



2012

ADOPTED

BUDGET

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**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 Waitier
Mike Weinman
City Manager: Rick Rosenblatt
Finance Director: Colleen Corcoran

POPULATION: 6,497

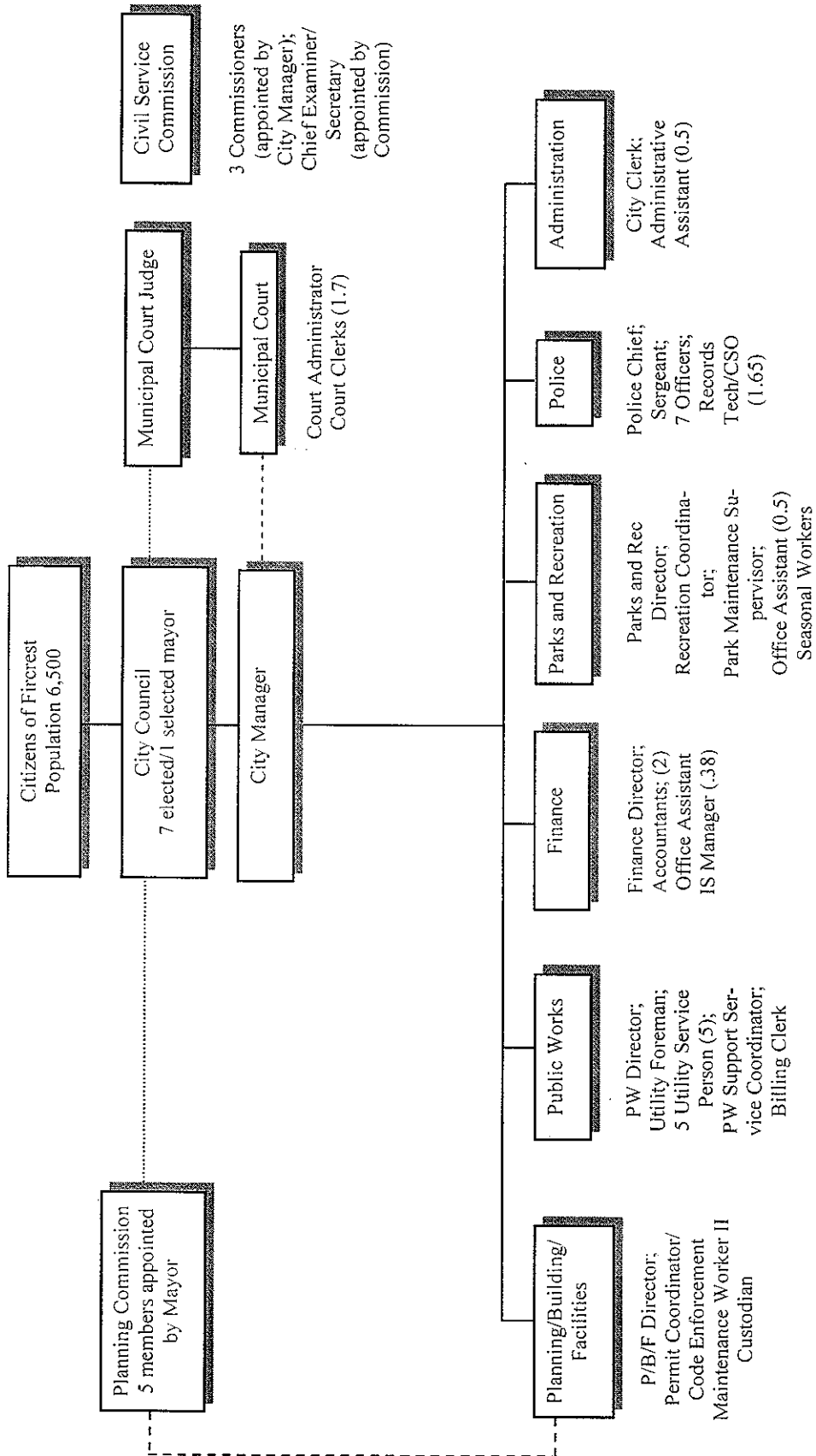
2011 ASSESSED VALUATION REGULAR LEVY: \$615,420,928
REGULAR MILL LEVY: 2.35626
EMS MILL LEVY: 0.5000

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

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CITY OF FIRCREST 2012 ORGANIZATION CHART



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City of Fircrest
2012 Budget

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THE CITY OF FIRCREST

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

January 1, 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: (With loans, capital contributions, REET)	Budgeted revenues: (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 Rosenblatt
City Manager

GENERAL FUND SUMMARY REPORT

Operating Revenues	4,312,202
Operating Expenses	<u>(4,448,646)</u>
Revenue over (under) Expenditures	(136,444)
Capital Expenditures	<u>(46,500)</u>
Excess of Revenues over (under) Operating and Capital	(182,944)
Undesignated Beginning Fund Balance	917,861
Designated/Light	1,075,320
Designated/44th & Alameda	<u>766,610</u>
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	<u>766,610</u>
Total Ending Fund Balance	2,516,847

GENERAL FUND

BARS	Description	2011			
		2009 Actual	2010 Actual	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
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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

	AMENDED		
OPERATING BUDGET	<u>2011 BUDGET</u>	<u>IN(DE)CREASE</u>	<u>2012 BUDGET</u>
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	<u>4,269,461</u>	<u>(48,329)</u>	<u>4,221,132</u>
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	214,965	2,549	217,514
Total Operating Transfers	<u>224,965</u>	<u>2,549</u>	<u>227,514</u>
Total Operating Budget	<u>4,494,426</u>	<u>(45,780)</u>	<u>4,448,646</u>
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	<u>35,000</u>	<u>11,500</u>	<u>46,500</u>
Transfer for Street Light Maintenance	60,000	0	60,000
Total Equity Transfers	<u>60,000</u>	<u>0</u>	<u>60,000</u>
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	<u>2,531,931</u>	<u>(15,084)</u>	<u>2,516,847</u>
Total General Fund Budget	<u>7,121,357</u>	<u>(49,364)</u>	<u>7,071,993</u>

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	2011			
	2009 Actual	2010 Actual	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		
	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			
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 Svcs - Jurors	500	0	500
Prof Svcs - Pro Temp Judges	1,800	0	1,800
Prof Svcs - Interpreter	800	0	800
Prof Svcs - 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	
			Budget	Amended 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		2012 Budget
	Budget	In(de)crease	
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		2012 Budget
	Amended Budget	In(de)crease	
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	
			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		
	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	
			Budget	Amended 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		2012 Budget
	Amended Budget	In(de)crease	
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	
			Budget	Amended
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		
	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	
			Budget	Amended 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	2012 Budget
			Amended 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 Devises teams.

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

The Criminal Justice Funded (CJF) Programs are matched by amounts budgeted in the General Fund revenue budget under CJF-Special Programs and MVET/CJF/Violent Crimes/Pop.

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