Function:** The Planning Division guides the development of the community through the preparation and adoption of amendments to the Fircrest Comprehensive Plan and land development regulations. This also includes working with Administration in evaluating other code sections for effectiveness and to recommend amendments, as needed.

**What we do:**

- Prepare updates to the Comprehensive Plan and development regulations as deemed necessary and essential by the Planning Commission and/or the City Council.
- Process applications for Comprehensive Plan and zoning code amendments.
- 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).
- Coordinate with other jurisdictions on mutual areas of interest including buildable lands review and updates and review of potential amendments to the Countywide Planning Policies.

### **GOALS AND WORK PLAN**

**2009 Completed:**

- Provided updates to buildable lands data for Pierce County Planning and Land Service Department.
- Provided data to Pierce County to address deficiencies in the 2007 buildable lands report.
- Conducted public hearing on code updates and forwarded recommendation to the City Council. Updates included revisions to the sign code for off-premise real-estate signs for open houses, amending landscape requirements for single-family in-fill lots, allowing an exception of minimum zone size for rezones and updating duties of the planning commission.
- Processed several staff/planning commission initiated code amendments to the development regulations: Chapter 22.62 Landscaping for single family in-fill ; Chapter 22.26 off-premise real-estate signs for open houses; FMC 22.78.004 exception for minimum zone size; Chapter 23.08, Duties of the Planning Commission.
- Worked with legal counsel to provide a draft of a code amendment addressing impervious coverage issue in the R4C district.
- Processed an application for a comprehensive plan amendment and rezone to permit drive thru coffee houses in the neighborhood commercial district (NC).

**Continued from 2009 to 2010:**

- Map preparation to include production copies of City land use and comp-plan maps and aerial-orthophotos for sale to the general public and applicants.
- Evaluate Pierce County population/capacity analysis respective to the potential for re-developable and underdeveloped properties within the city; provide comment and input to the Pierce County Growth Management Coordinating Committee (GMCC) on the city's perspective and position on the matter
- Continue evaluation and discussion of building height increase allowances in conjunction with re-development potential of transitional areas (residential properties bordered by non-residential properties).

**New for 2010:**

- Update capital facilities element, as needed.
- Prepare comprehensive plan amendments in response to Council direction or citizens applications.
- Review and analysis of the development code (FMC 22) and other FMC chapters that relate to community development to eliminate outdated or redundant standards or policies.
- Participate with Pierce County Planning and Land Services on buildable lands updates, particularly in light of the recently adopted Puget Sound Regional Council's Vision 2040 for population and employment growth targets.
- Continue participation in regional planning activities through the Pierce County Growth Management Coordinating Committee (GMCC).
- Continue map preparation to include production copies of city land use and Comprehensive Plan maps and aerial orthophotos for sale to the general public and applicants.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	33,948	35,081	37,090	33,000
20 Personnel Benefits	9,793	11,073	12,210	10,860
40 Services & Charges	5,890	2,573	6,500	4,100
<b>Total</b>	<b>49,631</b>	<b>48,727</b>	<b>55,800</b>	<b>47,960</b>

**DETAIL BUDGET**

	2009		
	Amended Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	37,090	(4,090)	33,000
Personnel Benefits			
Personnel Benefits	12,210	(1,350)	10,860
Services & Charges			
Consultant	5,000	(2,000)	3,000
Advertising	350	0	350
Miscellaneous	150	(150)	0
Printing And Binding	500	0	500
Map Preparation & Production	500	(250)	250
<b>Total</b>	<b>55,800</b>	<b>(7,840)</b>	<b>47,960</b>

**BUDGET NARRATIVE**

Staff anticipates continued use of consultant services on a limited basis to assist in the update of the comprehensive plan and/or development regulations. The consultant services budget has been reduced to \$3,000 for consultant services on potential amendments to Comprehensive Plan policies which address housing needs and population targets. Work commenced in 2009 on the population analysis in conjunction with the Pierce County Growth Management Coordinating Committee. This is a prerequisite prior to mandated comprehensive plan updates due in 2011. This will involve analysis of vacant, undeveloped and

potentially re-developable lands within the city. It is also anticipated that the City will be amending the housing element of the Comprehensive Plan to address potential amendments to the Countywide Planning Policies respective to affordable housing. No schedule has been set as the draft policies are still in review before the Pierce County Regional Council as of the date of budget preparation. Nonetheless, the target completion date is December 2011.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Planning/Building Director	0.45	0.45	0.45*	0.40
Total	0.45	0.45	0.45	0.40

\* During the fourth quarter of 2009, 5% was shifted to Emergency Management.

**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	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
0 Transfers & Other Cost Allocations	1,321	1,275	1,800	1,400
Total	1,321	1,275	1,800	1,400

**DETAIL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Transfers & Other Cost Allocations			
Alcoholism	1,800	(400)	1,400
Total	1,800	(400)	1,400

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

**PROGRAM DESCRIPTION**

**Function:** The Library Services and Community Events program reimburses residents' library card fees, promotes community recognition, and holds special cultural events.

**What we do:**

- Reimburse residents for library cards.
- Promote community recognition.
- Hold community cultural events.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	2010 Budget
			Amended Budget	
0 Other Cost Allocations	13,100	12,988	13,500	13,500
40 Services & Charges	18,033	17,535	18,205	18,205
<b>Total</b>	<b>31,133</b>	<b>30,523</b>	<b>31,705</b>	<b>31,705</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Amended	In(de)crease	
	Budget		
Other Cost Allocations			
Library Services	13,500	0	13,500
Services & Charges			
Community Events	18,205	0	18,205
<b>Total</b>	<b>31,705</b>	<b>0</b>	<b>31,705</b>

**BUDGET NARRATIVE**

2010 Community Events include \$550 for holiday tree lighting; \$880 for the Strawberry Feed; \$495 for the Easter Egg Hunt; \$7,700 for Fun Days; \$4,400 for Fireworks for Fun Days; \$880 for Volunteer Appreciation; and \$3,300 for miscellaneous events that will be scheduled.

Library Services includes funding for reimbursement of approximately 241 library cards at the current full year rate of \$56.

**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.

#### **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 fitness programs.
- Work closely with the Community Club and Community Center Advisory Committee.
- Coordinate, implement and improve special events.
- Secure alternative funding through grants, donation, and partnerships.

### GOALS AND WORK PLAN

#### **2009 Completed:**

- Worked with Kiwanis and the Community Club on special events.
- Held 17 annual community events.
- Held 7 youth sports programs.
- Provided several new senior services/activities.
- Secured sponsorship for community events.
- Provided a fireworks display as part of Fun Days.
- Provided 2nd Annual Summer Day Camp.
- Provided three newsletters, City calendar, and senior newsletters.
- Provided monthly teen night programs with the use of volunteers and Recreation Leaders.
- Provided 3rd annual Daddy/Daughter Dance.
- Held 4th Annual 5k "Watch Your Speed" Run/Walk.
- Enhanced the hours of operation at the community center.
- Held 2nd Annual Pool Party Kick-Off event.
- Held 2nd Annual Family Picnic with Movie in the Park.
- Held 2nd Teen Lock-In for Fircrest Youth with use of Volunteers and staff.
- Worked closely with the Fircrest Community Center Advisory Committee (FCCAC).

**New for 2010:**

- Provide Zumba aerobic exercise.
- Provide new card classes for seniors.
- Provide a renovated and supervised teen room for afterschool activities.
- Continue to enhance the Community Center by improving existing programs.
- Work closely with the FCCAC to continue to make the Community Center the center for all community activities.

**TOTAL PROGRAM OBJECT BUDGET**

		2009			
		Amended			
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
10	Salaries & Wages	123,549	114,845	183,870	155,945
20	Personnel Benefits	31,114	29,358	53,920	40,790
30	Supplies	1,908	3,286	4,700	4,600
40	Services & Charges	15,952	26,543	13,150	12,350
60	Capital Outlays	0	0	0	10,000
	Total	172,523	174,032	255,640	223,685

### DETAIL BUDGET

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	144,595	(17,925)	126,670
Overtime	1,000	0	1,000
Casual & Seasonal Labor	38,275	(10,000)	28,275
Personnel Benefits			
Personnel Benefits	53,920	(13,130)	40,790
Supplies			
Office Supplies	500	0	500
Operating Supplies	2,600	0	2,600
Senior Supplies	500	(100)	400
Youth Supplies	1,000	0	1,000
Small Tools & Minor Equipment	100	0	100
Services & Charges			
Professional Services	0	0	0
Senior Trips	225	25	250
Postage	4,350	0	4,350
Travel	125	25	150
Advertising	1,000	(500)	500
Operating Rentals	400	0	400
Operating Rentals/Copier	1,600	0	1,600
Insurance	0	0	0
Repairs & Maintenance	250	(250)	0
Miscellaneous	400	0	400
Printing & Binding	3,800	0	3,800
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	500	(100)	400
Grant Expenditures	0	0	0
Total	255,640	(41,955)	213,685

**BUDGET NARRATIVE**

Casual and Seasonal Labor is for a Senior Bus Driver and Recreation Leaders. In 2009 there was \$10,000 budgeted for AmeriCorps workers. This has been removed in the 2010 Budget. A complete list with the pay scale is included in the back of the budget.

\$1,000 is budgeted for Youth Supplies. This includes arts and crafts, food supplies and trips.

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.

There is \$150 budgeted for travel which includes meals and transportation. The Registration and Tuition line item includes \$500 for training. Training includes the Washington Recreation and Park Association's Annual Conference.

The Advertising line item is for advertising Recreation programs and special events such as the Holiday Bazaar. The Community Events budget covers community events such as Fun Days.

The Operating Rentals line item is available for renting items to assist in implementing activities and programs.

Insurance has been moved to Non-Departmental.

The Printing and Binding line item is for forms and Recreation brochures. The City Calendar is charged to Non-Departmental.

**CAPITAL BUDGET**

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Machinery & Equipment	0	10,000	10,000
Totals	0	10,000	10,000

**CAPITAL BUDGET NARRATIVE**

The Machinery and Equipment line is for the purchase of a receipting software system for the Recreation Department.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Recreation Coordinator	2.00	1.00	1.00	1.00
Office Assistant	0.00	0.50	0.50	0.50
Maintenance Supervisor	0.00	0.00	0.10	0.10
Maintenance Worker II	0.00	0.00	0.45*	0.00
Custodian	0.00	0.00	0.05	0.05
Recreation Director	0.44	0.44	0.94	0.94
Total	2.44	1.94	3.04	2.59

\* During the fourth quarter of 2009 the Maintenance Worker II staffing level was reduced.

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

**PROGRAM DESCRIPTION**

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

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
40 Services & Charges	13,312	22,731	22,550	22,050
<b>Total</b>	<b>13,312</b>	<b>22,731</b>	<b>22,550</b>	<b>22,050</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Amended Budget	In(de)crease	
Services & Charges			
Referees/Basketball	2,500	(500)	2,000
Umpires/Baseball	3,000	0	3,000
Basketball	3,250	0	3,250
Baseball	6,000	0	6,000
Indoor Soccer	600	0	600
5 K Race	2,200	0	2,200
Instructor Fees	5,000	0	5,000
<b>Total</b>	<b>22,550</b>	<b>(500)</b>	<b>22,050</b>

**BUDGET NARRATIVE**

There is \$22,050 budgeted under Participant Recreation. The budget revenue is estimated at \$33,100 which includes \$10,000 for basketball; \$15,000 for baseball; \$1,200 for indoor soccer; \$2,200 for 5k run and \$4,700 for soccer field rental. It is intended that Participant Recreation expenses are covered by revenue from registration fees. Expenses include \$2,000 for scorekeeping of Men's 4on4 Basketball league; \$3,000 for Adult Slow-pitch umpires; \$3,250 for youth basketball equipment and reimbursement to the City of University Place for a share of referee costs; \$6,000 for Youth Baseball equipment; \$600 for indoor soccer costs; and \$2,200 for the 5k run. In addition, the City is now collecting revenues for activities such as aerobics, tennis camps, and other classes that are taught by outside instructors (instead of directly paying the instructor). A percentage of the revenues collected are paid directly to the instructors as budgeted above in Instructor Fees.

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 Parks budget.

**DEPARTMENT:** Parks and Recreation

**DIVISION:** Recreation

**PROGRAM:** Swimming Pool

**PROGRAM DESCRIPTION**

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

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	51,119	58,252	71,935	64,345
20 Personnel Benefits	6,971	10,823	13,795	12,285
30 Supplies	11,647	11,729	14,135	13,685
40 Services & Charges	15,371	22,031	30,080	24,600
50 Intergovt & Other Interfund Pmt.	6,379	4,141	7,000	7,000
60 Capital Outlays	0	0	0	0
Total	91,487	106,976	136,945	121,915

**DETAIL BUDGET**

	2009		
	Amended Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	17,025	(2,510)	14,515
Overtime	0	0	0
Casual & Seasonal Labor	54,910	(5,080)	49,830
Personnel Benefits			
Personnel Benefits	13,795	(1,510)	12,285
Supplies			
Office Supplies	310	0	310
Pool Supplies	8,000	0	8,000
Janitorial Supplies	2,450	(450)	2,000
Operating Supplies	2,800	0	2,800
Small Tools & Minor Equipmen	575	0	575
Services & Charges			
Professional Services	4,680	(4,680)	0
Operating Rentals	550	(250)	300
Public Utility Services	17,000	(400)	16,600
Repairs & Maintenance-Pool	6,500	0	6,500
Printing & Binding	750	(250)	500
Miscellaneous	600	100	700
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	7,000	0	7,000
Total	136,945	(15,030)	121,915

### BUDGET NARRATIVE

The budgeted revenue associated with the swimming pool is \$71,540; \$31,000 pool fees, \$4,140 swim team fees, \$34,000 for swimming lessons and rental fees of \$2,400.

Casual and seasonal labor is for a variety of positions. The decrease is due to a reorganization of the pool manager position being replaced by a head life guard position. A complete list with the pay scale is included in the back of the budget.

Janitorial Supplies has been decreased to better represent the budgetary needs in this area.

Professional Services was for engineering services for the pool drain upgrades in 2009.

Operating rentals are for equipment needed primarily to prepare the pool for the season and has been decreased to better represent the budgetary needs in this area.

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, learn to swim cards and certificates. This line has been decreased because some of the forms are now being produced in-house instead of at a print shop.

The excise tax is based on total revenue collected.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Recreation Director	0.06	0.06	0.06	0.06
Parks Maintenance Supervisor	0.12	0.12	0.12	0.12
Maintenance Worker II	0.07	0.07	0.12*	0.07
Total	0.25	0.25	0.30	0.25

\* During the fourth quarter of 2009 the Maintenance Worker II staffing level was reduced to .07 FTE.

#### 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, four baseball fields, one competition size swimming pool, a wading pool, and a 10,000 sq. ft. Recreation Center with gym, four meeting rooms, restrooms, and offices.
- Maintain a developed natural wetland park, one tot-lot park, two bocce courts, and two roadside parks.
- Maintain Kwanzan Cherry trees.
- Assist in setting up and taking down equipment for special events.

### **GOALS AND WORK PLAN**

**2009 Accomplishments:**

- Installed new slide at Fircrest Park Big Toy.
- Worked to improve property at 542 Electron Way.
- Aerated and fertilized both Whittier and Fircrest Parks.
- Performed annual sprinkler system back flow testing and system repairs.
- Assisted Recreation with set-up and clean up for many events.
- Opened pool on time after performing new required improvements to the drain system.
- Improved Parks grounds on north side of pool.
- Painted Whittier Picnic Shelter and installed new concrete pad.
- Performed improvements to fence/gate and surface cleaning at tennis courts.
- Applied bark at area parks and grounds.

**New for 2010:**

- Maintain and improve all parks and structures as budgeted.
- Improve baseball field and soccer fields at Whittier Park.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	154,039	121,032	97,710	77,860
20 Personnel Benefits	58,818	51,024	39,030	30,175
30 Supplies	16,470	13,909	26,655	27,605
40 Services & Charges	61,378	69,981	46,355	54,400
60 Capital Outlays	5,197	0	0	0
90 Interfund Pmt. For Svcs.	32,099	25,657	15,091	13,950
<b>Total</b>	<b>328,001</b>	<b>281,603</b>	<b>224,841</b>	<b>203,990</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Admended Budget	In(de)crease	
<b>Salaries &amp; Wages</b>			
Salaries & Wages	86,370	(18,850)	67,520
Overtime	1,000	(1,000)	0
Casual & Seasonal Labor	10,340	0	10,340
<b>Personnel Benefits</b>			
Personnel Benefits	39,030	(8,855)	30,175
<b>Supplies</b>			
Office Supplies	225	0	225
Janitorial Supplies	5,000	950	5,950
Operating Supplies	15,905	0	15,905
Small Tools & Minor Equipment	5,525	0	5,525
<b>Services &amp; Charges</b>			
Communication	2,100	0	2,100
Travel	110	(110)	0
Advertising	200	0	200
Operating Rentals	500	(500)	0
Operating Rentals - Copier	300	0	300
Public Utility Services	35,000	9,000	44,000
Dumping Fees	500	(300)	200
Repairs & Maintenance	5,400	0	5,400
Miscellaneous	2,000	200	2,200
Registration & Tuition	125	(125)	0
Dues,Memberships,Subscriptions	120	(120)	0
Interfund Pmt. For Svcs.	0	0	0
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	15,091	(1,141)	13,950
<b>Total</b>	<b>224,841</b>	<b>(20,851)</b>	<b>203,990</b>

## BUDGET NARRATIVE

The estimated costs in individual budget line items have been increased or decreased as appropriate to more accurately represent the budgetary needs in the individual areas.

Casual and seasonal labor includes funds for one maintenance worker and one senior maintenance worker.

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

The Operating Supplies line item is for supplies used for maintenance in the parks including maintaining the trees on Regents Boulevard.

Small Tools and Minor Equipment was includes chemicals and supplies necessary to maintain and care for the trees on Regents Boulevard.

Public Utility Services line item is for all park facilities. Utility charges for the pool are included in the pool budget. The cost of public utility services has been increased to more accurately represent the budgetary needs in this area.

The Repairs and Maintenance line item includes funds for one-half of the maintenance agreement on the Bobcat. There is \$1,800 budgeted for trees on Regents Boulevard.

Miscellaneous includes a service that exchanges the Community Center's dust mops and entry floor mats.

2010 Zoo Tax money is budgeted for operations and maintenance.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Parks/Recreation Director	0.50	0.50	0.00	0.00
Parks Maintenance Supervisor	0.89	0.89	0.78	0.78
Maintenance Worker II	1.43	1.43	0.75*	0.40
Total	2.82	2.82	1.53	1.18

\* During the fourth quarter of 2009 the Maintenance Worker II staffing level was reduced to .40 FTE.

**STREET FUND SUMMARY REPORT**

Operating Revenues	728,349
Operating Expenses	<u>(425,391)</u>
Revenues over (under) expenses	302,958
Transfer-In from Light Desg for Light Maintenance	60,000
Transfer-In from Undesg for St Beautification	10,000
Transfer-In from Gen (15% Property Tax)	<u>212,716</u>
Excess of revenues over (under) operating	585,674
Capital Expenditures	(742,052)
Use of Designated for Diverted County Road Tax	34,152
Transfer-In from REET for Capital	<u>119,000</u>
Excess of revenues over (under) operating and capital	(3,226)
Undesignated Beginning Fund Balance	367,742
Reserved for Paths and Trails	10,985
Designated for Diverted County Road Tax	<u>34,152</u>
Total Beginning Fund Balance	412,879
Undesignated Ending Fund Balance	364,516
Reserved for Paths and Trails	10,985
Designated for Diverted County Road Tax	<u>0</u>
Total Ending Fund Balance	375,501

**CITY STREET FUND REVENUE**

BARS	Description	2007 Actual	2008 Actual	2009 Amended Budget	2010 Budget
308-00-00-00	Undes. Unres. Fund Balance	160,545	306,685	332,645	367,742
308-00-00-01	Des. Fund Bal/Paths & Trails	10,986	11,745	10,986	10,985
308-00-00-02	Des. Fund Bal/Orchard Street	9,000	0	0	0
308-00-00-03	Des. Divert. Co. Rd. Prop. Tax	34,152	34,152	34,152	34,152
	<b>Total Fund Balance</b>	<b>214,683</b>	<b>352,582</b>	<b>377,783</b>	<b>412,879</b>
322-40-00-00	Street & Curb Permits	2,730	2,412	2,600	2,000
322-40-00-01	ROW Encroachment Permits	931	186	400	200
	<b>Total Licenses &amp; Permits</b>	<b>3,661</b>	<b>2,598</b>	<b>3,000</b>	<b>2,200</b>
333-20-20-01	19th St/Alameda Grant	0	0	0	570,900
336-00-87-00	Motor Vehicle Fuel Tax	151,683	143,559	147,835	143,135
336-00-88-00	.0461 Cent Fuel Tax to Cities	0			
	<b>Total Intergovernmental Revenues</b>	<b>151,683</b>	<b>143,559</b>	<b>147,835</b>	<b>714,035</b>
361-11-00-00	Investment Interest	28,387	11,249	14,700	2,814
367-00-00-04	Hanging Basket Donations	5,700	5,875	5,800	5,800
367-00-00-08	Beautification Donations	2,320	1,848	2,500	2,500
369-90-00-00	Miscellaneous Revenue	4,474	1,200	1,000	1,000
369-90-00-04	Reimbursements	18,714	4,826	0	0
	<b>Total Miscellaneous Revenue</b>	<b>59,595</b>	<b>24,998</b>	<b>24,000</b>	<b>12,114</b>
	<b>Total Operating Revenues</b>	<b>214,939</b>	<b>171,155</b>	<b>174,835</b>	<b>728,349</b>
397-00-00-02	Transfer In	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	200,894	203,524	210,136	212,716
397-00-00-04	Transfer from Light-St Maint	52,897	45,975	60,000	60,000
397-00-00-05	Transfer from Light-Capital	864,961	0	0	0
397-00-00-06	Transfer from REET-Capital		141,044	85,000	119,000
	<b>Total Other Financing Sources</b>	<b>1,128,752</b>	<b>400,543</b>	<b>365,136</b>	<b>401,716</b>
<b>TOTAL RESOURCES</b>		<b>1,558,374</b>	<b>924,280</b>	<b>917,754</b>	<b>1,542,944</b>

**REVENUE NARRATIVE**

Transfer from Property Tax is figured at 15% of General Fund Property Tax received.

Transfer from REET-Capital includes funding of \$20,000 for patching; \$40,000 for chip seal on Emerson and Orchard Streets; and \$59,000 for Project Engineering.

**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 Street Plan and City Comprehensive Planning Documents.
- Provide pavement markings, traffic control devices, and street lighting.
- Paint all street, curb, and intersection markings throughout the City.
- Maintain the hanging baskets and beautification program.

### **GOALS AND WORK PLAN**

**2009 Completed:**

- Crack-sealed 5 lane miles of City streets.
- Replaced 6 ornamental street light standards.
- Patched approximately 500 square yards of deteriorated pavement.

**Continued from 2009 to 2010:**

- Continue crack-seal program throughout the City.
- Concentrate on beautification of street right-of-ways in the City through curb line vegetation control.
- Continue to maintain hanging baskets and beautification program.
- Paint all street, curb, and intersection markings throughout the City.

**Continued from 2009 to 2010:**

- Perform major pavement patching in various areas of the City.
- Grind and overlay the south half of South 19<sup>th</sup> Street from Mildred Street to Summit Avenue.
- Chip seal the traveled lanes of Emerson Street from 67<sup>th</sup> Avenue W. to Alameda Avenue.
- Chip seal the traveled lanes of Orchard Street from Princeton Street to Stanford Street.
- Begin development of a sign inventory.

**PERFORMANCE MEASURES**

2007 Actual   2008 Actual   2009 Budget   2010 Budget

Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	4	4	4	4
Lane Miles Street Crack Sealed	9.1	7	5	7
Miles of Street Maintained	26	26	26	26

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

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	75,906	91,303	94,010	84,260
20 Personnel Benefits	26,996	34,952	33,420	30,920
30 Supplies	9,554	9,012	10,000	9,900
40 Services & Charges	45,959	54,807	78,650	56,010
60 Capital Outlays	843,343	164,319	92,400	742,052
90 Interfund Pmt. For Svcs.	111,011	112,086	131,407	103,631
0 Transfers & Other Cost Allocations	0	0	0	0
<b>Total</b>	<b>1,112,769</b>	<b>466,479</b>	<b>439,887</b>	<b>1,026,773</b>

## DETAIL BUDGET

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	73,060	(3,800)	69,260
Overtime	10,950	(5,950)	5,000
Casual & Seasonal Labor	10,000	0	10,000
Personnel Benefits			
Personnel Benefits	32,720	(2,500)	30,220
Contract Benefits	700	0	700
Supplies			
Office Supplies	500	(100)	400
Operating Supplies	8,000	(500)	7,500
Small Tools & Minor Equipment	1,500	500	2,000
Services & Charges			
Professional Services	13,000	0	13,000
Communication	900	(100)	800
Travel	610	(610)	0
Advertising	500	0	500
Operating Rentals	1,000	0	1,000
Operating Rentals-Copier Mach.	500	0	500
Dumping Fees	2,500	(500)	2,000
Electricity & Gas/Building	2,400	(100)	2,300
Electricity/Traffic Lights	1,500	(750)	750
Repairs & Maintenance	22,000	0	22,000
Crack Sealing	12,500	(2,500)	10,000
Work Crew	4,000	(2,600)	1,400
Diverted County Road Tax/19th	11,000	(11,000)	0
Miscellaneous	600	(100)	500
Judgements	5,000	(4,000)	1,000
Registration & Tuition	380	(380)	0
Meals-Other Than Travel/Train	100	0	100
Dues,Memberships,Registrations	160	0	160
Interfund Pmt. For Svcs.			
Interfd Service Charges	71,886	(6,660)	65,226
Interfd ERR Replacement	20,111	(20,111)	0
Land Rental	13,705	0	13,705
Interfd ERR Repairs & Maint	25,705	(1,005)	24,700
Total	347,487	(62,766)	284,721

## **BUDGET NARRATIVE**

The Salaries and Wages, and Personnel Benefits line items have been decreased as a result of the distribution of the Interim Public Works Directors salary.

The Office Supplies line item has been decreased to more accurately represent the budgetary needs in this area.

The Operating Supplies line item has been decreased to more accurately represent the budgetary needs in this area.

The Small Tools & Minor Equipment line item has been increased to more accurately represent the budgetary needs in this area.

Professional Services line item shows \$9,000 for day-to-day plan reviews and inspection services for general engineering; \$2,000 for upgrades to the GIS system; and \$2,000 for development of Public Works Standards.

The Communication line item has been decreased to more accurately represent the budgetary needs in this area.

The Travel line item has been decreased to assist in budgetary short falls due to the current economy.

The rental of the crack sealing equipment is included in the crack sealing line item.

The Electricity & Gas/Building line item has been decreased to more accurately represent the budgetary needs in this area.

A Crack Sealing line item has been decreased to more accurately represent the budgetary needs in this area.

The Work Crew line item has been decreased assuming the need for only two days of work crew effort in 2010.

The Miscellaneous line item has been decreased to more accurately represent the budgetary needs in this area.

The Registration & Tuition line item has been decreased to assist in budgetary short falls due to the current economy.

**CAPITAL BUDGET**

	2009 Amended		
	Budget	In(de)crease	2010 Budget
Improvements	85,000	(25,000)	60,000
19th Street Grant	0	570,900	570,900
Diverted Co Road Tax/19th	0	34,152	34,152
Project Engineering	0	59,000	59,000
Machinery & Equipment	7,400	10,600	18,000
<b>Totals</b>	<b>92,400</b>	<b>649,652</b>	<b>742,052</b>

**CAPITAL BUDGET NARRATIVE**

Street Improvement projects reflect the year 2010 projects identified in the adopted in the 6-Year Capital Improvement Plan:

- Perform major pavement patching in various areas of the City \$20,000.
- Perform Emerson Street and Orchard Street chip seals \$40,000.
- Perform South 19<sup>th</sup> Street grind and overlay project at a total project cost of \$660,052.  
(This consists of \$570,900 grant money; \$34,152 of Diverted County Road Tax Funds; and \$55,000 for Project Engineering.)

The Diverted County Road Tax line item has been increased to include all the remaining Diverted County Road Tax Funds to be used as a portion of the required local match for the South 19<sup>th</sup> Street grind and overlay project

Project Engineering includes \$55,000 for the design of the South 19<sup>th</sup> Street grind and overlay project and \$4,000 for the preparation of contract documents for the chip seals.

The Machinery & Equipment line item includes \$18,000 for a deicer system and snow plow for the one ton dump truck. This is necessary to be able to plow the narrow streets in the Commons.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Wrk Utility Foreman	0.14	0.12	0.08	0.08
Utility Serv II	0.84	0.85	0.55	0.55
Utility Billing Clerk	0.10	0.10	0.10	0.10
PW Support Coordinator	0.15	0.15	0.15	0.15
Public Works Director	0.15	0.15	0.15	0.11
Permit Coordinator	0.01	0.01	0.00	0.00
Custodian	0.07	0.07	0.07	0.07
<b>Total</b>	<b>1.46</b>	<b>1.45</b>	<b>1.10</b>	<b>1.06</b>

**DEPARTMENT:** Public Works  
**DIVISION:** Streets  
**PROGRAM:** Streets Lights

**PROGRAM DESCRIPTION**

**Function:** The Street Fund maintains streetlights.

**What we do:**

- Provide maintenance of street lighting.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Budget	Amended Budget
10 Salaries & Wages	9,347	12,848	14,400	14,545
20 Personnel Benefits	4,024	5,967	6,735	7,300
30 Supplies	7,918	4,261	8,500	7,500
40 Services & Charges	33,778	22,899	36,200	35,200
<b>Total</b>	<b>55,067</b>	<b>45,975</b>	<b>65,835</b>	<b>64,545</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Budget	In(de)crease	
<b>Salaries &amp; Wages</b>			
Salaries & Wages	14,200	145	14,345
Overtime	200	0	200
<b>Personnel Benefits</b>			
Personnel Benefits	6,735	565	7,300
<b>Supplies</b>			
Operating Supplies	8,000	(1,000)	7,000
Small Tools & Minor Equipment	500	0	500
<b>Services &amp; Charges</b>			
Electricity/Street Lights	23,000	(1,000)	22,000
Repairs & Maintenance	10,000	0	10,000
Pole Attachment Charge	3,100	0	3,100
Miscellaneous	100		100
<b>Total</b>	<b>65,835</b>	<b>(1,290)</b>	<b>64,545</b>

**BUDGET NARRATIVE**

The Operating Supplies line item has been decreased to more accurately represent the budgetary needs in this area.

Electricity/Street Lights line item reflects the cost of providing this service including added streetlights as development occurs. It has been decreased to more accurately represent the budgetary needs in this area.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Wrk Utility Foreman	0.00	0.01	0.01	0.01
Utility Serv II	0.19	0.22	0.22	0.22
Total	0.19	0.23	0.23	0.23

**DEPARTMENT:** Public Works  
**DIVISION:** Streets  
**PROGRAM:** Streets Beautification

**PROGRAM DESCRIPTION**

**Function:** The Street Fund maintains decorations for boulevards and gateways.

**What we do:**

- Maintain the hanging baskets.
- Maintain traffic islands.
- Maintain holiday decorations.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
10 Salaries & Wages	22,574	28,028	39,290	38,640
20 Personnel Benefits	9,528	12,845	16,920	17,360
30 Supplies	0	98	100	50
40 Services & Charges	5,854	10,976	14,150	20,075
<b>Total</b>	<b>37,956</b>	<b>51,947</b>	<b>70,460</b>	<b>76,125</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Amended Budget	In(de)crease	
<b>Salaries &amp; Wages</b>			
Salaries & Wages	34,090	350	34,440
Overtime	2,500	(1,000)	1,500
Casual & Seasonal Labor	2,700	0	2,700
<b>Personnel Benefits</b>			
Personnel Benefits	16,920	440	17,360
<b>Supplies</b>			
Small Tools & Minor Equipment	100	(50)	50
<b>Services &amp; Charges</b>			
Public Utility Services	100	0	100
Flower Baskets	6,000	9,750	15,750
Flower Baskets Maintenance	500	0	500
Beautification	5,000	(2,500)	2,500
Banners/Flags	2,550	(1,325)	1,225
<b>Total</b>	<b>70,460</b>	<b>5,665</b>	<b>76,125</b>

## BUDGET NARRATIVE

The overtime line item has been decreased to more accurately represent the budgetary needs in this area.

The Small Tools & Minor Equipment line item has been decreased to more accurately represent the budgetary needs in this area.

The Flower Baskets line item has been decreased to more accurately represent the budgetary needs in this area.

The Beautification line is for maintaining the traffic islands, banners and baskets. It has been decreased to more accurately represent the budgetary needs in this area.

The Banners/Flags line includes has been decreased to help address the City's budgetary shortfalls.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Wrk Utility Foreman	0.02	0.01	0.05	0.05
Utility Serv II	0.23	0.15	0.45	0.45
Maintenance Worker II	0.00	0.00	0.03	0.03
Custodian	0.00	0.00	0.03	0.03
Total	0.25	0.16	0.56	0.56

**STORM FUND SUMMARY REPORT**

Operating Revenues	425,451
Operating Expenses	<u>(322,688)</u>
Revenues over (under) expenses	102,764
Capital Expenses	<u>(18,000)</u>
Excess of revenues over (under) operating and capital	84,764
Undesignated Beginning Fund Balance	250,292
Undesignated Ending Fund Balance	335,056

**STORM FUND REVENUES**

BARS	Description	2007	2008	2009	2010
		Actual	Actual	Amended Budget	Budget
308-00-00-00	Undes. Unres. Fund Balance	250,733	219,338	229,885	250,292
	<b>Total Fund Balance</b>	<b>250,733</b>	<b>219,338</b>	<b>229,885</b>	<b>250,292</b>
333-03-10-00	Dept of Ecology NPDES Grant	0	15,445	59,555	50,000
	<b>Total Intergovernmental Revenues</b>	<b>0</b>	<b>15,445</b>	<b>59,555</b>	<b>50,000</b>
343-83-00-00	Storm Drain Fees & Charges	276,440	279,877	367,880	368,000
343-83-00-02	Setup Fees	648	515	600	600
	<b>Total Goods &amp; Services</b>	<b>277,088</b>	<b>280,392</b>	<b>368,480</b>	<b>368,600</b>
361-11-00-00	Investment Interest	11,783	5,690	9,195	1,251
369-90-00-00	Miscellaneous Revenue	852	996	500	500
369-90-00-02	Penalties	4,804	5,227	4,700	5,100
369-90-00-04	Reimbursements	6,540	0	0	0
	<b>Total Miscellaneous Revenue</b>	<b>23,979</b>	<b>11,913</b>	<b>14,395</b>	<b>6,851</b>
	<b>Total Operating Revenues</b>	<b>301,067</b>	<b>307,750</b>	<b>442,430</b>	<b>425,451</b>
<b>TOTAL RESOURCES</b>		<b>551,800</b>	<b>527,088</b>	<b>672,315</b>	<b>675,743</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 526 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**

#### **2009 Completed:**

- Cleaned and inventoried 238 catch basins.
- Completed and obtained DOE approval of 2nd year NPDES Compliance Report
- Completed Storm Water Management Program
- Eliminated cross connections between sanitary and storm sewer systems in three manholes.
- Developed and adopted an Illicit Discharge Detection and Elimination Ordinance.
- Developed and adopted a new Storm Water Ordinance.

#### **Continued from 2009 to 2010:**

- Create base map of City storm water system.

#### **New for 2010:**

- Complete 3rd year NPDES compliance report.
- Clean 263 catch basins (1/2 of City total).
- Replace catch basin grates on South 19<sup>th</sup> Street with new standard grates.
- Construct a catch basin waste decant facility.
- Conduct staff training required by the City's NPDES Phase II Permit.

**PERFORMANCE MEASURES**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	400	193	238	263

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

**TOTAL PROGRAM OBJECT BUDGET**

				2009 Amended	
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
10	Salaries & Wages	106,099	111,212	125,335	121,445
20	Personnel Benefits	39,280	43,650	52,520	53,545
30	Supplies	1,918	680	1,900	1,750
40	Services & Charges	43,898	63,111	113,355	62,400
50	Intergovt Servs & Taxes	4,134	4,812	4,200	5,606
60	Capital Outlays	1,034	6,525	550	18,000
90	Interfund Pmt. For Svcs.	102,595	95,622	106,163	77,942
	<b>Total</b>	<b>298,958</b>	<b>325,612</b>	<b>404,023</b>	<b>340,688</b>

**DETAIL BUDGET**

	2009 Amended		2010
	Budget	In(de)crease	Budget
Salaries & Wages			
Salaries & Wages	124,335	(3,890)	120,445
Overtime	1,000	0	1,000
Personnel Benefits			
Personnel Benefits	51,820	1,025	52,845
Contract Benefits	700	0	700
Supplies			
Office Supplies	500	(50)	450
Operating Supplies	500	(100)	400
Small Tools & Minor			
Equipment	900	0	900
Services & Charges			
Professional Services	83,555	(46,555)	37,000
Communication	800	0	800
Postage	1,500	150	1,650
Travel	710	(450)	260
Advertising	500	0	500
Operating Rentals-Copier			
Mach.	550	0	550
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,250	50	2,300
Repairs & Maintenance	2,500	0	2,500
Miscellaneous	500	0	500
Operation Permit	3,200	100	3,300
Judgments	5,000	(4,000)	1,000
Printing & Binding	1,250	0	1,250
Registration & Tuition	480	(250)	230
Dues,Memberships,Subscriptions	160	0	160
Mailing Service	2,900	0	2,900
Intergovt & Other Interfund Pmt.			
Excise Taxes	4,200	1,406	5,606
Interfund Pmt. For Svcs.			
Interfd Service Charges	52,717	(1,280)	51,437
Interfd ERR Replacement	26,083	(26,083)	0
Land Rental	13,705	0	13,705
Interfd ERR Repairs & Maint	13,658	(858)	12,800
Total	403,473	(80,786)	322,688

## BUDGET NARRATIVE

The system consists of approximately 526 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 Office Supplies line item has been decreased to more accurately represent the budgetary needs in this area.

The Operating Supplies line item has been decreased to more accurately represent the budgetary needs in this area.

The Professional Services line consists of \$20,000 for on-call engineering and NPDES Base Plan. \$2,000 is budgeted for upgrades to the GIS System, and \$2,000 for development of Public Works Standards. \$13,000 is budgeted for miscellaneous NPDES permit compliance activities.

The Postage line item has been increased to more accurately represent the budgetary needs in this area.

The Travel line item has been decreased by the eliminating the Director's attendance at the APWA State and National conference.

The Advertising line item is for public outreach and education required as part of the implementation of the City's Storm Water Management Program (SWMP).

The Public Utilities/Buildings line item is increased to more accurately represent the budgetary needs in this area.

The Operation Permit line item has been increased to reflect the actual permit cost established by DOE.

The Registration & Tuition line item has been decreased by the eliminating the Director's attendance at the APWA State and National conference.

### STAFFING

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Wrk Utility Foreman	0.11	0.11	0.12	0.12
Utility Serv II	0.91	0.91	0.90	0.90
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.25	0.25	0.25	0.25
Public Works Director	0.25	0.25	0.20	0.15
Permit Coordinator.	0.01	0.01	0.00	0.00
Administrative Assistant	0.00	0.00	0.20	0.20
Custodian	0.07	0.07	0.07	0.07
Total	1.90	1.90	2.04	1.99

**CAPITAL BUDGET**

	2009		2010
	Budget	In(de)crease	Budget
Improvements	18,000	0	18,000
Project Engineering	0	0	0
Machinery & Equipment	550	(550)	0
Total	18,550	(550)	18,000

**CAPITAL BUDGET NARRATIVE**

Capital Improvements consists of \$18,000 for ongoing upgrades to the existing storm water conveyance and treatment system including replacement of up to five catch basins and associated piping at various locations.

**WATER FUND SUMMARY REPORT**

Operating Revenues	981,644
Operating Expenses	<u>(814,274)</u>
Revenues over (under) expenses	167,370
Loans/Capital Contributions	8,000
Capital Expenses	<u>(372,867)</u>
Excess of revenues over (under) operating and capital	(197,497)
Undesignated Beginning Fund Balance	618,886
Undesignated Ending Fund Balance	421,389

## WATER FUND REVENUE

BARS	Description	2007 Actual	2008 Actual	Amended Budget	2010 Budget
308-00-00-00	Beginning Fund Balance	354,231	561,227	722,175	618,886
308-00-00-01	Beginning Fund Balance-Bonds	0	0	0	0
	<b>Total Fund Balance</b>	<b>354,231</b>	<b>561,227</b>	<b>722,175</b>	<b>618,886</b>
343-40-00-00	Sale of Water	844,468	873,514	898,155	894,550
343-40-00-01	Service Connections	4,180	3,775	7,500	3,600
343-40-00-02	Setup Fees	1,807	1,488	1,900	1,500
	<b>Total Charges for Goods and Services</b>	<b>850,455</b>	<b>878,777</b>	<b>907,555</b>	<b>899,650</b>
361-11-00-00	Investment Interest	25,246	16,353	16,615	3,094
362-90-00-00	Rent City Property/High Tank	47,372	36,789	35,200	37,800
362-90-00-01	Rent City Property/Golf Tank	22,650	22,734	21,600	23,800
369-90-00-00	Other Misc. Revenue	3,944	3,066	5,000	4,000
369-90-00-02	Penalties	11,898	13,142	12,000	13,000
369-90-00-03	Backflow	264	106	500	300
369-90-00-04	Reimbursements	21,841	100	0	0
	<b>Total Misc. Revenues</b>	<b>133,215</b>	<b>92,290</b>	<b>90,915</b>	<b>81,994</b>
379-00-00-00	Capital Contributions/Tap Fees	20,200	17,640	14,000	8,000
397-34-00-00	Transfer In W/S Bond Fund	0	196,521	0	0
381-10-00-00	Loan from Cum Reserve		0	0	0
	<b>Total Proprietary/Trust Gains(Losses)</b>	<b>20,200</b>	<b>214,161</b>	<b>14,000</b>	<b>8,000</b>
<b>TOTAL RESOURCES</b>		<b>1,358,101</b>	<b>1,746,455</b>	<b>1,734,645</b>	<b>1,608,530</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.
- Monitor Tacoma Landfill cleanup reports.
- Provide water conservation education and outreach.
- Read water meters and provide billing services.

### **GOALS AND WORK PLAN**

#### **2009 Completed:**

- Mailed letters to property owners who have a back flow prevention device on their water system explaining requirements to file annual inspection reports with Public Works Department.
- Mailed reminder letters to property owners who did not file required annual inspection report.
- Completed and mailed 2009 Consumer Confidence Report.
- Completed replacement of telemetry system for monitoring/control of water system.

#### **Continued from 2009 to 2010:**

- Continue emphasis on water conservation outreach.
- Transfer services from old mains to new mains

#### **New for 2009:**

- Construct new 12-inch water main in South 19<sup>th</sup> Street from Eldorado Avenue to Summit Avenue.

**PERFORMANCE MEASURES**

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Million Gallons Water	320	320	320	320	320
Total Accounts Services	2,530	2,550	2,555	2,555	2,555
Total Water System Miles	31	31	31	31	31

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	
			Budget	Amended 2010 Budget
10 Salaries & Wages	193,549	208,995	247,135	241,320
20 Personnel Benefits	71,313	83,796	103,475	105,975
30 Supplies	11,780	7,358	9,800	8,200
40 Services & Charges	153,688	133,207	157,990	143,940
50 Intergovt Charges	91,059	100,377	97,889	116,822
60 Capital Outlays	44,864	580,884	277,100	372,867
70 Debt Service: Principal	44,218	44,218	44,220	44,220
80 Debt Service: Interest And Related	17,687	16,582	15,477	14,371
90 Interfund Pmt. For Svcs.	165,621	157,608	154,483	132,236
0 Transfers & Other Cost Allocations	1,217	5,038	5,000	4,000
<b>Total</b>	<b>794,996</b>	<b>1,338,063</b>	<b>1,112,569</b>	<b>1,183,951</b>

## DETAIL BUDGET

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	242,535	(5,515)	237,020
Overtime	4,600	(300)	4,300
Casual & Seasonal Labor	0	200	200
Personnel Benefits			
Personnel Benefits	102,775	2,500	105,275
Contract Benefits	700	0	700
Supplies			
Office Supplies	600	(100)	500
Fluoride	4,000	(1,300)	2,700
Operating Supplies	3,500	0	3,500
Small Tools & Minor Equipment	1,700	(200)	1,500
Services & Charges			
Professional Services	16,000	0	16,000
Water Testing	8,000	(1,000)	7,000
Communication	700	100	800
Postage	2,400	(400)	2,000
Travel	3,350	(650)	2,700
Advertising	500	0	500
Land Rental/Water Tank	9,300	(100)	9,200
Operating Rentals-Copier Mach.	500	0	500
Utility Services/Building	2,100	100	2,200
Utility Services/Pumping	60,000	4,000	64,000
Dumping Fees	1,000	(250)	750
Repairs & Maintenance	400	(300)	100
Mains & Services/Repair	14,000	(3,000)	11,000
Pumping Plant/Repair	9,000	0	9,000
Water Tanks/Repair	5,000	(2,500)	2,500
Water Meters/Repairs	2,500	(1,500)	1,000
Hydrants/Repair	5,000	(5,000)	0
Well House Repair	0	0	0
Miscellaneous	1,500	0	1,500
State Operating Permit	5,700	(700)	5,000
Registration & Tuition	1,630	(350)	1,280
Dues,Memberships,Subscriptions	510	0	510
Printing & Binding	1,000	0	1,000
Judgements	5,000	(2,500)	2,500
Mailing Service	2,900	0	2,900
Intergovt & Other Interfund Pmt.			
State Excise Tax	44,000	1,258	45,258
City Utility Tax	53,889	17,675	71,564

Debt Service: Principal			
Principal Loan Payment	44,220	0	44,220
Debt Service: Interest And Related Costs			
Interest PWTF	15,477	(1,106)	14,371
Interest Interfund Loan	0	0	0
Interfund Pmt. For Svcs.			
Interfd Service Charges	112,874	(7,593)	105,281
Interfd ERR Replacement	16,148	(16,148)	0
Interfd Land Rental	13,705	0	13,705
Interfund ERR Repairs & Maint	11,756	1,494	13,250
Transfers & Other Cost Allocations			
Undistributed Inventory	5,000	(1,000)	4,000
Transfer-Debt Service Costs	0	0	0
Transfer-Bond Principal	0	0	0
Transfer-Bond Interest	0	0	0
<b>Total</b>	<b>835,469</b>	<b>(24,185)</b>	<b>811,284</b>

### BUDGET NARRATIVE

Office Supplies line has been decreased to more accurately represent the budgetary needs in this area.

The Fluoride line item has been decreased to more accurately represent the budgetary needs in this area.

The Small Tools & Minor Equipment line item has been decreased to more accurately represent the budgetary needs in this area.

Professional services line item includes \$12,000 for on-going routine engineering, \$2,000 for upgrades to the GIS system, and \$2,000 for development of Public Works Standards.

The Water Testing line item has been decreased to more accurately represent the budgetary needs in this area.

The Postage line item has been decreased to more accurately represent the budgetary needs in this area.

The Travel line is decreased by elimination the Director's attendance to the APWA conference in Eastern Washington and the National APWA conference.

The Land Rental/Water Tank line item has been decreased to more accurately represent the budgetary needs in this area.

The Utility Services/Building line item has been increased to more accurately represent the budgetary needs in this area.

The Utility Services/Pumping line item has been increased to more accurately represent the budgetary needs in this area.

The Dumping Fees line item has been decreased to more accurately represent the budgetary needs in this area.

The Repairs & Maintenance line item has been decreased to more accurately represent the budgetary needs in this area.

The Mains & Services/Repairs line item has been decreased to more accurately represent the budgetary needs in this area.

The Water Tank/Repair line item has been decreased to more accurately represent the budgetary needs in this area.

The Water Meters/Repairs line item has been decreased to more accurately represent the budgetary needs in this area.

The Hydrants/Repair line item has been decreased to \$ 0 because this function must now be funded by the General Fund.

State operating permit line item has been decreased to more accurately represent the budgetary needs in this area.

The Registration and Tuition line item has been decreased by eliminating the Director's attendance at the State APWA Conference in Eastern Washington and the National APWA Conference.

The Judgments line item has been decreased to reflect the decrease in the City's insurance coverage deductible.

Debt service includes payment (principal and interest) for the DWSRF loan.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Wrk Utility Foreman	0.44	0.44	0.44	0.44
Utility Serv II	2.10	2.18	2.18	2.18
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.30	0.30	0.30	0.23
Office Assistant	0.00	0.00	0.20	0.20
Permit Coordinator	0.01	0.01	0.00	0.00
Custodian	0.07	0.07	0.07	0.07
Total	3.52	3.60	3.79	3.72

**CAPITAL BUDGET**

	2009 Budget	In(de)crease	2010 Budget
Improvements	250,000	94,367	344,367
Project Engineering	15,000	13,500	28,500
Machinery & Equipment	12,100	(12,100)	0
Total	277,100	95,767	372,867

**CAPITAL BUDGET NARRATIVE**

Capital improvement includes \$150,000 for a new 12-inch water main in South 19<sup>th</sup> Street from Eldorado Avenue to Columbia Street; \$130,000 rollover for recoating the interior of the lower tank; and \$15,000 for miscellaneous new mains.

Project Engineering includes \$15,000 rollover for engineering services related to recoating the interior of the lower tank, and \$13,500 for engineering services related to the construction of a new 12-inch water main in South 19<sup>th</sup> Street.

**DEPARTMENT:** Public Works  
**DIVISION:** Water  
**PROGRAM:** Water Conservation

**PROGRAM DESCRIPTION**

**Function:** To promote water conservation.

**What we do:**

- Promote water conservation through education.
- Promote water conservation by attending Fircrest celebrations such as the Strawberry Feed and National Night Out and supplying residents with free water conservation materials and devices.
- Promote water conservation through Town Topics articles.
- Provide residents with no-cost “water audits” to check for leaks and suggest tips for saving.

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009		2010 Budget
			Amended Budget	Budget	
10 Salaries & Wages	631	393	800	800	800
20 Personnel Benefits	242	186	140	140	140
30 Supplies	0	672	750	750	750
40 Services & Charges	1,005	1,107	1,500	1,500	1,500
<b>Total</b>	<b>1,878</b>	<b>2,358</b>	<b>3,190</b>	<b>3,190</b>	<b>3,190</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Amended Budget	In(de)crease	
Salaries & Wages			
Overtime	800	0	800
Personnel Benefits			
Personnel Benefits	140	0	140
Supplies			
Office & Operating Supplies	750	0	750
Services & Charges			
Dues,Memberships,Subscriptions	500	0	500
Printing & Binding	1,000	0	1,000
<b>Total</b>	<b>3,190</b>	<b>0</b>	<b>3,190</b>

**SEWER FUND SUMMARY REPORT**

Operating Revenues	2,342,980
Less Transfer to Relocation of Backyard Sewer Main	(324,864)
Operating Expenses	<u>(1,801,276)</u>
Revenues over (under) expenses	216,839
Loans/Capital Contributions	8,000
Capital Expenses	(75,173)
Excess of revenues over (under) operating and capital	149,666
Undesignated Beginning Fund Balance	451,960
Undesignated Ending Fund Balance	601,626

**SEWER FUND REVENUE**

BARS	Description	2007 Actual	2008 Actual	Amended Budget	2010 Budget
308-00-00-00	Beginning Fund Balance	1,411,083	1,084,994	1,428,080	451,960
	<b>Total Fund Balance</b>	<b>1,411,083</b>	<b>1,084,994</b>	<b>1,428,080</b>	<b>451,960</b>
343-50-00-00	Sewer Revenues	1,472,578	1,677,135	2,036,040	2,312,520
343-50-00-01	Service Connections	4,500	2,475	5,850	2,500
343-50-00-02	Setup Fees	705	638	700	700
	<b>Total Charges for Goods and Services</b>	<b>1,477,783</b>	<b>1,680,248</b>	<b>2,042,590</b>	<b>2,315,720</b>
361-11-00-00	Investment Interest	95,060	44,353	33,745	2,260
369-90-00-00	Other Misc. Revenue	6,284	751	2,000	1,000
369-90-00-02	Penalties	18,535	21,641	21,000	24,000
369-90-00-04	Reimbursements	0	3,090	0	0
	<b>Total Misc. Revenues</b>	<b>119,879</b>	<b>69,835</b>	<b>56,745</b>	<b>27,260</b>
379-00-00-00	Capital Contributions/Tap Fees	22,600	27,000	15,000	8,000
381-10-00-00	Loan Received	0	5,988	0	0
397-35-00-00	Transfer In W/S Bond	0	96,850	0	0
	<b>Total Non Operating Revenue</b>	<b>22,600</b>	<b>129,838</b>	<b>15,000</b>	<b>8,000</b>
<b>TOTAL RESOURCES</b>		<b>3,031,345</b>	<b>2,964,915</b>	<b>3,542,415</b>	<b>2,802,940</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**

**2009 Completed:**

- Completed improvements to Contra Costa pump station including installation of emergency generator.
- Completed elimination of cross connections between sanitary sewer and storm drain systems in three manholes
- Completed telemetry system serving the six sewage lift stations.

**New for 2010:**

- Construct new sewer main in South 19<sup>th</sup> Street from Eldorado Avenue to Columbia Street.

**PERFORMANCE MEASURES**

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Total Accounts Services	2,815	2850	2850	2853	2880
Total Sewer System Miles	23	23	23	23	23

**TOTAL PROGRAM OBJECT BUDGET**

Program Object	2007 Actual	2008 Actual	2009	2010 Budget
			Amended Budget	
Salaries & Wages	139,526	115,286	148,115	145,785
Personnel Benefits	51,905	42,627	56,225	57,160
Supplies	5,338	1,827	4,750	4,250
Services & Charges	64,608	75,965	162,450	195,200
Intergovt Charges	1,071,838	1,108,833	1,162,162	1,189,717
Capital Outlays	396,540	113,541	972,910	75,173
Debt Service: Principal	10,782	9,823	9,824	9,824
Interfund Pmt. For Svcs.	205,814	187,163	202,096	199,340
Transfers & Other Cost Allocations	(619)	0	292,000	324,864
<b>Total</b>	<b>1,945,732</b>	<b>1,655,065</b>	<b>3,010,532</b>	<b>2,201,313</b>

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	140,615	(2,330)	138,285
Overtime	7,500	0	7,500
Casual & Seasonal Labor	0	0	0
<b>Personnel Benefits</b>			
Personnel Benefits	55,525	935	56,460
Contract Benefits	700	0	700
<b>Supplies</b>			
Office Supplies	500	(50)	450
Operating Supplies	2,500	(500)	2,000
Small Tools & Minor Equipment	1,750	50	1,800
<b>Services &amp; Charges</b>			
Professional Services	86,000	31,000	117,000
Communication	750	0	750
Postage	2,500	(850)	1,650
Travel	710	(450)	260
Advertising	2,000	(500)	1,500
Operating Rentals-Copier Mach.	500	0	500
Utility Services/Building	2,300	0	2,300
Utility Services/Pumping	14,500	1,500	16,000
Utility Services/Supplemental Wtr	11,100	(4,450)	6,650
Dumping Fees	2,000	500	2,500
Repairs & Maintenance	400	0	400
Repairs & Maintenance -Other	22,000	14,000	36,000
Miscellaneous	1,150	250	1,400
Registration & Tuition	480	(250)	230
Dues,Memberships,Subscriptions	160	0	160
Printing & Binding	1,000	0	1,000
Judgements	10,000	(7,000)	3,000
Mailing Service	2,900	0	2,900
<b>Intergovt &amp; Other Interfund Pmt.</b>			
Sewage Treatment	1,000,000	0	1,000,000
State Excise Tax	40,000	10,966	50,966
City Utility Tax	122,162	16,589	138,751
<b>Debt Service: Principal</b>			
Principal Loan Payment	9,824	0	9,824
<b>Interfund Pmt. For Svcs.</b>			
Interfd Service Charges	151,702	11,898	163,600
Interfd ERR Replacement	16,148	(16,148)	0
Interfd Land Rental	22,490	0	22,490
Interfund Repairs & Maint	11,756	1,494	13,250
<b>Transfers &amp; Other Cost Allocations</b>			
Transfer to Relocation Backyard	292,000	53,600	345,600
Undistributed Inventory	2,000	(1,000)	1,000
<b>Total</b>	<b>2,037,622</b>	<b>109,254</b>	<b>2,146,876</b>

## BUDGET NARRATIVE

The Office Supplies line item has been decreased to more accurately represent the budgetary needs in this area.

The Operating Supplies line item has been decreased to more accurately represent the budgetary needs in this area.

The Professional Services line item includes \$12,000 for day-to-day plan reviews and inspection, \$25,000 for lobbyist; \$2,000 for upgrades to the GIS system; \$2,000 for the development of Public Works Standards; and \$76,000 for an update of the City's Comprehensive Sewer Plan.

The Postage line item has been decreased to more accurately represent the budgetary needs in this area.

The Travel line item has been decreased by the elimination of the Director's attendance at the State APWA in Eastern Washington and the APWA national conference.

The Advertising line item has been decreased to more accurately represent the budgetary needs in this area.

The Utility Services Pumping line item has been increased to more accurately represent the budgetary needs in this area.

The Dumping Fees line item has been increased to more accurately represent the budgetary needs in this area.

The Repairs and Maintenance-Other line item has been increased to more accurately represent the budgetary needs in this area, and to provide for the spot repair of two sewer segments.

The miscellaneous line item has been increased to more accurately represent the budgetary needs in this area.

The Registration & Tuition line item has been decreased by the elimination of the Director's attendance at the State APWA in Eastern Washington and the APWA national conference.

The Judgments line item has been decreased to reflect the change in the deductible on the City's insurance policy.

Debt services payment is for the Public Works Trust Fund pre planning loan.

**STAFFING**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Wrk Utility Foreman	0.29	0.30	0.30	0.30
Utility Serv II	0.74	0.70	0.70	0.70
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.30	0.30	0.30	0.22
Office Assistant	0.00	0.00	0.20	0.20
Permit Coordinator	0.01	0.01	0.00	0.00
Custodian	0.07	0.07	0.07	0.07
<b>Total</b>	<b>2.01</b>	<b>1.98</b>	<b>2.17</b>	<b>2.09</b>

**CAPITAL BUDGET**

	2009 Budget	In(de)crease	2010 Budget
Other Improvements	952,800	(877,627)	75,173
Project Engineering	15,000	(15,000)	0
Machinery & Equip	5,110	(5,110)	0
<b>Total</b>	<b>972,910</b>	<b>(897,737)</b>	<b>75,173</b>

**CAPITAL BUDGET NARRATIVE**

Capital improvements consist of \$75,173 for rollover of the telemetry system. All other sewer capital improvements in 2010 are expected to be related to the Relocation of Backyard Sewer Mains Project and paid for out of the Backyard Sewer Fund.

**RELOCATION OF BACKYARD SEWER MAINS FUND SUMMARY**

Operating Revenues	1,494
Operating Expenses	<u>0</u>
Revenues over (under) expenses	1,494
Loans Received	250,000
Transfers In	324,864
Debt Service	(254,162)
Capital Expenditures	<u>(430,000)</u>
Excess of revenues over (under) operating and capital	(107,804)
Undesignated Beginning Fund Balance	298,762
Undesignated Ending Fund Balance	190,958

**RELOCATION OF BACKYARD SEWER MAINS FUND REVENUE**

BARS	Description	2007 Actual	2008 Actual	2009	
				Amended Budget	2010 Budget
308-00-00-00	Beginning Fund Balance	0	0	355,000	298,762
	<b>Total Fund Balance</b>	<b>0</b>	<b>0</b>	<b>355,000</b>	<b>298,762</b>
361-11-00-00	Investment Interest	0	6,786	18,875	1,494
	<b>Total Misc. Revenues</b>	<b>0</b>	<b>6,786</b>	<b>18,875</b>	<b>1,494</b>
397-00-00-01	Transfer In-Sewer Fund	0	0	292,000	324,864
397-00-00-02	Transfer In-REET Fund	0	0	840,000	
361-11-00-00	Loan Received	0	750,000	0	250,000
	<b>Total Proprietary/Trust Gains (Losses)</b>	<b>0</b>	<b>750,000</b>	<b>1,132,000</b>	<b>574,864</b>
	<b>TOTAL RESOURCES</b>	<b>0</b>	<b>756,786</b>	<b>1,505,875</b>	<b>875,120</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 Projects including the PWTF 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**

**2009 Completed:**

- Completed preliminary design process for the Relocation of Backyard Sewer Mains Project.
- Completed the final design for portions of the Backyard Sewer Mains Project.
- Applied for a State Revolving Fund (SRF) construction loan and a SRF Step 4 loan for the Backyard Sewer Mains Project.
- Completed SEPA compliance for the Backyard Sewer Mains Project.
- Completed Compliance with State Executive Order 05-05 for the Backyard Sewer Mains Project.

**Continued from 2009 to 2010:**

- Continue with final design of other portions of the Backyard Sewer Mains Project.

**TOTAL PROGRAM OBJECT BUDGET**

				2009	
Program Object		2007 Actual	2008 Actual	Amended Budget	2010 Budget
60	Capital Outlays	0	158,013	1,500,000	430,000
70	Debt Service: Principal	0	0	4,070	254,162
	<b>Total</b>	<b>0</b>	<b>158,013</b>	<b>1,504,070</b>	<b>684,162</b>

**DETAIL BUDGET**

	2009		2010 Budget
	Amended		
	Budget	In(de)crease	
Debt Service: Principal			
Principal Loan Payment	0	250,000	250,000
Interest Loan Payment	4,070	92	4,162
Total	4,070	250,092	254,162

**BUDGET NARRATIVE**

Principal and interest is for payment on the PWTF Pre-Construction loan.

**CAPITAL BUDGET**

	2009		2010 Budget
	Amended		
	Budget	In(de)crease	
Other Improvements	0	360,000	360,000
Project Engineering	1,500,000	(1,430,000)	70,000
Total	1,500,000	(1,070,000)	430,000

**CAPITAL BUDGET NARRATIVE**

Other Improvements consists of \$360,000 for a new sewer main in South 19<sup>th</sup> Street from Eldorado Avenue to Columbia Street.

Project Engineering includes \$55,000 for the cost of a portion of the final design effort covered by the PWTF Pre-Construction loan, including bidding support, and \$15,000 for the design of the new sewer main in South 19<sup>th</sup> Street.

**ERR FUND SUMMARY REPORT**

Operating Revenues	138,772
Operating Expenses	<u>(145,655)</u>
Revenues over (under) expenses	(6,883)
Capital Expenses	<u>(37,900)</u>
Excess of revenues over (under) operating and capital	(44,783)
Undesignated Beginning Fund Balance	1,603,358
Undesignated Ending Fund Balance	1,558,575

**EQUIPMENT REPLACEMENT FUND**

BARS	Description	2007	2008	2009	2010
		Actual	Actual	Amended Budget	Budget
308-00-00-00	Beginning Fund Balance	1,354,438	1,512,162	1,649,800	1,603,358
	Total Beginning Fund Balance	1,354,438	1,512,162	1,649,800	1,603,358
348-30-00-00	General Fund Replacement	64,950	65,886	0	0
348-30-01-00	City Street Fund Replacement	23,404	19,944	20,111	0
348-30-03-00	Water/Sewer Fund Replacement	52,224	30,547	32,296	0
348-30-04-00	Storm Sewer Replacement	37,914	21,135	26,083	0
348-30-08-00	General Fund O & M	57,458	57,674	42,725	63,420
348-30-09-00	City Street Fund O & M	17,020	16,009	25,705	24,700
348-30-11-00	Water/Sewer Fund O & M	25,735	24,179	23,512	26,500
348-30-12-00	Storm Sewer O & M	9,916	7,350	13,658	12,800
	<b>Total Charges for Goods &amp; Services</b>	<b>288,621</b>	<b>242,724</b>	<b>184,090</b>	<b>127,420</b>
361-11-00-00	Investment Interest	84,223	68,450	65,330	8,017
362-40-00-00	Rental Revenue	3,140	3,140	3,335	3,335
369-90-00-00	Other Miscellaneous Revenue	0	0	0	0
	<b>Total Misc. Revenues</b>	<b>87,363</b>	<b>71,590</b>	<b>68,665</b>	<b>11,352</b>
	<b>Total Operating Revenue</b>	<b>375,984</b>	<b>314,314</b>	<b>252,755</b>	<b>138,772</b>
387-00-00-00	Residual Equity Transfer	0			
	<b>Total Nonrevenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
395-40-00-00	Sale of Fixed Assets	3,880			
	<b>Total Other Financing Sources</b>	<b>3,880</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL RESOURCES</b>		<b>1,734,302</b>	<b>1,826,476</b>	<b>1,902,555</b>	<b>1,742,130</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**

**2009 Completed:**

- Emission tested all vehicles as required by the State.

**New for 2010:**

- Purchase and set-up new police vehicle for Police Chief

**TOTAL PROGRAM OBJECT BUDGET**

				2009	
Program Object		2007 Actual	2008 Actual	Amended Budget	2010 Budget
10	Salaries & Wages	21,001	17,477	34,340	8,090
20	Personnel Benefits	9,401	8,292	16,915	3,580
30	Supplies	44,849	48,555	49,300	49,650
40	Services & Charges	8,936	11,396	10,097	10,370
60	Capital Outlays	73,191	10,141	114,080	37,900
90	Interfund Pmt. For Svcs.	59,599	47,422	74,465	73,965
<b>Total</b>		<b>216,977</b>	<b>143,283</b>	<b>299,197</b>	<b>183,555</b>

## DETAIL BUDGET

	2009		
	Amended		
	Budget	In(de)crease	2010 Budget
Salaries & Wages			
Salaries & Wages	34,340	(26,250)	8,090
Personnel Benefits			
Personnel Benefits	16,915	(13,335)	3,580
Supplies			
Central Motor Vehicle Supplies	1,500	0	1,500
Operating Supplies-Garage	600	0	600
Police Gas	19,000	500	19,500
Parks/Rec Gas	3,000	(150)	2,850
Street Gas	10,000	(1,000)	9,000
Wtr/Swr Gas	10,000	1,000	11,000
Non-Dept Gas	700	0	700
Facilities Gas	2,000	0	2,000
Storm Gas	2,500	0	2,500
Services & Charges			
Police Insurance	2,227	73	2,300
Parks/Rec Insurance	1,591	9	1,600
Street Insurance	2,505	(5)	2,500
Wtr/Swr Insurance	1,512	(12)	1,500
Non-Dept Insurance	636	14	650
Facilities Insurance	318	2	320
Storm Insurance	358	142	500
Utilities Shop/Garage	350	0	350
Repairs/Maint Garage	600	0	600
O & M - Police Vehicles	13,400	0	13,400
O & M - Police Equipment	2,000	0	2,000
O & M - Info Systems/Equip	500	0	500
O & M - Parks/Rec Vehicles	10,000	(1,000)	9,000
O & M - Parks/Rec Equipment	500	0	500
O & M - Building Equipment	500	0	500
O & M - Finance Equipment	2,000	0	2,000
O & M - Street Vehicles	13,000	0	13,000
O & M - Street Equipment	200	0	200
O & M - Wtr/Swr Vehicles	10,000	500	10,500
O & M - Wtr/Swr Equipment	2,000	1,500	3,500
O & M - Court Equipment	200	0	200
O & M - Admin. Equipment	200	0	200
O & M - Non-Dept. Vehicles	2,500	(500)	2,000
O & M - Non-Dept. Equipment	1,000	0	1,000
O & M - Facilities Vehicles	2,000	0	2,000
O & M - Planning Equipment	200	0	200

O & M - Storm Sewer Vehicles	10,000	(1,000)	9,000
O & M - Storm Sewer Equipment	800	0	800
Interfund Pmt. For Svcs.			
Land Rental	3,465	0	3,465
<b>Total</b>	<b>185,117</b>	<b>(39,512)</b>	<b>145,605</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**

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Maintenance Worker II	0.15	0.15	0.15	0.15
Facilities/Equipment Manager	0.40	0.40	0.40*	0.00
<b>Total</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.15</b>

\* During the fourth quarter of 2009 the Facilities/Equipment Manager staffing level was reduced to .00 FTE.

**CAPITAL BUDGET**

	2009 Budget	In(de)crease	2010 Budget
Police Vehicles/Equipment	70,210	(34,710)	35,500
Finance Vehicles/Equipment	3,900	(3,900)	0
Parks/Rec Vehicle/Equipment	20,370	(19,170)	1,200
Street Vehicles/Equipment	2,188	(2,188)	0
W/S Vehicles/Equipment	3,034	(3,034)	0
Admin Vehicles/Equipment	2,600	(2,600)	0
Non Dept Vehicles/Equipment	1,300	(1,300)	0
Information Systems Equipment	4,500	(3,300)	1,200
Building Equipment	1,300	(1,300)	0
Storm Vehicles/Equipment	1,278	(1,278)	0
<b>Total</b>	<b>110,680</b>	<b>(72,780)</b>	<b>37,900</b>

**CAPITAL BUDGET NARRATIVE**

Police Vehicles/Equipment is for the replacement purchase of one new vehicle (\$33,000) and a computer server (\$2,500).

Parks/Rec Vehicles/Equipment is for the purchase of a new computer for the Recreation Program Coordinator (\$1,200).

Information Systems Vehicles/Equipment is for the purchase of a new computer for the IS Manager.

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

**POLICE INVESTIGATION FUND SUMMARY REPORT**

Operating Revenues	600
Operating Expenses	<u>(14,430)</u>
Revenues over (under) expenses	(13,830)
Capital Expenses	0
Excess of revenues over (under) operating and capital	(13,830)
Undesignated Beginning Fund Balance	13,830
Undesignated Ending Fund Balance	0

**POLICE INVESTIGATION FUND**

BARS	Description	2007 Actual	2008 Actual	2009	
				Amended Budget	2010 Budget
308-00-00-00	Beginning Fund Balance	13,562	11,528	14,110	13,830
	<b>Total Beginning Fund Balance</b>	<b>13,562</b>	<b>11,528</b>	<b>14,110</b>	<b>13,830</b>
357-40-00-00	Investigative Confiscations	1,776	1,676	500	500
	<b>Total Fines &amp; Forfeits</b>	<b>1,776</b>	<b>1,676</b>	<b>500</b>	<b>500</b>
361-11-00-00	Investment Interest	646	344	320	100
	<b>Total Misc. Revenues</b>	<b>646</b>	<b>344</b>	<b>320</b>	<b>100</b>
<b>TOTAL RESOURCES</b>		<b>15,984</b>	<b>13,548</b>	<b>14,930</b>	<b>14,430</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	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
40 Services & Charges	15,984	117	14,930	14,430
60 Capital Outlays	0	0	0	0
<b>Total</b>	<b>15,984</b>	<b>117</b>	<b>14,930</b>	<b>14,430</b>

**DETAIL BUDGET**

	2009		
	Amended Budget	In(de)crease	2010 Budget
Services & Charges			
Miscellaneous Investigations	14,930	(500)	14,430
<b>Total</b>	<b>14,930</b>	<b>(500)</b>	<b>14,430</b>

**REET FUND SUMMARY REPORT**

Operating Revenues	88,400
Operating Expenses	<u>(119,000)</u>
Excess revenues over (under) expenses	(30,600)
Undesignated Beginning Fund Balance (1st 1/4)	546,470
Undesignated Beginning Fund Balance (2nd 1/4)	<u>1,141,899</u>
	1,688,369
Undesignated Ending Fund Balance (1st 1/4)	470,170
Undesignated Ending Fund Balance (2nd 1/4)	<u>1,187,599</u>
	1,657,769

**REET FUND**

BARS	Description	2007	2008	2009	2010
		Actual	Actual	Amended Budget	Budget
308-00-00-00	Beginning Fund Balance (1st 1/4)	488,399	606,991	390,245	546,470
308-00-00-01	Beginning Fund Balance (2nd 1/4)	1,001,832	1,006,829	1,111,531	1,141,899
308-00-00-02	Dsg Beg Fund Balance (2nd 1/4)	0	180,000	180,000	0
	<b>Total Beginning Fund Balance</b>	<b>1,490,231</b>	<b>1,793,820</b>	<b>1,681,776</b>	<b>1,688,369</b>
318-30-00-01	Capital Improvement 1	138,008	65,067	100,000	40,000
318-30-00-02	Growth Management 1	138,008	65,067	100,000	40,000
	<b>Total Taxes</b>	<b>276,016</b>	<b>130,134</b>	<b>200,000</b>	<b>80,000</b>
361-11-00-00	Investment Interest (1st 1/4)	26,930	15,113	8,780	2,700
361-11-00-01	Investment Interest (2nd 1/4)	54,647	34,003	29,060	5,700
	<b>Total Misc Revenue</b>	<b>81,577</b>	<b>49,116</b>	<b>37,840</b>	<b>8,400</b>
<b>TOTAL RESOURCES</b>		<b>1,847,824</b>	<b>1,973,070</b>	<b>1,919,616</b>	<b>1,776,769</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	2007 Actual	2008 Actual	2009	
			Amended Budget	2010 Budget
0 Transfers & Other Cost Allocations	54,004	163,700	925,000	119,000
<b>Total</b>	<b>54,004</b>	<b>163,700</b>	<b>925,000</b>	<b>119,000</b>

**DETAIL BUDGET**

	2009		
	Amended Budget	In(de)crease	2010 Budget
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	85,000	34,000	119,000
Transfer (From 2nd 1/4)	840,000	(840,000)	0
<b>Total</b>	<b>925,000</b>	<b>(806,000)</b>	<b>119,000</b>

**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.

\$119,000 is budget to be transferred to the Street Fund for Capital Improvements.

**CUMULATIVE RESERVE FUND SUMMARY REPORT**

Designated Beginning Fund Balance - General Fund	2,500,000
Designated Beginning Fund Balance - Street Fund	150,000
Designated Beginning Fund Balance - Water/Sewer Fund	<u>380,763</u>
Total	3,030,763

Equity Transfer-In - General Fund	<u>0</u>
Total Equity Transfer-In	0

Designated Ending Fund Balance - General Fund	2,500,000
Designated Ending Fund Balance - Street Fund	150,000
Designated Ending Fund Balance - Water/Sewer Fund	<u>380,763</u>
Total	3,030,763

**CUMULATIVE RESERVE FUND**

BARS	Description	2006 Actual	2007 Actual	2008 Budget	2009 Budget
308-00-00-01	Beginning Fund Bal-General	2,000,000	2,000,000	2,000,000	2,500,000
308-00-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-00-00-43	Beginning Fund Balance-Sewer	380,763	380,763	380,763	380,763
	Total Fund Balance	2,530,763	2,530,763	2,530,763	3,030,763
387-00-00-00	Residual Equity Transfer	0	0	500,000	0
	Total Nonrevenues	0	0	500,000	0
<b>TOTAL RESOURCES</b>		<b>2,530,763</b>	<b>2,530,763</b>	<b>3,030,763</b>	<b>3,030,763</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.

**PARK BOND FUND SUMMARY**

Operating Revenues	300
Operating Expenses	<u>0</u>
Revenues over (under) expenses	300
Excess of revenues over (under) operating and capital	300
Undesignated Beginning Fund Balance	37,730
Undesignated Ending Fund Balance	38,030

**PARK BOND FUND**

BARS	Description	2007	2008	2009	
		Actual	Actual	Amended Budget	2010 Budget
308-00-00-00	Beginning Fund Balance	40,207	42,280	33,680	37,730
	Total Beginning Fund Balance	40,207	42,280	33,680	37,730
361-11-00-00	Investment Interest	2,074	1,117	840	300
	Total Misc Revenue	2,074	1,117	840	300
<b>TOTAL RESOURCES</b>		<b>42,281</b>	<b>43,397</b>	<b>34,520</b>	<b>38,030</b>

**DEPARTMENT:** Parks and Recreation

**DIVISION:** N/A

**PROGRAM:** Parks Bond Fund

**PROGRAM DESCRIPTION**

**Function:** Capital Projects for the Parks Department.

**TOTAL PROGRAM OBJECT BUDGET**

		2009			
		Amended			
	Program Object	2007 Actual	2008 Actual	Budget	2010 Budget
0	Transfers & Other Cost Allocations	0	5,993	0	0
	Total	0	5,993	0	0

**DETAIL BUDGET**

	2009			
	Amended			
	Budget	In(de)crease	2010 Budget	
Capital	0	0	0	
Total	0	0	0	

**BUDGET NARRATIVE**

There is no Capital for 2010.

CITY OF FIRCREST  
ORDINANCE NO. 1457

AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING SECTION 1 OF ORDINANCE NO. 1451 AND F.M.C.  
2.44.050 RELATING TO SALARIES AND BENEFITS OF NON-UNION  
CITY EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE  
NO. 1451 AND F.M.C. 2.44.090 RELATING TO HOURLY RATE OF  
PAY FOR CASUAL AND SEASONAL EMPLOYEES.

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

Section 1. Section 1 of Ordinance No. 1451 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after January 1, 2009 the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums which are based on a cost of living adjustment of four and ninety six tenths percent (4.96%). No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Temporary Office Help	\$2,292	\$2,925
Custodian	\$2,406	\$3,070
Office Assistant	\$2,406	\$3,070
Police Office Assistant	\$2,406	\$3,070
Court Clerk I	\$3,003	\$3,834
Police Records Technician/CSO I	\$3,049	\$3,892
Administrative Assistant	\$3,049	\$3,892
Planning Administrative Assistant	\$3,049	\$3,892
Utility Billing Clerk	\$3,092	\$3,946
Maintenance Worker I	\$3,143	\$4,011
Accountant I	\$3,200	\$4,083
Police Records Technician/CSO II	\$3,297	\$4,208
Recreation Program Coordinator	\$3,324	\$4,242
Lead Court Clerk	\$3,352	\$4,279
Maintenance Worker II	\$3,521	\$4,494
Public Works Support Services Coordinator	\$3,845	\$4,908
Permit Coordinator/Code Enforcement Officer	\$3,845	\$4,908
Accountant II	\$3,845	\$4,908
Parks Maintenance Supervisor	\$3,845	\$4,908
Facilities & Equipment Manager	\$3,845	\$4,908
Recreation Director	\$4,447	\$5,676
Court Administrator	\$4,447	\$5,676
City Clerk	\$4,553	\$5,812
Parks & Recreation Director	\$5,133	\$6,550
Planning/Building Director	\$5,350	\$6,829
Finance Director	\$5,564	\$7,101
Public Works Director/City Engineer	\$5,727	\$7,310
Police Chief	\$6,535	\$8,340
City Manager	\$6,870	\$8,770
Temporary PW Dir/City Engineer	\$7,706	\$9,835

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

**Section 2.** Section 2 of Ordinance No. 1451 and F.M.C. 2.44.090 are hereby amended to read as follows:

"Casual and seasonal employees. From and after January 1, 2009, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington's minimum wage of eight dollars and fifty five cents and fifteen dollars and eighty seven cents per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager."

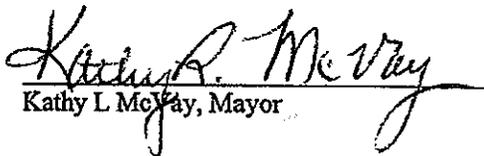
The following positions shall be paid an hourly rate based on a cost of living adjustment of four and ninety six tenths percent (4.96%). No employee shall be paid on an hourly rate that exceeds the maximum provided hereunder.

<u>Position</u>	<u>1<sup>st</sup> Year of Employment</u>	<u>2<sup>nd</sup> Year of Employment</u>	<u>3<sup>rd</sup> Year of Employment</u>
Building Supervisor	\$ 9.16	\$ 9.41	\$ 9.66
Pool Cashiers	\$ 9.16	\$ 9.41	\$ 9.66
Lifeguards	\$ 9.47	\$ 9.72	\$ 9.97
Swim Instructors	\$ 9.47	\$ 9.72	\$ 9.97
Maintenance Worker	\$ 9.47	\$ 9.72	\$ 9.97
Recreation Leader	\$10.07	\$10.32	\$10.57
Swim Coaches	\$10.07	\$10.32	\$10.57
Pool Openers	\$10.36	\$10.61	\$10.86
Senior Maintenance Worker	\$10.36	\$10.61	\$10.86
Senior Bus Driver	\$11.82	\$11.82	\$11.82
Pool Manager	\$15.37	\$15.62	\$15.87

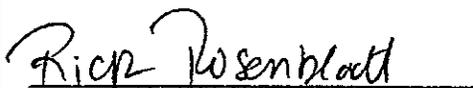
**Section 3.** Effective Date: This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 25th of November 2008.

APPROVED:

  
Kathy L. McVay, Mayor

ATTEST:

  
Rick Rosenblatt, City Clerk

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APPROVED AS TO FORM:

Michael B. Smith

Michael B. Smith, City Attorney

Publication Date: NOVEMBER 29, 2008

Effective Date: DECEMBER 4, 2008

(ORD. NO. 1457)

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CITY OF FIRCREST  
ORDINANCE NO. 1458

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF  
ORDINANCE 1443 AND FMC 2.44.070 REESTABLISHING  
THE MUNICIPAL COURT JUDGE MONTHLY RATE OF  
PAY, THE INFORMATION SERVICES MANAGER RATE  
OF PAY AND THE CIVIL SERVICE CHIEF EXAMINER/  
SECRETARY RATE OF PAY

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

Section 1. Section 1 of Ordinance No. 1443 and FMC 2.44.070 are hereby amended to  
read as follows:

2.44.070 Monthly Pay From and after January 1, 2009, the monthly rate of pay of  
the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$2,665.00
Civil Service Chief Examiner	\$ 181.00

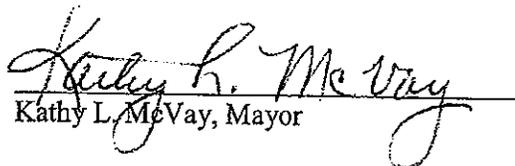
From and after January 1, 2009, the hourly rate of pay of the following position is  
fixed at not to exceed the following sum:

Information Services Manager	\$ 34.80
------------------------------	----------

Section 2. This ordinance shall take effect January 1, 2009, and five (5) days after  
passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON, at a regular meeting thereof this 25th day of November 2008

APPROVED:

  
Kathy L. McVay, Mayor

ATTEST:

  
Rick Rosenblatt, City Clerk

1 APPROVED AS TO FORM:

2 Michael B. Smith

3 Michael B. Smith, City Attorney

4 Publication Date: November 29, 2008

5 Effective Date: January 1, 2009

6 (ORD. NO. 1458)

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**CITY OF FIRCREST  
RESOLUTION NO. 1061**

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

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

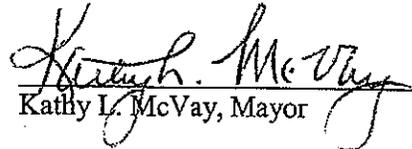
WHEREAS, the contract was first approved on December 10, 2003, and in 2008 provided for a \$144 hourly rate of pay and Section 7 Payment needs to be amended to provide remuneration in 2009 for services rendered each month in the sum of \$151 per hour; Now, Therefore,

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

**Section 1.** The City Manager is hereby authorized and directed to execute this amendment to the December 10, 2003 Contract for Legal Services with Comfort, Davies & Smith, P.S., for City Attorney legal services as may be required for the City and provide the full range of prosecution services for an amount not to exceed \$151 per hour.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 25th of November 2008.

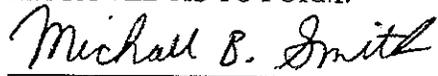
APPROVED

  
Kathy L. McVay, Mayor

ATTEST:

  
Rick Rosenblatt, City Clerk

APPROVED AS TO FORM:

  
Michael B. Smith, City Attorney

CITY OF FIRCREST  
ORDINANCE NO. 1485

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE ANNUAL AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2010 FOR THE PURPOSE SET FORTH BELOW, AND REPEALING SECTION 1 AND SECTION 2 OF ORDINANCE NO. 1456.

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

**Section 1.** That the amount necessary to be raised by taxation will be yielded by a levy of approximately \$2.04052 dollars per thousand on the assessed valuation of \$694,971,821 which will yield approximately the sum of \$1,418,104. An additional levy of \$347,486 is to be raised for emergency medical care and services as approved by the voters in the 2008 August general election for a period of six years. This amount is approximately \$0.50000 per thousand on the assessed valuation of \$694,971,821. These said amounts are hereby levied upon real and personal property subject to taxation in the City of Fircrest for the purpose of raising the necessary revenue for the City for the year 2010 to wit:

Total Assessed Valuation for Regular Levy	\$694,971,821
Regular Levy @ approximately \$2.04052 per thousand shall yield	\$ 1,418,104
EMS Levy @ approximately \$0.50000 per thousand shall yield	\$347,486
Totals approximately \$2.54052 per thousand shall yield	\$ 1,765,590

**Section 2.** That said taxes herein provided for are levied for the purpose of raising revenue sufficient to pay the current expense and street expenditures and for carrying on the work of the different departments of municipal government of the City of Fircrest for the fiscal year beginning January 1, 2010 and ending December 31, 2010 and the same are hereby levied upon all real and personal property within the City of Fircrest subject to taxation and as shown by the assessment in the County of Pierce as finally fixed by law.

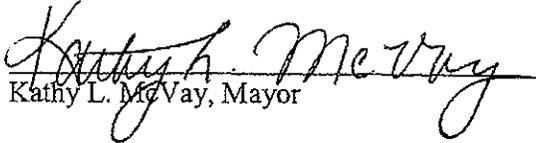
**Section 3.** Section 1 and Section 2 of Ordinance No. 1456 are hereby repealed as of December 31, 2009.

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

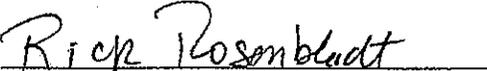
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PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON, at a regular meeting thereof this 24<sup>th</sup> day of November 2009.

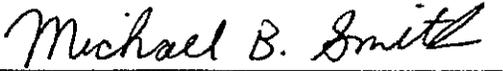
APPROVED:

  
Kathy L. McVay, Mayor

ATTEST:

  
Rick Rosenblatt, City Clerk

APPROVED AS TO FORM:

  
Michael B. Smith, City Attorney

Publication Date: NOVEMBER 27, 2009  
Effective Date: DECEMBER 2, 2009

(Ordinance No. 1485)

CITY OF FIRCREST  
ORDINANCE NO. 1491

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, ADOPTING THE ANNUAL  
BUDGET OF THE CITY OF FIRCREST FOR THE FISCAL  
YEAR 2010

WHEREAS, the preliminary Budget of the City of Fircrest for the year 2010 was timely submitted; and

WHEREAS, Public Hearings on the proposed Budget were advertised and held on November 10, 2009 and November 24, 2009; and

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

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

**Section 1.** That the budget document on file with City Clerk entitled "City of Fircrest 2010 Annual Budget" is hereby adopted by reference as though fully set forth.

**Section 2.** The 2010 Budget and totals of the estimated revenues, expenditures and fund balances for each separate fund, and the aggregate totals are as follows:

FUND	REVENUE	EXPENDITURES
001 General	\$7,378,661	\$7,378,661
101 Street	1,542,944	1,542,944
105 Police Investigation	14,430	14,430
150 Cumulative Reserve	3,030,763	3,030,763
201 Parks Bond Fund	38,030	38,030
310 Real Estate Excise Tax	1,776,769	1,776,769
415 Storm Drain Fund	675,743	675,743
425 Water	1,608,530	1,608,530
430 Sewer	2,802,940	2,802,940
431 Relocation of Backyard Sewer Mains	875,120	875,120
501 Equipment Replacement	<u>1,742,130</u>	<u>1,742,130</u>
<b>TOTAL ALL FUNDS</b>	<b>21,486,060</b>	<b>21,486,060</b>

**Section 3.** A complete copy of the final budget for 2010 as adopted, together with a copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

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

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a special meeting thereof this 21st day of December, 2009.

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APPROVED:

  
Kathy L. McVay, Mayor

ATTEST:

  
Susan Johnson, Acting City Clerk

APPROVED AS TO FORM:

  
Brian Comfort, Acting City Attorney

DATE OF PUBLICATION: DECEMBER 25, 2009  
EFFECTIVE DATE: DECEMBER 30, 2009

CITY OF FIRCREST  
FEE AND RATE SCHEDULE  
January 2010

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	\$20.00 resident; \$60.00 non-resident	FMC 10.22.010
Coach Pitch	\$20.00 resident; \$60.00 non-resident	FMC 10.22.010
Hollywood	\$20.00 resident; \$60.00 non-resident	FMC 10.22.010
Girls Fast pitch	\$20.00 resident; \$60.00 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	\$20.00 resident; \$65.00 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	*\$ 5.25 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	\$100.00 resident; \$185.00 non-resident	FMC 10.22.010
Fircrest Park Pavilion Rental	\$50.00 resident; \$75.00 non-resident	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	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	FMC 10.22.010
Swimming Instruction (10)	\$36.00 resident; \$47.00 non-resident	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	\$50.00 resident; \$85.00 non-resident	FMC 10.22.010
Gymnasium Rental	\$350.00 resident; \$575 non-resident per event	FMC 10.22.010
Room Rental	\$55.00 resident; 80.00 non-resident per event	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	\$45.00 per table	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	\$65.00 per year	Ordinance 1326
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 valuation	Resolution No. 1017
Building Service Fee Schedule	Permit fee varies based on valuation	Resolution No. 1022
<b>UTILITY RATES AND CHARGES</b>		
Water - Residential	\$22.00 p/month-includes first 700 cf Next 1,300 cf at \$0.010 p/one cf Over 2,000 cf at \$0.016 p/one cf	Ordinance 1446
Sewer - Residential	\$57.00 per month flat rate	Ordinance 1478
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	Ordinance 1478
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. 1471 for options and accompanying rates and information	Ordinance 1471
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 \$1,800 Connection Fee \$360 Meter Drop-in fee	Ordinance 1464

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
<b>UTILITY TAX ORDINANCES</b>		
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
<b>OTHER</b>		
Miscellaneous Copies	\$.15 per page	N/A

