THE CITY OF FIRCREST

2012

ADOPTED

BUDGET

This page intentionally left blank.

CITY OF FIRCREST, WASHINGTON
2012 BUDGET

CITY OFFICIALS

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

POPULATION: 6,497

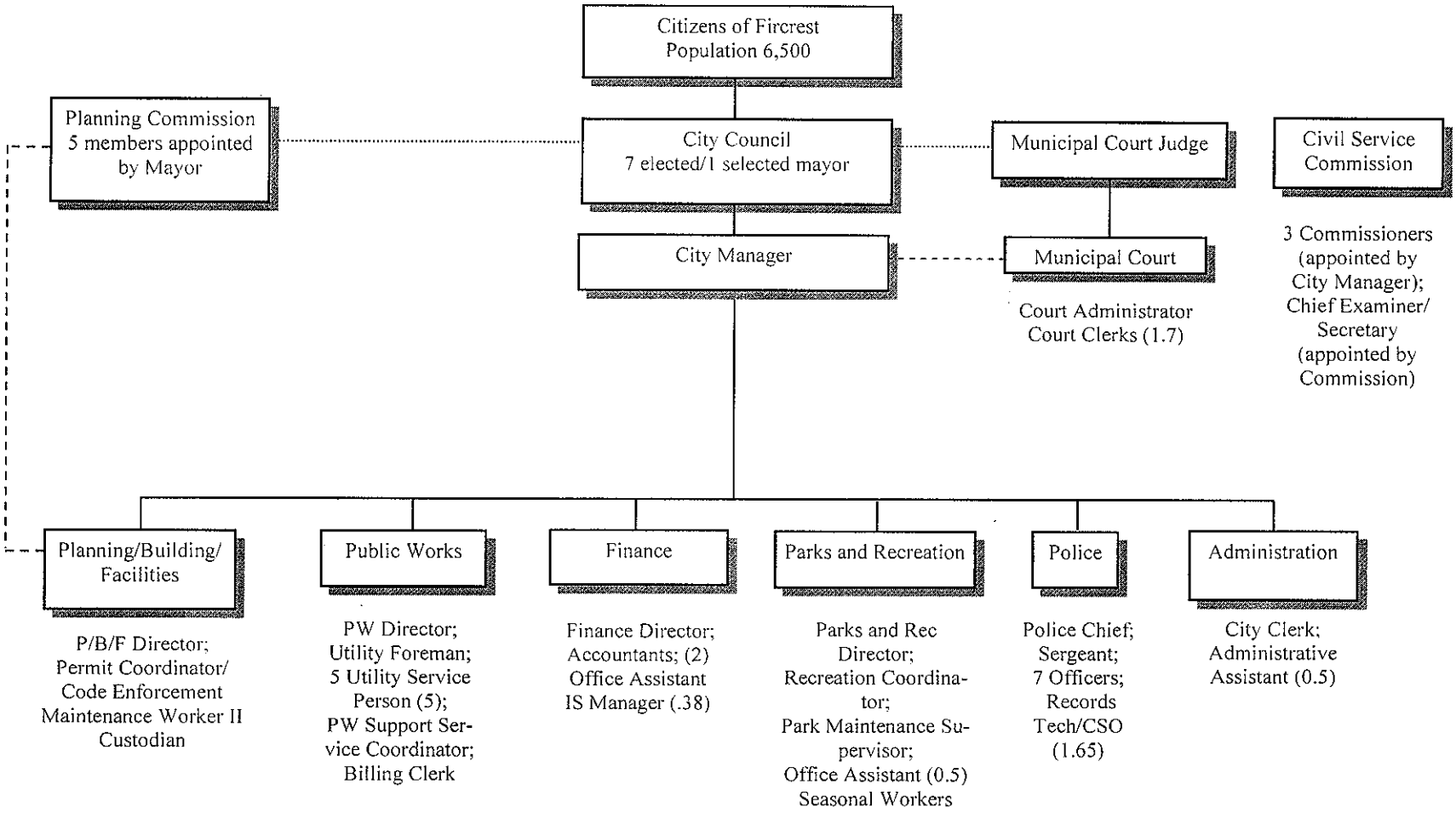
2011 ASSESSED VALUATION REGULAR LEVY: $615,420,928
REGULAR MILL LEVY: 2.35626
EMS MILL LEVY: 0.5000

2012 REVENUES, EXPENDITURES & BALANCES BY FUND

General	$7,071,993
Street	909,584
Storm Drain	792,099
Water	1,427,103
Sewer	2,524,559
Relocation of Backyard Sewer Mains Project	4,082,288
Equipment Replacement	1,567,513
Police Investigation	13,555
Real Estate Excise Tax	1,814,104
Cumulative Reserve	3,030,763
TOTAL	**$23,233,561**

This page intentionally left blank.

CITY OF FIRCREST 2012 ORGANIZATION CHART



This page intentionally left blank.

City of Fircrest
2012 Budget

Table of Contents

City Manager Budget Message ---------- i

General Fund Summary ---------- 1
- General Fund Revenue ---------- 2
- General Fund Expenditure ---------- 6

- Legislative ---------- 7
- Judicial Service ---------- 10
- Criminal Justice ---------- 13
- Administration ---------- 14
- Finance ---------- 17
- Non-Departmental ---------- 20
- Legal Services ---------- 23
- Human Resources (Personnel) ---------- 24
- Facilities ---------- 27
- Information Systems ---------- 31
- Police ---------- 33
- Civil Service Commission ---------- 38
- Emergency Management ---------- 40
- Fire ---------- 42
- Emergency Medical Services ---------- 43
- Inspection ---------- 44
- Physical Environment ---------- 47
- Planning ---------- 48
- Growth Management ---------- 51
- Health ---------- 53
- Library Services and Community Events ---------- 54
- Recreation ---------- 55
- Participant Recreation ---------- 60
- Swimming Pool ---------- 61
- Parks ---------- 63

City Street Fund Summary ---------- 66
- City Street Fund Revenue ---------- 67
- 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
Water Conservation---------- 91

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

Ordinances and Resolutions ---------- 117

Fee and Rate Schedule---------- 126

THE CITY OF FIRCREST

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

January 1, 2012

Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2012 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. 2012 operations are to be funded from 2012 revenues and Fund Balance. Expenditures and revenues have been budgeted conservatively.

2012 BUDGET OVERVIEW

- Includes investment interest at the rate 0.10 % of fund balances.
- Includes no COLA increase for non union employees.
- Includes a 3.7% COLA increase for the Police Guild.
- Includes no COLA increase for IBEW represented employees.
- Includes an increase in medical insurance premiums.
- 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 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 fourth 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).
- 3.2% increase applied to the Fire/EMS contract with Tacoma.
- Includes City of Tacoma library reimbursements up to $50 per year.

2011
Budgeted operating revenues:
$4,373,081

2012
Budgeted operating revenues:
$4,312,202

2011
Budgeted operating expenditures:
$4,494,426

2012
Budgeted operating expenditures:
$4,448,646

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	380,763
Street Fund	150,000
Total	$3,030,763

STREET FUND

Transfers in from General Fund include $217,514 (15% Property Tax); $60,000 (Street Light Maintenance); and $10,000 (Beautification).

Capital consists of Other Improvements of $210,000 to perform grind and overlay on Emerson. Funding for 2012 Improvements is from REET 1.

Reserves will be decreased by $2,494.

2011 Budgeted revenues with transfers:
$1,204,074

2012 Budgeted revenues with transfers:
$644,329

2011 Budgeted expenditures with Capital:
$1,261,835

2012 Budgeted expenditures with capital:
$641,835

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; $10,500 for the conversion of one bay to a wash facility at Public Works; and $64,275 for the installation of oil-water separation piping in catch basins on the Drake Street drainage system and other grant related storm water improvements. Project Engineering of $12,000 is for design of the above projects.

Reserves will be increased by $7,368.

2011
Budgeted revenues:
$461,813

2012
Budgeted revenues:
$462,205

2011
Budgeted expenditures with capital:
$485,211

2012
Budgeted expenditures with capital:
$454,837

WATER/SEWER FUND

Water Department

Capital improvement includes $130,000 for a new 12-inch water main in Columbia Street from Del Monte to Alameda Avenue. Project Engineering includes $30,000 for engineering services related to the above listed project.

Reserves will be decreased by $125,567.

2011
Budgeted revenues:
(With loans and capital contributions)
$980,079

2012
Budgeted revenues:
(With loans and capital contributions)
$916,981

2011
Budgeted expenditures with capital:
$1,080,820

2012
Budgeted expenditures with capital:
$1,042,548

Sewer Department

Capital improvement includes $150,000 for sewer main replacement on Alameda Avenue from Baylor Street to Rosewood Lane. Project Engineering includes $35,000 for engineering services related to the above listed project.

Reserves will be decreased by $269,188.

2011	2012
Budgeted revenues:	**Budgeted revenues:**
(With loans, capital contributions, REET)	**(With loans, capital contributions, REET)**
$2,342,200	$2,028,387
2011	**2010**
Budgeted expenditures with capital:	**Budgeted expenditures with capital:**
$2,170,939	$2,297,575

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 2012 consists of: Administration – one new computer; Police - three new computers; Street, Water and Sewer – one new computer; Information Systems – new e-mail server; and Building – one new computer.

SUMMARY

In summary, the 2012 Adopted Budget is balanced using Fund Balance. Department managers have been conservative in planning their budgets and all departments have tried to balance available funds with expected service levels. They have also implemented cost containment wherever and whenever possible. Council's request to maintain services while maintaining a balanced budget has been used as a budget guideline.

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

There are factors imposing real limits on the City's future ability to respond to community needs and wants. Reductions associated with the elimination of the State Motor Vehicle Excise Tax, loss of sales tax equalization funding, annual restriction of

1% of property tax levy increases, and the loss of interest revenue due to the current economy have greatly impacted revenues. Economic sustainability is needed to continue the ability to provide quality services and amenities. Due to being predominately residential and the loss of state shared revenues, there is a need to grow and diversify the City's revenue base. While revenue limitations on Fircrest are significant, by clearly targeting resources and visioning for the future, the City will be able to continue quality services at a basic level to meet community needs.

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

Sincerely,

Rick Rosenbladt

Rick Rosenbladt
City Manager

GENERAL FUND SUMMARY REPORT

Operating Revenues	4,312,202
Operating Expenses	(4,448,646)
Revenue over (under) Expenditures	(136,444)
Capital Expenditures	(46,500)
Excess of Revenues over (under) Operating and Capital	(182,944)
Undesignated Beginning Fund Balance	917,861
Designated/Light	1,075,320
Designated/44th & Alameda	766,610
Total Beginning Fund Balance	2,759,791
Equity Transfer to Street Light Maint. From Light Designated Fund Balance	(60,000)
Equity Transfer to Street Capital From Light Designated Fund Balance	0
Undesignated Ending Fund Balance	734,917
Designated/Light	1,015,320
Designated/44th & Alameda	766,610
Total Ending Fund Balance	2,516,847

GENERAL FUND

BARS	Description	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-00	Undes. Unres. Fund Balance	787,252	863,853	855,110	917,861
308-00-00-06	Des. Fund Bal/Light	1,237,715	1,186,556	1,126,556	1,075,320
308-00-00-07	Des. Fund Bal/44th Alameda	1,235,014	896,610	896,610	766,610
	Total Fund Balance	**3,259,982**	**2,947,019**	**2,878,276**	**2,759,791**
311-10-00-00	General Property Taxes	1,392,902	1,403,912	1,433,100	1,450,092
311-10-01-00	EMS Tax	367,124	346,572	317,902	307,710
313-00-00-00	Zoo Tax	42,983	43,394	43,000	43,000
313-10-00-00	Retail Sales & Use Tax	277,550	267,511	280,000	295,500
313-71-00-00	Sales Tax-Criminal Justice	77,543	79,254	78,000	79,000
316-30-00-00	Franchise Fee Cable TV	86,240	90,499	85,000	93,000
316-43-00-00	Gas Utility Tax	147,852	116,847	150,000	138,000
316-45-00-00	Garbage/Solid Waste Tax	82,509	80,062	80,000	85,000
316-46-00-00	Television Cable Tax	118,899	123,439	125,000	125,000
316-47-00-00	Telephone/Telegraph Tax	200,622	196,090	200,000	200,000
316-52-00-00	Water Utility Tax	52,431	64,831	71,564	66,400
316-52-00-01	Franchise Fee Water	4,923	4,677	4,500	4,800
316-54-00-00	Sewage Utility Tax	109,883	120,464	138,751	120,000
317-50-00-00	Gambling Excise Tax	2,899	2,419	2,800	3,000
	Total Taxes	**2,964,362**	**2,939,972**	**3,009,617**	**3,010,502**
321-90-00-00	Business Licenses & Permits	31,238	35,997	35,000	35,000
322-10-00-00	Building Permit	18,743	21,770	13,000	28,245
322-10-00-01	Mechanical Permit	4,905	4,558	4,000	3,575
322-10-00-02	Plumbing Permit	3,238	4,830	4,000	3,575
322-10-00-03	Excavate/Clear/Grading Permit	71	0	100	100
322-10-00-05	Sign Permit	1,350	180	500	500
322-10-00-06	Investigation Fee	248	1,370	500	500
322-10-00-07	Fire Protection Permit	260	0	300	300
322-90-00-00	Other Licenses & Permits	0	0	0	50
	Total Licenses & Permits	**60,052**	**68,705**	**57,400**	**71,845**
334-00-30-00	Local Records Grant Program	1,428	0	0	0
336-00-98-00	City-County Assistance	74,975	77,433	60,000	48,000
339-11-68-00	ARRA Grant Revenue	6,375	4,268	0	0
336-06-21-00	MVET/CJF/Violent Crimes/Pop	1,362	1,407	1,500	1,600

336-06-26-00	CJ-Special Programs	5,200	5,331	5,000	5,400
336-06-51-00	DUI-Cities	2,066	1,173	1,000	1,000
336-06-94-00	Liquor Excise Tax	30,860	31,341	30,235	31,800
336-06-95-00	Liquor Board Profits	35,384	50,594	35,000	39,200
	Total Intergovernmental Revenues	**157,649**	**171,547**	**132,735**	**127,000**
341-99-00-00	Passport Fees	12,425	8,850	10,000	10,000
345-81-00-01	Planning Permit	8,807	3,783	23,000	6,720
345-81-00-02	Site Development Permit	1,850	3,224	5,800	1,800
345-83-00-00	Plan Checking	10,210	12,925	8,450	13,800
347-30-00-00	Swimming Pool Fees	31,209	25,628	31,000	31,000
347-30-00-02	Swim Team Fees	4,955	4,185	4,140	4,140
347-30-00-03	Swimming Pool Rentals	2,225	1,455	2,400	1,500
347-30-01-00	Swimming Instructions	33,574	33,947	34,000	34,000
347-60-00-00	Recreation Fees	19,618	11,797	18,500	10,000
347-60-00-09	Instructor Based Revenue	19,623	27,730	27,650	27,650
347-60-00-01	Basketball Registration	9,698	9,430	9,100	9,650
347-60-00-02	Baseball Registration	13,663	15,319	14,410	16,055
347-60-00-04	Indoor Soccer	1,415	1,630	1,200	1,400
347-60-00-05	Flag Football Registration	0	0	0	1,500
349-00-00-00	Interdepartmental Service Chgs	389,179	385,544	384,490	353,170
	Total Charges for Goods & Services	**558,451**	**545,445**	**574,140**	**522,385**
350-00-00-00	Municipal Court	238,941	261,248	249,000	249,000
356-50-00-00	Investigative Fund Assessments	5,229	5,459	5,000	5,000
356-50-04-00	DUI Invest Fund Assessments	4,829	7,045	5,000	5,000
	Total Fines & Forfeits	**249,000**	**273,753**	**259,000**	**259,000**
361-11-00-00	Investment Interest	203,013	87,947	20,384	5,260
361-11-00-01	Interest-Utility Deposits	198	83	100	50
361-40-00-00	Sales Interest	926	493	600	300
361-40-00-01	Int On Gen Property Taxes	531	202	200	100
361-40-00-02	Int On EMS Property Taxes	88	49	50	25
362-40-00-00	Space & Facility Rental	23,997	19,547	23,235	20,900
362-40-00-01	Soccer Field Rental	5,595	3,129	4,700	4,700
365-50-00-01	Land Rental	63,605	63,605	63,605	67,710
365-50-00-02	Land Rental-ERR Garage	3,465	3,465	3,465	3,575
367-00-00-02	Parks Donations	7,228	3,071	6,000	4,000
367-00-00-03	Police Donations	14,314	15,154	12,000	10,000
367-00-00-10	Firework Donations	925	2,772	1,000	2,000

369-81-00-00	Cash Overage/Shortage	-9	-42	0	0
369-81-00-01	Cash Over/Short-Pool	11	-11	0	0
369-90-00-00	Other Misc Revenue	5,016	3,749	4,000	4,000
369-90-00-04	Reimbursements	1,395	888	1,050	1,050
369-90-00-05	Non-Competition Charge	191,458	189,670	192,000	190,000
369-90-00-06	Time/Temp Sign Rental	8,450	7,800	7,800	7,800
	Total Misc Revenue	**530,206**	**401,571**	**340,189**	**321,470**
	Total Operating Revenue	**4,519,720**	**4,400,993**	**4,373,081**	**4,312,202**
	TOTAL RESOURCES	**7,779,702**	**7,348,013**	**7,251,357**	**7,071,993**

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 partners with Washington State for Business License services.

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

INTERGOVERNMENTS REVENUES

Local Government Assistance is received from the Department of Revenue and provides ongoing assistance to low tax base cities and counties. The distribution is based on per 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 6,497. 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 0.10%

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 2011 BUDGET	IN(DE)CREASE	2012 BUDGET
Legislative	71,020	(9,255)	61,765
Judicial	241,140	375	241,515
Criminal Justice	116,120	1,300	117,420
Admin	229,920	(49,200)	180,720
Finance	267,330	2,355	269,685
Non-Dept	274,321	(62,646)	211,675
Legal	39,590	(4,500)	35,090
Personnel	53,060	(17,770)	35,290
Facility & Equipment	148,915	10,020	158,935
Information Systems	45,185	(1,640)	43,545
Police	1,358,628	34,150	1,392,778
Civil Service	6,655	(2,530)	4,125
Emergency Mgmt	11,200	1,235	12,435
Fire	236,260	27,829	264,089
EMS	317,902	(10,192)	307,710
Protective Inspection	99,010	1,500	100,510
Physical Environment	16,760	(20)	16,740
Planning	72,385	(400)	71,985
Growth Mgt	46,620	(5,085)	41,535
Mental Health	1,500	100	1,600
Culture & Recreation	32,745	(645)	32,100
Recreation	235,670	(7,200)	228,470
Participant Recreation	35,255	2,800	38,055
Swimming Pool	123,580	2,415	125,995
Parks	188,690	38,675	227,365
Total Departmental Operating Costs	4,269,461	(48,329)	4,221,132
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	214,965	2,549	217,514
Total Operating Transfers	**224,965**	**2,549**	**227,514**
Total Operating Budget	4,494,426	(45,780)	4,448,646
Capital Budget			
Facilities	25,000	(25,000)	0
Police	0	18,000	18,000
Emergency Management	0	8,000	8,000
Fire	0	20,500	20,500
Recreation	10,000	(10,000)	0
Parks	130,000	(130,000)	0
Total Capital Budget	35,000	11,500	46,500
Transfer for Street Light Maintenance	60,000	0	60,000
Total Equity Transfers	60,000	0	60,000
Undesignated Ending Fund Balance	766,610	(31,693)	734,917
Designated/Light	1,066,556	(51,236)	1,015,320
Designated/44th Alameda	698,765	67,845	766,610
Total Ending Fund Balance	2,531,931	(15,084)	2,516,847
Total General Fund Budget	**7,121,357**	**(49,364)**	**7,071,993**

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

2011 Completed:

- Lifted ban on outdoor recreational fires
- Authorized $12,633,500 Department of Ecology loans for the Relocation of the Backyard Mains Project
- Authorized a cost saving amendment to the Sewer Treatment agreement with the City of Tacoma

Continued from 2011 to 2012:

- Explore economic development and redevelopment strategies.

New for 2012:

- 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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	29,311	32,474	33,810	33,810
20 Personnel Benefits	2,242	2,546	2,695	2,705
30 Supplies	0	138	100	100
40 Services & Charges	16,740	12,427	19,415	14,050
50 Intergovt & Other Interfund Pmt.	13,861	9,644	15,000	11,100
60 Capital Outlays	0	0	0	0
Total	62,155	57,228	71,020	61,765

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	33,810	0	33,810
Personnel Benefits			
Personnel Benefits	2,695	10	2,705
Supplies			
Office & Operating Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges		0	
Professional Services	300	(300)	0
Travel	2,380	(2,380)	0
Advertising	5,000	(2,000)	3,000
Insurance	0	0	0
Miscellaneous	100	0	100
A.W.C. Dues	3,885	115	4,000
Puget Sound Regional Council	2,500	0	2,500
Codification Costs	3,800	0	3,800
Meals	400	0	400
Registrations	1,050	(800)	250
Intergovt & Other Interfund Pmt.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	0	100	100
Special Elections & Voter Reg	15,000	(4,000)	11,000
Total	71,020	(9,255)	61,765

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. 2012 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 has been eliminated and Registration has been decreased to $250.

Advertising is for costs of publishing ordinances and public notices. It has been decreased due to anticipated lower costs by using another vendor.

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

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

Special Elections and Voter Registration line item has been decreased since there is no election scheduled for 2012.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 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

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Passport Fees	13,165	15,000	8,850	10,000	10,000
Total Fines & Forfeits Revenues	263,345	265,000	261,248	259,000	259,000
Total Charges Filed	4,222	4,500	4,780	4,300	4,500

Explanation for revenue in Court penalties and tickets:

- Court revenue is projected based on prior year's actual statistics.
- Revenue for 2012 is predicated under the assumption that the Police Department will be fully staffed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	173,469	170,271	172,115	175,220
20 Personnel Benefits	37,678	43,142	52,895	52,965
30 Supplies	4,744	5,482	5,250	5,300
40 Services & Charges	5,876	5,790	10,680	7,830
60 Capital Outlays	0	0	0	0
90 Interfund Pmt. For Svcs.	0	359	200	200
Total	221,767	225,044	241,140	241,515

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	171,615	3,105	174,720
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	52,895	70	52,965
Supplies			
Office & Operating Supplies	4,000	0	4,000
Publications-Court Rules	250	50	300
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Srvs - Jurors	500	0	500
Prof Srvs - Pro Temp Judges	1,800	0	1,800
Prof Srvs - Interpreter	800	0	800
Prof Srvs - Jury Master	800	0	800
Communication	130	0	130
Postage	500	0	500
Travel	2,000	(1,900)	100
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	100	(50)	50
Miscellaneous	300	0	300
Registration & Tuition	1,200	(900)	300
Dues,Memberships,Subscriptions	450	0	450
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	200	0	200
Total	241,140	375	241,515

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 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 been reduced due to the Presiding Judge not attending the Washington Judicial Conference and the District and Municipal Court Judge's Conference (DMCJA). The Court may receive reimbursement for lodging expenses incurred through the Office of the Administration of the Courts.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Judge	0.13	0.13	0.13	0.13
Court Clerk I	1.80	1.70	1.70	1.70
Court Administrator	1.00	1.00	1.00	1.00
Total	2.93	2.83	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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
40 Services & Charges	100,608	94,834	116,120	117,420
60 Capital Outlay	0	0	0	0
Total	100,608	94,834	116,120	117,420

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Services & Charges			
Prof Srvs - Jail	35,000	0	35,000
Prof Srvs - City Prosecutor	55,620	0	55,620
Prof Srvs - Assigned Counsel	25,000	1,300	26,300
Prof Srvs - Jail (Medical Services)	500	0	500
Total	116,120	1,300	117,420

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 $26,300 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

2011 Completed:

- Worked with Finance Department to coordinate and develop the 2012 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.

New for 2012:

- Work with Finance Department to coordinate and develop the 2013 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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	180,945	175,048	172,590	143,330
20 Personnel Benefits	53,312	47,894	52,190	35,660
30 Supplies	300	551	500	500
40 Services & Charges	1,837	2,544	4,440	1,030
60 Capital	0	0	0	0
90 Interfund Pmt. For Svcs.	0	0	200	200
Total	236,394	226,037	229,920	180,720

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	172,390	(29,260)	143,130
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	52,190	(16,530)	35,660
Supplies			
Office & Operating Supplies	300	0	300
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Professional Services	300	(200)	100
Communication	240	0	240
Travel	1,800	(1,600)	200
Repairs & Maintenance	300	(200)	100
Miscellaneous	300	(200)	100
Registration & Tuition	700	(600)	100
Dues,Memberships,Subscriptions	700	(510)	190
Meals-Other Than Travel/Train.	100	(100)	0
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	200	0	200
Total	229,920	(49,200)	180,720

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 decreased by eliminating the City Manager's attendance at the AWC conference and the Washington City/County Manager's Association (WC/CMA) conference.

The Dues, Memberships and Subscriptions line is for two memberships in the National Association of Parliamentarians (NAP) and Pierce County Clerks & Finance Officers Association (PCCFOA). The line has been decreased by eliminating the City Manager's membership in the WC/CMA and by deleting membership in the Washington Municipal Clerks Association.

The Meals - Other Than Travel line was for staff meals at economic development lunches, meetings, etc. It has been eliminated in the 2012 Budget.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 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	0.24
Total	2.15	2.15	2.15	1.91

The Administrative Assistant position has been reduced to half time and is split between Administration, Non-Departmental and Personnel.

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

2011 Completed:

- Purchased and implemented new financial software program.
- Worked with Administration Department to develop the 2012 Budget.

New for 2012:

- Update the 5-Year Strategic Plan.
- Renewed bank service contract.
- Work with Administration Department to develop the 2013 Budget.

PERFORMANCE MEASURES

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Business Licenses Issued	471	450	548	475	550
Cash Receipts Processed	2,422	2,500	2,478	2,300	2,500
Payroll checks Processed	1,755	1,680	1,702	1,700	1,700
Accounts Payable Checks	1,914	1,800	1,826	1,800	1,800

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	188,463	190,101	191,565	194,535
20 Personnel Benefits	59,263	59,444	66,215	66,385
30 Supplies	631	873	1,300	800
40 Services & Charges	3,479	5,774	6,750	3,465
90 Interfund Pmt. For Svcs.	1,348	2,330	1,500	4,500
Total	253,184	258,522	267,330	269,685

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	191,065	2,970	194,035
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	66,215	170	66,385
Supplies			
Office & Operating Supplies	1,000	(500)	500
Small Tools & Minor Equip	300	0	300
Services & Charges			
Travel	850	(750)	100
Repairs & Maintenance	0	0	0
Miscellaneous	500	0	500
Registration & Tuition	1,400	(550)	850
Printing And Binding	3,000	(1,500)	1,500
Dues,Memberships,Subscriptions	400	(185)	215
Tax Audit Expenses	600	(300)	300
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	1,500	3,000	4,500
Total	267,330	2,355	269,685

BUDGET NARRATIVE

Travel and Registration is for 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

	2009 Actual	2010 Actual	2011 Budget	2012 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.
- Maintain City website.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	28,166	28,026	28,865	21,000
20 Personnel Benefits	16,137	48,246	36,965	20,630
30 Supplies	275	272	10,700	7,900
40 Services & Charges	150,263	134,465	194,306	158,500
90 Interfund Pmt. For Svcs.	4,010	2,549	3,485	3,645
0 Transfers & Other Cost Allocations	270,095	271,822	284,965	287,514
Total	468,945	485,381	559,286	499,189

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	28,665	(7,865)	20,800
Overtime	200	0	200
Casual & Seasonal Labor	0	0	0
Personnel Benefits			
Personnel Benefits	13,465	(6,735)	6,730
Unemployment Compensation	23,500	(9,600)	13,900
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	8,000	(2,000)	6,000
Central Office Printing	2,300	(800)	1,500
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Biennial Audit	25,000	(12,000)	13,000
Communication	11,600	0	11,600
Postage	16,000	0	16,000
Travel	100	0	100
Operating Rentals	4,000	0	4,000
Insurance	89,900	15,100	105,000
Insurance Deductible	2,000	(1,000)	1,000
Repairs & Maintenance	0	0	0
Miscellaneous	24,556	(24,256)	300
Town Topics	14,000	(12,500)	1,500
Notary	200	0	200
Dues, Membership,Subscriptions	800	(150)	650
Registration & Tuition	150	0	150
Printing And Binding	6,000	(1,000)	5,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	3,485	160	3,645
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Cumulative Reserve	0	0	0
Transfer Out-Property Tax	214,965	2,549	217,514
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out-Light Capital	0	0	0
Total	559,286	(60,097)	499,189

BUDGET NARRATIVE

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

The Town Topics has been eliminated in the 2012 Budget. $1,500 has been budgeted for alternate forms of communication to the Citizens.

The Notary line includes $200 for miscellaneous supplies as needed. The City currently has four 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 was for the City Calendar. It has been eliminated in the 2012 Budget.

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 $219,000 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

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Office Assistant	0.40	0.40	0.40	0.40
Admin. Assistant	0.30	0.30	0.30	0.15
Total	0.70	0.70	0.70	0.55

The Administrative Assistant position has been reduced to half time and is split between Administration, Non-Departmental and Personnel.

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
30	Supplies	3,213	2,747	4,700	4,200
40	Services & Charges	33,420	26,502	34,890	30,890
	Total	36,633	29,249	39,590	35,090

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Supplies			
Publications	4,700	(500)	4,200
Services & Charges			
City Attorney	26,000	0	26,000
Special Legal Counsel	8,000	(4,000)	4,000
Travel	600	0	600
Registrations	250	0	250
Memberships, Dues	40	0	40
Total	39,590	(4,500)	35,090

BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

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

Travel and registration 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

2011 Completed:

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

New for 2012:

- Recruit and replace staff as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	34,806	33,596	33,045	22,630
20 Personnel Benefits	11,327	9,015	9,680	6,205
30 Supplies	48	52	255	255
40 Services & Charges	5,795	5,228	10,080	6,200
Total	51,975	47,891	53,060	35,290

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	33,045	(10,415)	22,630
Personnel Benefits			
Personnel Benefits	9,680	(3,475)	6,205
Supplies			
Office & Operating Supplies	105	0	105
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	3,000	(1,000)	2,000
Health Program	800	0	800
Drug & Alcohol Testing	700	(100)	600
Travel	725	(725)	0
Travel - Health Programs	550	0	550
Advertising	3,000	(1,000)	2,000
Miscellaneous	100	0	100
Employee Awards	0	0	0
Dues,Memberships,Subscriptions	390	(390)	0
Meals-Other Than Travel/Train.	150	(100)	50
Registration & Tuition	465	(365)	100
Volunteer Program	200	(200)	0
Total	53,060	(17,770)	35,290

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 has been eliminated and Registration has been reduced to $100.

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

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
City Clerk	0.33	0.33	0.33	0.33
Admin. Assistant	0.22	0.22	0.22	0.11
Total	0.55	0.55	0.55	0.44

The Administrative Assistant position has been reduced to half time and is split between Administration, Non-Departmental and Personnel.

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

2011 Completed:

- 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.
- Repaired sidewalk at Public Safety Building.
- Repaired pool heater and installed new manifold on boiler.
- Installed new floor tiles in the Recreation Center.
- Repaired office lighting at the Public Safety Building.
- Reprogrammed phones at Pool and Rec Center Offices.

New for 2012:

- Improve coordination with Recreation Center staff on assignments and tasks.
- Improve efficiency by reducing operating costs while maintaining levels of service.
- Maintain and repair all City buildings, grounds and equipment as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	114,520	64,380	45,835	54,745
20 Personnel Benefits	44,337	26,178	20,105	22,820
30 Supplies	19,802	21,032	15,000	15,800
40 Services & Charges	52,737	53,905	61,250	54,350
60 Capital Outlays	44,700	1,334	25,000	0
90 Interfund Pmt. For Svcs.	4,875	4,446	6,725	11,220
Total	280,970	171,275	173,915	158,935

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	45,835	8,910	54,745
Overtime	0	0	0
Casual/Seasonal Wages	0	0	0
Personnel Benefits			
Personnel Benefits	20,105	2,715	22,820
Supplies			
Operating Supplies/Facilities	400	0	400
Operating Supplies/Rec Bldg	2,600	0	2,600
Operating Supplies/P.S.B.	2,500	0	2,500
Operating Supplies/P.W.F.	2,000	800	2,800
Operating Supplies/C.H.	3,000	0	3,000
First Aid Supplies	0	0	0
Operating Supplies/Park Struct	1,200	0	1,200
Operating Supplies/Landscaping	1,500	0	1,500
Central Office Supplies	0	0	0
Cntrl Office Supply/Printing	0	0	0
Small Tools & Minor Equipment	1,800	0	1,800
Services & Charges			
Contract Maintenance	25,000	0	25,000
General Fund Prop Maintenance	1,400	0	1,400
Communications	450	0	450
Advertising	300	0	300
Public Utility Services	12,000	(1,000)	11,000
Repairs & Maintenance	300	0	300
Repairs & Maint/Rec Bldg	8,600	(3,600)	5,000
Repairs & Maint/City Hall	3,400	0	3,400
Repairs & Maint/Public Works	2,400	0	2,400
Repairs & Maint/Public Safety	3,000	0	3,000
Repair Time & Temp Sign	2,000	(1,300)	700
Repairs & Maint/Park Struct	1,500	(1,000)	500
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	5,915	5,915
Rental Space In Err Garage	3,335	0	3,335
Interfd ERR Repairs & Maint	3,390	(1,420)	1,970
Total	148,915	10,020	158,935

BUDGET NARRATIVE

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

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

CAPITAL BUDGET

	2010 Budget	In(de)crease	2012 Budget
Building & Structures	25,000	(25,000)	0
Improvements	0	0	0
Machinery & Equipment	0	0	0
Total	25,000	(25,000)	0

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Maintenance Worker II	0.45	0.35	0.35	0.35
Public Works Director	0.05	0.00	0.00	0.00
Planning/Building Director	0.00	0.05	0.05	0.15
Facilities/Equipment Manager	0.60	0.00	0.00	0.00
Custodian	0.64	0.64	0.64	0.64
Total	1.74	1.04	1.04	1.14

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

2011 Completed:

- Assisted with the selection and implementation of a new financial application.
- Renewed software licenses as needed.
- Installed new disk backup system.
- Replaced Police Department server.
- Replaced Court data connection with Comcast Cable.

New for 2012:

- Replace e-mail server.
- Replace City Hall copier.
- Renew software licenses as needed.
- Assist Police Department with traffic ticket application.
- Replace desktop computers as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	21,803	20,062	27,510	27,510
20 Personnel Benefits	1,749	1,617	2,225	2,235
30 Supplies	536	882	3,250	1,600
40 Services & Charges	9,778	12,777	11,900	11,900
90 Interfund Pmt. For Svcs.	0	0	300	300
Total	33,866	35,337	45,185	43,545

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	27,510	0	27,510
Personnel Benefits			
Personnel Benefits	2,225	10	2,235
Supplies			
Office & Operating Supplies	250	(150)	100
Small Tools And Minor Equip	3,000	(1,500)	1,500
Services & Charges			
Professional Services	900	0	900
Web Design/Maintenance	500	0	500
Communication	5,400	0	5,400
Repairs & Maintenance	100	0	100
Registration & Tuition	0	0	0
Dues,Memberships,Subscriptions	0	0	0
Software Licenses	5,000	0	5,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	300	0	300
Total	45,185	(1,640)	43,545

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

	2009 Actual	2010 Actual	2011 Budget	2012 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

2011 Completed:

- All supervisors have successfully completed additional National Incident Management System (NIMS) training.
- Maintain high visibility enforcing traffic laws.
- Co-hosted open house with the Tacoma Fire Department.
- Joined Tacoma/Pierce County Party Intervention Patrol task force
- Assigned vehicle maintenance officer to ensure proper maintenance of vehicles.
- Updated Officers lap top computer capabilities using money from a Federal Grant.
- Updated dangerous and potentially dangerous animal ordinance.
- Increased traffic visibility and enforcement.
- Used citizen volunteers to assist with departmental programs.
- Hosted community events/meetings.
- Hosted National Night Out event.
- Applied for and received several grants.
- Hosted Christmas "Sleigh Ride through the City" event.
- 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.

2012 Work Plan and Goals:

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

PERFORMANCE MEASURES

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Collision	80	80	90	85
Minor Traffic Offenses	3,884	4,240	3,000	3,000
Major Traffic Offenses	628	493	500	400
Total Blotter Entries	15,515	15,494	15,500	15,500
General Reports	969	861	1,000	900
Miscellaneous Reports	14,546	14,633	14,500	14,600

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	819,635	802,455	773,315	786,865
20 Personnel Benefits	316,205	320,713	335,240	335,365
30 Supplies	6,157	9,434	8,200	8,200
40 Services & Charges	43,161	40,108	54,270	56,620
50 Intergovt Charges	123,307	130,460	133,266	137,170
60 Capital Outlays	0	0	0	18,000
90 Interfund Pmt. For Svcs.	27,183	29,225	54,337	68,558
Total	1,335,648	1,332,394	1,358,628	1,410,778

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	731,815	28,550	760,365
Major Holiday Compensation	6,500	0	6,500
Overtime	20,000	0	20,000
Emphasis Patrol Overtime	15,000	(15,000)	0
Personnel Benefits			
Personnel Benefits	330,240	(100)	330,140
Long Term Care	2,000	0	2,000
Leoff I Retirees	3,000	225	3,225
Supplies			
Office & Operating Supplies	5,200	0	5,200
Small Tools & Minor Equipment	3,000	0	3,000
Services & Charges			
Prof. Services/Consulting	10,000	10,000	20,000
Communication	8,000	(1,000)	7,000
Travel	1,500	(700)	800
Operating Rentals/Copier	4,500	0	4,500
Insurance	0	0	0
Repairs & Maintenance	2,500	0	2,500
Miscellaneous	750	(350)	400
Uniforms/Clothing/Laundry	6,000	(2,000)	4,000
Registration-Tuition/Training	2,000	(1,000)	1,000
Dues,Memberships,Subscriptions	600	0	600
CJF Programs	5,000	400	5,400
Reimbursable Programs	12,000	(2,000)	10,000
Chaplaincy Program	220	0	220
Community Outreach	1,200	(1,000)	200
Intergovt & Other Interfund Pmt.			
PC Radio Infrastructure	2,510	76	2,586
Dispatching - LESA	86,997	2,610	89,607
WACIC/NCIC	3,200	0	3,200
Records - LESA	5,586	168	5,754
IT Charges - Lesa	34,973	1,050	36,023
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	17,312	14,996	32,308
Interfd ERR Repairs & Maint	37,025	(775)	36,250
Total	1,358,628	34,150	1,392,778

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. This has been eliminated in the 2012 Budget.

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 $8,320 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of $6,045 to continue our contract for major crime investigation and Forensic Officers and $2,275 for the Pierce County Swat Team. The other amount included in this line item is $11,680 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 $10,000.

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 2012.

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

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Police Chief	0.95	1.00	1.00	0.95
Police Srgt.	1.00	1.00	1.00	1.00
Police Officer	7.00	7.00	7.00	7.00
CSO II	0.60	0.60	0.60	0.60
CSO I	1.05	1.05	1.05	1.05
Total	10.60	10.65	10.65	10.60

CAPITAL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Machinery & Equip	0	18,000	18,000
Total	0	18,000	18,000

Machinery & Equipment consists of $18,000 for the purchase of two narrow banded base stations.

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

2011 Completed:

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

New for 2012:

- Hire new Police Officers if needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	2,172	2,172	2,175	2,175
20 Personnel Benefits	314	281	320	325
30 Supplies	0	0	205	100
40 Services & Charges	770	0	3,955	1,525
Total	3,256	2,453	6,655	4,125

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	2,175	0	2,175
Personnel Benefits			
Personnel Benefits	320	5	325
Supplies			
Office Supplies	105	(55)	50
Small Tools & Minor Equipment	100	(50)	50
Services & Charges			
Professional Services	1,000	(500)	500
Travel	515	(465)	50
Advertising	1,500	(700)	800
Miscellaneous	100	(50)	50
Meals-Other Than Travel/Train	150	(75)	75
Registration And Tuition	190	(140)	50
Test Rental (Reimbursed)	500	(500)	0
Total	6,655	(2,530)	4,125

BUDGET NARRATIVE

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

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

The Travel and Registration lines are for the cost of the annual Civil Service Conference in Yakima each September.

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

Test rental is available for written tests for Police positions, as needed. (Some positions allow for partial reimbursement by applicant fees.) This has been eliminated in the 2012 Budget.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Civil Service Secretary	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2011 **Completed:**

- Continued to ensure City Employees take and receive National Incident Management System (NIMS) training as required.
- Attended Pierce County Emergency Management Meetings.
- Assured employees completed earthquake building inspection class.

New for 2012:

- Hold 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.
- Hold City emergency preparedness classes for employees.
- Hold employee earthquake building inspection class.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	4,930	4,063	4,035	5,005
20 Personnel Benefits	1,680	1,292	1,430	1,880
30 Supplies	0	93	250	50
50 Intergovt & Other Interfund Pmt.	5,178	5,376	5,485	5,500
60 Capital Outlays	0	0	0	8,000
Total	11,788	10,824	11,200	20,435

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012
Salaries & Wages			
Salaries & Wages	4,035	970	5,005
Personnel Benefits			
Personnel Benefits	1,430	450	1,880
Supplies			
Office & Operating Supplies	250	(200)	50
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,485	15	5,500
Total	11,200	1,235	12,435

CAPITAL BUDGET

	2010 Amended Budget	In(de)crease	2012 Budget
Machinery & Equipment	0	8,000	8,000
Total	0	8,000	8,000

CAPITAL BUDGET NARRATIVE

Machinery & Equipment consists of $8,000 for the purchase of a narrow banded base station.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Police Chief	0.05	0.00	0.00	0.05
Planning/Bldg Director	0.00	0.05	0.05	0.00
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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
40	Services & Charges	0	151	3,000	3,000
50	Intergovt & Other Interfund Pmt.	179,630	204,228	233,260	261,089
60	Capital Outlays	0	9,423	0	20,500
	Total	179,630	213,802	236,260	284,589

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Services & Charges			
Repairs & Maintence	3,000	0	3,000
Intergovt & Other Interfund Pmt.			
Tacoma Contract	233,260	27,829	261,089
Tacoma Fire Hydrant Charges	0	0	0
Total	236,260	27,829	264,089

BUDGET NARRATIVE

This year's total interlocal agreement with the City of Tacoma increased 3.2%. The total contract amount for both Fire and EMS is $568,799.

CAPTIAL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Other Improvements	0	20,500	20,500
Totals	0	20,500	20,500

Capital is for five hydrants associated with the Water Fund project.

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
50	Intergovt & Other Interfund Pmt.	375,973	347,486	317,902	307,710
	Total	375,973	347,486	317,902	307,710

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Intergovt & Other Interfund Pmt.			
Tacoma Contract	317,902	(10,192)	307,710
Total	317,902	(10,192)	307,710

BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 3.2%. The total contract amount for both Fire and EMS is $568,799.

This is the fourth 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

2011 Completed:

- Processed building permits for new dwelling units, plumbing and mechanical permits.
- Performed building inspection services.
- Investigated and responded to complaints regarding unauthorized or unpermitted activities.

New for 2012:

- 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

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Complaints/Enforcement	58	93	91	120	100
Building Inspections	535	245	325	302	310
Building Permits	75	73	53	65	70
Mechanical Permits	72	74	88	81	60
Plumbing Permits	75	37	59	67	40
Miscellaneous Permits	43	38	10	45	80

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	54,264	52,466	51,790	52,600
20 Personnel Benefits	22,287	22,792	24,970	24,845
30 Supplies	230	280	500	600
40 Services & Charges	18,411	18,789	21,250	21,250
90 Interfund Pmt. For Svcs.	303	427	500	1,215
Total	95,496	94,754	99,010	100,510

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	51,790	810	52,600
Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	24,970	(125)	24,845
Supplies			
Office & Operating Supplies	350	0	350
Small Tools & Minor Equipment	150	100	250
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	250	0	250
Printing And Binding	0	0	0
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	500	715	1,215
Total	99,010	1,500	100,510

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 2012 Budget.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Planning/Building Director	0.10	0.10	0.10	0.10
Permit Coordinator	0.75	0.75	0.75	0.75
Total	0.85	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 2012, animal control will be administered by the City or contracted with another jurisdiction.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
50	Intergovt & Other Interfund Pmt.	14,128	13,322	16,760	16,740
	Total	14,128	13,322	16,760	16,740

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Intergovt & Other Interfund Pmt.			
Pollution Control	3,060	(20)	3,040
Animal Control	13,700	0	13,700
Total	16,760	(20)	16,740

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

2011 Completed:

- Processed planning permits including administrative design review; major and minor variance applications; conditional use permit; and minor site plan review.
- Provided staff support to the Planning Commission and City Council.
- Reviewed new business license applications 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.

Continued from 2011 to 2012:

- 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 2012

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	53,467	47,380	46,865	47,600
20 Personnel Benefits	18,389	17,094	18,820	18,710
30 Supplies	357	493	650	750
40 Services & Charges	3,714	2,014	5,950	4,825
90 Interfund Pmt. For Svcs.	0	179	100	100
Total	75,928	67,161	72,385	71,985

DETAIL BUDGET

	2010 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	46,865	735	47,600
Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	18,820	(110)	18,710
Supplies			
Office & Operating Supplies	500	0	500
Small Tools & Minor Equipment	150	100	250
Services & Charges			
Prof Services/Reimbursable	3,500	0	3,500
Travel	500	(450)	50
Advertising	1,100	(500)	600
Repairs And Maintenance	0	0	0
Miscellaneous	50	0	50
Registration & Tuition	350	(175)	175
Dues,Memberships,Subscriptions	400	0	400
Printing And Binding	50	0	50
Interfund Pmt. For Svcs.			
Interfd Replacement	0	0	0
Interfd ERR Repairs & Maint	100	0	100
Total	72,385	(400)	71,985

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 reduced to reflect a reduction in out-of-area travel.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Planning/Building Director	0.40	0.40	0.40	0.40
Permit Coordinator	0.25	0.25	0.25	0.25
Total	0.65	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

2011 Completed:

- Work with legal counsel on development regulation amendments.
- Provided support to Council in amending Chapters 13.04 to permit contained outdoor recreational fires.
- Provided recommendation to Planning Commission and City Council on amending Chapter 22 to comply with Washington State law regarding the siting of electric vehicle infrastructure (Ord. 1509).
- Processed an application for an amendment to the comprehensive plan to permit residential development in the Community Commercial district as an outright permitted use; review by Planning Commission in August/September 2011.

Continued from 2011 to 2012:

- 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 2012:

- Provide support to update the 2013-2018 transportation improvement program.
- 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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	38,209	32,623	32,500	28,905
20 Personnel Benefits	11,836	10,361	11,470	9,980
40 Services & Charges	639	5	2,650	2,650
Total	50,684	42,989	46,620	41,535

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	32,500	(3,595)	28,905
Personnel Benefits			
Personnel Benefits	11,470	(1,490)	9,980
Services & Charges			
Consultant	2,000	0	2,000
Advertising	350	0	350
Miscellaneous	0	0	0
Printing And Binding	200	0	200
Map Preparation & Production	100	0	100
Total	46,620	(5,085)	41,535

BUDGET NARRATIVE

Staff anticipates continued use of consultant services on a very limited basis. The consultant services line item shows an allocation of $2,000 for GIS updates. Primary emphasis for 2012 is continued refinement and update to Chapter 22 (development regulations), completion by Council action of an application to amend the comprehensive plan and the inclusion of any adopted County Wide Planning Policy updates- as required by law – to the comprehensive plan which is due December 1, 2015. Upon adoption of the County-wide Planning Policies (Vision 2040, Puget Sound regional Council), the department will commence comprehensive plan updates as necessary, consistent with the adopted County Wide Planning Policies.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Planning/Building Director	0.45	0.40	0.40	0.35
Total	0.45	0.40	0.40	0.35

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
0 Transfers & Other Cost Allocations	1,348	1,540	1,500	1,600
Total	1,348	1,540	1,500	1,600

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Transfers & Other Cost Allocations			
Alcoholism	1,500	100	1,600
Total	1,500	100	1,600

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
0 Other Cost Allocations	14,112	12,404	14,000	12,500
40 Services & Charges	15,539	18,320	18,745	19,600
Total	29,651	30,724	32,745	32,100

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Other Cost Allocations			
Library Services	14,000	(1,500)	12,500
Services & Charges			
Community Events	18,745	855	19,600
Total	32,745	(645)	32,100

BUDGET NARRATIVE

2012 Community Events include $550 for holiday tree lighting; $1,020 for the Strawberry Feed; $500 for the Easter Egg Hunt; $7,700 for Fun Days; $4,400 for Fireworks for Fun Days; $880 for Volunteer Appreciation; $400 for advertising events; $3,000 for Movie in the Park; $450 for Daddy Daughter Dance; $300 for Mother Son Fun Night; $200 for Halloween events; and $200 for other miscellaneous events that will be scheduled.

Library Services includes funding for reimbursement of approximately 250 library cards at a rate of $50. The current full year rate charged by the City of Tacoma is $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 (CCAC).
- Coordinate, implement and improve special events.
- Secure alternative funding through grants, donation, and partnerships.

GOALS AND WORK PLAN

2011 Completed:

- Worked with Kiwanis and the Community Club on special events.
- Held 18 annual community events.
- Held 8 youth sports programs.
- Planned and programmed 4th Grade Basketball Tournament.
- 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
- Worked with the CCAC on a center design study.
- Partnered with citizen group to plan the inaugural Derby Days soapbox derby.

New for 2012:

- Create and implement Bunco Rally Night.
- Provide afterschool homework assistance.
- Continue to evaluate the Community Center's programs using the P-1 review process.
- Partner with citizen group to plan Derby Days soapbox derby.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	177,063	147,117	160,660	159,780
20 Personnel Benefits	45,315	45,355	58,260	51,190
30 Supplies	3,427	2,106	4,600	5,000
40 Services & Charges	11,883	11,146	12,150	12,500
60 Capital Outlays	0	0	10,000	0
Total	237,688	205,725	245,670	228,470

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	130,575	(880)	129,695
Overtime	1,000	0	1,000
Casual & Seasonal Labor	29,085	0	29,085
Personnel Benefits			
Personnel Benefits	58,260	(7,070)	51,190
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	400	500
Services & Charges			
Professional Services	0	0	0
Senior Trips	250	0	250
Postage	3,500	0	3,500
Travel	150	0	150
Advertising	100	0	100
Operating Rentals	400	0	400
Operating Rentals/Copier	1,600	200	1,800
Insurance	0	0	0
Repairs & Maintenance	0	0	0
Miscellaneous	400	0	400
Printing & Binding	4,000	0	4,000
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	200	150	350
Reimbursable Expenditures	1,050	0	1,050
Total	235,670	(7,200)	228,470

BUDGET NARRATIVE

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

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

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

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

The Small Tools and Minor Equipment line is for mechanical or electronic tools used in the Community Center. It has been increased for the purchase of a safe.

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 for scheduled training.

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

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

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

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

The Reimbursable Expenditures line is for the production of the Fircrest Flyer, a publication created and distributed in cooperation with the City of Fircrest, the CCAC, and Westside Disposal. The Fircrest Flyer is funded by the revenue line titled Reimbursements.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Recreation Coordinator	1.00	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50	0.50
Maintenance Supervisor	0.10	0.10	0.10	0.10
Maintenance Worker II	0.45	0.00	0.00	0.00
Custodian	0.05	0.05	0.05	0.05
Recreation Director	0.94	0.94	0.94	0.84
Total	3.04	2.59	2.59	2.49

CAPITAL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Machinery & Equipment	10,000	(10,000)	0
Totals	10,000	(10,000)	0

There is no capital expenditures budgeted for 2012.

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
40	Services & Charges	22,699	33,753	35,255	38,055
	Total	22,699	33,753	35,255	38,055

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Services & Charges			
Referees/Basketball	1,500	0	1,500
Umpires/Baseball	2,500	500	3,000
Basketball	2,500	0	2,500
Baseball	6,000	600	6,600
Indoor Soccer	400	200	600
Flag Football	0	1,500	1,500
5 K Race	3,000	0	3,000
Instructor Fees	19,355	0	19,355
Total	35,255	2,800	38,055

BUDGET NARRATIVE

There is $38,055 budgeted for Participant Recreation expenses. The budget revenue is estimated at $63,050 which includes $9,400 for basketball; $15,400 for baseball; $1,400 for indoor soccer; $1,500 for flag football; $3,000 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 2012. 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; $3,000 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; $6,600 for Youth Baseball equipment; $600 for indoor soccer costs; $1,500 for flag football equipment; 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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	64,275	60,427	64,300	64,715
20 Personnel Benefits	11,041	12,634	14,065	14,565
30 Supplies	12,694	9,504	14,575	17,075
40 Services & Charges	29,039	19,443	23,700	22,700
50 Intergovt & Other Interfund Pmt.	5,287	6,549	6,940	6,940
60 Capital Outlays	0	0	0	0
Total	122,336	108,557	123,580	125,995

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	14,470	415	14,885
Overtime	0	0	0
Casual & Seasonal Labor	49,830	0	49,830
Personnel Benefits			
Personnel Benefits	14,065	500	14,565
Supplies			
Office Supplies	200	0	200
Pool Supplies	9,000	0	9,000
Janitorial Supplies	2,000	0	2,000
Operating Supplies	2,800	2,000	4,800
Small Tools & Minor Equipment	575	500	1,075
Services & Charges			
Professional Services	0	0	0
Operating Rentals	300	0	300
Public Utility Services	18,000	(1,000)	17,000
Repairs & Maintenance-Pool	4,500	0	4,500
Printing & Binding	200	0	200
Miscellaneous	700	0	700
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	6,940	0	6,940
Total	123,580	2,415	125,995

BUDGET NARRATIVE

The budgeted revenue associated with the swimming pool is $70,640; $31,000 pool fees, $4,140 swim team fees, $34,000 for swimming lessons and rental fees of $1,500.

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

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

Operating supplies has been increased to replace aging skimmers on the pool edges.

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.

The excise tax is based on total revenue collected.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 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	0.12	0.07	0.07	0.07
Total	0.30	0.25	0.25	0.25

Casual & Seasonal Labor

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

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

PROGRAM DESCRIPTION

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

What we do:

- Maintain community's park system of 26 acres including two multi-use parks that contain six competition size tennis courts, three outdoor basketball courts, four soccer fields, 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

2011 Accomplishments:

- Performed monthly safety inspection and maintenance of all playground equipment.
- Repaired toy equipment at 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 2012:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	86,339	76,647	77,325	85,100
20 Personnel Benefits	35,751	27,823	32,500	35,235
30 Supplies	15,132	9,827	16,250	14,350
40 Services & Charges	48,720	42,225	52,900	82,300
60 Capital Outlays	0	0	0	0
90 Interfund Pmt. For Svcs.	5,588	7,391	9,715	10,380
Total	191,530	163,912	188,690	227,365

DETAIL BUDGET

	2011 Admended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	66,485	7,775	74,260
Overtime	500	0	500
Casual & Seasonal Labor	10,340	0	10,340
Personnel Benefits			
Personnel Benefits	32,500	2,735	35,235
Supplies			
Office Supplies	100	0	100
Janitorial Supplies	6,950	0	6,950
Operating Supplies	8,000	(1,500)	6,500
Small Tools & Minor Equipment	1,200	(400)	800
Services & Charges			
Professional Services	0	30,000	30,000
Travel	2,100	(1,000)	1,100
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	3,600	400	4,000
Miscellaneous	2,500	0	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	9,715	665	10,380
Total	188,690	38,675	227,365

BUDGET NARRATIVE

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

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

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

The Operating Supplies line item is for supplies used for maintenance in the parks.

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

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

2012 Zoo Tax money is budgeted for operations and maintenance.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Recreation Director	0.00	0.00	0.00	0.10
Maintenance Worker II	0.75	0.40	0.40	0.40
Parks Maintenance Supervisor	0.78	0.78	0.78	0.78
Total	1.53	1.18	1.18	1.28

STREET FUND SUMMARY REPORT

Operating Revenues	146,815
Operating Expenses	(431,835)
Revenues over (under) expenses	(285,020)
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)	217,514
Excess of revenues over (under) operating	2,494
Capital Expenditures	(210,000)
Use of Designated for Diverted County Road Tax	0
Transfer-In from REET for Capital	210,000
Excess of revenues over (under) operating and capital	2,494
Undesignated Beginning Fund Balance	250,741
Reserved for Paths and Trails	14,514
Total Beginning Fund Balance	265,255
Undesignated Ending Fund Balance	253,235
Reserved for Paths and Trails	14,514
Total Ending Fund Balance	267,749

CITY STREET FUND REVENUE

BARS	Description	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-00	Undes. Unres. Fund Balance	313,265	362,561	310,119	250,741
308-00-00-01	Des. Fund Bal/Paths & Trails	12,462	13,149	13,865	14,514
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	0
	Total Fund Balance	**359,879**	**409,862**	**358,136**	**265,255**
322-40-00-00	Street & Curb Permits	1,610	1,934	2,000	2,000
322-40-00-01	ROW Encrochment Permits	163	64	200	200
	Total Licenses & Permits	**1,773**	**1,998**	**2,200**	**2,200**
333-20-20-01	19th St/Alameda Grant	0	53,145	515,766	0
333-97-00-00	FEMA Grant	8,003	100	0	0
334-01-80-00	Military Department Grant	1,334		0	0
336-00-87-00	Motor Vehicle Fuel Tax	137,380	136,998	136,000	134,200
336-00-88-00	.0461 Cent Fuel Tax to Cities				
	Total Intergovernmental Revenues	**146,717**	**190,243**	**651,766**	**134,200**
361-11-00-00	Investment Interest	7,635	1,487	1,341	415
367-00-00-04	Hanging Basket Donations	6,240	7,335	6,000	7,000
367-00-00-08	Beautification Donations	2,425	3,990	2,500	3,000
369-90-00-00	Miscellaneous Revenue	0	375	0	0
369-90-00-04	Reimbursements	5,533	0	0	0
	Total Miscellaneous Revenue	**21,833**	**13,187**	**9,841**	**10,415**
	Total Operating Revenues	**170,322**	**205,427**	**663,807**	**146,815**
397-00-00-02	Transfer In	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	208,935	210,587	214,965	217,514
397-00-00-04	Transfer from Light-St Maint	51,160	51,235	60,000	60,000
397-00-00-05	Transfer from Light-Capital	0	0	0	0
397-00-00-06	Transfer from REET-Capital	11,156	33,432	254,302	210,000
	Total Other Financing Sources	**281,251**	**305,254**	**539,267**	**497,514**
	TOTAL RESOURCES	**811,452**	**920,544**	**1,561,210**	**909,584**

REVENUE NARRATIVE

Donations received in 2012 will be used for baskets, banners, flags, flowers and other beatification projects throughout the City.

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

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

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

Transfer from REET-Capital includes funding of $175,000 for grind and overlay on Emerson from Alameda Avenue to Mildred Street and $35,000 for Project Engineering.

DEPARTMENT: Public Works
DIVISION: Streets
PROGRAM: Street Maintenance

PROGRAM DESCRIPTION

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

What we do:

- Provide street and right-of-way maintenance, repair, and rehabilitation activities consistent with the goals and direction of the City Council and City Manager, as well as the policies outlined in the Six Year Comprehensive 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

2011 Completed:

- Crack-sealed 5.1 lane miles of City streets.
- Replaced 6 ornamental street light standards.
- Patched approximately 300 square yards of deteriorated pavement.
- Completed 19th Street Reconstruction Project.

Continued to 2012:

- Continue crack-seal program throughout the City.
- Paint all street, curb, and intersection markings throughout the City.
- Concentrate on curb line vegetation control in street right-of-ways.
- Begin development of a sign inventory.

New for 2012:

- Grind and overlay Emerson Street from Alameda Avenue to Mildred Street.

PERFORMANCE MEASURES

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	0	6	4	4
Lane Miles Street Crack Sealed	5	9	6	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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	98,162	94,284	93,785	72,510
20 Personnel Benefits	37,196	35,812	43,810	30,910
30 Supplies	6,943	9,876	9,900	11,650
40 Services & Charges	32,600	54,205	64,910	78,460
60 Capital Outlays	13,151	104,779	93,785	210,000
90 Interfund Pmt. For Svcs.	119,172	94,527	95,335	90,675
Total	307,224	393,482	401,525	494,205

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	78,785	(21,275)	57,510
Overtime	5,000	0	5,000
Casual & Seasonal Labor	10,000	0	10,000
Personnel Benefits			
Personnel Benefits	41,140	(10,930)	30,210
Contract Benefits	700	0	700
Unemployment Compensation	1,970	(1,970)	0
Supplies			
Office Supplies	400	0	400
Operating Supplies	7,500	1,250	8,750
Small Tools & Minor Equipment	2,000	500	2,500
Services & Charges			
Professional Services	23,000	15,660	38,660
Communication	950	0	950
Advertising	750	(250)	500
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	(1,000)	21,000
Crack Sealing	11,000	(1,000)	10,000
Miscellaneous	500	0	500
Judgements	1,000	0	1,000
Dues,Memberships,Registrations	160	140	300
Interfund Pmt. For Svcs.			
Interfd Service Charges	62,300	(3,830)	58,470
Interfd ERR Replacement	0	0	0
Land Rental	13,705	440	14,145
Interfd ERR Repairs & Maint	19,330	(1,270)	18,060
Total	307,740	(23,535)	284,205

BUDGET NARRATIVE

Professional Services line item includes $20,000 for day-to-day plan reviews and inspection services for general engineering and $18,660 for Public Works Director contracted services.

Repairs & Maintenance includes street patching.

The Crack Sealing line reflects three weeks of crack sealing effort. The rental of the crack sealing equipment is included in the crack sealing line item.

CAPITAL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Improvements	187,302	(12,302)	175,000
19th Street Grant	515,766	(515,766)	0
Diverted Co Road Tax/19th	34,152	(34,152)	0
Project Engineering	51,000	(16,000)	35,000
Machinery & Equipment	0	0	0
Totals	788,220	(578,220)	210,000

CAPITAL BUDGET NARRATIVE

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

- Grind and overlay Emerson Street from Alameda Avenue to Mildred Street $175,000.

Project Engineering includes $35,000 for the design and construction services for the grind and overlay of Emerson Street.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Wrk Utility Foreman	0.08	0.08	0.08	0.08
Utility Serv II	0.55	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	0.11	0.15	0.00*
Custodian	0.07	0.07	0.07	0.07
Total	1.10	1.06	1.10	0.95

*The Public Works Director is budgeted through Professional Services for 2012 and is split between: Street 15%; Storm 20%; Water 30%; and Sewer 35%.

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10	Salaries & Wages	12,462	8,813	14,465	14,690
20	Personnel Benefits	5,192	4,414	7,575	7,625
30	Supplies	4,854	7,636	7,500	19,500
40	Services & Charges	28,742	30,372	36,200	26,200
	Total	51,249	51,235	65,740	68,015

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	14,265	225	14,490
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	7,575	50	7,625
Supplies			
Operating Supplies	7,000	11,000	18,000
Small Tools & Minor Equipment	500	1,000	1,500
Services & Charges			
Electricity/Street Lights	24,600	0	24,600
Repairs & Maintenance	10,000	(10,000)	0
Pole Attachment Charge	1,500	0	1,500
Miscellaneous	100		100
Total	65,740	2,275	68,015

BUDGET NARRATIVE

Operating Supplies has been increased and Repairs & Maintenance has been decreased to cover the purchase of poles installed by City staff. This correctly aligns the cost allocation per the BARS manual. Repairs & Maintenance is for repairs not performed by City staff.

Small Tools & Minor Equipment line item has been increased for the purchase of safety harness equipment.

Electricity/Street Lights line item reflects the cost of providing this service including added streetlights as development occurs.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 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

2011 Completed:

- Completed replacement of all Kwanzan Cherry Trees on Regents Boulevard from Orchard Street to Alameda Avenue.

New for 2012:

- Repair irrigation system for hanging baskets.
- Plant summer and winter foliage.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10	Salaries & Wages	22,983	25,550	38,430	38,965
20	Personnel Benefits	9,510	11,524	18,215	18,550
30	Supplies	0	192	13,000	500
40	Services & Charges	10,603	12,107	30,490	21,600
	Total	43,097	49,373	100,135	79,615

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	34,230	535	34,765
Overtime	1,500	0	1,500
Casual & Seasonal Labor	2,700	0	2,700
Personnel Benefits			
Personnel Benefits	18,215	335	18,550
Supplies			
Street Tree Remove/Replace	11,800	(11,800)	0
Operating Rentals	1,000	(1,000)	0
Small Tools & Minor Equipment	200	300	500
Services & Charges			
Public Utility Services	150	100	250
Street Tree Maintenance	9,000	(5,000)	4,000
Flower Baskets	15,615	(6,615)	9,000
Flower Baskets Maintenance	500	100	600
Beautification	4,000	2,500	6,500
Banners/Flags	1,225	25	1,250
Total	100,135	(20,520)	79,615

BUDGET NARRATIVE

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

Donations received in 2012 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.

STAFFING

	2009 Actual	2009 Actual	2010 Budget	2011 Budget
Wrk Utility Foreman	0.05	0.05	0.05	0.05
Utility Serv II	0.45	0.45	0.45	0.45
Maintenance Worker II	0.03	0.03	0.03	0.03
Custodian	0.03	0.03	0.03	0.03
Total	0.56	0.56	0.56	0.56

STORM FUND SUMMARY REPORT

Operating Revenues	462,205
Operating Expenses	(350,062)
Revenues over (under) expenses	112,143
Capital Expenses	(104,775)
Excess of revenues over (under) operating and capital	7,368
Undesignated Beginning Fund Balance	329,894
Undesignated Ending Fund Balance	337,262

STORM FUND REVENUES

BARS	Description	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-00	Undes. Unres. Fund Balance	186,569	248,899	333,662	329,894
	Total Fund Balance	**186,569**	**248,899**	**333,662**	**329,894**
333-03-10-00	Dept of Ecology NPDES Grant	59,555	4,591	86,775	86,775
	Total Intergovernmental Revenues	**59,555**	**4,591**	**86,775**	**86,775**
343-83-00-00	Storm Drain Fees & Charges	352,742	373,165	368,000	368,000
343-83-00-02	Setup Fees	538	560	600	600
	Total Goods & Services	**353,279**	**373,725**	**368,600**	**368,600**
361-11-00-00	Investment Interest	1,463	836	838	330
369-90-00-00	Miscellaneous Revenue	98	402	500	500
369-90-00-02	Penalties	5,892	6,504	5,100	6,000
369-90-00-04	Reimbursements	0	0	0	0
	Total Miscellaneous Revenue	**7,454**	**7,741**	**6,438**	**6,830**
	Total Operating Revenues	**420,288**	**386,057**	**461,813**	**462,205**
	TOTAL RESOURCES	**606,857**	**634,956**	**795,475**	**792,099**

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

2011 Completed:

- Completed all work for the Washington State Department of Ecology (DOE) Storm Water Grant.
- Completed and obtained DOE approval of 4th year NPDES Compliance Report

Continued from 2011 to 2012:

- Install vehicle wash facility in ½ of a bay at the Public Works Building (DOE Capacity grant).
- Install oil-water separation piping in catch basins on Drake Street (DOE Capacity grant).

New for 2012:

- Complete 5th year NPDES compliance report.
- Clean and inspect 263 catch basins (1/2 of City total).
- Conduct staff training required by the City's NPDES Phase II Permit.

PERFORMANCE MEASURES

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	200	260	263	263

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	120,695	115,861	119,940	105,770
20 Personnel Benefits	49,411	50,310	62,860	51,440
30 Supplies	1,649	946	1,850	5,050
40 Services & Charges	78,352	31,979	66,750	84,730
50 Intergovt Servs & Taxes	4,504	6,290	5,606	6,743
60 Capital Outlays	4,943	3,604	127,925	104,775
90 Interfund Pmt. For Svcs.	98,403	72,674	100,280	96,329
Total	357,958	281,664	485,211	454,837

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	118,940	(14,170)	104,770
Overtime	1,000	0	1,000
Personnel Benefits			
Personnel Benefits	59,535	(8,795)	50,740
Contract Benefits	700	0	700
Unemployment Compensation	2,625	(2,625)	0
Supplies			
Office Supplies	450	0	450
Operating Supplies	500	750	1,250
NPDES Public Outreach	0		2,450
Small Tools & Minor Equipment	900	0	900
Services & Charges			
Professional Services	42,000	17,880	59,880
Communication	950	0	950
Postage	1,800	100	1,900
Travel	260	(260)	0
Advertising	500	0	500
Operating Rentals-Copier Mach.	550	50	600
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,300	0	2,300
Repairs & Maintenance	2,500	(500)	2,000
Miscellaneous	500	500	1,000
Operation Permit	3,300	200	3,500
Judgments	1,000	0	1,000
Printing & Binding	300	0	300
Registration & Tuition	230	(230)	0
Dues,Memberships,Subscriptions	160	140	300
Mailing Service	2,900	100	3,000
Intergovt & Other Interfund Pmt.			
Excise Taxes	5,606	1,137	6,743
Interfund Pmt. For Svcs.			
Interfd Service Charges	50,533	(3,286)	47,247
Interfd ERR Replacement	23,107	(2,235)	20,872
Land Rental	13,705	440	14,145
Interfd ERR Repairs & Maint	12,935	1,130	14,065
Total	357,286	(9,674)	350,062

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.

A new line item titled NPDES Public Outreach has been added to track expenditures of community outreach supplies needed for NPDES requirements.

The Professional Services line consists of $15,000 for on-call engineering; $10,000 for NPDES compliance activities; $2,000 for upgrades to the GIS System; and $8,000 for WSDOE Capacity Grant design and management and $24,880 for Public Works Director contracted services.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Wrk Utility Foreman	0.12	0.12	0.12	0.12
Utility Serv II	0.90	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	0.20	0.15	0.20	0.00*
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.07	0.07
Total	2.04	1.99	2.04	1.84

*The Public Works Director is budgeted through Professional Services for 2012 and is split between: Street 15%; Storm 20%; Water 30%; and Sewer 35%.

CAPITAL BUDGET

	2010 Amended Budget	In(de)crease	2012 Budget
Improvements	99,750	(6,975)	92,775
Project Engineering	28,175	(16,175)	12,000
Machinery & Equipment	0	0	0
Total	127,925	(23,150)	104,775

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, $10,500 for the conversion of one bay to a wash facility at Public Works, $64,275 for the installation of oil-water separation piping in catch basins on the Drake Street drainage system and other grant related storm water improvements.

Project Engineering consists of $12,000 for engineering related to the aforementioned storm drainage improvements.

WATER FUND SUMMARY REPORT

Operating Revenues	916,981
Operating Expenses	(882,548)
Revenues over (under) expenses	34,433
Loans/Capital Contributions	0
Capital Expenses	(160,000)
Excess of revenues over (under) operating and capital	(125,567)
Undesignated Beginning Fund Balance	510,122
Undesignated Ending Fund Balance	384,555

WATER FUND REVENUE

BARS	Description	2009 Actual	2010 Actual	Amended Budget	2012 Budget
308-00-00-00	Beginning Fund Balance	405,949	598,576	551,079	510,122
308-00-00-01	Beginning Fund Balance-Bonds	0	0	0	
	Total Fund Balance	**405,949**	**598,576**	**551,079**	**510,122**
343-40-00-00	Sale of Water	896,285	825,208	894,550	830,000
343-40-00-01	Service Connections	3,884	7,200	3,600	3,600
343-40-00-02	Setup Fees	1,540	1,579	1,500	1,500
	Total Charges for Goods and Services	**901,709**	**833,987**	**899,650**	**835,100**
361-11-00-00	Investment Interest	6,098	1,595	1,529	701
362-90-00-00	Rent City Property/High Tank	37,433	37,471	37,800	39,200
362-90-00-01	Rent City Property/Golf Tank	23,880	23,880	23,800	24,680
369-90-00-00	Other Misc. Revenue	3,100	3,698	4,000	4,000
369-90-00-02	Penalties	12,874	12,641	13,000	13,000
369-90-00-03	Backflow	26	60	300	300
369-90-00-04	Reimbursements	240	3,013	0	0
	Total Misc. Revenues	**83,652**	**82,358**	**80,429**	**81,881**
379-00-00-00	Capital Contributions/Tap Fees	0	12,000	0	0
397-34-00-00	Transfer In W/S Bond Fund	0	0	0	0
381-10-00-00	Loan from Cum Reserve	0	0	0	0
	Total Proprietary/Trust Gains(Losses)	**0**	**12,000**	**0**	**0**
	TOTAL RESOURCES	**1,391,310**	**1,526,921**	**1,531,158**	**1,427,103**

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2011 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 2011 Consumer Confidence Report.
- Completed water main replacement on 19th Street from Summit Avenue to Del Monte Avenue.
- Completed water main replacement within the alley between Regents Boulevard and Arondale Drive.

Continued from 2011 to 2012:

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

New for 2012:

- Prepare update to the 6-Year Comprehensive Water System Plan per WSDOH requirements.
- Construct new 12-inch water mains on 19th Street from Del Monte Avenue to Alameda Avenue.

PERFORMANCE MEASURES

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Million Gallons Water	320	266	268	265	265
Total Accounts Services	2,555	2,792	2,794	2,800	2,800
Total Water System Miles	31	31	31	31	31

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10	Salaries & Wages	215,124	214,737	238,710	218,370
20	Personnel Benefits	84,583	92,401	133,560	110,145
30	Supplies	5,291	6,050	8,200	15,200
40	Services & Charges	124,821	127,349	153,440	223,250
50	Intergovt Charges	90,456	105,648	116,822	108,412
60	Capital Outlays	63,599	197,452	210,000	160,000
70	Debt Service: Principal	44,218	44,218	44,220	44,220
80	Debt Service: Interest And Related	15,476	14,371	13,266	12,160
90	Interfund Pmt. For Svcs.	149,595	125,765	155,412	142,951
0	Transfers & Other Cost Allocations	(583)	(742)	4,000	4,000
	Total	792,579	927,248	1,077,630	1,038,708

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	234,410	(20,340)	214,070
Overtime	4,300	0	4,300
Personnel Benefits			
Personnel Benefits	128,925	(19,480)	109,445
Contract Benefits	700	0	700
Unemployment Compensation	3,935	(3,935)	0
Supplies			
Office Supplies	500	0	500
Fluoride	2,700	0	2,700
Operating Supplies	3,500	7,000	10,500
Small Tools & Minor Equipment	1,500	0	1,500
Services & Charges			
Professional Services	21,000	76,315	97,315
Water Testing	8,000	(500)	7,500
Communication	1,550	(150)	1,400
Postage	2,100	0	2,100
Travel	2,700	0	2,700
Advertising	500	0	500
Land Rental/Water Tank	9,200	605	9,805
Operating Rentals-Copier Mach.	500	0	500
Utility Services/Building	2,200	0	2,200
Utility Services/Pumping	66,000	(2,000)	64,000
Dumping Fees	750	0	750
Repairs & Maintenance	100	19,250	19,350
Mains & Services/Repair	11,000	(11,000)	0
Pumping Plant/Repair	9,000	(9,000)	0
Water Tanks/Repair	2,500	(2,500)	0
Water Meters/Repairs	1,300	(1,300)	0
Miscellaneous	1,500	1,000	2,500
State Operating Permit	5,000	0	5,000
Registration & Tuition	1,280	0	1,280
Dues,Memberships,Subscriptions	510	90	600
Printing & Binding	1,300	500	1,800
Judgements	2,500	(1,500)	1,000
Mailing Service	2,950	0	2,950
Intergovt & Other Interfund Pmt.			
State Excise Tax	45,258	(3,246)	42,012
City Utility Tax	71,564	(5,164)	66,400
Debt Service: Principal			

Principal Loan Payment	44,220	0	44,220
Debt Service: Interest And Related Costs			
Interest PWTF	13,266	(1,106)	12,160
Interfund Pmt. For Svcs.			
Interfd Service Charges	110,139	(8,853)	101,286
Interfd ERR Replacement	18,988	(2,716)	16,272
Interfd Land Rental	13,705	440	14,145
Interfund ERR Repairs & Maint	12,580	(1,333)	11,248
Transfers & Other Cost Allocations			
Undistributed Inventory	4,000	0	4,000
Total	867,630	11,078	878,708

BUDGET NARRATIVE

Professional services line item includes $20,000 for on-going routine engineering, $40,000 for the required 6-Year Comprehensive Water System Plan and $37,315 for Public Works Director contracted services.

Operating Supplies has been increased and Repairs & Maintenance has been decreased and Mains & Service/Repair; Pumping Plant/Repair; Water Tanks/Repair; and Water Meters/Repairs have been combined in the Repairs & Maintenance line. This correctly aligns the cost allocation per the BARS manual. Repairs & Maintenance is for repairs not performed by City staff.

Debt service includes payment for the DWSRF loan.

STAFFING

	2009 Actual	2010 Actual	2011 Budget	2012 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	0.23	0.30	0.00*
Office Assistant	0.00	0.20	0.20	0.20
Custodian	0.07	0.07	0.07	0.07
Total	3.79	3.72	3.79	3.79

*The Public Works Director is budgeted through Professional Services for 2012 and is split between: Street 15%; Storm 20%; Water 30%; and Sewer 35%.

CAPITAL BUDGET

	2012 Budget	In(de)crease	2012 Budget
Improvements	200,000	(70,000)	130,000
Project Engineering	10,000	20,000	30,000
Machinery & Equipment	0		0
Total	210,000	(50,000)	160,000

CAPITAL BUDGET NARRATIVE

Capital improvement includes $130,000 to construct a new 12-inch water main on 19th Street from Del Monte Avenue to Alameda Avenue.

Project Engineering includes $30,000 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..
- Provide residents with no-cost "water audits" to check for leaks and suggest tips for saving.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10	Salaries & Wages	137	91	800	800
20	Personnel Benefits	18	12	140	140
30	Supplies	0	705	1,450	2,000
40	Services & Charges	0	0	800	900
	Total	155	808	3,190	3,840

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Overtime	800	0	800
Personnel Benefits			
Personnel Benefits	140	0	140
Supplies			
Office & Operating Supplies	1,450	550	2,000
Services & Charges			
Dues,Memberships,Subscriptions	500	0	500
Printing & Binding	300	100	400
Total	3,190	650	3,840

SEWER FUND SUMMARY REPORT

Operating Revenues	2,028,387
Less Transfer to Relocation of Backyard Sewer Main	(324,864)
Operating Expenses	(1,787,711)
Revenues over (under) expenses	(84,188)
Loans/Capital Contributions	0
Capital Expenses	(185,000)
Excess of revenues over (under) operating and capital	(269,188)
Undesignated Beginning Fund Balance	496,172
Undesignated Ending Fund Balance	226,984

SEWER FUND REVENUE

BARS	Description	2009 Actual	2010 Actual	Amended Budget	2012 Budget
308-00-00-00	Beginning Fund Balance	1,309,849	489,189	564,607	496,172
	Total Fund Balance	**1,309,849**	**489,189**	**564,607**	**496,172**
343-50-00-00	Sewer Revenues	1,833,773	1,997,361	2,312,520	2,000,000
343-50-00-01	Service Connections	6,634	825	2,500	2,500
343-50-00-02	Setup Fees	610	625	700	700
	Total Charges for Goods and Services	**1,841,017**	**1,998,811**	**2,315,720**	**2,003,200**
361-11-00-00	Investment Interest	21,793	2,081	1,980	687
369-90-00-00	Other Misc. Revenue	497	605	500	500
369-90-00-02	Penalties	22,459	24,937	24,000	24,000
369-90-00-04	Reimbursements	1,160	0	0	0
	Total Misc. Revenues	**45,909**	**27,623**	**26,480**	**25,187**
379-00-00-00	Capital Contributions/Tap Fees	0	8,000	0	0
381-10-00-00	Loan Received	0	0	0	0
397-35-00-00	Transfer In W/S Bond	0	0	0	0
	Total Non Operating Revenue	**0**	**8,000**	**0**	**0**
	TOTAL RESOURCES	**3,196,776**	**2,523,623**	**2,906,807**	**2,524,559**

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

2011 Completed:

- Sanitary Sewer Main construction in conjunction with the 19th Street Roadway Reconstruction Project.
- Identified and completed point repairs of sewer main through-out the City.

New for 2012:

- Upgrade telemetry system as needed.
- Replace existing 12-inch sewer main with 15-inch sewer main on Alameda Avenue from Baylor Street to Rosewood Lane.

PERFORMANCE MEASURES

	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Total Accounts Services	2850	2,860	2880	2,880	2,880
Total Sewer System Miles	23	23	23	23	23

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
Salaries & Wages	172,775	144,122	143,380	117,525
Personnel Benefits	67,590	60,529	72,980	54,130
Supplies	3,307	1,217	3,950	4,950
Services & Charges	199,889	141,583	103,500	146,245
Intergovt Charges	1,103,293	1,205,636	1,285,865	1,255,076
Capital Outlays	661,727	78,729	10,000	185,000
Debt Service: Principal	9,823	9,823	9,824	9,824
Interfund Pmt. For Svcs.	197,208	192,869	215,576	198,961
Transfers & Other Cost Allocations	291,976	324,824	325,864	325,864
Total	2,707,587	2,159,332	2,170,939	2,297,575

DETAILED BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	135,880	(25,855)	110,025
Overtime	7,500	0	7,500
Personnel Benefits			
Personnel Benefits	67,690	(14,260)	53,430
Contract Benefits	700	0	700
Unemployment Compensation	4,590	(4,590)	0
Supplies			
Office Supplies	450	0	450
Operating Supplies	2,000	1,000	3,000
Small Tools & Minor Equipment	1,500	0	1,500
Services & Charges			
Professional Services	21,000	42,535	63,535
Communication	1,550	(50)	1,500
Postage	1,800	100	1,900
Travel	260	0	260
Advertising	500	0	500
Operating Rentals-Copier Mach.	500	100	600
Utility Services/Building	2,300	0	2,300
Utility Services/Pumping	21,500	0	21,500
Utility Services/Supplemental Wtr	6,650	200	6,850
Dumping Fees	2,500	0	2,500
Repairs & Maintenance	36,400	(900)	35,500
Miscellaneous	1,400	600	2,000
Registration & Tuition	230	20	250
Dues,Memberships,Subscriptions	160	140	300
Printing & Binding	750	0	750
Judgements	3,000	0	3,000
Mailing Service	3,000	0	3,000
Intergovt & Other Interfund Pmt.			
Sewage Treatment	1,100,000	0	1,100,000
State Excise Tax	47,114	(12,038)	35,076
City Utility Tax	138,751	(18,751)	120,000
Debt Service: Principal			
Principal Loan Payment	9,824	0	9,824
Interfund Pmt. For Svcs.			
Interfd Service Charges	161,518	(15,351)	146,167

Interfd ERR Replacement	18,988	(2,716)	16,272
Interfd Land Rental	22,490	2,785	25,275
Interfund Repairs & Maint	12,580	(1,334)	11,247
Transfers & Other Cost Allocations			
Transfer to Relocation Backyard	324,864	0	324,864
Undistributed Inventory	1,000	0	1,000
Total	2,160,939	(48,365)	2,112,575

BUDGET NARRATIVE

The Professional Services line item includes $20,000 for day-to-day plan reviews and inspections and $43,535 for Public Works Director contracted services..

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

	2009 Actual	2010 Actual	2011 Budget	2012 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	0.22	0.22	0.00*
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.07	0.07
Total	2.17	2.09	2.09	1.87

*The Public Works Director is budgeted through Professional Services for 2012 and is split between: Street 15%; Storm 20%; Water 30%; and Sewer 35%.

CAPITAL BUDGET

	2011 Budget	In(de)crease	2012 Budget
Other Improvements	10,000	140,000	150,000
Project Engineering	0	35,000	35,000
Machinery & Equip	0	0	0
Total	10,000	175,000	185,000

CAPITAL BUDGET NARRATIVE

Other Improvements includes $150,000 for sewer main replacement on Alameda Avenue from Baylor Street to Rosewood Lane. All other sewer capital improvements in 2012 are expected to be related to the Relocation of Backyard Sewer Mains Project and paid for out of the Backyard Sewer Fund.

Project Engineering of $35,000 is for the above mentioned project and includes the necessary design and construction services.

RELOCATION OF BACKYARD SEWER MAINS FUND SUMMARY

Operating Revenues	228
Operating Expenses	0
Revenues over (under) expenses	228
Loans Received	3,000,000
Transfers In	854,276
Debt Service	(189,375)
Capital Expenditures	(3,529,412)
Excess of revenues over (under) operating and capital	135,717
Undesignated Beginning Fund Balance	227,784
Undesignated Ending Fund Balance	363,501

RELOCATION OF BACKYARD SEWER MAINS FUND REVENUE

BARS	Description	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-00	Beginning Fund Balance	598,773	91,889	151,585	227,784
	Total Fund Balance	**598,773**	**91,889**	**151,585**	**227,784**
361-11-00-00	Investment Interest	1,960	131	380	228
	Total Misc. Revenues	**1,960**	**131**	**380**	**228**
397-00-00-01	Transfer In-Sewer Fund	292,000	324,864	334,864	324,864
397-00-00-02	Transfer In-REET Fund	180,000	0	0	529,412
382-80-00-00	Loan Received	0	0	4,560,000	3,000,000
	Total Proprietary/Trust Gains(Losses)	**472,000**	**324,864**	**4,894,864**	**3,854,276**
	TOTAL RESOURCES	**1,072,732**	**416,883**	**5,046,829**	**4,082,288**

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

PROGRAM DESCRIPTION

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

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

2011 Completed:

- Analyzed pipe-bursting methods for sanitary sewer main replacement and adjusted design accordingly.
- Re-applied for two State Revolving Fund (SRF) construction loans and a Public Works Trust Fund (PWTF) loan for the BYSM project. Both funding sources approved the project and contracts have been executed.
- Re-prioritized construction allowing for pipe-bursting.

Continued from 2011 to 2012:

- Continue with final design of other portions of the BYSM Project.

New for 2012:

- Complete design of funded portions of BYSM Project.
- Construct funded portions of BYSM Project.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
60	Capital Outlays	976,865	67,778	4,685,000	3,529,412
70	Debt Service: Principal	3,979	191,250	254,162	189,375
	Total	980,844	259,028	4,939,162	3,718,787

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Debt Service: Principal			
Principal Loan Payment	250,000	(62,500)	187,500
Interest Loan Payment	4,162	(2,287)	1,875
Total	254,162	(64,787)	189,375

BUDGET NARRATIVE

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

CAPITAL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Other Improvements	4,610,000	(1,380,588)	3,229,412
Project Engineering	75,000	225,000	300,000
Total	4,685,000	(1,155,588)	3,529,412

CAPITAL BUDGET NARRATIVE

Other Improvements consists of $3,229,412 for the BYSM Mains Project portion of the project funded by the PWTF loan and REET 2 and sewer rates.

Project Engineering includes $300,000 for the final design and construction services required for the BYSM Project portion funded by the PWTF loan REET 2.

The total project costs for the PWTF loan is $3,529,412 ($3,000,000 loan plus $529,412 local match funded by REET 2 and sewer rates).

ERR FUND SUMMARY REPORT

Operating Revenues	209,812
Operating Expenses	(131,765)
Revenues over (under) expenses	78,047
Capital Expenses	(11,100)
Excess of revenues over (under) operating and capital	66,947
Undesignated Beginning Fund Balance	1,357,701
Undesignated Ending Fund Balance	1,424,648

EQUIPMENT REPLACEMENT FUND

BARS	Description	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-00	Beginning Fund Balance	1,684,290	1,667,814	1,623,031	1,357,701
	Total Beginning Fund Balance	1,684,290	1,667,814	1,623,031	1,357,701
348-30-00-00	General Fund Replacement	20,111	0	17,312	38,223
348-30-01-00	City Street Fund Replacement	0	0	0	0
348-30-03-00	Water/Sewer Fund Replacement	32,296	0	37,976	32,544
348-30-04-00	Storm Sewer Replacement	26,083	0	23,107	20,872
348-30-08-00	General Fund O & M	38,911	43,930	56,415	58,860
348-30-09-00	City Street Fund O & M	13,470	15,596	19,330	18,060
348-30-11-00	Water/Sewer Fund O & M	13,735	13,559	25,160	22,495
348-30-12-00	Storm Sewer O & M	5,898	7,532	12,935	14,065
	Total Charges for Goods & Services	**150,503**	**80,617**	**192,235**	**205,119**
361-11-00-00	Investment Interest	45,011	4,427	3,896	1,358
362-40-00-00	Rental Revenue	3,335	3,335	3,335	3,335
369-90-00-00	Other Miscellaneous Revenue	210	8,534	0	0
	Total Misc. Revenues	**48,557**	**16,296**	**7,231**	**4,693**
	Total Operating Revenue	**199,060**	**96,913**	**199,466**	**209,812**
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	**2,700**	**0**	**0**	**0**
	TOTAL RESOURCES	**1,886,050**	**1,764,727**	**1,822,497**	**1,567,513**

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

2011 Completed:

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

New for 2012:

- Assist with purchase new computers as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
10 Salaries & Wages	20,025	2,193	7,970	8,090
20 Personnel Benefits	7,306	940	3,840	3,820
30 Supplies	34,843	37,467	49,650	45,800
40 Services & Charges	43,463	43,963	67,290	70,480
60 Capital Outlays	109,134	33,410	354,500	11,100
90 Interfund Pmt. For Svcs.	3,465	3,465	3,465	3,575
Total	218,236	121,437	486,715	142,865

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Salaries & Wages			
Salaries & Wages	7,970	120	8,090
Personnel Benefits			
Personnel Benefits	3,840	(20)	3,820
Supplies			
Central Motor Vehicle Supplies	1,500	0	1,500
Operating Supplies-Garage	600	0	600
Police Gas	19,500	1,500	21,000
Parks/Rec Gas	2,850	150	3,000
Street Gas	9,000	(2,000)	7,000
Wtr/Swr Gas	11,000	(3,000)	8,000
Non-Dept Gas	700	0	700
Facilities Gas	2,000	(1,500)	500
Storm Gas	2,500	1,000	3,500
Services & Charges			
Police Insurance	3,125	625	3,750
Parks/Rec Insurance	1,565	315	1,880
Street Insurance	2,130	430	2,560
Wtr/Swr Insurance	1,660	335	1,995
Non-Dept Insurance	785	160	945
Facilities Insurance	390	80	470
Storm Insurance	635	130	765
Utilities Shop/Garage	350	0	350
Repairs/Maint Garage	600	(300)	300
Miscellaneous	50	0	50
O & M - Police Vehicles	13,400	(2,400)	11,000
O & M - Police Equipment	1,000	(500)	500
O & M - Info Systems/Equip	300	0	300
O & M - Parks/Rec Vehicles	5,000	0	5,000
O & M - Parks/Rec Equipment	300	200	500
O & M - Building Equipment	500	715	1,215
O & M - Finance Equipment	1,500	3,000	4,500
O & M - Street Vehicles	8,000	0	8,000
O & M - Street Equipment	200	300	500
O & M - Wtr/Swr Vehicles	10,500	0	10,500
O & M - Wtr/Swr Equipment	2,000	0	2,000
O & M - Court Equipment	200	0	200
O & M - Admin. Equipment	200	0	200
O & M - Non-Dept. Vehicles	1,000	0	1,000
O & M - Non-Dept. Equipment	1,000	0	1,000
O & M - Facilities Vehicles	1,000	0	1,000

O & M - Planning Equipment	100	0	100
O & M - Storm Sewer Vehicles	9,000	0	9,000
O & M - Storm Sewer Equipment	800	0	800
O & M - Legislative Equipment	0	100	100
Interfund Pmt. For Svcs.			
Land Rental	3,465	110	3,575
Total	132,215	(450)	131,765

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

	2009 Actual	2010 Actual	2011 Budget	2012 Budget
Maintenance Worker II	0.15	0.15	0.15	0.15
Facilities/Equipment Manager	0.40	0.00	0.00	0.00
Total	0.55	0.15	0.15	0.15

CAPITAL BUDGET

	2011 Budget	In(de)crease	2012 Budget
Police Vehicles/Equipment	66,000	(62,700)	3,300
Finance Vehicles/Equipment	100,000	(100,000)	0
Parks/Rec Vehicle/Equipment	0	0	0
Street Vehicles/Equipment	171,200	(170,320)	880
W/S Vehicles/Equipment	17,300	(17,080)	220
Admin Vehicles/Equipment	0	1,100	1,100
Non Dept Vehicles/Equipment	0	0	0
Information Systems Equipment	0	4,500	4,500
Building Equipment	0	1,100	1,100
Storm Vehicles/Equipment	0	0	0
Total	354,500	(343,400)	11,100

CAPITAL BUDGET NARRATIVE

Police Vehicles/Equipment is for the replacement of three computers ($1,100 each).
Street and Water/Sewer Vehicles/Equipment is for the purchase of one new computer.
Information Systems Equipment is for the purchase of a new server for e-mail.
Admin Equipment is for the purchase of one new computer.
Building Equipment is for the purchase of one new computer.

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	120
Operating Expenses	(13,555)
Revenues over (under) expenses	(13,435)
Capital Expenses	0
Excess of revenues over (under) operating and capital	(13,435)
Undesignated Beginning Fund Balance	13,435
Undesignated Ending Fund Balance	0

POLICE INVESTIGATION FUND

BARS	Description	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-00	Beginning Fund Balance	13,431	13,361	13,400	13,435
	Total Beginning Fund Balance	**13,431**	**13,361**	**13,400**	**13,435**
357-40-00-00	Investigative Confiscations	250	0	500	100
	Total Fines & Forfeits	**250**	**0**	**500**	**100**
361-11-00-00	Investment Interest	96	36	35	20
	Total Misc. Revenues	**96**	**36**	**35**	**20**
	TOTAL RESOURCES	**13,776**	**13,397**	**13,935**	**13,555**

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
40	Services & Charges	415	0	13,935	13,555
60	Capital Outlays	0	0	0	0
	Total	415	0	13,935	13,555

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Services & Charges			
Miscellaneous Investigations	13,935	(380)	13,555
Total	13,935	(380)	13,555

REET FUND SUMMARY REPORT

Operating Revenues	121,789
Operating Expenses	(739,412)
Excess revenues over (under) expenses	(617,623)
Undesignated Beginning Fund Balance (1st 1/4)	403,797
Undesignated Beginning Fund Balance (2nd 1/4)	1,288,518
	1,692,315
Undesignated Ending Fund Balance (1st 1/4)	254,297
Undesignated Ending Fund Balance (2nd 1/4)	820,395
	1,074,692

REET FUND

BARS	Description	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-00	Beginning Fund Balance (1st 1/4)	523,470	570,500	614,000	403,797
308-00-00-01	Beginning Fund Balance (2nd 1/4)	1,105,900	1,167,269	1,229,770	1,288,518
308-00-00-02	Dsg Beg Fund Balance (2nd 1/4)	180,000	0	0	
	Total Beginning Fund Balance	**1,809,370**	**1,737,769**	**1,843,770**	**1,692,315**
318-30-00-01	Capital Improvement 1	53,761	71,140	60,000	60,000
318-30-00-02	Growth Management 1	52,867	71,140	60,000	60,000
	Total Taxes	**106,628**	**142,280**	**120,000**	**120,000**
361-11-00-00	Investment Interest (1st 1/4)	3,779	1,586	1,555	500
361-11-00-01	Investment Interest (2nd 1/4)	9,149	3,286	3,075	1,289
	Total Misc Revenue	**12,928**	**4,872**	**4,630**	**1,789**
	TOTAL RESOURCES	**1,928,926**	**1,884,922**	**1,968,400**	**1,814,104**

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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
0	Transfers & Other Cost Allocations	191,156	33,432	254,302	739,412
	Total	191,156	33,432	254,302	739,412

DETAIL BUDGET

	2011 Amended Budget	In(de)crease	2012 Budget
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	254,302	(44,302)	210,000
Transfer (From 2nd 1/4)	0	529,412	529,412
Total	254,302	485,110	739,412

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.

$210,000 is budgeted to be transferred from REET 1 to the Street Fund for Capital Improvements.
$529,412 is budgeted to be transferred from REET 2 to the BYSM Fund.

CUMULATIVE RESERVE FUND SUMMARY REPORT

Designated Beginning Fund Balance - General Fund	2,500,000
Designated Beginning Fund Balance - Street Fund	150,000
Designated Beginning Fund Balance - Water/Sewer Fund	380,763
Total	3,030,763
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	2009 Actual	2010 Actual	2011 Amended Budget	2012 Budget
308-00-00-01	Beginning Fund Bal-General	2,500,000	2,500,000	2,500,000	2,500,000
308-00-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-00-00-43	Beginning Fund Balance-Sewer	380,763	380,763	380,763	380,763
	Total Fund Balance	3,030,763	3,030,763	3,030,763	3,030,763
387-00-00-00	Residual Equity Transfer	0	0	0	0
	Total Nonrevenues	0	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.

CITY OF FIRCREST
ORDINANCE NO. 1517

AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON, AMENDING SECTION 1 OF ORDINANCE NO. 1503 AND F.M.C. 2.44.050 RELATING TO SALARIES AND BENEFITS OF NON-UNION CITY EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE NO. 1503 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. 1503 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

"Non-Union Salaries. From and after January 1, 2012 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
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
Parks/Recreation Director	$4,447	$5,676
Court Administrator	$4,447	$5,676
City Clerk	$4,553	$5,812
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. 1503 and F.M.C. 2.44.090 are hereby amended to read as follows:

"Casual and seasonal employees. From and after January 1, 2012, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington's minimum wage of nine dollars and four 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 8th day of November 2011.

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 14, 2011
Effective Date: NOVEMBER 19, 2011

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. 1516

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 2012 FOR THE PURPOSE SET FORTH BELOW, AND REPEALING SECTION 1 AND SECTION 2 OF ORDINANCE NO. 1502.

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 $2.35626 dollars per thousand on the assessed valuation of $615,420,928 which will yield approximately the sum of $1,450,092 An additional levy of $307,710 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 $615,420,928. 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 2012 to wit:

Total Assessed Valuation for Regular Levy	$615,420,928
Regular Levy @ approximately $2.35626 per thousand shall yield	$ 1,450,092
EMS Levy @ approximately $0.50000 per thousand shall yield	$307,710
Totals approximately $2.85626 per thousand shall yield	$ 1,757,802

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, 2012 and ending December 31, 2012 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. 1502 are hereby repealed as of December 31, 2011.

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 8th day of November 2011.

APPROVED:

David M. Viafore, Mayor

ATTEST:

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

Publication Date: NOVEMBER 14, 2011
Effective Date: NOVEMBER 19, 2011

(Ordinance No. 1516)

CITY OF FIRCREST
ORDINANCE NO. 1520

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 2012

WHEREAS, the preliminary Budget of the City of Fircrest for the year 2012 was timely submitted; and

WHEREAS, Public Hearings on the proposed Budget were advertised and held on November 8, 2011 and November 22, 2011; 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 2012 Annual Budget" is hereby adopted by reference as though fully set forth.

Section 2. The 2012 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	$7,071,993	$7,071,993
101	Street	909,584	909,584
105	Police Investigation	13,555	13,555
150	Cumulative Reserve	3,030,763	3,030,763
310	Real Estate Excise Tax	1,814,104	1,814,104
415	Storm Drain Fund	792,099	792,099
425	Water	1,427,103	1,427,103
430	Sewer	2,524,559	2,524,559
431	Relocation of Backyard Sewer Mains	4,082,288	4,082,288
501	Equipment Replacement	1,567,513	1,567,513
	TOTAL ALL FUNDS	**23,233,561**	**23,233,561**

Section 3. A complete copy of the final budget for 2012 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 22nd day of November, 2011.

APPROVED:

David M. Viatore, Mayor

ATTEST:

Rick Rosenbladt

Rick Rosenbladt, City Clerk

APPROVED AS TO FORM:

Michael B. Smith

Michael B. Smith, City Attorney

(ORDinance NO. 1520)

DATE OF PUBLICATION: NOVEMBER 28, 2011
EFFECTIVE DATE: DECEMBER 3, 2011

CITY OF FIRCREST
FEE AND RATE SCHEDULE
January 2012

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	$25.00 resident; $60.00 non-resident	FMC 10.22.010
Coach Pitch	$25.00 resident; $60.00 non-resident	FMC 10.22.010
Hollywood	$25.00 resident; $60.00 non-resident	FMC 10.22.010
Girls Fast pitch	$25.00 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	$25.00 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 per Craft Vendor; $65 Commercial Vendor; $85 Food Vendor	FMC 10.22.010
Senior Trip	$10.00 each	FMC 10.22.010

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

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
BUSINESS		
Business License	$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	Ordinance 1464

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