THE CITY OF FIRCREST

2011

ADOPTED

BUDGET

CITY OF FIRCREST, WASHINGTON
2011 BUDGET

CITY OFFICIALS

Council: David M. Viafore (Mayor)
Robert Thaden (Mayor Pro Tem)
Chris Gruver
Denny Waltier
Matthew P. Jolibois
Mike Weinman
Kathy L. McVay
City Manager: Bill Brandon
Finance Director: Colleen Corcoran

POPULATION: 6,345

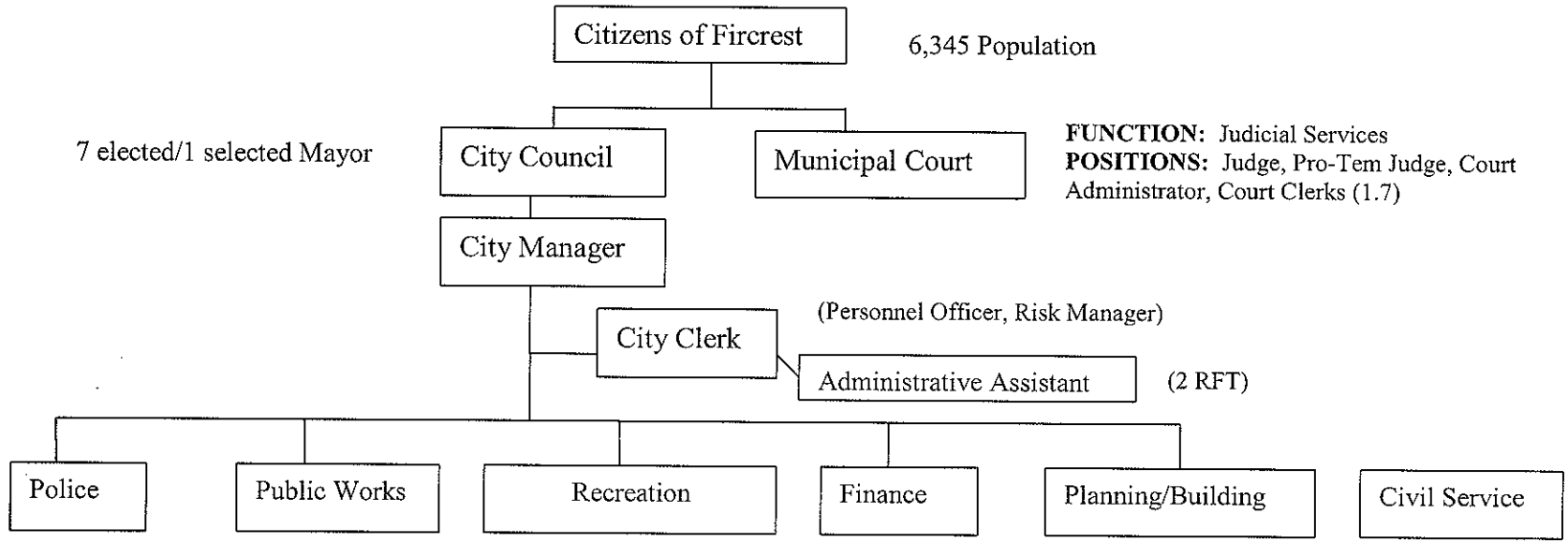
2010 ASSESSED VALUATION REGULAR LEVY: $635,804,404
REGULAR MILL LEVY: 2.2494
EMS MILL LEVY: 0.5000

2011 REVENUES, EXPENDITURES & BALANCES BY FUND

General	$7,251,357
Street	1,393,251
Storm Drain	795,475
Water	1,531,158
Sewer	2,906,807
Relocation of Backyard Sewer Mains Project	476,829
Equipment Replacement	1,822,497
Police Investigation	13,935
Real Estate Excise Tax	1,968,400
Cumulative Reserve	3,030,763
Parks Bond Fund	37,869
TOTAL	**$21,228,341**

This page intentionally left blank.

CITY OF FIRCREST 2011 ORGANIZATION CHART by Position



FUNCTIONS:

Police	Public Works	Recreation	Finance	Planning/Building	Civil Service
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:

Police	Public Works	Recreation	Finance	Planning/Building
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

This page intentionally left blank.

City of Fircrest
2011 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 ---------- 32
- Police ---------- 34
- Civil Service Commission ---------- 39
- Emergency Management ---------- 41
- Fire ---------- 43
- Emergency Medical Services ---------- 44
- Inspection ---------- 45
- Physical Environment ---------- 48
- Planning ---------- 49
- Growth Management ---------- 52
- 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 ---------- 73
- Street Beautification ---------- 75

Storm Fund Summary ---------- 78
Storm Fund Revenue ---------- 79
Storm ---------- 80

Water Fund Summary ---------- 84
Water Fund Revenue ---------- 85
Water ---------- 86

Sewer Fund Summary ---------- 92
Sewer Fund Revenue ---------- 93
Sewer---------- 94

Relocation of Backyard Sewer Main Summary ---------- 99
Relocation of Backyard Sewer Main Revenue ---------- 100
Relocation of Backyard Sewer Main---------- 101

Equipment Rental and Replacement Fund Summary ---------- 103
ERR Fund Revenue---------- 104
ERR---------- 105

Police Investigation Fund Summary ---------- 108
Police Investigation Fund Revenue ---------- 109
Investigation---------- 110

REET Fund Summary ---------- 111
REET Fund Revenue ---------- 112
REET Fund---------- 113

Cumulative Reserve Fund Summary---------- 114
Cumulative Reserve Fund Revenue---------- 115
Cumulative Reserve---------- 116

Park Bond Fund Summary ---------- 117
Park Bond Fund Revenue ---------- 118
Park Bond---------- 119

Ordinances and Resolutions ---------- 120

Fee and Rate Schedule---------- 129

THE CITY OF FIRCREST

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

January 01, 2011

Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2011 Adopted Budget. This document addresses the critical issues and mandates facing Fircrest within the limits of the City's resources. As the principal policy statement, the budget is a tool for management, accounting, communications, and planning decisions. In addition, it provides a financial plan and operations guide for implementing the various City programs and services.

What the City of Fircrest does:

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

Strong effort has been made to maximize the level of public services while minimizing the level of debt and maintaining necessary reserves. 2011 operations are to be funded from 2011 revenues and Fund Balance. Expenditures and revenues have been budgeted conservatively. The preliminary budget includes new construction as follows:

- 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 furlough days to be included in the budget to close the gap on the operating revenue to expenditure budget deficit. Four furlough days (three for Police) have been included. The remainder of the gap, $97,089 comes from Fund Balance. Throughout the budget cost containment has been implemented.

2011 BUDGET OVERVIEW

- Decreases Recreation building hours.
- Includes Emphasis Patrol Overtime.
- Includes investment interest at the rate 0.25 % of fund balances.
- 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 10-12% medical insurance increases.
- 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.
- Proposes no increases in fees.
- Proposes capital expenditures in General, Street, Storm, Water, Sewer and ERR Funds.

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

GENERAL FUND

- Includes a 1% increase in property tax revenue plus new construction.
- Includes the third 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).
- 0.1% 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.

2011
Budgeted operating revenues:
$4,373,081

2010
Budgeted operating revenues:
$4,469,680

2011
Budgeted operating expenditures:
$4,470,170

2010
Budgeted operating expenditures:
$4,444,149

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 $214,965 (15% Property Tax); $60,000 (Street Light Maintenance); and $10,000 (Beautification).

Capital consists of $656,261 which is reflective of the year 2011 array of projects as adopted in the 6-Year Capital Improvement Plan:

- Perform major pavement patching/chip sealing in various areas of the City.
- Perform 19th Street (Columbia) improvement project.

Funding for 2011 Improvements is from REET Fund, Federal grant and Diverted County Road Tax.

Reserves will be decreased by $45,961

2011 Budgeted revenues with transfers:
$1,035,115

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

2011 Budgeted expenditures with Capital:
$1,081,076

2010 Budgeted expenditures with capital:
$1,178,943

WATER/SEWER FUND

Water Department

Capital improvement includes $150,000 for a new 12-inch water main in South 19th (Columbia) Street, and $50,000 for new 8-inch water mains in Del Monte, Eldorado and Harvard Avenues. Project Engineering includes $10,000 for engineering services related to the above listed projects.

Reserves will be decreased by $100,971.

2011	2010
Budgeted revenues:	**Budgeted revenues:**
(With loans and capital contributions)	**(With loans and capital contributions)**
$980,079	$994,644
2011	**2010**
Budgeted expenditures with capital:	**Budgeted expenditures with capital:**
$1,081,050	$1,187,141

Sewer Department

Capital improvement includes $10,000 for upgrades to the telemetry system. All other sewer capital improvements in 2011 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 $171,031.

2011	2010
Budgeted revenues:	**Budgeted revenues:**
(With loans, capital contributions, REET)	**(With loans, capital contributions, REET)**
$2,342,200	$2,350,098
2011	**2010**
Budgeted expenditures with capital:	**Budgeted expenditures with capital:**
$2,171,169	$2,201,313

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; $40,000 for an oil-water separator on Drake Street; $23,150 for the City portion of the 19th Street (Columbia) pavement project and $18,600 for the construction of a catch basin decant facility at Public Works. Project Engineering of $28,175 is for design of the above projects.

Reserves will be decreased by $23,628.

2011	2010
Budgeted revenues:	**Budgeted revenues:**
$461,813	$425,451
2011	**2010**
Budgeted expenditures with capital:	**Budgeted expenditures with capital:**
$485,441	$340,688

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 2011 consists of: Police - two new vehicles; Finance/Utilities – new financial system; and Street – two dump trucks and one pickup truck.

SUMMARY

In summary, the 2011 Adopted Budget is balanced using Fund Balance. The 2011 Adopted 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 has been used as a budget guideline.

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

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

Bill Brandon
City Manager

GENERAL FUND SUMMARY REPORT

Operating Revenues	4,373,081
Operating Expenses	(4,470,170)
Revenue over (under) Expenditures	(97,089)
Capital Expenditures	(35,000)
Excess of Revenues over (under) Operating and Capital	(132,089)
Undesignated Beginning Fund Balance	855,110
Designated/Light	1,126,556
Designated/44th & Alameda	896,610
Total Beginning Fund Balance	2,878,276
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	723,021
Designated/Light	1,066,556
Designated/44th & Alameda	896,610
Total Ending Fund Balance	2,686,187

GENERAL FUND

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-00	Undes. Unres. Fund Balance	1,333,741	787,252	824,657	855,110
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	1,283,690	1,237,715	1,187,715	1,126,556
308-00-00-07	Des. Fund Bal/44th Alameda	1,235,014	1,235,014	896,609	896,610
	Total Fund Balance	**3,852,445**	**3,259,982**	**2,908,981**	**2,878,276**
311-10-00-00	General Property Taxes	1,356,829	1,392,902	1,418,104	1,433,100
311-10-01-00	EMS Tax	239,440	367,124	347,486	317,902
313-00-00-00	Zoo Tax	49,821	42,983	50,000	43,000
313-10-00-00	Retail Sales & Use Tax	285,184	277,550	280,000	280,000
313-71-00-00	Sales Tax-Criminal Justice	89,517	77,543	90,000	78,000
316-30-00-00	Franchise Fee Cable TV	77,146	86,240	74,000	85,000
316-43-00-00	Gas Utility Tax	135,894	147,852	123,000	150,000
316-45-00-00	Garbage/Solid Waste Tax	79,734	82,509	79,000	80,000
316-46-00-00	Television Cable Tax	113,444	118,899	110,000	125,000
316-47-00-00	Telephone/Telegraph Tax	201,761	200,622	200,000	200,000
316-52-00-00	Water Utility Tax	50,914	52,431	71,564	71,564
316-52-00-01	Franchise Fee Water	4,543	4,923	4,500	4,500
316-54-00-00	Sewage Utility Tax	98,793	109,883	138,751	138,751
317-50-00-00	Gambling Excise Tax	3,413	2,899	2,650	2,800
	Total Taxes	**2,786,433**	**2,964,362**	**2,989,055**	**3,009,617**
321-90-00-00	Business Licenses & Permits	34,535	31,238	35,000	35,000
322-10-00-00	Building Permit	39,441	18,743	30,345	13,000
322-10-00-01	Mechanical Permit	4,767	4,905	3,900	4,000
322-10-00-02	Plumbing Permit	6,398	3,238	3,900	4,000
322-10-00-03	Excavate/Clear/Grading Permit	0	71	300	100
322-10-00-05	Sign Permit	50	1,350	500	500
322-10-00-06	Investigation Fee	186	248	500	500
322-10-00-07	Fire Protection Permit	620	260	300	300
322-90-00-00	Other Licenses & Permits	0	0	0	0
	Total Licenses & Permits	**85,997**	**60,052**	**74,745**	**57,400**
334-00-30-00	Local Records Grant Program	5,740	1,428	0	0

334-04-20-00	Growth Management	0	0	0	0
336-00-98-00	City-County Assistance	69,606	74,975	87,000	60,000
339-11-68-00	ARRA Grant Revenue	0	6,375	0	0
336-06-21-00	MVET/CJF/Violent Crimes/Pop	1,293	1,362	1,520	1,500
336-06-26-00	CJ-Special Programs	4,988	5,200	5,125	5,000
336-06-51-00	DUI-Cities	1,133	2,066	1,000	1,000
336-06-94-00	Liquor Excise Tax	30,179	30,860	30,235	30,235
336-06-95-00	Liquor Board Profits	33,543	35,384	35,000	35,000
	Total Intergovernmental Revenues	**146,482**	**157,649**	**159,880**	**132,735**
341-40-00-01	Latecomers Admin Assessment	0	0	0	0
341-99-00-00	Passport Fees	13,165	12,425	13,500	10,000
341-80-00-01	Planning/Var/CUP/Site Plan	0	0	0	0
345-81-00-01	Planning Permit	9,602	8,807	6,920	23,000
345-81-00-02	Site Development Permit	3,721	1,850	5,825	5,800
345-83-00-00	Plan Checking	19,427	10,210	19,770	8,450
347-30-00-00	Swimming Pool Fees	25,978	31,209	31,000	31,000
347-30-00-02	Swim Team Fees	4,350	4,955	4,140	4,140
347-30-00-03	Swimming Pool Rentals	2,427	2,225	2,400	2,400
347-30-01-00	Swimming Instructions	29,863	33,574	34,000	34,000
347-60-00-00	Recreation Fees	28,292	19,618	18,500	18,500
347-60-00-09	Instructor Based Revenue	0	19,623	7,145	27,650
347-60-00-01	Basketball Registration	10,294	9,698	9,100	9,100
347-60-00-02	Baseball Registration	15,946	13,663	14,410	14,410
347-60-00-04	Indoor Soccer	557	1,415	1,200	1,200
349-00-00-00	Interdepartmental Service Chgs	380,629	389,179	385,544	384,490
	Total Charges for Goods & Services	**544,251**	**558,451**	**553,454**	**574,140**
350-00-00-00	Municipal Court	255,981	238,941	274,000	249,000
353-10-00-00	Traffic Infraction	0	0		
356-50-00-00	Investigative Fund Assessments	3,598	5,229	3,500	5,000
356-50-04-00	DUI Invest Fund Assessments	3,766	4,829	2,800	5,000
	Total Fines & Forfeits	**263,345**	**249,000**	**280,300**	**259,000**
361-11-00-00	Investment Interest	231,087	203,013	93,291	20,384
361-11-00-01	Interest-Utility Deposits	651	198	200	100
361-40-00-00	Sales Interest	1,161	926	1,000	600
361-40-00-01	Int On Gen Property Taxes	1,929	531	800	200
361-40-00-02	Int On EMS Property Taxes	318	88	150	50
362-40-00-00	Space & Facility Rental	19,330	23,997	23,235	23,235
362-40-00-01	Soccer Field Rental	4,365	5,595	4,700	4,700

365-50-00-01	Land Rental	52,685	63,605	63,605	63,605
365-50-00-02	Land Rental-ERR Garage	442	3,465	3,465	3,465
367-00-00-00	Donations/Grant Revenue	0	0	0	0
367-00-00-02	Parks Donations	6,745	7,228	4,000	6,000
367-00-00-03	Police Donations	5,646	14,314	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	830	925	1,000	1,000
369-81-00-00	Cash Overage/Shortage	-36	-9	0	0
369-81-00-01	Cash Over/Short-Pool	4	11	0	0
369-90-00-00	Other Misc Revenue	3,672	5,016	5,000	4,000
369-90-00-04	Reimbursements	964	1,395	0	1,050
369-90-00-05	Non-Competition Charge	234,275	191,458	192,000	192,000
369-90-00-06	Time/Temp Sign Rental	7,150	8,450	7,800	7,800
	Total Misc Revenue	**571,218**	**530,206**	**412,246**	**340,189**
	Total Operating Revenue	**4,397,726**	**4,519,720**	**4,469,680**	**4,373,081**
387-00-00-00	Residual Equity Transfer	0	0	0	0
	Total Nonrevenues	**0**	**0**	**0**	**0**
395-10-00-00	Sale of Fixed Assets	0	0	0	0
	Total Other Financing Sources	**0**	**0**	**0**	**0**
	TOTAL RESOURCES	**8,250,171**	**7,779,702**	**7,378,661**	**7,251,357**

REVENUE NARRATIVE

TAXES

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

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

Gambling Tax is used for public safety.

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

LICENSES & PERMITS

Business Licenses & Permits are from business operation within Fircrest. The projected revenue is based on 450 Business Licenses 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 6,345. Criminal Justice (CJ) funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and /or child abuse prevention programs.

CHARGES FOR GOODS & SERVICES

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

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

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

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

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

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

FINES & FORFEITS

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

MISCELLANEOUS REVENUE

Investment Interest revenue is estimated at 0.25%

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

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

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

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

Police donations 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

OPERATING BUDGET	AMENDED 2010 BUDGET	IN(DE)CREASE	2011 BUDGET
Legislative	69,915	1,105	71,020
Judical	232,925	8,215	241,140
Criminal Justice	121,420	(5,300)	116,120
Admin	236,747	(6,827)	229,920
Finance	264,530	2,800	267,330
Non-Dept	235,095	14,970	250,065
Legal	52,240	(12,650)	39,590
Personnel	54,430	(1,370)	53,060
Facility & Equipment	160,315	(11,400)	148,915
Information Systems	45,865	(680)	45,185
Police	1,342,975	15,653	1,358,628
Civil Service	6,375	280	6,655
Emergency Mgmt	11,090	110	11,200
Fire	208,669	27,591	236,260
EMS	347,486	(29,584)	317,902
Protective Inspection	98,315	695	99,010
Physical Environment	16,706	54	16,760
Planning	72,030	355	72,385
Growth Mgt	47,960	(1,340)	46,620
Mental Health	1,400	100	1,500
Culture & Recreation	31,705	1,040	32,745
Recreation	215,285	20,385	235,670
Participant Recreation	22,050	13,205	35,255
Swimming Pool	121,915	1,665	123,580
Parks	203,990	(15,300)	188,690
Total Departmental Operating Costs	4,221,433	23,772	4,245,205
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	212,716	2,249	214,965
Total Operating Transfers	**222,716**	**2,249**	**224,965**
Total Operating Budget	4,444,149	26,021	4,470,170
Capital Budget			
Facilities	9,334	15,666	25,000
Fire	14,940	(14,940)	0
Recreation	10,000	0	10,000
Pool	0	0	0
Total Capital Budget	34,274	726	35,000
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
Total Equity Transfers	60,000	0	60,000
Undesignated Ending Fund Balance	815,915	(92,894)	723,021
Designated/Light	1,127,715	(61,159)	1,066,556
Designated/44th Alameda	896,608	2	896,610
Total Ending Fund Balance	2,840,238	(154,051)	2,686,187
Total General Fund Budget	**7,378,661**	**(127,304)**	**7,251,357**

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

2010 Completed:

- Appointed members to the Community Center Advisory Committee.
- Updated long-range financial plan projections.
- Authorized South 19th (Columbia Avenue) Street Project.
- Held a joint meeting with Planning Commission on Comprehensive Plan updates, notification requirements, docking process and open fire bans.
- Approved a Water and Sewer Utility credit for low income seniors and low income disabled persons.

Continued from 2010 to 2011:

- Explore economic development and redevelopment strategies.

New for 2011:

- 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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	29,420	29,311	33,325	33,810
20	Personnel Benefits	2,251	2,242	2,550	2,695
30	Supplies	208	0	400	100
40	Services & Charges	15,351	16,740	18,640	19,415
50	Intergovt & Other Interfund Pmt.	20,946	13,861	15,000	15,000
60	Capital Outlays	0	0	0	0
	Total	68,176	62,155	69,915	71,020

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	33,325	485	33,810
Personnel Benefits			
Personnel Benefits	2,550	145	2,695
Supplies			
Office & Operating Supplies	200	(150)	50
Small Tools & Minor Equipment	200	(150)	50
Services & Charges		0	
Professional Services	400	(100)	300
Travel	1,775	605	2,380
Advertising	5,000	0	5,000
Insurance	0	0	0
Miscellaneous	400	(300)	100
A.W.C. Dues	3,885	0	3,885
Puget Sound Regional Council	2,200	300	2,500
Codification Costs	3,300	500	3,800
Meals	650	(250)	400
Registrations	1,030	20	1,050
Intergovt & Other Interfund Pmt.			
Interfd ERR Replacement	0	0	0
Special Elections & Voter Reg	15,000	0	15,000
Total	69,915	1,105	71,020

BUDGET NARRATIVE

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

Council's base salaries are $121.55 per month. In addition, the Mayor receives $150 and Councilmembers receive $100 per regular meeting attended. The Mayor and Councilmembers receive $50 for each special meeting attended. 2011 salaries and wages line item is based on 40 meetings: 24 regular (2 per month) and 16 special (10 monthly study sessions and 6 extra) meetings.

Travel and Registration is for three Councilmembers to attend the 2011 AWC Conference. It has been increased since the conference will be in Spokane and not in Vancouver.

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

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 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

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	2011 Budget
Passport Fees	14,550	13,165	15,000	13,500	10,000
Total Fines & Forfeits Revenues	237,716	263,345	265,000	280,300	259,000
Total Charges Filed	4,050	4,222	4,500	4,200	4,300

Explanation for revenue in Court penalties and tickets:

- Court revenue is projected based on prior year's actual statistics.
- Revenue for 2011 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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10 Salaries & Wages	155,265	173,469	175,265	172,115
20 Personnel Benefits	34,579	37,678	39,130	52,895
30 Supplies	4,189	4,744	5,900	5,250
40 Services & Charges	7,219	5,876	12,430	10,680
60 Capital Outlays	0	0	0	0
90 Interfund Pmt. For Svcs.	1,400	0	200	200
Total	202,652	221,767	232,925	241,140

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	174,765	(3,150)	171,615
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	39,130	13,765	52,895
Supplies			
Office & Operating Supplies	4,500	(500)	4,000
Publications-Court Rules	200	50	250
Small Tools & Minor Equipment	1,200	(200)	1,000
Services & Charges			
Prof Srvs - Jurors	1,100	(600)	500
Prof Srvs - Pro Temp Judges	1,800	0	1,800
Prof Srvs - Interpreter	1,200	(400)	800
Prof Srvs - Jury Master	800	0	800
Communication	130	0	130
Postage	700	(200)	500
Travel	2,000	0	2,000
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	500	(400)	100
Miscellaneous	300	0	300
Registration & Tuition	1,200	0	1,200
Dues,Memberships,Subscriptions	600	(150)	450
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	200	0	200
Total	232,925	8,215	241,140

BUDGET NARRATIVE

Included in the Professional Services line item are $500 for jurors; $1,800 for Pro Tempore judges, and $800 for interpreters.

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 2010; the Court may receive reimbursement for lodging expenses incurred through the Office of the Administration of the Courts.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Lead Court Clerk	0.00	0.00	0.00	0.00
Judge	0.13	0.13	0.13	0.13
Court Clerk I	1.80	1.80	1.70	1.70
Court Administrator	1.00	1.00	1.00	1.00
Total	2.93	2.93	2.83	2.83

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

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
40	Services & Charges	110,479	100,608	121,420	116,120
60	Capital Outlay	0	0	0	0
	Total	110,479	100,608	121,420	116,120

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Services & Charges			
Prof Srvs - Jail	40,300	(5,300)	35,000
Prof Srvs - City Prosecutor	55,620	0	55,620
Prof Srvs - Assigned Counsel	25,000	0	25,000
Prof Srvs - Jail (Medical Services)	500	0	500
Total	121,420	(5,300)	116,120

BUDGET NARRATIVE

The services provided in the Criminal Justice program are all contracted. There is $35,000 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

2010 Completed:

- Worked with Finance Department to coordinate and develop the 2011 Budget.
- Assisted Public Works with capital improvement projects.
- Microfilmed Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continued the records management program and records retention schedule compliance.
- Coordinated with Attorney on lawsuits.
- Renewed Cities Insurance Association of Washington insurance pool.
- Updated Fircrest Municipal Code.
- Appointed Joe Harrison as Civil Service Commissioner.

New for 2011:

- Work with Finance Department to coordinate and develop the 2012 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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10 Salaries & Wages	163,962	180,945	175,275	172,590
20 Personnel Benefits	49,519	53,312	54,555	52,190
30 Supplies	1,798	300	1,100	500
40 Services & Charges	4,308	1,837	5,617	4,440
60 Capital	6,164	0	0	0
90 Interfund Pmt. For Svcs.	0	0	200	200
Total	225,751	236,394	236,747	229,920

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	175,075	(2,685)	172,390
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	54,555	(2,365)	52,190
Supplies			
Office & Operating Supplies	600	(300)	300
Small Tools & Minor Equipment	500	(300)	200
Services & Charges			
Professional Services	1,000	(700)	300
Communication	240	0	240
Travel	1,600	200	1,800
Repairs & Maintenance	400	(100)	300
Miscellaneous	300	0	300
Registration & Tuition	690	10	700
Dues,Memberships,Subscriptions	1,227	(527)	700
Meals-Other Than Travel/Train.	160	(60)	100
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	200	0	200
Total	236,747	(6,827)	229,920

BUDGET NARRATIVE

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.

The Dues, Memberships and Subscriptions line is for the City Manager's membership in 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

	2008 Actual	2009 Actual	2010 Budget	2011 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

2010 Completed:

- Renewed bank service contract.
- Worked with Administration Department to develop the 2011 Budget.

New for 2011:

- Update the 5-Year Strategic Plan.
- Purchase and implement new financial software program.
- Work with Administration Department to develop the 2012 Budget.

PERFORMANCE MEASURES

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Business Licenses Issued	465	471	450	475	475
Cash Receipts Processed	3,145	2,422	2,500	2,300	2,300
Payroll checks Processed	1,694	1,755	1,680	1,700	1,700
Accounts Payable Checks	1,781	1,914	1,800	1,800	1,800

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	165,080	188,463	191,635	191,565
20	Personnel Benefits	54,131	59,263	62,395	66,215
30	Supplies	1,067	631	1,500	1,300
40	Services & Charges	3,217	3,479	7,000	6,750
90	Interfund Pmt. For Svcs.	1,516	1,348	2,000	1,500
	Total	225,011	253,184	264,530	267,330

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	191,135	(70)	191,065
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	62,395	3,820	66,215
Supplies			
Office & Operating Supplies	1,000	0	1,000
Small Tools & Minor Equip	500	(200)	300
Services & Charges			
Travel	100	750	850
Repairs & Maintenance	0	0	0
Miscellaneous	300	200	500
Registration & Tuition	1,200	200	1,400
Printing And Binding	3,000	0	3,000
Dues,Memberships,Subscriptions	400	0	400
Tax Audit Expenses	2,000	(1,400)	600
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	2,000	(500)	1,500
Total	264,530	2,800	267,330

BUDGET NARRATIVE

Travel and Registration is for the WFOA conference and other miscellaneous training classes.

Miscellaneous includes the cost of document shredding and online fees.

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

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

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

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 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.
- Orders general supplies and printing for the City.
- Provide notary service.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	43,000	28,166	28,070	28,865
20	Personnel Benefits	30,466	16,137	54,475	36,965
30	Supplies	199	275	700	10,700
40	Services & Charges	186,357	150,263	147,500	170,050
90	Interfund Pmt. For Svcs.	2,789	4,010	4,350	3,485
0	Transfers & Other Cost Allocations	759,499	270,095	282,716	284,965
	Total	1,022,310	468,945	517,811	535,030

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	27,870	795	28,665
Overtime	200	0	200
Casual & Seasonal Labor	0	0	0
Personnel Benefits			
Personnel Benefits	12,475	990	13,465
Unemployment Compensation	42,000	(18,500)	23,500
Supplies			
Office & Operating Supplies	500	(300)	200
Central Office Supplies	0	8,000	8,000
Central Office Printing	0	2,300	2,300
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Biennial Audit	0	25,000	25,000
Communication	14,100	(2,500)	11,600
Postage	17,000	(1,000)	16,000
Travel	100	0	100
Operating Rentals	5,000	(1,000)	4,000
Insurance	87,000	2,900	89,900
Insurance Deductible	2,000	0	2,000
Repairs & Maintenance	200	(200)	0
Miscellaneous	300	0	300
Town Topics	14,000	0	14,000
Notary	200	0	200
Dues, Membership,Subscriptions	1,300	(500)	800
Registration & Tuition	300	(150)	150
Printing And Binding	6,000	0	6,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	4,350	(865)	3,485
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Cumulative Reserve	0	0	0
Transfer Out-Property Tax	212,716	2,249	214,965
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out-Light Capital	0	0	0
Total	517,811	17,219	535,030

BUDGET NARRATIVE

Central Office Supplies and Central Office Printing have been moved to Non-Departmental in 2011.

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

The 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 $214,965 to the Street Fund for fifteen percent (15%) of the property taxes collected. Street Capital for 2011 is being funded by a transfer from REET.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Office Assistant	1.00	0.40	0.40	0.40
Admin. Assistant	0.30	0.30	0.30	0.30
Total	1.30	0.70	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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
30	Supplies	3,342	3,213	4,700	4,700
40	Services & Charges	26,921	33,420	47,540	34,890
	Total	30,263	36,633	52,240	39,590

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Supplies			
Publications	4,700	0	4,700
Services & Charges			
City Attorney	32,650	(6,650)	26,000
Special Legal Counsel	14,000	(6,000)	8,000
Travel	600	0	600
Registrations	250	0	250
Memberships, Dues	40	0	40
Total	52,240	(12,650)	39,590

BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

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

Travel and registration 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

2010 Completed:

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

New for 2011:

- Recruit and replace staff as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	32,015	34,806	33,615	33,045
20	Personnel Benefits	10,576	11,327	11,630	9,680
30	Supplies	0	48	255	255
40	Services & Charges	6,043	5,795	8,930	10,080
	Total	48,634	51,975	54,430	53,060

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	33,615	(570)	33,045
Personnel Benefits			
Personnel Benefits	11,630	(1,950)	9,680
Supplies			
Office & Operating Supplies	105	0	105
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	3,000	0	3,000
Health Program	300	500	800
Drug & Alcohol Testing	1,090	(390)	700
Travel	100	625	725
Travel - Health Programs	450	100	550
Advertising	3,000	0	3,000
Miscellaneous	100	0	100
Employee Awards	0	0	0
Dues,Memberships,Subscriptions	390	0	390
Meals-Other Than Travel/Train.	150	0	150
Registration & Tuition	150	315	465
Volunteer Program	200	0	200
Total	54,430	(1,370)	53,060

BUDGET NARRATIVE

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

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

Travel and Registration is for the LRI conference.

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.

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

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 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.

What we do:

- Maintain all City facilities and property.
- Organize annual CPR and first-aid training for City staff.
- Organize annual hearing tests as required by Labor and Industries.
- 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

2010 Completed:

- Updated teen room at recreation center; removed old tile ceiling and replaced with sheetrock; painted walls.
- Repaired roof leak from the dormer windows at City Hall.
- Set up classes for CPR and first aid training.
- Set up annual hearing tests as required by OSHA.
- Installed annual plantings at City Hall, Recreation Center and Public Works.
- Installed additional shelving for the Court.
- Managed the hedge trimming operation at the Public Safety Building with Pierce County work crew.
- Replaced blower system for the Recreation Center gym.
- Pressure washed City Hall building roof.
- Coordinated with vendor for rodent abatement at the Recreation Center.
- Investigated considerable amount of standing water in the crawl spaces during late winter-early spring.
- Worked with vendor to make repairs to lines at City Hall.
- Replaced all HVAC filters at all City facilities.
- Assisted with beautification.
- Maintained city property grounds.
- Assisted with maintenance of ERR vehicles and equipment including new purchases.

New for 2011:

- Work on reducing operating cost for all facilities.
- Improve efficiency and maintain levels of service.
- Monitor water infiltration under the Recreation Center during the Winter/Spring period.
- Inspect for dry rot in the support timbers underneath the Recreation Center.
- Purchase and install sump pumps for the Recreation Center.
- Install new insulation and vapor barriers in the crawl spaces at the Recreation Center.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10 Salaries & Wages	87,413	114,520	46,550	45,835
20 Personnel Benefits	40,882	44,337	18,750	20,105
30 Supplies	25,233	19,802	27,300	15,000
40 Services & Charges	51,109	52,737	60,060	61,250
60 Capital Outlays	4,436	44,700	9,334	25,000
90 Interfund Pmt. For Svcs.	13,253	4,875	7,655	6,725
Total	222,326	280,970	169,649	173,915

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	46,550	(715)	45,835
Overtime	0	0	0
Casual/Seasonal Wages	0	0	0
Personnel Benefits			
Personnel Benefits	18,750	1,355	20,105
Supplies			
Operating Supplies/Facilities	300	100	400
Operating Supplies/Rec Bldg	3,850	(1,250)	2,600
Operating Supplies/P.S.B.	2,800	(300)	2,500
Operating Supplies/P.W.F.	2,000	0	2,000
Operating Supplies/C.H.	3,350	(350)	3,000
First Aid Supplies	600	(600)	0
Operating Supplies/Park Struct	1,200	0	1,200
Operating Supplies/Landscaping	2,000	(500)	1,500
Central Office Supplies	8,000	(8,000)	0
Cntrl Office Supply/Printing	2,300	(2,300)	0
Small Tools & Minor Equipment	900	900	1,800
Services & Charges			
Contract Maintenance	24,000	1,000	25,000
General Fund Prop Maintenance	1,400	0	1,400
Communications	360	90	450
Advertising	300	0	300
Public Utility Services	11,200	800	12,000
Repairs & Maintenance	500	(200)	300
Repairs & Maint/Rec Bldg	5,200	3,400	8,600
Repairs & Maint/City Hall	6,500	(3,100)	3,400
Repairs & Maint/Public Works	3,000	(600)	2,400
Repairs & Maint/Public Safety	3,000	0	3,000
Repair Time & Temp Sign	700	1,300	2,000
Repairs & Maint/Park Struct	3,000	(1,500)	1,500
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	4,320	(930)	3,390
Total	160,315	(11,400)	148,915

BUDGET NARRATIVE

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

Central Supplies, Central Printing and First Aid Supplies have been moved to Non-Departmental.

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

CAPITAL BUDGET

	2010 Budget	In(de)crease	2011 Budget
Building & Structures	0	25,000	25,000
Improvements	0	0	0
Machinery & Equipment	9,334	(9,334)	0
Total	9,334	15,666	25,000

CAPITAL BUDGET NARRATIVE

Building & Structures includes $5,000 for carpet replacement at the Public Safety Building and $20,000 for monitoring water infiltration, dry rot inspection/repair, sump pumps, insulation, and vapor barriers in the crawl space at the Recreation Center.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Maintenance Worker II	0.35	0.45	0.35	0.35
Public Works Director	0.00	0.05	0.00	0.00
Planning/Building Director	0.00	0.00	0.05	0.05
Facilities/Equipment Manager	0.60	0.60	0.00	0.00
Custodian	0.72	0.64	0.64	0.64
Total	1.67	1.74	1.04	1.04

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

2010 Completed:

- Replaced three desktop computers.
- Converted Police laptop computer security to Netmotion.
- Upgraded City's server's backup applications and virus/spam software.
- Installed new fiber-optic connection to Public Works.
- Installed DSL line to provide Public Works Telemetry support.
- Upgraded File server to Windows Server 2008.

New for 2011:

- Replace and set up one new computer.
- Assist in search for replacement Financial Application.
- Renew software licenses as needed.
- Begin converting City Servers to Rack Mounted units.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10 Salaries & Wages	22,890	21,803	27,510	27,510
20 Personnel Benefits	1,849	1,749	2,205	2,225
30 Supplies	1,201	536	1,550	3,250
40 Services & Charges	17,552	9,778	14,100	11,900
90 Interfund Pmt. For Svcs.	0	0	500	300
Total	43,492	33,866	45,865	45,185

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	27,510	0	27,510
Personnel Benefits			
Personnel Benefits	2,205	20	2,225
Supplies			
Office & Operating Supplies	150	100	250
Small Tools And Minor Equip	1,400	1,600	3,000
Services & Charges			
Professional Services	900	0	900
Web Design/Maintenance	500	0	500
Communication	5,000	400	5,400
Repairs & Maintenance	500	(400)	100
Registration & Tuition	100	(100)	0
Dues,Memberships,Subscriptions	100	(100)	0
Software Licenses	7,000	(2,000)	5,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	500	(200)	300
Total	45,865	(680)	45,185

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

	2008 Actual	2009 Actual	2010 Budget	2011 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

2010 Completed:

- All supervisors have successfully completed additional National Incident Management System (NIMS) training.
- Developed and implemented new Juvenile Policies.
- Increased visibility in our community by instituting emphasis patrols in our parks, neighborhoods, business areas and traffic patrols.
- Updated Officers lap top computer capabilities using money from a Federal Grant.
- Review and made presentation to Council on our dangerous and potentially dangerous animal ordinances.
- 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.
- Assisted the parks department with many programs.
- Continued to update Police Policy and Procedure Manual.
- Became more involved with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- Worked with the Pierce County Sheriff's Officer to closely monitor our registered sex offender population.
- Developed and implemented new forms that more quickly and accurately maintain, and report departmental statistics and training.
- Developed and implemented new case number distribution system.

2011 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.
- Update dangerous and potentially dangerous animal ordinances.
- 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

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Collision	94	80	95	90
Minor Traffic Offenses	3,458	3,884	3,890	3,000
Major Traffic Offenses	617	628	550	500
Total Blotter Entries	14,463	15,515	16,000	15,500
General Reports	1,009	969	1,050	1,000
Miscellaneous Reports	13,454	14,546	14,950	14,500

TOTAL PROGRAM OBJECT BUDGET

Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10 Salaries & Wages	794,289	819,635	800,070	773,315
20 Personnel Benefits	303,954	316,205	304,710	335,240
30 Supplies	9,358	6,157	9,360	8,200
40 Services & Charges	82,984	43,161	60,975	54,270
50 Intergovt Charges	114,859	123,307	130,660	133,266
60 Capital Outlays	13,502	0	0	0
90 Interfund Pmt. For Svcs.	80,948	27,183	37,200	54,337
Total	1,399,894	1,335,648	1,342,975	1,358,628

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	727,305	4,510	731,815
Major Holiday Compensation	6,120	380	6,500
Overtime	21,645	(1,645)	20,000
Emphasis Patrol Overtime	45,000	(30,000)	15,000
Personnel Benefits			
Personnel Benefits	300,710	29,530	330,240
Long Term Care	2,000	0	2,000
Leoff I Retirees	2,000	1,000	3,000
Supplies			
Office & Operating Supplies	5,200	0	5,200
Small Tools & Minor Equipment	4,160	(1,160)	3,000
Services & Charges			
Prof. Services/Consulting	15,000	(5,000)	10,000
Communication	7,655	345	8,000
Travel	2,000	(500)	1,500
Operating Rentals/Copier	4,200	300	4,500
Insurance	0	0	0
Repairs & Maintenance	2,875	(375)	2,500
Miscellaneous	1,000	(250)	750
Uniforms/Clothing/Laundry	6,700	(700)	6,000
Registration-Tuition/Training	2,400	(400)	2,000
Dues,Memberships,Subscriptions	600	0	600
CJF Programs	5,125	(125)	5,000
Reimbursable Programs	12,000	0	12,000
Chaplaincy Program	220	0	220
Community Outreach	1,200	0	1,200
Intergovt & Other Interfund Pmt.			
PC Radio Infrastructure	2,510	0	2,510
Dispatching - LESA	90,501	(3,504)	86,997
WACIC/NCIC	3,200	0	3,200
Records - LESA	5,213	373	5,586
IT Charges - Lesa	29,236	5,737	34,973
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	17,312	17,312
Interfd ERR Repairs & Maint	37,200	(175)	37,025
Total	1,342,975	15,653	1,358,628

BUDGET NARRATIVE

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 $7,577 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of $5,528 to continue our contract for major crime investigation and Forensic Officers and $2,049 for the Pierce County Swat Team. The other amount included in this line item is $2,423 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 Devise 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 2011.

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

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Police Srgt.	1.00	1.00	1.00	1.00
Police Officer	7.00	7.00	7.00	7.00
Police Chief	0.95	0.95	1.00	1.00
CSO II	1.00	1.00	0.60	0.60
CSO I	1.05	1.05	1.05	1.05
Total	11.00	11.00	10.65	10.65

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

2010 Completed:

- Extended the established list for Lateral Entry Police Officer.

New for 2011:

- Hire new Police Officers if needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	2,069	2,172	2,070	2,175
20	Personnel Benefits	308	314	330	320
30	Supplies	0	0	205	205
40	Services & Charges	2,576	770	3,770	3,955
	Total	4,953	3,256	6,375	6,655

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	2,070	105	2,175
Personnel Benefits			
Personnel Benefits	330	(10)	320
Supplies			
Office Supplies	105	0	105
Small Tools & Minor Equipment	100	0	100
Services & Charges			
Professional Services	1,000	0	1,000
Travel	360	155	515
Advertising	1,500	0	1,500
Miscellaneous	100	0	100
Meals-Other Than Travel/Train	150	0	150
Registration And Tuition	160	30	190
Test Rental (Reimbursed)	500	0	500
Total	6,375	280	6,655

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. They are increased to cover actual cost to attend the conference in 2011.

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

	2008 Actual	2009 Actual	2010 Budget	2011 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

2010 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 2011:

- 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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	4,310	4,930	4,100	4,035
20	Personnel Benefits	1,534	1,680	1,355	1,430
30	Supplies	229	0	250	250
50	Intergovt & Other Interfund Pmt.	4,953	5,178	5,385	5,485
60	Capital Outlays	0	0	0	0
	Total	11,026	11,788	11,090	11,200

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011
Salaries & Wages			
Salaries & Wages	4,100	(65)	4,035
Personnel Benefits			
Personnel Benefits	1,355	75	1,430
Supplies			
Office & Operating Supplies	250	0	250
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,385	100	5,485
Total	11,090	110	11,200

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Police Chief	0.05	0.05	0.00	0.00
Planning/Bldg Director	0.00	0.00	0.05	0.05
Total	0.05	0.05	0.05	0.05

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
40	Services & Charges	0	0	800	3,000
50	Intergovt & Other Interfund Pmt.	290,523	179,630	207,869	233,260
60	Capital Outlays	0	0	14,940	0
	Total	290,523	179,630	223,609	236,260

DETAIL BUDGET

	2009 Amended Budget	In(de)crease	2011 Budget
Services & Charges			
Repairs & Maintence	800	2,200	3,000
Intergovt & Other Interfund Pmt.			
Tacoma Contract	204,229	29,031	233,260
Tacoma Fire Hydrant Charges	3,640	(3,640)	0
Total	208,669	27,591	236,260

BUDGET NARRATIVE

This year's total interlocal agreement with the City of Tacoma decreased 0.1%.

CAPTIAL BUDGET

	2009 Amended Budget	In(de)crease	2011 Budget
Other Improvements	14,940	(14,940)	0
Totals	14,940	(14,940)	0

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
50	Intergovt & Other Interfund Pmt.	234,622	375,973	347,486	317,902
	Total	234,622	375,973	347,486	317,902

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Intergovt & Other Interfund Pmt.			
Tacoma Contract	347,486	(29,584)	317,902
Total	347,486	(29,584)	317,902

BUDGET NARRATIVE

This is the third 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

2010 Completed:

- Processed building permits for new dwelling units, plumbing and mechanical permits.
- Performed building inspection services.
- Processed tenant improvement permits.
- Update the FMC for conformance with 2009 International Residential Code and International Building Code per State Code Council (July 2010).

New for 2011:

- 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.

PERFORMANCE MEASURES

	2007 Actual	2008 Actual	2009 Budget	2010 Budget	2011 Budget
Complaints/Enforcement	69	58	92	68	120
Building Inspections	494	535	241	423	302
Building Permits	69	75	61	70	65
Mechanical Permits	68	72	52	66	81
Plumbing Permits	59	75	27	58	67
Miscellaneous Permits	41	43	34	51	45

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	49,951	54,264	52,590	51,790
20	Personnel Benefits	19,521	22,287	23,450	24,970
30	Supplies	615	230	525	500
40	Services & Charges	27,552	18,411	21,250	21,250
90	Interfund Pmt. For Svcs.	303	303	500	500
	Total	97,942	95,496	98,315	99,010

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	52,590	(800)	51,790
Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	23,450	1,520	24,970
Supplies			
Office & Operating Supplies	250	100	350
Small Tools & Minor Equipment	275	(125)	150
Services & Charges			
Bldg Inspec/Plan Review	20,000	0	20,000
Eng Inspec/Plan Review	1,000	0	1,000
Travel	0	0	0
Repairs & Maintenance	0	0	0
Miscellaneous	0	0	0
Registration & Tuition	0	0	0
Dues,Memberships,Subscriptions	150	100	250
Printing And Binding	100	(100)	0
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	500	0	500
Total	98,315	695	99,010

BUDGET NARRATIVE

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

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

Travel, Registration and Tuition lines have not been funded in the 2011 Budget.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Planning/Building Director	0.10	0.10	0.10	0.10
Permit Coordinator	0.72	0.75	0.75	0.75
Total	0.82	0.85	0.85	0.85

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 2011, animal control will be administered by the City or contracted with another jurisdiction.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
50	Intergovt & Other Interfund Pmt.	9,663	14,128	16,706	16,760
	Total	9,663	14,128	16,706	16,760

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Intergovt & Other Interfund Pmt.			
Pollution Control	3,006	54	3,060
Animal Control	13,700	0	13,700
Total	16,706	54	16,760

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

2010 Completed:

- Processed planning permits including administrative design review; short plats; major and minor variance applications and minor site plan review.
- 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 for comp plan amendments, development regulations updates and annual T.I.P.
- Composed articles for the quarterly *Town Topics* newsletter.
- Investigated complaints respective to potential code violations; issued notices of violation when and where warranted. Two complaints were referred to legal for prosecution. Both were resolved.

Continued from 2010 to 2011:

- 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 2011

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	50,353	53,467	47,595	46,865
20	Personnel Benefits	17,213	18,389	17,750	18,820
30	Supplies	691	357	650	650
40	Services & Charges	7,124	3,714	5,835	5,950
90	Interfund Pmt. For Svcs.	700	0	200	100
	Total	76,081	75,928	72,030	72,385

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	47,595	(730)	46,865
Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	17,750	1,070	18,820
Supplies			
Office & Operating Supplies	500	0	500
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Prof Services/Reimbursable	3,500	0	3,500
Travel	150	350	500
Advertising	1,500	(400)	1,100
Repairs And Maintenance	100	(100)	0
Miscellaneous	200	(150)	50
Registration & Tuition	0	350	350
Dues,Memberships,Subscriptions	285	115	400
Printing And Binding	100	(50)	50
Interfund Pmt. For Svcs.			
Interfd Replacement	0	0	0
Interfd ERR Repairs & Maint	200	(100)	100
Total	72,030	355	72,385

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.

Travel and Registration & Tuition lines are increased for the annual Planning Director's conference in Chelan. Staff has not attended this annual event since 2008.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Planning/Building Director	0.45	0.40	0.40	0.40
Permit Coordinator	0.24	0.25	0.25	0.25
Total	0.69	0.65	0.65	0.65

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

2010 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 2009 buildable lands report.
- Conducted public hearing on code updates and forwarded recommendation to the City Council.
- Processed staff/planning commission initiated code amendment to the development regulations establishing a chapter on amendments to the comprehensive plan which include a docketing process for comprehensive plan amendments.
- Council adopted a resolution to ratify Pierce County County-Wide Planning policies on affordable housing.
- Worked with legal counsel on development regulations amendments.
- Provided support to Council in updated Chapters 13.04 and 13.08 respective to outdoor burning.

Continued from 2010 to 2011:

- 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 2011:

- Update capital facilities element, including the 2011 transportation improvement program, as needed
- Process comprehensive plan amendments in response to Council direction or citizens applications utilizing the adopted docketing process for comprehensive plan amendments.
- Review and analysis of the development code (FMC 22) and other FMC chapters that relate to community development policies and performance standards.
- Continued participation with Pierce County Planning and Land Services on annual buildable lands updates.
- Continue participation in regional planning activities through the Pierce County Growth Management Coordinating Committee (GMCC) on County-Wide Planning Policy updates to conform to the Puget Sound Regional Council 2040 Plan.
- Continue refinement of the City's GIS data base.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	35,081	38,209	33,000	32,500
20	Personnel Benefits	11,073	11,836	10,860	11,470
40	Services & Charges	2,573	639	4,100	2,650
	Total	48,727	50,684	47,960	46,620

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	33,000	(500)	32,500
Personnel Benefits			
Personnel Benefits	10,860	610	11,470
Services & Charges			
Consultant	3,000	(1,000)	2,000
Advertising	350	0	350
Miscellaneous	0	0	0
Printing And Binding	500	(300)	200
Map Preparation & Production	250	(150)	100
Total	47,960	(1,340)	46,620

BUDGET NARRATIVE

Staff anticipates continued use of consultant services on a very limited basis to assist in the update of the comprehensive plan and/or development regulations. The consultant services line item shows an allocation of $2,000 for GIS updates. Primary emphasis for 2011 is continued refinement and update to Chapter 22 (development regulations) and the inclusion of any adopted County Wide Planning Policy updates- as required by law – to the comprehensive plan which is due December 1, 2014.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Planning/Building Director	0.45	0.45	0.40	0.40
Total	0.45	0.45	0.40	0.40

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
0	Transfers & Other Cost Allocations	1,275	1,348	1,400	1,500
	Total	1,275	1,348	1,400	1,500

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Transfers & Other Cost Allocations			
Alcoholism	1,400	100	1,500
Total	1,400	100	1,500

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
0	Other Cost Allocations	12,988	14,112	13,500	14,000
40	Services & Charges	17,535	15,539	18,205	18,745
	Total	30,523	29,651	31,705	32,745

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Other Cost Allocations			
Library Services	13,500	500	14,000
Services & Charges			
Community Events	18,205	540	18,745
Total	31,705	1,040	32,745

BUDGET NARRATIVE

2011 Community Events include $550 for holiday tree lighting; $1,020 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; $400 for advertising events; and $3,300 for miscellaneous events that will be scheduled.

Library Services includes funding for reimbursement of approximately 250 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. The Recreation Department services approximately 20,000 people including those coming from the neighboring communities of Tacoma and University Place.

What we do:

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

GOALS AND WORK PLAN

2010 Completed:

- Worked with Kiwanis and the Community Club on special events.
- Held 18 annual community events.
- Held 8 youth sports programs.
- Provided senior services/activities.
- Secured sponsorship for community events.
- Provided a fireworks display as part of Fun Days.
- Provided free Drop In Day Camp with free lunch.
- Provided three newsletters and City calendar.
- Provided monthly teen night programs with the use of volunteers and Recreation Leaders.
- Provided annual Daddy/Daughter Dance.
- Held annual 5k "Watch Your Speed" Run/Walk.
- Held annual Pool Party Kick-Off event.
- Held annual Family Picnic with Movie in the Park.
- Worked closely with the Fircrest Community Center Advisory Committee on a center design study.

New for 2011:

- Provide card classes for seniors.
- Provide a renovated and supervised Rotary youth room for afterschool activities.
- Create and implement Tiny Tot Outdoor Soccer.
- Provide preschool gymnastics.
- Provide Tai Chi for seniors.
- Provide Biggest Winner program.
- Provide Zumba Atomic For Kids program.
- 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

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	114,845	177,063	156,945	160,660
20	Personnel Benefits	29,358	45,315	41,390	58,260
30	Supplies	3,286	3,427	4,600	4,600
40	Services & Charges	26,543	11,883	12,350	12,150
60	Capital Outlays	0	0	10,000	10,000
	Total	174,032	237,688	225,285	245,670

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	126,670	3,905	130,575
Overtime	1,000	0	1,000
Casual & Seasonal Labor	29,275	(190)	29,085
Personnel Benefits			
Personnel Benefits	41,390	16,870	58,260
Supplies			
Office Supplies	500	0	500
Operating Supplies	2,600	0	2,600
Senior Supplies	400	0	400
Youth Supplies	1,000	0	1,000
Small Tools & Minor Equipment	100	0	100
Services & Charges			
Professional Services	0	0	0
Senior Trips	250	0	250
Postage	4,350	(850)	3,500
Travel	150	0	150
Advertising	500	(400)	100
Operating Rentals	400	0	400
Operating Rentals/Copier	1,600	0	1,600
Insurance	0	0	0
Repairs & Maintenance	0	0	0
Miscellaneous	400	0	400
Printing & Binding	3,800	200	4,000
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	400	(200)	200
Reimbursable Expenditures	0	1,050	1,050
Total	215,285	20,385	235,670

BUDGET NARRATIVE

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

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

$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. 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.

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

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Recreation Coordinator	1.00	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50	0.50
Maintenance Supervisor	0.00	0.10	0.10	0.10
Maintenance Worker II	0.00	0.45	0.00	0.00
Custodian	0.00	0.05	0.05	0.05
Recreation Director	0.44	0.94	0.94	0.94
Total	1.94	3.04	2.59	2.59

CAPITAL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Machinery & Equipment	10,000	0	10,000
Totals	10,000	0	10,000

Machinery & Equipment is for the rollover of $10,000 for the purchase of a software system.

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
40	Services & Charges	22,731	22,699	22,050	35,255
	Total	22,731	22,699	22,050	35,255

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Services & Charges			
Referees/Basketball	2,000	(500)	1,500
Umpires/Baseball	3,000	(500)	2,500
Basketball	3,250	(750)	2,500
Baseball	6,000	0	6,000
Indoor Soccer	600	(200)	400
5 K Race	2,200	800	3,000
Instructor Fees	5,000	14,355	19,355
Total	22,050	13,205	35,255

BUDGET NARRATIVE

There is $35,255 budgeted under Participant Recreation. The budget revenue is estimated at $59,260 which includes $9,100 for basketball; $14,410 for baseball; $1,200 for indoor soccer; $2,200 for 5k run and $4,700 for soccer field rental. The Instructor Fees are paid at 70% of revenue collected which is estimated at $27,650 for 2011. It is intended that Participant Recreation expenses are covered by revenue from registration fees. Expenses include $1,500 for scorekeeping of Men's 4on4 Basketball league; $2,500 for Adult Slow-pitch umpires; $2,500 for youth basketball equipment and reimbursement to the City of University Place for a share of referee costs; $6,000 for Youth Baseball equipment; $400 for indoor soccer costs; and $3,000 for the 5k run.

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	58,252	64,275	64,345	64,300
20	Personnel Benefits	10,823	11,041	12,285	14,065
30	Supplies	11,729	12,694	13,685	14,575
40	Services & Charges	22,031	29,039	24,600	23,700
50	Intergovt & Other Interfund Pmt.	4,141	5,287	7,000	6,940
60	Capital Outlays	0	0	0	0
	Total	106,976	122,336	121,915	123,580

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	14,515	(45)	14,470
Overtime	0	0	0
Casual & Seasonal Labor	49,830	0	49,830
Personnel Benefits			
Personnel Benefits	12,285	1,780	14,065
Supplies			
Office Supplies	310	(110)	200
Pool Supplies	8,000	1,000	9,000
Janitorial Supplies	2,000	0	2,000
Operating Supplies	2,800	0	2,800
Small Tools & Minor Equipmen	575	0	575
Services & Charges			
Professional Services	0	0	0
Operating Rentals	300	0	300
Public Utility Services	16,600	1,400	18,000
Repairs & Maintenance-Pool	6,500	(2,000)	4,500
Printing & Binding	500	(300)	200
Miscellaneous	700	0	700
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	7,000	(60)	6,940
Total	121,915	1,665	123,580

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. A complete list with the pay scale is included in the back of the budget.

The Pool Supplies line has been adjusted to accommodate the increase in pool chemicals and supplies necessary for day-to-day operation of the pool.

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

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

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

	2008 Actual	2009 Actual	2010 Budget	2011 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	0.12	0.07	0.07
Total	0.25	0.30	0.25	0.25

Casual & Seasonal Labor

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

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

PROGRAM DESCRIPTION

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

What we do:

- Maintain community's park system of 26 acres including two multi-use parks that contain six competition size tennis courts, three outdoor basketball courts, four soccer fields, 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.
- Assist in setting up and taking down equipment for special events.

GOALS AND WORK PLAN

2010 Accomplishments:

- Removed unsafe tree at Whittier Park.
- Performed monthly safety inspection and maintenance of all playground equipment.
- Removed unsafe toy equipment from the Tot Lot.
- Constructed and repaired fencing.
- Serviced and maintained the irrigation systems at Fircrest parks.
- Assisted Recreation with set-up and clean up for community events.
- Prepared baseball and soccer fields.
- Performed surface cleaning at tennis courts.
- Maintained, monitored and cleaned parks grounds including picnic shelter areas.

New for 2011:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10 Salaries & Wages	121,032	86,339	77,860	77,325
20 Personnel Benefits	51,024	35,751	30,175	32,500
30 Supplies	13,909	15,132	27,605	16,250
40 Services & Charges	69,981	48,720	54,400	52,900
60 Capital Outlays	0	0	0	0
90 Interfund Pmt. For Svcs.	25,657	5,588	13,950	9,715
Total	281,603	191,530	203,990	188,690

DETAIL BUDGET

	2010 Admended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	67,520	(1,035)	66,485
Overtime	0	500	500
Casual & Seasonal Labor	10,340	0	10,340
Personnel Benefits			
Personnel Benefits	30,175	2,325	32,500
Supplies			
Office Supplies	225	(125)	100
Janitorial Supplies	5,950	1,000	6,950
Operating Supplies	15,905	(7,905)	8,000
Small Tools & Minor Equipment	5,525	(4,325)	1,200
Services & Charges			
Communication	2,100	0	2,100
Travel	0	0	0
Advertising	200	0	200
Operating Rentals	0	0	0
Operating Rentals - Copier	300	0	300
Public Utility Services	44,000	0	44,000
Dumping Fees	200	0	200
Repairs & Maintenance	5,400	(1,800)	3,600
Miscellaneous	2,200	300	2,500
Registration & Tuition	0	0	0
Dues,Memberships,Subscriptions	0	0	0
Interfund Pmt. For Svcs.	0	0	0
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	13,950	(4,235)	9,715
Total	203,990	(15,300)	188,690

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.

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

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

The Operating Supplies line item is for supplies used for maintenance in the parks. Maintenance for trees on Regents Boulevard has been moved to Street Beautification.

Small Tools and Minor Equipment budget for supplies necessary to maintain and care for the trees on Regents Boulevard has been moved to Street Beautification.

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

The Repairs and Maintenance budget for the trees on Regents Boulevard have been moved to Street Beautification.

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

2011 Zoo Tax money is budgeted for operations and maintenance.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Parks/Recreation Director	0.50	0.00	0.00	0.00
Parks Maintenance Supervisor	0.89	0.78	0.78	0.78
Maintenance Worker II	1.43	0.75	0.40	0.40
Total	2.82	1.53	1.18	1.18

STREET FUND SUMMARY REPORT

Operating Revenues	663,807
Operating Expenses	(444,815)
Revenues over (under) expenses	218,992
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)	214,965
Excess of revenues over (under) operating	503,957
Capital Expenditures	(636,261)
Use of Designated for Diverted County Road Tax	34,152
Transfer-In from REET for Capital	86,343
Excess of revenues over (under) operating and capital	(11,809)
Undesignated Beginning Fund Balance	310,119
Reserved for Paths and Trails	13,865
Designated for Diverted County Road Tax	34,152
Total Beginning Fund Balance	358,136
Undesignated Ending Fund Balance	298,310
Reserved for Paths and Trails	13,865
Designated for Diverted County Road Tax	0
Total Ending Fund Balance	312,175

CITY STREET FUND REVENUE

BARS	Description	2008 Actual	2009 Actual	Amended Budget	2011 Budget
308-00-00-00	Undes. Unres. Fund Balance	306,685	313,265	367,742	310,119
308-00-00-01	Des. Fund Bal/Paths & Trails	11,745	12,462	10,985	13,865
308-00-00-02	Des. Fund Bal/Orchard Street	0	0	0	0
308-00-00-03	Des. Divert. Co. Rd. Prop. Tax	34,152	34,152	34,152	34,152
	Total Fund Balance	**352,582**	**359,879**	**412,879**	**358,136**
322-40-00-00	Street & Curb Permits	2,412	1,610	2,000	2,000
322-40-00-01	ROW Encrochment Permits	186	163	200	200
	Total Licenses & Permits	**2,598**	**1,773**	**2,200**	**2,200**
333-20-20-01	19th St/Alameda Grant	0	0	570,900	515,766
333-97-00-00	FEMA Grant		8,003		0
334-01-80-00	Military Department Grant		1,334		0
336-00-87-00	Motor Vehicle Fuel Tax	143,559	137,380	143,135	136,000
336-00-88-00	.0461 Cent Fuel Tax to Cities				
	Total Intergovernmental Revenues	**143,559**	**146,717**	**714,035**	**651,766**
361-11-00-00	Investment Interest	11,249	7,635	2,814	1,341
367-00-00-04	Hanging Basket Donations	5,875	6,240	5,800	6,000
367-00-00-08	Beautification Donations	1,848	2,425	2,500	2,500
369-90-00-00	Miscellaneous Revenue	1,200	0	1,000	0
369-90-00-04	Reimbursements	4,826	5,533	0	0
	Total Miscellaneous Revenue	**24,998**	**21,833**	**12,114**	**9,841**
	Total Operating Revenues	**171,155**	**170,322**	**728,349**	**663,807**
397-00-00-02	Transfer In	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	203,524	208,935	212,716	214,965
397-00-00-04	Transfer from Light-St Maint	45,975	51,160	60,000	60,000
397-00-00-05	Transfer from Light-Capital	0	0	0	0
397-00-00-06	Transfer from REET-Capital	141,044	11,156	119,000	86,343
	Total Other Financing Sources	**400,543**	**281,251**	**401,716**	**371,308**

REVENUE NARRATIVE

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

Transfer from REET-Capital includes funding of $40,000 for chip seal on Emerson and Orchard Streets; $38,353 for the 19th (Columbia) Street grind and overlay project; and $7,990 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 Transportation Program and City Comprehensive Planning Documents.
- Provide pavement markings, traffic control devices, and street lighting.
- Paint all street, curb, and intersection markings throughout the City.

GOALS AND WORK PLAN

2010 Completed:

- Crack-sealed 4.4 lane miles of City streets.
- Replaced 6 ornamental street light standards.
- Patched approximately 500 square yards of deteriorated pavement.

Continued from 2010 to 2011:

- Continue crack-seal program throughout the City, increasing crack sealing effort from 2 to 3 weeks.
- Paint all street, curb, and intersection markings throughout the City.
- Chip seal the traveled lanes of Emerson Street from 67th Avenue W. to Alameda Avenue.
- Concentrate on curb line vegetation control in street right-of-ways.
- Begin development of a sign inventory.
- Pavement restoration project on S. 19th (Columbia) Street.

New for 2011:

- Perform major pavement patching in various areas of the City.

PERFORMANCE MEASURES

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	4	0	4	4
Lane Miles Street Crack Sealed	7	5	7	6
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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	91,303	98,162	84,260	83,385
20	Personnel Benefits	34,952	37,196	30,920	38,210
30	Supplies	9,012	6,943	9,900	9,900
40	Services & Charges	54,807	32,600	57,510	64,910
60	Capital Outlays	164,319	13,151	84,260	636,261
90	Interfund Pmt. For Svcs.	112,086	119,172	103,631	95,335
	Total	466,479	307,224	370,481	928,001

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	69,260	(875)	68,385
Overtime	5,000	0	5,000
Casual & Seasonal Labor	10,000	0	10,000
Personnel Benefits			
Personnel Benefits	30,220	5,320	35,540
Contract Benefits	700	0	700
Unemployment Compensation	0	1,970	1,970
Supplies			
Office Supplies	400	0	400
Operating Supplies	7,500	0	7,500
Small Tools & Minor Equipment	2,000	0	2,000
Services & Charges			
Professional Services	13,000	10,000	23,000
Communication	800	150	950
Advertising	2,000	(1,250)	750
Operating Rentals	1,000	(1,000)	0
Operating Rentals-Copier Mach.	500	0	500
Dumping Fees	2,000	0	2,000
Electricity & Gas/Building	2,300	0	2,300
Electricity/Traffic Lights	750	0	750
Repairs & Maintenance	22,000	0	22,000
Crack Sealing	10,000	1,000	11,000
Work Crew	1,400	(1,400)	0
Miscellaneous	500	0	500
Judgements	1,000	0	1,000
Meals-Other Than Travel/Train	100	(100)	0
Dues,Memberships,Registrations	160	0	160
Interfund Pmt. For Svcs.			
Interfd Service Charges	65,226	(2,926)	62,300
Interfd ERR Replacement	0	0	0
Land Rental	13,705	0	13,705
Interfd ERR Repairs & Maint	24,700	(5,370)	19,330
Total	286,221	5,519	291,740

BUDGET NARRATIVE

Professional Services line item shows $14,000 for day-to-day plan reviews and inspection services for general engineering; $2,000 for upgrades to the GIS system; $2,000 for development of Public Works Standards; and $5,000 for IBEW contract negotiations.

The Advertising line item is decreased because there are no major street improvements proposed in 2011.

Repairs & Maintenance includes $5,000 for street patching.

The Crack Sealing line item has been increased to reflect an increase in the crack sealing effort to three weeks in 2011. The rental of the crack sealing equipment is included in the crack sealing line item.

CAPITAL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Improvements	0	0	0
19th Street Grant	65,000	13,353	78,353
Diverted Co Road Tax/19th	570,900	(55,134)	515,766
Project Engineering	34,152	0	34,152
Machinery & Equipment	64,000	(56,010)	7,990
Totals	734,052	(97,791)	636,261

CAPITAL BUDGET NARRATIVE

Street Improvement projects reflect the year 2011 projects identified in the adopted in the Six Year Comprehensive Transportation Program:

- Perform Emerson Street and Orchard Street chip seals $40,000.
- Perform pavement restoration project on S. 19th (Columbia) Street. (City share of grant $38,353)

The Diverted County Road Tax line item is to be used as a portion of the required local match for the South 19th (Columbia) Street grind and overlay project.

Project Engineering includes $4,000 for the preparation of contract documents for the chip seals and $3,990 for the South 19th (Columbia) Street grind and overlay project.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Wrk Utility Foreman	0.12	0.08	0.08	0.08
Utility Serv II	0.85	0.55	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	0.11	0.15
Permit Coordinator	0.01	0.00	0.00	0.00
Custodian	0.07	0.07	0.07	0.07
Total	1.45	1.10	1.06	1.20

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

PROGRAM DESCRIPTION

Function: The Street Fund maintains streetlights.

What we do:

- Provide maintenance of street lighting.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	12,848	12,462	14,545	14,465
20	Personnel Benefits	5,967	5,192	7,300	7,575
30	Supplies	4,261	4,854	7,500	7,500
40	Services & Charges	22,899	28,742	35,200	36,200
	Total	45,975	51,249	64,545	65,740

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	14,345	(80)	14,265
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	7,300	275	7,575
Supplies			
Operating Supplies	7,000	0	7,000
Small Tools & Minor Equipment	500	0	500
Services & Charges			
Electricity/Street Lights	22,000	2,600	24,600
Repairs & Maintenance	10,000	0	10,000
Pole Attachment Charge	3,100	(1,600)	1,500
Miscellaneous	100		100
Total	64,545	1,195	65,740

BUDGET NARRATIVE

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

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.22	0.22	0.22	0.22
Total	0.23	0.23	0.23	0.23

DEPARTMENT: Public Works
DIVISION: Streets
PROGRAM: Streets Beautification

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2010 Completed:

- Developed street tree maintenance program.

Continued from 2010 to 2011:

- Continue to maintain hanging baskets and beautification program.

New for 2011:

- Implement street tree maintenance program.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	28,028	22,983	38,640	38,430
20	Personnel Benefits	12,845	9,510	17,360	18,215
30	Supplies	98	0	50	5,200
40	Services & Charges	10,976	10,603	20,075	25,490
	Total	51,947	43,097	76,125	87,335

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	34,440	(210)	34,230
Overtime	1,500	0	1,500
Casual & Seasonal Labor	2,700	0	2,700
Personnel Benefits			
Personnel Benefits	17,360	855	18,215
Supplies			
Street Tree Remove/Replace	0	4,000	4,000
Operating Rentals	0	1,000	1,000
Small Tools & Minor Equipment	50	150	200
Services & Charges			
Public Utility Services	100	50	150
Street Tree Maintenance	0	4,000	4,000
Flower Baskets	15,750	(135)	15,615
Flower Baskets Maintenance	500	0	500
Beautification	2,500	1,500	4,000
Banners/Flags	1,225	0	1,225
Total	76,125	11,210	87,335

BUDGET NARRATIVE

New line items have been added to address the expenditures relating to the maintenance costs associated with the Kwanzan cherry trees on Regents Boulevard and other street tree maintenance requirements throughout the City. These costs were previously expensed through the Parks Department budget.

The Small Tools & Minor Equipment line item has been increased due to moving the cherry tree program from the Parks Department.

The Flower Baskets line item includes expenditures to match rollover donations.

Donations received in 2011 will be used for baskets, banners, flags, flowers and other beatification projects throughout the City.

The Beautification line is for maintaining the traffic islands, banners and baskets. It has been increased due to moving the cherry tree program from the Parks Department.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Wrk Utility Foreman	0.01	0.05	0.05	0.05
Utility Serv II	0.15	0.45	0.45	0.45
Maintenance Worker II	0.00	0.03	0.03	0.03
Custodian	0.00	0.03	0.03	0.03
Total	0.16	0.56	0.56	0.56

STORM FUND SUMMARY REPORT

Operating Revenues	461,813
Operating Expenses	(357,286)
Revenues over (under) expenses	104,527
Capital Expenses	(127,925)
Excess of revenues over (under) operating and capital	(23,398)
Undesignated Beginning Fund Balance	333,662
Undesignated Ending Fund Balance	310,264

STORM FUND REVENUES

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-00	Undes. Unres. Fund Balance	219,338	186,569	250,292	333,662
	Total Fund Balance	**219,338**	**186,569**	**250,292**	**333,662**
333-03-10-00	Dept of Ecology NPDES Grant	15,445	59,555	50,000	86,775
	Total Intergovernmental Revenues	**15,445**	**59,555**	**50,000**	**86,775**
343-83-00-00	Storm Drain Fees & Charges	279,877	352,742	368,000	368,000
343-83-00-02	Setup Fees	515	538	600	600
	Total Goods & Services	**280,392**	**353,279**	**368,600**	**368,600**
361-11-00-00	Investment Interest	5,690	1,463	1,251	838
369-90-00-00	Miscellaneous Revenue	996	98	500	500
369-90-00-02	Penalties	5,227	5,892	5,100	5,100
369-90-00-04	Reimbursements	0	0	0	0
	Total Miscellaneous Revenue	**11,913**	**7,454**	**6,851**	**6,438**
	Total Operating Revenues	**307,750**	**420,288**	**425,451**	**461,813**
	TOTAL RESOURCES	**527,088**	**606,857**	**675,743**	**795,475**

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

2010 Completed:

- Cleaned and inventoried 129 catch basins.
- Completed and obtained DOE approval of 3rd year NPDES Compliance Report

Continued from 2010 to 2011:

- Add connection points between Fircrest and Tacoma storm drain systems to the base map of City storm water system.
- Add oil-water separator facilities in catch basins in S. 19th (Columbia) Street in conjunction with street project.
- Replace grates on catch basins in S. 19th (Columbia) Street in conjunction with street project.

New for 2011:

- Complete 4th year NPDES compliance report.
- Clean 263 catch basins (1/2 of City total).
- Install oil-water separation piping in catch basins on Drake Street storm drainage system.
- Conduct staff training required by the City's NPDES Phase II Permit.

PERFORMANCE MEASURES

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	193	200	263	263

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	111,212	120,695	121,445	119,940
20	Personnel Benefits	43,650	49,411	53,545	62,860
30	Supplies	680	1,649	1,750	1,850
40	Services & Charges	63,111	78,352	62,400	66,750
50	Intergovt Servs & Taxes	4,812	4,504	5,606	5,606
60	Capital Outlays	21,432	4,943	18,000	127,925
90	Interfund Pmt. For Svcs.	95,622	98,403	77,942	100,280
	Total	340,519	357,958	340,688	485,211

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	120,445	(1,505)	118,940
Overtime	1,000	0	1,000
Personnel Benefits			
Personnel Benefits	52,845	6,690	59,535
Contract Benefits	700	0	700
Unemployment Compensation	0	2,625	2,625
Supplies			
Office Supplies	450	0	450
Operating Supplies	400	100	500
Small Tools & Minor Equipment	900	0	900
Services & Charges			
Professional Services	37,000	5,000	42,000
Communication	800	150	950
Postage	1,650	150	1,800
Travel	260	0	260
Advertising	500	0	500
Operating Rentals-Copier Mach.	550	0	550
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,300	0	2,300
Repairs & Maintenance	2,500	0	2,500
Miscellaneous	500	0	500
Operation Permit	3,300	0	3,300
Judgments	1,000	0	1,000
Printing & Binding	1,250	(950)	300
Registration & Tuition	230	0	230
Dues,Memberships,Subscriptions	160	0	160
Mailing Service	2,900	0	2,900
Intergovt & Other Interfund Pmt.			
Excise Taxes	5,606	(1)	5,606
Interfund Pmt. For Svcs.			
Interfd Service Charges	51,437	(904)	50,533
Interfd ERR Replacement	0	23,107	23,107
Land Rental	13,705	0	13,705
Interfd ERR Repairs & Maint	12,800	135	12,935
Total	322,688	34,598	357,286

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 Professional Services line consists of $20,000 for on-call engineering and NPDES Base Plan; $2,000 for upgrades to the GIS System; $2,000 for development of Public Works Standards; $13,000 for miscellaneous NPDES permit compliance activities; and $5,000 for IBEW contract negotiations.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Wrk Utility Foreman	0.11	0.12	0.12	0.12
Utility Serv II	0.91	0.90	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	0.20	0.15	0.20
Permit Coordinator.	0.01	0.00	0.00	0.00
Office Assistant	0.00	0.20	0.20	0.20
Custodian	0.07	0.07	0.07	0.07
Total	1.90	2.04	1.99	2.04

CAPITAL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Improvements	18,000	81,750	99,750
Project Engineering	0	28,175	28,175
Total	18,000	109,925	127,925

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. Also, $40,000 for the installation of oil-water separation piping in catch basins on the Drake Street drainage system; $10,500 for the conversion of one bay to a wash facility at Public Works; and $31,250 for storm improvements in conjunction with the 19th (Columbia) Street grind and overlay project.

Project Engineering consists of $28,175 for engineering related to the aforementioned storm drainage improvements.

WATER FUND SUMMARY REPORT

Operating Revenues	980,079
Operating Expenses	(870,820)
Revenues over (under) expenses	109,259
Loans/Capital Contributions	0
Capital Expenses	(210,000)
Excess of revenues over (under) operating and capital	(100,741)
Undesignated Beginning Fund Balance	551,079
Undesignated Ending Fund Balance	450,338

WATER FUND REVENUE

BARS	Description	2008 Actual	2009 Actual	Amended Budget	2011 Budget
308-00-00-00	Beginning Fund Balance	561,227	405,949	618,886	551,079
308-00-00-01	Beginning Fund Balance-Bonds	0	0	0	0
	Total Fund Balance	**561,227**	**405,949**	**618,886**	**551,079**
343-40-00-00	Sale of Water	873,514	896,285	894,550	894,550
343-40-00-01	Service Connections	3,775	3,884	3,600	3,600
343-40-00-02	Setup Fees	1,488	1,540	1,500	1,500
	Total Charges for Goods and Services	**878,777**	**901,709**	**899,650**	**899,650**
361-11-00-00	Investment Interest	16,353	6,098	3,094	1,529
362-90-00-00	Rent City Property/High Tank	36,789	37,433	37,800	37,800
362-90-00-01	Rent City Property/Golf Tank	22,734	23,880	23,800	23,800
369-90-00-00	Other Misc. Revenue	3,066	3,100	4,000	4,000
369-90-00-02	Penalties	13,142	12,874	13,000	13,000
369-90-00-03	Backflow	106	26	300	300
369-90-00-04	Reimbursements	100	240	0	0
	Total Misc. Revenues	**92,290**	**83,652**	**81,994**	**80,429**
379-00-00-00	Capital Contributions/Tap Fees	17,640	0	8,000	0
397-34-00-00	Transfer In W/S Bond Fund	196,521	0	0	0
381-10-00-00	Loan from Cum Reserve	0	0	0	0
	Total Proprietary/Trust Gains(Losses)	**214,161**	**0**	**8,000**	**0**
	TOTAL RESOURCES	**1,746,455**	**1,391,310**	**1,608,530**	**1,531,158**

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

2010 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 2010 Consumer Confidence Report.
- Completed replacement of telemetry system for monitoring/control of water system.

Continued from 2010 to 2011:

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

New for 2011:

- Construct new 8-inch water mains in Del Monte, Eldorado and Harvard Avenues.
- Construct new 12-inch water mains on 19th Street from Del Monte to Summit.

PERFORMANCE MEASURES

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Million Gallons Water	320	320	266	320	265
Total Accounts Services	2,550	2,555	2,792	2,555	2,800
Total Water System Miles	31	31	31	31	31

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	208,995	215,124	241,320	238,710
20	Personnel Benefits	83,796	84,583	105,975	133,560
30	Supplies	7,358	5,291	8,200	8,200
40	Services & Charges	133,207	124,821	143,940	153,440
50	Intergovt Charges	100,377	90,456	116,822	116,822
60	Capital Outlays	580,884	63,599	372,867	210,000
70	Debt Service: Principal	44,218	44,218	44,220	44,220
80	Debt Service: Interest And Related	16,582	15,476	14,371	13,266
90	Interfund Pmt. For Svcs.	157,608	149,595	132,236	155,412
0	Transfers & Other Cost Allocations	5,038	(583)	4,000	4,000
	Total	1,338,063	792,579	1,183,951	1,077,630

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	237,020	(2,610)	234,410
Overtime	4,300	0	4,300
Casual & Seasonal Labor	0	0	0
Personnel Benefits			
Personnel Benefits	105,275	23,650	128,925
Contract Benefits	700	0	700
Unemployment Compensation	0	3,935	3,935
Supplies			
Office Supplies	500	0	500
Fluoride	2,700	0	2,700
Operating Supplies	3,500	0	3,500
Small Tools & Minor Equipment	1,500	0	1,500
Services & Charges			
Professional Services	16,000	5,000	21,000
Water Testing	7,000	1,000	8,000
Communication	800	750	1,550
Postage	2,000	100	2,100
Travel	2,700	0	2,700
Advertising	500	0	500
Land Rental/Water Tank	9,200	0	9,200
Operating Rentals-Copier Mach.	500	0	500
Utility Services/Building	2,200	0	2,200
Utility Services/Pumping	64,000	2,000	66,000
Dumping Fees	750	0	750
Repairs & Maintenance	100	0	100
Mains & Services/Repair	11,000	0	11,000
Pumping Plant/Repair	9,000	0	9,000
Water Tanks/Repair	2,500	0	2,500
Water Meters/Repairs	1,000	300	1,300
Hydrants/Repair	0	0	0
Well House Repair	0	0	0
Miscellaneous	1,500	0	1,500
State Operating Permit	5,000	0	5,000
Registration & Tuition	1,280	0	1,280
Dues,Memberships,Subscriptions	510	0	510
Printing & Binding	1,000	300	1,300
Judgements	2,500	0	2,500
Mailing Service	2,900	50	2,950
Intergovt & Other Interfund Pmt.			

State Excise Tax	45,258	0	45,258
City Utility Tax	71,564	0	71,564
Debt Service: Principal			
Principal Loan Payment	44,220	0	44,220
Debt Service: Interest And Related Costs			
Interest PWTF	14,371	(1,105)	13,266
Interest Interfund Loan	0	0	0
Interfund Pmt. For Svcs.			
Interfd Service Charges	105,281	4,858	110,139
Interfd ERR Replacement	0	18,988	18,988
Interfd Land Rental	13,705	0	13,705
Interfund ERR Repairs & Maint	13,250	(670)	12,580
Transfers & Other Cost Allocations			
Undistributed Inventory	4,000	0	4,000
Transfer-Debt Service Costs	0	0	0
Transfer-Bond Principal	0	0	0
Transfer-Bond Interest	0	0	0
Total	811,084	56,546	867,630

BUDGET NARRATIVE

Professional services line item includes $12,000 for on-going routine engineering; $2,000 for upgrades to the GIS system; $2,000 for development of Public Works Standards; and $5,000 for IBEW contract negotiations.

The Water Testing line item has been increased to account for additional testing that is required this year.

The Communication line item has been increased as a result of the addition of a T-1 line to serve the telemetry system.

The Postage line item has been increased to reflect the recent increase in postage rates.

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

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

The Mailing Service line item has been increased to reflect the recent increase in postage rates.

Debt service includes payment for the DWSRF loan.

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Wrk Utility Foreman	0.44	0.44	0.44	0.44
Utility Serv II	2.18	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	0.23	0.30
Office Assistant	0.00	0.20	0.20	0.20
Permit Coordinator	0.01	0.00	0.00	0.00
Custodian	0.07	0.07	0.07	0.07
Total	3.60	3.79	3.72	3.79

CAPITAL BUDGET

	2010 Budget	In(de)crease	2011 Budget
Improvements	344,367	(144,367)	200,000
Project Engineering	28,500	(18,500)	10,000
Machinery & Equipment	0	0	0
Total	372,867	(162,867)	210,000

CAPITAL BUDGET NARRATIVE

Capital improvement includes $50,000 for new 8-inch water mains in Del Monte, Eldorado and Harvard Avenues. Labor will be performed by City staff.

Capital improvement also includes $150,000 to construct a new 12-inch water main on 19th Street from Del Monte to Summit Avenue.

Project Engineering includes $10,000 for engineering services to finalize the plans and specifications and provide bidding assistance for the aforementioned water main construction.

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	393	137	800	800
20	Personnel Benefits	186	18	140	140
30	Supplies	672	0	750	1,450
40	Services & Charges	1,107	0	1,500	800
	Total	2,358	155	3,190	3,190

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Overtime	800	0	800
Personnel Benefits			
Personnel Benefits	140	0	140
Supplies			
Office & Operating Supplies	750	700	1,450
Services & Charges			
Dues,Memberships,Subscriptions	500	0	500
Printing & Binding	1,000	(700)	300
Total	3,190	0	3,190

SEWER FUND SUMMARY REPORT

Operating Revenues	2,342,200
Less Transfer to Relocation of Backyard Sewer Main	(324,864)
Operating Expenses	(1,836,075)
Revenues over (under) expenses	181,261
Loans/Capital Contributions	0
Capital Expenses	(10,000)
Excess of revenues over (under) operating and capital	171,261
Undesignated Beginning Fund Balance	564,607
Undesignated Ending Fund Balance	735,868

SEWER FUND REVENUE

BARS	Description	2008 Actual	2009 Actual	Amended Budget	2011 Budget
308-00-00-00	Beginning Fund Balance	1,084,994	1,309,849	451,960	564,607
	Total Fund Balance	**1,084,994**	**1,309,849**	**451,960**	**564,607**
343-50-00-00	Sewer Revenues	1,677,135	1,833,773	2,312,520	2,312,520
343-50-00-01	Service Connections	2,475	6,634	2,500	2,500
343-50-00-02	Setup Fees	638	610	700	700
	Total Charges for Goods and Services	**1,680,248**	**1,841,017**	**2,315,720**	**2,315,720**
361-11-00-00	Investment Interest	44,353	21,793	2,260	1,980
369-90-00-00	Other Misc. Revenue	751	497	1,000	500
369-90-00-02	Penalties	21,641	22,459	24,000	24,000
369-90-00-04	Reimbursements	3,090	1,160	0	0
	Total Misc. Revenues	**69,835**	**45,909**	**27,260**	**26,480**
379-00-00-00	Capital Contributions/Tap Fees	27,000	0	8,000	0
381-10-00-00	Loan Received	5,988	0	0	0
397-35-00-00	Transfer In W/S Bond	96,850	0	0	0
	Total Non Operating Revenue	**129,838**	**0**	**8,000**	**0**
	TOTAL RESOURCES	**2,964,915**	**3,196,776**	**2,802,940**	**2,906,807**

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

2010 Completed:

- Completed telemetry system serving the six sewage lift stations.
- Completed re-build of the Contra Costa lift station.

New for 2011:

- Upgrade telemetry system as needed.
- All proposed sewer improvements in 2011 are expected to be related to the Relocation of Backyard Sewer Mains Project.

PERFORMANCE MEASURES

	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Total Accounts Services	2850	2850	2,860	2880	2,880
Total Sewer System Miles	23	23	23	23	23

TOTAL PROGRAM OBJECT BUDGET

Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
Salaries & Wages	115,286	172,775	145,785	143,380
Personnel Benefits	42,627	67,590	57,160	72,980
Supplies	1,827	3,307	4,250	3,950
Services & Charges	75,965	199,865	195,200	104,500
Intergovt Charges	1,108,833	1,103,293	1,189,717	1,285,865
Capital Outlays	113,541	661,727	75,173	10,000
Debt Service: Principal	9,823	9,823	9,824	9,824
Interfund Pmt. For Svcs.	187,163	197,208	199,340	215,576
Transfers & Other Cost Allocations	0	292,000	324,864	324,864
Total	1,655,065	2,707,587	2,201,313	2,170,939

DETAILED BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	138,285	(2,405)	135,880
Overtime	7,500	0	7,500
Casual & Seasonal Labor	0	0	0
Personnel Benefits			
Personnel Benefits	56,460	11,230	67,690
Contract Benefits	700	0	700
Unemployment Compensation	0	4,590	4,590
Supplies			
Office Supplies	450	0	450
Operating Supplies	2,000	0	2,000
Small Tools & Minor Equipment	1,800	(300)	1,500
Services & Charges			
Professional Services	117,000	(96,000)	21,000
Communication	750	800	1,550
Postage	1,650	150	1,800
Travel	260	0	260
Advertising	1,500	(1,000)	500
Operating Rentals-Copier Mach.	500	0	500
Utility Services/Building	2,300	0	2,300
Utility Services/Pumping	16,000	5,500	21,500
Utility Services/Supplemental Wtr	6,650	0	6,650
Dumping Fees	2,500	0	2,500
Repairs & Maintenance	400	0	400
Repairs & Maintenance -Other	36,000	0	36,000
Miscellaneous	1,400	0	1,400
Registration & Tuition	230	0	230
Dues,Memberships,Subscriptions	160	0	160
Printing & Binding	1,000	(250)	750
Judgements	3,000	0	3,000
Mailing Service	2,900	100	3,000
Intergovt & Other Interfund Pmt.			
Sewage Treatment	1,000,000	100,000	1,100,000
State Excise Tax	50,966	(3,852)	47,114

City Utility Tax	138,751	0	138,751
Debt Service: Principal			
Principal Loan Payment	9,824	0	9,824
Interfund Pmt. For Svcs.			
Interfd Service Charges	163,600	(2,082)	161,518
Interfd ERR Replacement	0	18,988	18,988
Interfd Land Rental	22,490	0	22,490
Interfund Repairs & Maint	13,250	(670)	12,580
Transfers & Other Cost Allocations			
Transfer to Relocation Backyard	324,864	0	324,864
Undistributed Inventory	1,000	0	1,000
Total	2,126,140	34,799	2,160,939

BUDGET NARRATIVE

The Professional Services line item includes $12,000 for day-to-day plan reviews and inspection; $2,000 for upgrades to the GIS system; $2,000 for the development of Public Works Standards; and $5,000 for IBEW contract negotiations.

The Postage line item has been increased to reflect the recent increase in postage rates.

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

STAFFING

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Wrk Utility Foreman	0.30	0.30	0.30	0.30
Utility Serv II	0.70	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	0.22	0.35
Office Assistant	0.00	0.20	0.20	0.20
Permit Coordinator	0.01	0.00	0.00	0.00
Custodian	0.07	0.07	0.07	0.07
Total	1.98	2.17	2.09	2.22

CAPITAL BUDGET

	2010 Budget	In(de)crease	2011 Budget
Other Improvements	75,173	(65,173)	10,000
Project Engineering	0	0	0
Machinery & Equip	0	0	0
Total	75,173	(65,173)	10,000

CAPITAL BUDGET NARRATIVE

Other Improvements includes $10,000 for upgrades to the telemetry system. All other sewer capital improvements in 2011 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	380
Operating Expenses	0
Revenues over (under) expenses	380
Loans Received	0
Transfers In	324,864
Debt Service	(254,162)
Capital Expenditures	(115,000)
Excess of revenues over (under) operating and capital	(43,918)
Undesignated Beginning Fund Balance	151,585
Undesignated Ending Fund Balance	107,667

RELOCATION OF BACKYARD SEWER MAINS FUND REVENUE

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-00	Beginning Fund Balance	0	598,773	298,762	151,585
	Total Fund Balance	**0**	**598,773**	**298,762**	**151,585**
361-11-00-00	Investment Interest	6,786	1,960	1,494	380
	Total Misc. Revenues	**6,786**	**1,960**	**1,494**	**380**
397-00-00-01	Transfer In-Sewer Fund	0	292,000	324,864	324,864
397-00-00-02	Transfer In-REET Fund	0	180,000	0	0
382-80-00-00	Loan Received	750,000	0	250,000	0
	Total Proprietary/Trust Gains(Losses)	**750,000**	**472,000**	**574,864**	**324,864**
	TOTAL RESOURCES	**756,786**	**1,072,732**	**875,120**	**476,829**

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

2010 Completed:

- Completed preliminary design process for the Relocation of Backyard Sewer Mains Project (BYSM).
- 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.
- Applied for a PWTF Construction loan.
- Applied for a U.S. Department of Agriculture Rural Development loan.

Continued from 2010 to 2011:

- Continue with final design of other portions of the Backyard Sewer Mains Project.
- Constructed the portion of the BYSM Project located on S. 19th (Columbia) Street.

New for 2011:

- Obtain interim financing for BYSM Project.
- Complete design of funded portions of BYSM Project.
- Construct funded portions of BYSM Project.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
60	Capital Outlays	158,013	976,865	430,000	115,000
70	Debt Service: Principal	0	3,979	254,162	254,162
	Total	158,013	980,844	684,162	369,162

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Debt Service: Principal			
Principal Loan Payment	250,000	0	250,000
Interest Loan Payment	4,162	0	4,162
Total	254,162	0	254,162

BUDGET NARRATIVE

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

CAPITAL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Other Improvements	360,000	(260,000)	100,000
Project Engineering	70,000	(55,000)	15,000
Total	430,000	(315,000)	115,000

CAPITAL BUDGET NARRATIVE

Other Improvements consists of $100,000 for the Relocation of Back Yard Sewer Mains Project portion of the 19th Street (Columbia) grind and overlay project.

Project Engineering includes $15,000 for the Relocation of Back Yard Sewer Mains Project portion of the 19th Street (Columbia) grind and overlay project.

ERR FUND SUMMARY REPORT

Operating Revenues	199,466
Operating Expenses	(132,215)
Revenues over (under) expenses	67,251
Capital Expenses	(354,500)
Excess of revenues over (under) operating and capital	(287,249)
Undesignated Beginning Fund Balance	1,623,031
Undesignated Ending Fund Balance	1,335,782

EQUIPMENT REPLACEMENT FUND

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-00	Beginning Fund Balance	1,512,162	1,684,290	1,603,358	1,623,031
	Total Beginning Fund Balance	1,512,162	1,684,290	1,603,358	1,623,031
348-30-00-00	General Fund Replacement	150,263	147,500	147,500	17,312
348-30-01-00	City Street Fund Replacement	13,470	20,111	24,700	0
348-30-03-00	Water/Sewer Fund Replacement	32,296	32,296	0	37,976
348-30-04-00	Storm Sewer Replacement	26,083	26,083	0	23,107
348-30-08-00	General Fund O & M	41,646	38,911	63,420	56,415
348-30-09-00	City Street Fund O & M	16,009	13,470	24,700	19,330
348-30-11-00	Water/Sewer Fund O & M	24,179	13,735	26,500	25,160
348-30-12-00	Storm Sewer O & M	7,350	5,898	12,800	12,935
	Total Charges for Goods & Services	**311,295**	**298,003**	**299,620**	**192,235**
361-11-00-00	Investment Interest	68,450	45,011	8,017	3,896
362-40-00-00	Rental Revenue	3,140	3,335	3,335	3,335
369-90-00-00	Other Miscellaneous Revenue	0	210	0	0
	Total Misc. Revenues	**71,590**	**48,557**	**11,352**	**7,231**
	Total Operating Revenue	**382,885**	**346,560**	**310,972**	**199,466**
387-00-00-00	Residual Equity Transfer				
	Total Nonrevenues	**0**	**0**	**0**	**0**
395-40-00-00	Sale of Fixed Assets		2,700		
	Total Other Financing Sources	**0**	**2,700**	**0**	**0**
	TOTAL RESOURCES	**1,895,047**	**2,033,550**	**1,914,330**	**1,822,497**

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

2010 Completed:

- Emission tested all vehicles as required by the State.

New for 2011:

- Assist with purchase and set-up of two new police vehicles.
- Assist with purchase of new financial software system.
- Assist with purchase of new 1 ½ ton (small) dump truck for Street Fund.
- Assist with purchase of new dump truck for Street Fund.
- Assist with purchase of new ½ ton pickup truck for Water/Sewer Fund.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
10	Salaries & Wages	17,477	20,025	8,090	7,970
20	Personnel Benefits	8,292	7,306	3,580	3,840
30	Supplies	48,555	34,843	49,650	49,650
40	Services & Charges	11,396	7,716	10,370	11,290
60	Capital Outlays	10,141	109,134	37,900	354,500
90	Interfund Pmt. For Svcs.	47,422	39,212	73,965	59,465
	Total	143,283	218,236	183,555	486,715

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Salaries & Wages			
Salaries & Wages	8,090	(120)	7,970
Personnel Benefits			
Personnel Benefits	3,580	260	3,840
Supplies			
Central Motor Vehicle Supplies	1,500	0	1,500
Operating Supplies-Garage	600	0	600
Police Gas	19,500	0	19,500
Parks/Rec Gas	2,850	0	2,850
Street Gas	9,000	0	9,000
Wtr/Swr Gas	11,000	0	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	2,300	825	3,125
Parks/Rec Insurance	1,600	(35)	1,565
Street Insurance	2,500	(370)	2,130
Wtr/Swr Insurance	1,500	160	1,660
Non-Dept Insurance	650	135	785
Facilities Insurance	320	70	390
Storm Insurance	500	135	635
Utilities Shop/Garage	350	0	350
Repairs/Maint Garage	600	0	600
Miscellaneous	50	0	50
O & M - Police Vehicles	13,400	0	13,400
O & M - Police Equipment	2,000	(1,000)	1,000
O & M - Info Systems/Equip	500	(200)	300
O & M - Parks/Rec Vehicles	9,000	(4,000)	5,000
O & M - Parks/Rec Equipment	500	(200)	300
O & M - Building Equipment	500	0	500
O & M - Finance Equipment	2,000	(500)	1,500
O & M - Street Vehicles	13,000	(5,000)	8,000
O & M - Street Equipment	200	0	200
O & M - Wtr/Swr Vehicles	10,500	0	10,500
O & M - Wtr/Swr Equipment	3,500	(1,500)	2,000
O & M - Court Equipment	200	0	200
O & M - Admin. Equipment	200	0	200
O & M - Non-Dept. Vehicles	2,000	(1,000)	1,000
O & M - Non-Dept. Equipment	1,000	0	1,000
O & M - Facilities Vehicles	2,000	(1,000)	1,000

O & M - Planning Equipment	200	(100)	100
O & M - Storm Sewer Vehicles	9,000	0	9,000
O & M - Storm Sewer Equipment	800	0	800
Interfund Pmt. For Svcs.			
Land Rental	3,465	0	3,465
Total	145,655	(13,440)	132,215

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

	2008 Actual	2009 Actual	2010 Budget	2011 Budget
Maintenance Worker II	0.15	0.15	0.15	0.15
Facilities/Equipment Manager	0.40	0.40	0.00	0.00
Total	0.55	0.55	0.15	0.15

CAPITAL BUDGET

	2010 Budget	In(de)crease	2011 Budget
Police Vehicles/Equipment	35,500	30,500	66,000
Finance Vehicles/Equipment	0	100,000	100,000
Parks/Rec Vehicle/Equipment	1,200	(1,200)	0
Street Vehicles/Equipment	0	171,200	171,200
W/S Vehicles/Equipment	0	17,300	17,300
Admin Vehicles/Equipment	0	0	0
Non Dept Vehicles/Equipment	0	0	0
Information Systems Equipment	1,200	(1,200)	0
Building Equipment	0	0	0
Storm Vehicles/Equipment	0	0	0
Total	37,900	316,600	354,500

CAPITAL BUDGET NARRATIVE

Police Vehicles/Equipment is for the replacement of two new vehicles ($33,000 each).

Finance Vehicles/Equipment is for the purchase of a new financial software system.

Street Vehicles/Equipment is for the purchase of two new dump trucks.

Water/Sewer Vehicles/Equipment is for the purchase of a new ½ ton pickup truck.

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	535
Operating Expenses	(13,935)
Revenues over (under) expenses	(13,400)
Capital Expenses	0
Excess of revenues over (under) operating and capital	(13,400)
Undesignated Beginning Fund Balance	13,400
Undesignated Ending Fund Balance	0

POLICE INVESTIGATION FUND

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-00	Beginning Fund Balance	11,528	13,431	13,830	13,400
	Total Beginning Fund Balance	**11,528**	**13,431**	**13,830**	**13,400**
357-40-00-00	Investigative Confiscations	1,676	250	500	500
	Total Fines & Forfeits	**1,676**	**250**	**500**	**500**
361-11-00-00	Investment Interest	344	96	100	35
	Total Misc. Revenues	**344**	**96**	**100**	**35**
	TOTAL RESOURCES	**13,548**	**13,776**	**14,430**	**13,935**

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
40	Services & Charges	117	415	14,430	13,935
60	Capital Outlays	0	0	0	0
	Total	117	415	14,430	13,935

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Services & Charges			
Miscellaneous Investigations	14,430	(495)	13,935
Total	14,430	(495)	13,935

REET FUND SUMMARY REPORT

Operating Revenues	124,630
Operating Expenses	(86,343)
Excess revenues over (under) expenses	38,287
Undesignated Beginning Fund Balance (1st 1/4)	614,000
Undesignated Beginning Fund Balance (2nd 1/4)	1,229,770
	1,843,770
Undesignated Ending Fund Balance (1st 1/4)	589,212
Undesignated Ending Fund Balance (2nd 1/4)	1,292,845
	1,882,057

REET FUND

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-00	Beginning Fund Balance (1st 1/4)	606,991	523,470	546,470	614,000
308-00-00-01	Beginning Fund Balance (2nd 1/4)	1,006,829	1,105,900	1,141,899	1,229,770
308-00-00-02	Dsg Beg Fund Balance (2nd 1/4)	180,000	180,000	0	0
	Total Beginning Fund Balance	**1,793,820**	**1,809,370**	**1,688,369**	**1,843,770**
318-30-00-01	Capital Improvement 1	65,067	53,761	40,000	60,000
318-30-00-02	Growth Management 1	65,067	52,867	40,000	60,000
	Total Taxes	**130,134**	**106,628**	**80,000**	**120,000**
361-11-00-00	Investment Interest (1st 1/4)	15,113	3,779	2,700	1,555
361-11-00-01	Investment Interest (2nd 1/4)	34,003	9,149	5,700	3,075
	Total Misc Revenue	**49,116**	**12,928**	**8,400**	**4,630**
	TOTAL RESOURCES	**1,973,070**	**1,928,926**	**1,776,769**	**1,968,400**

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	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
0	Transfers & Other Cost Allocations	163,700	191,156	119,000	86,343
	Total	163,700	191,156	119,000	86,343

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	119,000	(32,657)	86,343
Transfer (From 2nd 1/4)	0	0	0
Total	119,000	(32,657)	86,343

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.

$86,343 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	380,763
Total	3,030,763
Equity Transfer-In - General Fund	0
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	380,763
Total	3,030,763

CUMULATIVE RESERVE FUND

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-01	Beginning Fund Bal-General	2,000,000	2,500,000	2,500,000	2,500,000
308-00-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-00-00-43	Beginning Fund Balance-Sewer	380,763	380,763	380,763	380,763
	Total Fund Balance	2,530,763	3,030,763	3,030,763	3,030,763
387-00-00-00	Residual Equity Transfer	500,000	0	0	0
	Total Nonrevenues	500,000	0	0	0
	TOTAL RESOURCES	3,030,763	3,030,763	3,030,763	3,030,763

BUDGET NARRATIVE

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

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

PROGRAM DESCRIPTION

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

What we do:

- Provide means of separate accounting for emergency reserves.

BUDGET NARRATIVE

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

PARK BOND FUND SUMMARY

Operating Revenues	100
Operating Expenses	0
Revenues over (under) expenses	100
Capital Expenses	(19,000)
Excess of revenues over (under) operating and capital	(18,900)
Undesignated Beginning Fund Balance	37,769

PARK BOND FUND

BARS	Description	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
308-00-00-00	Beginning Fund Balance	42,280	37,405	37,730	37,769
	Total Beginning Fund Balance	42,280	37,405	37,730	37,769
361-11-00-00	Investment Interest	1,117	264	300	100
	Total Misc Revenue	1,117	264	300	100
	TOTAL RESOURCES	43,397	37,669	38,030	37,869

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

PROGRAM DESCRIPTION

Function: Capital Projects for the Parks Department.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2008 Actual	2009 Actual	2010 Amended Budget	2011 Budget
0	Transfers & Other Cost Allocations	5,993	0	0	19,000
	Total	5,993	0	0	19,000

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2011 Budget
Capital	0	19,000	19,000
Total	0	19,000	19,000

BUDGET NARRATIVE

Capital for 2011 consists of $10,000 for a pool cover and $9,000 for flooring at the Recreation Building hallway.

CITY OF FIRCREST
ORDINANCE NO. 1503

AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON, AMENDING SECTION 1 OF ORDINANCE NO. 1457 AND F.M.C. 2.44.050 RELATING TO SALARIES AND BENEFITS OF NON-UNION CITY EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE NO. 1457 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. 1457 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

"Non-Union Salaries. From and after January 1, 2011 the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

Position	Minimum	Maximum
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
Administrative Clerk	$3,003	$3,834
Court Clerk	$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
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

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. 1457 and F.M.C. 2.44.090 are hereby amended to read as follows:

"Casual and seasonal employees. From and after January 1, 2011, 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 sixty seven cents and eleven dollars and eighty two cents per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager."

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

Position	1st Year of Employment	2nd Year of Employment	3rd Year of Employment
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

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 23rd day of November 2010.

APPROVED:

David M. Viafore, Mayor

ATTEST:

Rick Rosenbladt

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith

Michael B. Smith, City Attorney

Publication Date: NOVEMBER 27, 2010
Effective Date: DECEMBER 2, 2010

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

Kathy L. McVay, Mayor

ATTEST:

Rick Rosenbladt

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith

Michael B. Smith, City Attorney

Publication Date: November 29, 2008
Effective Date: January 1, 2009

(ORD. NO. 1458)

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

Kathy L. McVay, Mayor

ATTEST:

Rick Rosenbladt

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith

Michael B. Smith, City Attorney

CITY OF FIRCREST
ORDINANCE NO. 1502

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 2011 FOR THE PURPOSE SET FORTH BELOW, AND REPEALING SECTION 1 AND SECTION 2 OF ORDINANCE NO. 1485.

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 $2.2540 dollars per thousand on the assessed valuation of $635,804,404 which will yield approximately the sum of $1,433,100 An additional levy of $317,902 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 $635,804,404. 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 2011 to wit:

Total Assessed Valuation for Regular Levy	$635,804,404
Regular Levy @ approximately $2.24938 per thousand shall yield	$ 1,433,100
EMS Levy @ approximately $0.50000 per thousand shall yield	$317,902
Totals approximately $2.74938 per thousand shall yield	$ 1,751,002

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, 2011 and ending December 31, 2011 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. 1485 are hereby repealed as of December 31, 2010.

Section 4. This ordinance shall take effect five 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 23th day of November 2010.

APPROVED:

David M. Viafore, Mayor

ATTEST:

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

Publication Date: NOVEMBER 27, 2010
Effective Date: DECEMBER 2, 2010

(Ordinance No. 1501)

CITY OF FIRCREST
ORDINANCE NO. 1504

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 2011

WHEREAS, the preliminary Budget of the City of Fircrest for the year 2011 was timely submitted; and

WHEREAS, Public Hearings on the proposed Budget were advertised and held on November 9, 2010 and November 23, 2010; and

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

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

Section 1. That the budget document on file with City Clerk entitled "City of Fircrest 2011 Annual Budget" is hereby adopted by reference as though fully set forth.

Section 2. The 2011 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	$7,251,357	$7,251,357
101	Street	1,393,251	1,393,251
105	Police Investigation	13,935	13,935
150	Cumulative Reserve	3,030,763	3,030,763
201	Parks Bond Fund	37,869	37,869
310	Real Estate Excise Tax	1,968,400	1,968,400
415	Storm Drain Fund	795,475	795,475
425	Water	1,531,158	1,531,158
430	Sewer	2,906,807	2,906,807
431	Relocation of Backyard Sewer Mains	476,829	476,829
501	Equipment Replacement	1,822,497	1,822,497
	TOTAL ALL FUNDS	**21,228,341**	**21,228,341**

Section 3. A complete copy of the final budget for 2011 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 regular meeting thereof this 14th day of December, 2010.

APPROVED:

David M. Viafore, Mayor

ATTEST:

Rick Rosenbladt

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith

Michael B. Smith, City Attorney

(ORDINANCE NO. 1504)

DATE OF PUBLICATION: DECEMBER 17, 2010
EFFECTIVE DATE: DECEMBER 22, 2010

CITY OF FIRCREST
FEE AND RATE SCHEDULE
January 2011

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
PARKS AND RECREATION		
Pee Wee T-Ball (4 & 5 years)	$20.00 resident; $40.00 non-resident	FMC 10.22.010
T-Ball	$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 $100.00 non-resident deposit	FMC 10.22.010
Fircrest Park Pavilion Rental	$50.00 resident; $100.00 non-resident $100.00 non-resident deposit	FMC 10.22.010
Main pool rental	$100.00 resident; $150.00 non-resident	FMC 10.22.010
Wading pool rental	$75.00 resident; $100.00 non-resident $100 non-resident deposit	FMC 10.22.010
Open Swim	$2.25 resident; $4.50 non-resident	FMC 10.22.010
Family Membership Pool & Wading Pool	$50.00 single family member; $32.00 all additional members $98.00 non-resident single family member; $64.00 non-resident all additional members	FMC 10.22.010
Swimming Pool Punch Card	$20.00 resident; $40.00 non-resident (10 Open Swims)	FMC 10.22.010
Swimming Instruction	$36.00 resident; $47.00 non-resident (2 weeks) $18.00 resident; $23.50 non-resident (1 weeks)	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	$50.00 resident; $85.00 non-resident	FMC 10.22.010
Gymnasium Rental	$350.00 resident; $575 non-resident per event $100.00 resident deposit; $300.00 non-resident deposit	FMC 10.22.010
Room Rental	$55.00 resident; $80.00 non-resident per event $100.00 non-resident deposit	FMC 10.22.010
Open Gym	No charge for resident; $3.00 per period for non-resident, $1.00 per period for non resident senior	FMC 10.22.010
Holiday Bazaar/Fun Days	$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
BUSINESS		
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
ANIMAL		
Dogs: Altered	$14.00	FMC 7.05.030
Dogs Altered: Senior citizen discount rate (+65 yrs.)	$8.00	FMC 7.05.030
Unaltered dogs	$50.00	FMC 7.05.030
Unaltered dogs: Senior citizen discount rate (+65yrs.)	$28.00	FMC 7.05.030
Cats: Altered	$8.00	FMC 7.05.030
Cats: Senior citizen discount rate (+65 yrs.)	$4.00	FMC 7.05.030
Unaltered cats	$50.00	FMC 7.05.030
Unaltered cats: Senior citizen discount rate (+65 yrs.)	$28.00	FMC 7.05.030
Late Fee (between 30 and 60 days late)	$10.00	FMC 7.05.010
Late Fee (after 60 days late)	$20.00	FMC 7.05.010
BUILDING/PLANNING		
Planning Services Fee Schedule	Permit fee varies based on type	Resolution No. 1017
Building Service Fee Schedule	Permit fee varies based on valuation	Resolution No. 1022
UTILITY RATES AND CHARGES		
Water - Residential	$22.00 p/month-includes first 700 cf $16.50 p/month includes first 700 cf Senior/Disabled Next 1,300 cf at $0.010 p/one cf Over 2,000 cf at $0.016 p/one cf	Ordinance 1446 Ordinance 1493
Sewer - Residential	$57.00 per month flat rate $42.75 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1494
Water – Out of City	Same as in City w/additional $12.50 surcharge	Ordinance 1446
Sewer - Out-of-City	$62.00 per month flat rate $46.50 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1493
Storm Drainage - Residential	$12.50 per month per parcel	Ordinance 1462
Water – Setup fee	$6.50	Ordinance 1352
Sewer – Setup fee	$2.50	Ordinance 1352
Storm Drainage –Setup fee	$2.50	Ordinance 1352
Solid Waste and Recycling:	See Ord. No. 1492 for options and accompanying rates and information	Ordinance 1492

Sewer Connection – in City	$4,000 minimum GFC $2,150 Connection Fee $275.00 Inspection Fee	Ordinance 1465
Water Connection – in City	$4,000 minimum GFC $1,800 Connection Fee $360 Meter Drop-in fee	Ordinance 1464
TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
UTILITY TAX ORDINANCES		
Natural Gas/Electric Tax	6%	Ordinance 1013
Telephone Tax	6%	Ordinance 870
Television Tax	6%	Ordinance 1366
Water Tax	8%	Ordinance 1484
Sewer Tax	6%	Ordinance 1058
Garbage Tax	8.5%	Ordinance 764
Franchise Fee	5%	Ordinance 1369
OTHER		
Miscellaneous Copies	$.15 per page	N/A