THE CITY OF FIRCREST

# 2017

# PRELIMINARY BUDGET

FILE COPY

# CITY OF FIRCREST, WASHINGTON
# 2017 PRELIMINARY BUDGET

## CITY OFFICIALS

Council: Matthew P. Jolibois (Mayor)
Hunter T. George (Mayor Pro Tem)
Jason Medley
Shannon Reynolds
Blake L. Surina
Denny Waltier
Brett L. Wittner
City Manager: Rick Rosenbladt
Finance Director: Colleen Corcoran

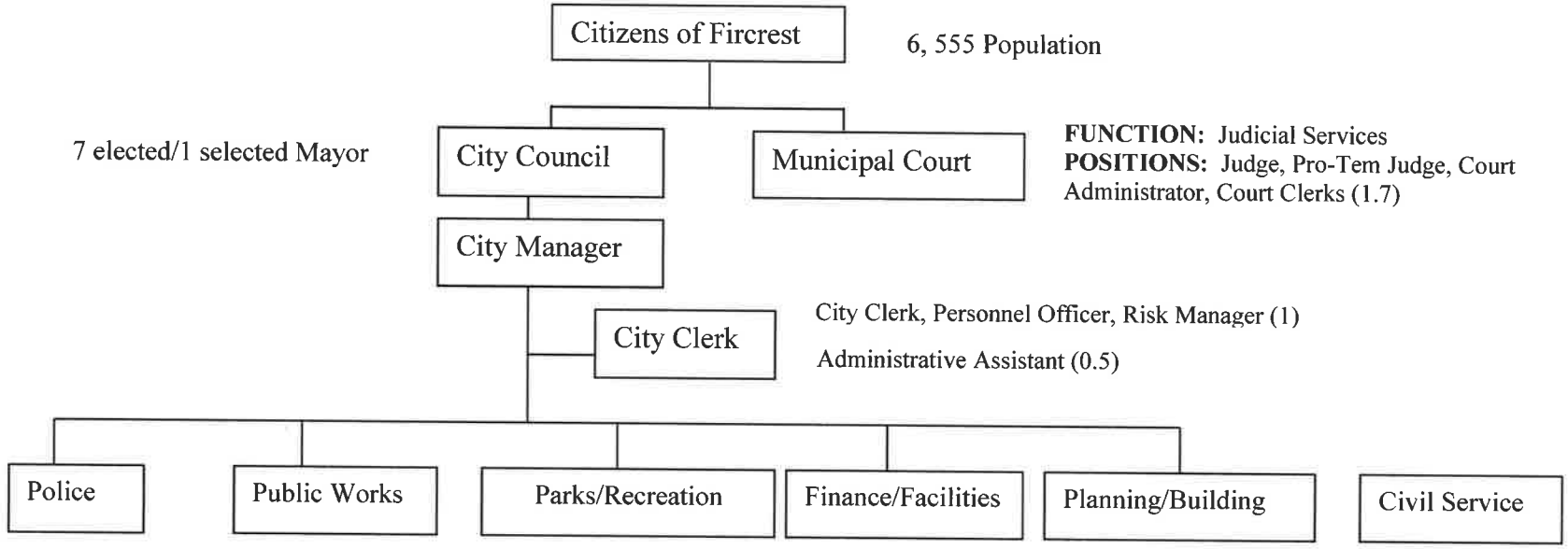
**POPULATION: 6,555**

2017 ASSESSED VALUATION REGULAR LEVY: $722,648,485
REGULAR MILL LEVY: 2.13068
EMS MILL LEVY: 0.4423

## 2017 REVENUES, EXPENDITURES & BALANCES BY FUND

| | |
|---|---|
| General | 7,704,501 |
| Street | 2,574,694 |
| Storm Drain | 1,076,527 |
| Water | 1,796,206 |
| Sewer | 3,839,076 |
| Relocation of Backyard Sewer Mains Project | 1,375,103 |
| Equipment Replacement | 1,820,537 |
| Police Investigation | 11,490 |
| Real Estate Excise Tax | 1,056,771 |
| Cumulative Reserve | 3,530,763 |
| **TOTAL** | **24,785,668** |

# CITY OF FIRCREST 2017 ORGANIZATION CHART by Position




**FUNCTIONS:**

| Police | Public Works | Parks/Recreation | Finance/Facilities | Planning/Building | Civil Service |
|---|---|---|---|---|---|
| Patrol and Investigation, Emergency Mgmt. | Water, Sewer, Storm, Street, Engineering | Recreation<br>Parks | Accounting, Budgeting, IS, Reception<br>Facilities/Equip<br>ERR | Commissioners (5) (Appt. by Mayor) | Commissioners (3) (Appt. by City Mgr)<br>Chief Examiner/Sec (Selected by Commission) |

**POSITIONS:**

| Police | Public Works | Parks/Recreation | Finance/Facilities | Planning/Building |
|---|---|---|---|---|
| Chief, Sergeant, Officers (7), CSOs (1.78) | Public Works Dir., Utility Foreman, Utility Servicemen (5), Support Serv. Coord., Billing Clerk | Recreation Director, Rec. Coordinator, Office Assistant<br>Maintenance Supervisor | Finance Director, Accountants (2), Office Assistant, IS Manager (.38)<br>Senior Maintenance Supervisor, Custodian, Landscape/Maint. Worker (0.63) | Contracted Senior Planner<br>Planning/Building Administrator<br>Administrative Assistant (0.5) |

# City of Fircrest
# 2017 Preliminary Budget

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THE CITY OF FIRCREST

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

September 13, 2016

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

I present to you the City of Fircrest 2017 Preliminary Budget. This document addresses the critical issues and mandates facing Fircrest within the limits of the City's resources. As the principal policy statement, the budget is a tool for management, accounting, communications, and planning decisions. In addition, it provides a financial plan and operations guide for implementing the various City programs and services.

What the City of Fircrest does:

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

Strong effort has been made to maximize the level of public services while minimizing the level of debt and maintaining necessary reserves. 2017 operations are to be funded from 2017 operating revenues. Expenditures and revenues have been budgeted conservatively.

## 2017 BUDGET OVERVIEW

- Includes a COLA increase of 2% for all employees.
- Includes a 10% employee contribution for medical premiums.
- Includes an increase in pension rates.
- Proposes capital expenditures in General, Street, Storm, Water, Sewer and ERR Funds.

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

## GENERAL FUND

- Includes a 1% increase in property tax revenue plus new construction.
- Includes the third year of a six year EMS levy rate passed by voters.
- Transfers 12.5% of property tax collections to the Street Fund.
- Transfers $60,000 from General Fund Light money for Street Light Maintenance.
- Transfers $10,000 for Street Beautification (banners, baskets, traffic islands, & bulb-outs).
- 2% increase applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements of $56 charged by the City of Tacoma.

**2016**
**Budgeted operating revenues:**
$4,762,187

**2017**
**Budgeted operating revenues:**
$4,912,497

**2016**
**Budgeted operating expenditures:**
$4,729,450

**2017**
**Budgeted operating expenditures:**
$4,911,598

## 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 four major funds. A breakdown follows.

| | |
|---|---|
| General Fund | 3,000,000 |
| Street Fund | 150,000 |
| Water Fund | 11,513 |
| Sewer Fund | 369,250 |
| Total | $3,530,763 |

## STREET FUND

Transfers in from General Fund include $194,375 (12.5% Property Tax); $60,000 (Street Light Maintenance); and $10,000 (Beautification).

Capital consists of: $50,000 to perform major patching improvements throughout the City and is funded from a transfer in from REET 1; $225,440 for overlay of Alameda, $337,560 for traffic signal project, $1,284,070 for sidewalk project on Emerson from Orchard to 67th , $12,000 for ¼ of the cost to purchase a mini excavator and $30,000 for LED street light improvements.

Street Reserves will be decreased by $113,583.

**2016 Budgeted revenues with transfers:**
$1,188,309

**2017 Budgeted revenues with transfers:**
$2,331,622

**2016 Budgeted expenditures with Capital:**
$1,264,289

**2017 Budgeted expenditures with capital:**
$2,445,205

## STORM DRAIN FUND

Capital consists of $30,000 for storm water catch basin and frame & grate replacement and $12,000 for ¼ of the cost to purchase a mini excavator.

Reserves will be increased by $41,975.

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

**2017**
**Budgeted revenues:**
$500,400

**2016**
**Budgeted expenditures with capital:**
$531,069

**2017**
**Budgeted expenditures with capital:**
$458,425

## WATER FUND

Capital improvement includes $380,000 for a new water main on Ramsdell from Alta Vista to Contra Costa and $10,000 to abandon Well #5.

Project Engineering includes $45,000 for engineering services for the aforementioned water main construction.

Machinery & Equipment of $12,000 is for 1/4$^{th}$ of the cost to purchase a mini excavator and $16,000 for fluoride meter pumps.

Reserves will be decreased by $423,933.

**2016**
**Budgeted revenues:**
**(With loans and capital contributions)**
$971,170

**2017**
**Budgeted revenues:**
**(With loans and capital contributions)**
$1,041,670

**2016**
**Budgeted expenditures with capital:**
$1,035,345

**2017**
**Budgeted expenditures with capital:**
$1,465,603

## SEWER FUND

Capital includes $350,000 for Alameda Lift station improvements including standby power and $25,000 for condition four sewer main projects.

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

Machinery & Equipment of $12,000 is for 1/4th of the cost to purchase a mini excavator.

Reserves will be increased by $58,136.

| 2016 | 2017 |
|---|---|
| **Budgeted revenues:** | **Budgeted revenues:** |
| **(With loans, capital contributions)** | **(With loans, capital contributions)** |
| $2,187,200 | $2,593,900 |
| **2016** | **2017** |
| **Budgeted expenditures with capital:** | **Budgeted expenditures with capital:** |
| $2,260,733 | $2,535,764 |

## 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 2017 consists of five new computers, four new utility trucks, one new dump truck and one new car.

## SUMMARY

In summary, the 2017 General Operating Preliminary Budget is balanced. Department managers have been conservative in planning their budgets and all departments have tried to balance available funds with expected service levels. They have also implemented cost containment wherever and whenever possible. Council's request to maintain services while maintaining a balanced budget has been used as a budget guideline.

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

There are factors imposing real limits on the City's future ability to respond to community needs and wants. Reductions associated with the elimination of the State Motor Vehicle

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

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

Sincerely,

Rick Rosenbladt

Rick Rosenbladt
City Manager

## GENERAL FUND CHANGE IN FUND BALANCE REPORT

| | |
|---|---|
| Operating Revenues | 4,912,497 |
| Operating Expenses | (4,911,598) |
| Operating Revenues Over/(Under) Operating Expenditures | **899** |
| Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance | (60,000) |
| Less Capital Expenditures From 44th St Fund Balance | 0 |
| Less Capital Expenditures From General Fund | (67,500) |
| **Net Change before Non Expenditures in Total General Fund Balances** | **(126,601)** |
| | |
| Less Non Expenditure | 0 |
| | |
| Total Net Change in Total General Fund Balances | (126,601) |

## GENERAL FUND SUMMARY REPORT

| | |
|---|---|
| RESOURCES | |
| Desg. Beginning Fund Balance-Light | 828,150 |
| Desg. Beginning Fund Balance-44th Alameda | 573,191 |
| Undesignated Beginning Fund Balance | 1,390,663 |
| Operating Revenues | 4,912,497 |
| **Total Resources with Beginning Fund Balance** | **7,704,501** |
| | |
| EXPENDITURES | |
| Operating Expenses | 4,911,598 |
| Capital Expenditures From 44th St Fund Balance | 0 |
| Capital Expenditures From General Fund | 67,500 |
| Transfer Out to St. Lt. Maint. from Lt. Fund Balance | 60,000 |
| Non Expenditure | 0 |
| Desg. Ending Fund Balance-Light | 768,150 |
| Desg. Ending Fund Balance-44th Alameda | 573,191 |
| Undesignated Ending Fund Balance | 1,324,062 |
| **Total Expenditures with Ending Fund Balance** | **7,704,501** |

# GENERAL FUND REVENUES

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-10-00-01 | Des. Fund Bal/Light | 978,879 | 931,702 | 888,150 | 828,150 |
| 308-10-00-02 | Des. Fund Bal/44th Alameda | 708,056 | 708,056 | 708,056 | 573,191 |
| 308-80-00-01 | Undes. Unres. Fund Balance | 1,265,411 | 1,079,639 | 1,477,698 | 1,390,663 |
| | **Total Fund Balance** | **2,952,346** | **2,719,397** | **3,073,904** | **2,792,004** |
| | | | | | |
| 311-10-00-00 | General Property Taxes | 1,490,663 | 1,520,117 | 1,522,710 | 1,552,290 |
| 311-10-01-00 | EMS Tax | 282,606 | 315,056 | 326,302 | 322,257 |
| 313-11-00-00 | Retail Sales & Use Tax | 319,000 | 343,843 | 403,000 | 375,000 |
| 313-16-00-00 | Emergency Communication Tax | 6,198 | 0 | 5,600 | 0 |
| 313-17-00-00 | Zoo Tax | 53,822 | 57,136 | 55,000 | 61,000 |
| 313-71-00-00 | Local Criminal Justice Tax | 96,388 | 102,615 | 98,000 | 101,000 |
| 316-40-00-00 | Water Utility Tax | 66,522 | 68,565 | 68,000 | 75,640 |
| 316-41-00-00 | Sewage Utility Tax | 121,977 | 123,052 | 120,000 | 153,402 |
| 316-42-00-01 | Storm Drain Utility Tax | 0 | 0 | 0 | 26,544 |
| 316-43-00-00 | Gas Utility Tax | 113,087 | 100,060 | 120,000 | 115,000 |
| 316-45-00-00 | Garbage/Solid Waste Tax | 90,549 | 92,694 | 92,000 | 96,000 |
| 316-46-00-00 | Television Cable Tax | 145,020 | 153,449 | 155,000 | 160,000 |
| 316-47-00-00 | Telephone/Telegraph Tax | 175,929 | 157,729 | 175,000 | 150,000 |
| 316-81-00-00 | Gambling Excise Tax | 3,214 | 1,986 | 3,500 | 0 |
| | **Total Taxes** | **2,964,975** | **3,036,302** | **3,144,112** | **3,188,133** |
| | | | | | |
| 321-91-00-01 | Non Comp Charge/Electric | 258,811 | 210,390 | 216,000 | 236,000 |
| 321-91-00-02 | Franchise Fee Water | 6,102 | 6,339 | 6,200 | 6,300 |
| 321-91-00-03 | Franchise Fee Cable TV | 106,833 | 113,337 | 110,000 | 115,000 |
| 321-99-00-00 | Business Licenses & Permits | 53,210 | 54,309 | 50,000 | 55,000 |
| 321-99-00-01 | Home Occupation | 2,340 | 2,610 | 2,300 | 2,300 |
| 322-10-00-00 | Building Permit | 26,616 | 107,366 | 19,550 | 23,600 |
| 322-10-00-01 | Mechanical Permit | 8,137 | 42,495 | 7,650 | 7,000 |
| 322-10-00-02 | Plumbing Permit | 4,551 | 15,420 | 4,600 | 5,500 |
| 322-10-00-03 | Excavate/Clear/Grading Permit | 0 | 0 | 100 | 0 |
| 322-10-00-05 | Sign Permit | 180 | 135 | 225 | 180 |
| 322-10-00-06 | Investigation Fee | 397 | 0 | 400 | 400 |
| 322-10-00-07 | Fire Protection Permit | 94 | 810 | 150 | 300 |
| 322-90-00-00 | Other Licenses & Permits | 590 | 480 | 500 | 500 |
| | **Total Licenses & Permits** | **467,861** | **553,691** | **417,675** | **452,080** |

| | | | | | |
|---|---|---|---|---|---|
| 333-20-60-00 | OT Reimbur-Fed Passthru | 10,079 | 8,695 | 7,500 | 7,500 |
| 334-03-50-00 | OT Reimbursement-St of WA | 0 | 0 | 0 | 0 |
| 334-04-20-00 | Planning Grant-Dept of Comm | 9,000 | 9,000 | 0 | 0 |
| 336-00-98-00 | City-County Assistance | 98,635 | 113,853 | 98,000 | 113,000 |
| 336-06-21-00 | CJ-Population Based | 1,708 | 1,752 | 1,800 | 2,055 |
| 336-06-26-00 | CJ-Special Programs | 6,231 | 6,418 | 6,400 | 6,890 |
| 336-06-51-00 | DUI-Cities | 1,177 | 993 | 1,200 | 1,200 |
| 336-06-94-00 | Liquor Excise Tax | 12,289 | 17,846 | 29,000 | 30,940 |
| 336-06-95-00 | Liquor Board Profits | 49,290 | 45,953 | 45,200 | 55,980 |
| 336-06-95-01 | Liquor Board Profits-Public Sfty | 8,820 | 11,484 | 11,300 | 11,300 |
| | **Total Intergovernmental Revenues** | **197,229** | **215,994** | **200,400** | **228,865** |
| | | | | | |
| 341-43-00-00 | Interdepartmental Service Chgs | 393,299 | 418,498 | 418,605 | 513,814 |
| 341-99-00-00 | Passport Fees | 8,300 | 9,725 | 8,000 | 10,000 |
| 342-10-00-00 | Police OT Reimbure-Non State | 0 | 17,287 | 0 | 0 |
| 342-10-00-01 | RCO Grant | 0 | 0 | 36,500 | 0 |
| 342-40-00-00 | Special Inspection Fees | 0 | 0 | 200 | 0 |
| 345-81-00-01 | Planning Permit | 2,660 | 10,454 | 3,225 | 1,500 |
| 345-81-00-02 | Site Development Permit | 2,760 | 13,771 | 1,425 | 1,500 |
| 345-83-00-00 | Plan Checking | 16,092 | 71,000 | 12,700 | 14,300 |
| 347-30-00-00 | Swimming Pool Fees | 31,308 | 36,945 | 31,000 | 37,000 |
| 347-30-00-02 | Swim Team Fees | 3,736 | 3,297 | 3,500 | 3,500 |
| 347-30-00-04 | Recreation Fees | 6,001 | 8,550 | 6,000 | 7,000 |
| 347-30-00-05 | 5K Registration Fees | 1,390 | 0 | 0 | 0 |
| 347-30-00-06 | Adult Basketball Registration | 3,120 | 0 | 2,200 | 2,000 |
| 347-30-00-07 | Adult Baseball Registration | 5,502 | 3,966 | 4,000 | 3,500 |
| 347-60-00-01 | Youth Basketball Registration | 7,665 | 8,727 | 8,000 | 8,430 |
| 347-60-00-02 | Youth Baseball Registration | 11,085 | 12,907 | 12,000 | 13,180 |
| 347-60-00-04 | Indoor Soccer | 1,650 | 1,210 | 1,500 | 1,565 |
| 347-60-00-05 | Flag Football Registration | 920 | 760 | 800 | 750 |
| 347-60-00-09 | Instructor Based Revenue | 12,478 | 14,793 | 13,000 | 14,000 |
| 347-60-00-10 | Swimming Instructions | 33,024 | 34,371 | 32,000 | 34,000 |
| | **Total Charges for Goods & Services** | **540,990** | **666,261** | **594,655** | **666,039** |
| | | | | | |
| 353-10-00-01 | Municipal Court | 210,318 | 191,741 | 215,000 | 195,000 |
| 356-50-00-00 | Investigative Fund Assessments | 3,543 | 3,585 | 4,000 | 4,000 |
| 356-50-04-00 | DUI Invest Fund Assessments | 2,498 | 3,758 | 3,500 | 3,600 |
| | **Total Fines & Forfeits** | **216,359** | **199,084** | **222,500** | **202,600** |
| | | | | | |
| 361-11-00-01 | Investment Interest | 20,077 | 21,228 | 61,500 | 61,200 |

| | | | | | |
|---|---|---|---|---|---|
| 361-40-00-01 | Sales Interest | 80 | 185 | 75 | 100 |
| 361-40-00-03 | Int On Gen Property Taxes | 101 | 165 | 100 | 100 |
| 361-40-00-04 | Int On EMS Property Taxes | 21 | 32 | 50 | 50 |
| 362-40-00-00 | Space & Facility Rental | 16,816 | 18,682 | 17,000 | 19,000 |
| 362-40-00-01 | Soccer Field Rental | 9,439 | 5,123 | 4,500 | 5,000 |
| 362-50-00-01 | Land Rental-Interfund | 79,770 | 68,470 | 69,220 | 70,610 |
| 362-50-00-02 | Land Rental-ERR Garage | 3,730 | 3,800 | 3,600 | 3,920 |
| 362-50-00-03 | Time/Temp Sign Rental | 8,450 | 7,800 | 7,800 | 0 |
| 362-50-00-04 | Pool Rental Revenue | 660 | 1,925 | 500 | 1,500 |
| 367-00-00-02 | Parks Donations | 4,952 | 5,786 | 11,500 | 6,000 |
| 367-00-00-03 | Police Donations | 5,979 | 9,480 | 5,000 | 5,000 |
| 367-00-00-10 | Firework Donations | 1,355 | 1,400 | 1,000 | 1,300 |
| 369-10-00-00 | Sale of Scrap | 366 | 0 | 0 | 0 |
| 369-81-00-00 | Cash Overage/Shortage | -170 | 4 | 0 | 0 |
| 369-81-00-01 | Cash Over/Short-Pool | 5 | 8 | 0 | 0 |
| 369-90-00-01 | Other Misc Revenue | 1,154 | 2,891 | 1,000 | 1,000 |
| 369-94-00-01 | Reimbursements | 250 | 0 | 0 | 0 |
| | **Total Misc Revenue** | **153,035** | **146,979** | **182,845** | **174,780** |
| | **Total Operating Revenue** | **4,540,449** | **4,818,311** | **4,762,187** | **4,912,497** |
| | Non Operating Revenue | 5,155 | 110,757 | 0 | 0 |
| | **TOTAL RESOURCES** | **7,497,950** | **7,648,465** | **7,836,091** | **7,704,501** |

## REVENUE NARRATIVE

### TAXES

General Property Taxes and E.M.S. Taxes includes a 1% increase plus anticipated revenue from new construction based on Planning Department projections. The EMS levy rate of .50/1,000 of assessed property value was passed by the voters in 2014.

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

Gambling Tax revenue is used for public safety. There is no gambling tax budgeted for 2017.

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

## LICENSES & PERMITS

Business Licenses & Permits are from business operation within Fircrest. The projected revenue is based on 450 Business Licenses. Home Occupation Permits are estimated at fifteen new home occupation permits. The City partners with Washington State for Business License services.

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

## INTERGOVERNMENTS REVENUES

Local Government Assistance is received from the Department of Revenue and provides ongoing assistance to low tax base cities and counties. The distribution is based on per capita sales tax revenues, and property tax assessed values.

MVET, CJ, Liquor Tax, Liquor Profits are received from the State of Washington and are based on a per capita basis. The City's population for purposes of distributing state shared revenue is 6,555. Criminal Justice (CJ) funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and /or child abuse prevention programs.

## CHARGES FOR GOODS & SERVICES

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

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

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

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

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

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

## FINES & FORFEITS

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

## MISCELLANEOUS REVENUE

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

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

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

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

Police Donations Police donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

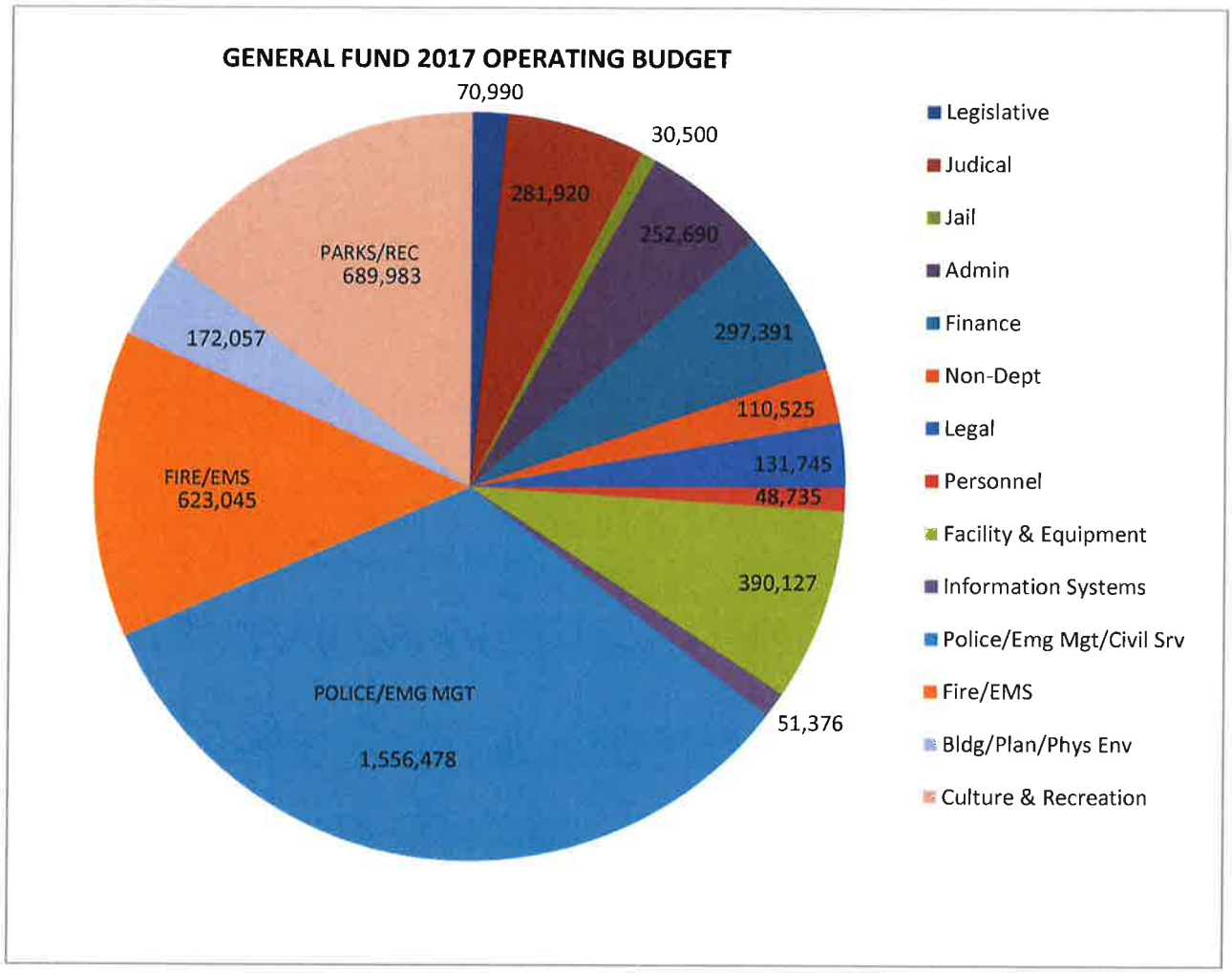
Other Miscellaneous Revenue consists of alarm permits, NSF fees, refund expenses from prior years, etc.

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

Non-Competition Charge is the amount that the City collects as a non-compete fee from Tacoma Public Utilities and is based on Tacoma's gross electric revenues for electrical services located in Fircrest for the preceding year times six (6) percent.

## GENERAL FUND EXPENDITURE RECAP

| OPERATING BUDGET | 2016 BUDGET | IN(DE)CREASE | 2017 BUDGET |
|---|---|---|---|
| Legislative | 69,565 | 1,425 | 70,990 |
| Judicial | 272,800 | 9,120 | 281,920 |
| Admin | 215,720 | 36,970 | 252,690 |
| Finance | 289,432 | 7,959 | 297,391 |
| Legal | 127,790 | 3,955 | 131,745 |
| Other Employee Benefits | 1,550 | 0 | 1,550 |
| Non-Dept | 94,650 | 15,875 | 110,525 |
| Personnel | 49,325 | (2,140) | 47,185 |
| Facility & Equipment | 355,302 | 34,825 | 390,127 |
| Information Systems | 51,049 | 327 | 51,376 |
| Civil Service | 5,310 | 5 | 5,315 |
| Police | 1,492,192 | 45,816 | 1,538,008 |
| Fire/EMS | 610,828 | 12,217 | 623,045 |
| Jail | 30,500 | 0 | 30,500 |
| Building | 90,630 | (11,755) | 78,875 |
| Emergency Mgmt | 12,900 | 255 | 13,155 |
| Physical Environment | 14,325 | (37) | 14,288 |
| Planning | 75,790 | 904 | 76,694 |
| Mental Health | 2,200 | 0 | 2,200 |
| Recreation | 249,540 | 13,890 | 263,430 |
| Participant Recreation | 32,175 | (3,100) | 29,075 |
| Library | 14,000 | 0 | 14,000 |
| Community Events | 20,150 | 0 | 20,150 |
| Swimming Pool | 132,030 | 10,970 | 143,000 |
| Parks | 219,359 | 969 | 220,328 |
| Total Departmental Operating Costs | 4,529,112 | 178,450 | 4,707,562 |
| Operating Transfer/Street Beautification | 10,000 | 0 | 10,000 |
| Operating Transfer/Property Tax | 190,339 | 3,697 | 194,036 |
| Total Operating Transfers | 200,339 | 3,697 | 204,036 |
| | | | |
| **Total Operating Budget** | **4,729,450** | **182,147** | **4,911,598** |
| | | | |
| **Capital Budget** | | | |
| Facilities | 7,300 | 60,200 | 67,500 |
| Fire/EMS | 0 | 0 | 0 |
| Recreation | 0 | 0 | 0 |
| Pool | 0 | 0 | 0 |
| Parks | 177,865 | (177,865) | 0 |
| **Total Capital Budget** | 185,165 | **(117,665)** | **67,500** |
| | | | |
| Transfer for Street Light Maintenance | 60,000 | 0 | 60,000 |
| Non Operating Expense | 87,671 | (87,671) | 0 |
| **Total Equity Transfers** | **147,671** | **(87,671)** | **60,000** |
| | | | |
| Undesignated Ending Fund Balance | 1,372,463 | (48,401) | 1,324,062 |
| Designated/Light | 828,150 | (60,000) | 768,150 |
| Designated/44th Alameda | 573,191 | 0 | 573,191 |
| **Total Ending Fund Balance** | **2,773,804** | **(108,401)** | **2,665,403** |
| | | | |
| **Total General Fund Budget** | **7,836,090** | **(131,590)** | **7,704,501** |




| OPERATING BUDGET | 2017 BUDGET | |
|---|---|---|
| Legislative | 70,990 | 1.5% |
| Judical | 281,920 | 6.0% |
| Jail | 30,500 | 0.6% |
| Admin | 252,690 | 5.4% |
| Finance | 297,391 | 6.3% |
| Non-Dept | 110,525 | 2.3% |
| Legal | 131,745 | 2.8% |
| Personnel | 48,735 | 1.0% |
| Facility & Equipment | 390,127 | 8.3% |
| Information Systems | 51,376 | 1.1% |
| Police/Emg Mgt/Civil Srv | 1,556,478 | 33.1% |
| Fire/EMS | 623,045 | 13.2% |
| Bldg/Plan/Phys Env | 172,057 | 3.7% |
| Culture & Recreation | 689,983 | 14.7% |
| Total Operating Costs without transfers | 4,707,562 | 100.0% |

**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.

## GOALSAND WORK PLAN

**2016 Completed:**

- Approved acceptance of the Emerson sidewalk Project.
- Updated the City's Comprehensive Plan and Capital Facilities Elements of the Plan.
- Updated the Park and Recreation Comprehensive Plan.
- Adopted the 2017 – 2022 Six Year Transportation Improvement Plan
- Granted franchise to Astound Broadband for telecommunication services.
- Granted franchise to Click! Network for cable TV services.
- Granted franchise to Comcast for cable TV services.
- Accepted the Utility Financial Plan and Rate Outlook.
- Accepted the Community Center and Community Pool Feasibility Study
- Adopted ordinances prohibiting smoking and vaping in City Parks
- Initiated chlorination of Fircrest water
- Amended Fircrest Municipal Code Title 22 – Critical Areas regulations
- Adopted the International and Uniform Codes for the City of Fircrest
- Set policies for the City.

**New for 2017:**

- Review and update the City's Comprehensive Plan and Capital Facilities Elements of the Plan.
- Review the City's Six Year Transportation Improvement Plan
- Review and update the Park and Recreation Comprehensive Plan.

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 30,410 | 29,232 | 33,810 | 34,860 |
| 20 Personnel Benefits | 2,400 | 2,305 | 2,680 | 2,780 |
| 30 Supplies | 176 | 364 | 150 | 150 |
| 40 Services & Charges | 9,261 | 24,842 | 17,150 | 15,200 |
| 50 Intergovt Charges | 15,536 | 11,873 | 15,775 | 18,000 |
| Total | 57,783 | 68,616 | 69,565 | 70,990 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 33,810 | 1,050 | 34,860 |
| Personnel Benefits | | | |
| Personnel Benefits | 2,680 | 100 | 2,780 |
| Supplies | | | |
| Office & Operating Supplies | 100 | 0 | 100 |
| Small Tools & Minor Equipment | 50 | 0 | 50 |
| Services & Charges | | | |
| Professional Services | 0 | 0 | 0 |
| Advertising | 3,200 | (200) | 3,000 |
| Travel | 1,200 | 0 | 1,200 |
| Interfd ERR Repairs & Maint | 100 | 0 | 100 |
| Miscellaneous | 100 | 0 | 100 |
| A.W.C. Dues | 4,150 | 50 | 4,200 |
| Dues, Memberships, Subscription | 2,500 | 0 | 2,500 |
| Codification Costs | 4,300 | (1,800) | 2,500 |
| Meals | 400 | 0 | 400 |
| Registrations | 1,200 | 0 | 1,200 |
| Intergovt & Other Interfund Pmt. | | | |
| Special Elections & Voter Reg | 15,775 | 2,225 | 18,000 |
| Total | 69,565 | 1,425 | 70,990 |

## BUDGET NARRATIVE

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

Council's base salaries are $134.01 per month. In addition, the Mayor receives $150 and Councilmembers receive $100 per regular meeting attended. The Mayor and Councilmembers receive $50 for each special meeting attended. The salaries and wages line item is based on 40 meetings: 24 regular (2 per month) and 16 special (12 monthly study sessions and 4 extra) meetings.

Travel and Registration lines are funded to provide for two Councilmembers to attend the Annual AWC conference.

Advertising is for costs of publishing ordinances and public notices.

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

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

The Special Elections & Voter Registration line item is increased since there is an election anticipated for 2017.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Mayor | 1.00 | 1.00 | 1.00 | 1.00 |
| Councilmember | 6.00 | 6.00 | 6.00 | 6.00 |
| Total | 7.00 | 7.00 | 7.00 | 7.00 |

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

## PROGRAM DESCRIPTION

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

**What we do:**

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

## PERFORMANCE MEASURES

| | 2013 Actual | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| Passport Fees | 7,225 | 8,300 | 9,725 | 8,000 | 10,000 |
| Total Fines & Forfeits Revenues | 222,212 | 216,359 | 199,083 | 222,500 | 202,600 |
| Total Charges Filed | 3,492 | 3,552 | 3,164 | 3,800 | 3,340 |

Explanation for revenue in Court penalties and tickets:

- Court revenue is projected based on prior year's actual statistics.

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 178,953 | 186,280 | 191,060 | 194,865 |
| 20 Personnel Benefits | 58,690 | 62,660 | 66,405 | 71,120 |
| 30 Supplies | 3,987 | 3,860 | 5,375 | 5,400 |
| 40 Services & Charges | 4,850 | 6,928 | 9,960 | 10,535 |
| Total | 246,480 | 259,728 | 272,800 | 281,920 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 190,560 | 3,805 | 194,365 |
| Overtime | 500 | 0 | 500 |
| Personnel Benefits | | | |
| Personnel Benefits | 66,405 | 4,715 | 71,120 |
| Supplies | | | |
| Office & Operating Supplies | 4,000 | 0 | 4,000 |
| Publications-Court Rules | 375 | 25 | 400 |
| Small Tools & Minor Equipment | 1,000 | 0 | 1,000 |
| Services & Charges | | | |
| Prof Srvs - Pro Temp Judges | 1,800 | 0 | 1,800 |
| Prof Srvs - Interpreter | 700 | 300 | 1,000 |
| Prof Srvs - Jury Master | 800 | 0 | 800 |
| Communication | 160 | 0 | 160 |
| Postage | 500 | 0 | 500 |
| Travel | 1,800 | 0 | 1,800 |
| Operating Rentals & Leases | 2,100 | 0 | 2,100 |
| Repairs & Maintenance | 50 | 0 | 50 |
| Interfd ERR Repairs & Maint | 200 | | 200 |
| Miscellaneous | 300 | 0 | 300 |
| Registration & Tuition | 500 | 0 | 500 |
| Dues,Memberships,Subscriptions | 450 | 0 | 450 |
| Juror Costs | 500 | 200 | 700 |
| Witness Costs | 100 | 75 | 175 |
| Total | 272,800 | 9,120 | 281,920 |

## BUDGET NARRATIVE

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

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

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

The Witness Costs line includes funds for reimbursement to Department of Licensing (DOL) personnel to testify for all Driving While License Suspended (DWLS) trials held in Fircrest Municipal Court as required by RCW 35.20.160.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Judge | 0.13 | 0.13 | 0.13 | 0.13 |
| Court Clerk I | 1.70 | 1.70 | 1.70 | 1.70 |
| Court Administrator | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 2.83 | 2.83 | 2.83 | 2.83 |

**DEPARTMENT:** Administration
**DIVISION:** Administration
**PROGRAM:** Administration Services

## PROGRAM DESCRIPTION

**Function:** Administrative Services provides general administrative services and oversight to the various departments and programs of City government.

**What we do:**

- Administer programs and policies established by the City Council.
- Provide coordination with other jurisdictions and agencies on behalf of the Council.
- Direct and coordinate departmental operations.
- Inform Council on City affairs, matters, demands, problems, and future needs.
- Review policies and regulations involving municipal government management.
- Oversee the preparation of the City's annual budget and all major projects.
- Monitor all franchises, permits, and contracts.
- Monitor Solid Waste contract.
- Perform all other duties for the effective operation of the City.
- Provide assistance in responding to citizen requests.
- Provide support to Council committees.
- Develop and promote employee morale.
- Appoint Civil Service Commissioners, with Council confirmation.
- Appoint all new hires.

## GOALS AND WORK PLAN

**2016 Completed:**

- Worked with Finance Department to coordinate and develop the 2017 Budget.
- Assisted Public Works with capital improvement projects.
- Microfilmed Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continued the records management program and records retention schedule compliance.
- Coordinated with Attorney on lawsuits.
- Update Fircrest Municipal Code.

**New for 2017:**

- Work with Finance Department to coordinate and develop the 2018 Budget.
- Assist Public Works with capital improvement projects.
- Microfilm Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continue the records management program and implement records retention schedule.
- Update Fircrest Municipal Code.
- Work with Departments to ensure completion of projects and work plans

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 151,901 | 158,702 | 162,505 | 187,100 |
| 20 | Personnel Benefits | 44,783 | 48,350 | 51,275 | 63,710 |
| 30 | Supplies | 195 | 288 | 450 | 450 |
| 40 | Services & Charges | 773 | 606 | 1,490 | 1,430 |
| | Total | 197,652 | 207,946 | 215,720 | 252,690 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 162,505 | 24,595 | 187,100 |
| Overtime | 0 | 0 | 0 |
| Personnel Benefits | | | |
| Personnel Benefits | 51,275 | 12,435 | 63,710 |
| Supplies | | | |
| Office & Operating Supplies | 300 | 0 | 300 |
| Small Tools & Minor Equipment | 150 | 0 | 150 |
| Services & Charges | | | |
| Professional Services | 300 | 0 | 300 |
| Communication | 240 | (60) | 180 |
| Travel | 200 | 0 | 200 |
| Repairs & Maintenance | 100 | 0 | 100 |
| Interfd ERR Repairs & Maint | 200 | 0 | 200 |
| Miscellaneous | 100 | 0 | 100 |
| Registration & Tuition | 200 | 0 | 200 |
| Dues,Memberships,Subscriptions | 150 | 0 | 150 |
| Total | 215,720 | 36,970 | 252,690 |

## BUDGET NARRATIVE

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

The Dues, Memberships and Subscriptions line is for one membership in the Pierce County Clerks & Finance Officers Association (PCCFOA) and one membership in Washington Municipal Clerks Association (WMCA).

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| City Clerk | 0.67 | 0.67 | 0.67 | 0.67 |
| Admin. Assistant | 0.00 | 0.00 | 0.00 | 0.50 |
| Total | 1.67 | 1.67 | 1.67 | 1.72 |

**DEPARTMENT:** Finance
**DIVISION:** Financial Services
**PROGRAM:** Accounting and Budgeting

## PROGRAM DESCRIPTION

**Function:** Financial Services Division is responsible for ensuring adherence to legal, fiscal and accounting requirements established by the Office of the State Auditor.

**What we do:**

- Process financial data.
- Provide cash management for the City.
- Process disbursement and payroll.
- Monitor accounts payable and accounts receivable.
- Monitor City expenditures and revenues for budget compliance.
- Prepare the Annual Budget.
- Prepare the Annual Financial Reports.

## GOALS AND WORK PLAN

**2016 Completed:**

- Processed Budget Amendments as needed.
- Prepared 2015 Annual State Reports.
- Worked with Administration Department to develop the 2017 Budget.

**New for 2017:**

- Work with Administration Department to develop the 2018 Budget.
- Prepare 2016 Annual State Reports.
- Work with the State Auditor's Office on the 2015/2016 financial and accountability audit.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 184,653 | 189,648 | 193,740 | 198,635 |
| 20 | Personnel Benefits | 66,044 | 70,381 | 74,270 | 75,830 |
| 30 | Supplies | 441 | 191 | 900 | 900 |
| 40 | Services & Charges | 19,038 | 18,507 | 20,522 | 22,026 |
| | Total | 270,176 | 278,727 | 289,432 | 297,391 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 193,240 | 4,895 | 198,135 |
| Overtime | 500 | 0 | 500 |
| Personnel Benefits | | | |
| Personnel Benefits | 74,270 | 1,560 | 75,830 |
| Supplies | | | |
| Office & Operating Supplies | 600 | 0 | 600 |
| Small Tools & Minor Equip | 300 | 0 | 300 |
| Services & Charges | | | |
| Travel | 500 | 900 | 1,400 |
| Interfd ERR Replacement | 11,817 | (196) | 11,621 |
| Interfd ERR Repairs & Maint | 5,000 | 500 | 5,500 |
| Miscellaneous | 800 | 0 | 800 |
| Registration & Tuition | 850 | 550 | 1,400 |
| Printing And Binding | 1,000 | 0 | 1,000 |
| Dues,Memberships,Subscriptions | 255 | (50) | 205 |
| Tax Audit Expenses | 300 | (200) | 100 |
| Total | 289,432 | 7,959 | 297,391 |

## BUDGET NARRATIVE

Travel and Registration lines are for one person to attend the WFOA conference and other miscellaneous training classes.

Miscellaneous includes the cost of document shredding.

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

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

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

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Finance Director | 0.85 | 0.85 | 0.85 | 0.85 |
| Accountant II | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant I | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 2.85 | 2.85 | 2.85 | 2.85 |

**DEPARTMENT:** Legal
**DIVISION:** N/A
**PROGRAM:** Legal Services

## PROGRAM DESCRIPTION

**Function:** The City Attorney's office provides legal advice and counsel to the City.

**What we do:**

- Provide legal advice and counsel to the City.
- Defend the City against claims and suits.
- Approve contracts, ordinances, and resolutions as to legal form.
- Prosecute misdemeanor cases for crimes occurring within the City.

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 30 Supplies | 252 | 678 | 500 | 700 |
| 40 Services & Charges | 101,563 | 111,192 | 127,290 | 131,045 |
| Total | 101,815 | 111,870 | 127,790 | 131,745 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Supplies | | | |
| Publications | 500 | 200 | 700 |
| Services & Charges | | | |
| Assigned Counsel | 31,000 | 2,000 | 33,000 |
| City Attorney | 26,500 | 530 | 27,030 |
| Special Legal Counsel | 5,000 | 0 | 5,000 |
| Town Prosecutor | 61,140 | 1,225 | 62,365 |
| Conflict Council | 2,000 | 0 | 2,000 |
| Travel | 1,200 | 0 | 1,200 |
| Registrations | 450 | 0 | 450 |
| Memberships, Dues | 0 | 0 | 0 |
| Total | 127,790 | 3,955 | 131,745 |

## BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

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

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

Travel and Registration lines are for two conferences sponsored by Washington State Association of Municipal Attorneys.

**DEPARTMENT:** Personnel
**DIVISION:** N/A
**PROGRAM:** Other Employee Health Benefits

## PROGRAM DESCRIPTION

**Function:** The Other Employee Health Benefits accounts for employee health benefits that are not related to a specific function.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2016 Budget |
|---|---|---|---|---|---|
| 0 | Total Other Services & Charges | 755 | 758 | 1,550 | 1,550 |
| | Total | 755 | 758 | 1,550 | 1,550 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Health Program | 1,000 | 0 | 1,000 |
| Travel-Health Program | 550 | 0 | 550 |
| Total | 1,550 | 0 | 1,550 |

## BUDGET NARRATIVE

The Health Program line includes funds to provide activities for the City's Wellness program which is designed to enhance the overall health of employees' mind, body and spirit through education, encouragement, and environment. By meeting standards set by AWC the City can earn the AWC's Well City Award and qualify for a 2% discount on medical premiums.

Travel-Health Program is for two members of the Wellness Committee to attend the annual Healthy Worksite Summit. The registration cost is paid by AWC.

**DEPARTMENT:** Finance
**DIVISION:** Non-Departmental
**PROGRAM:** N/A

## PROGRAM DESCRIPTION

**Function:** The Non-Departmental Division accumulates charges that benefit the City as a whole and recovers some of its expenses through the interfund service charges.

**What we do:**

- Receipt all payments to the City including utility payments.
- Provide receptionist duties for the City.
- Provide a place to charge general postage, and other support services.
- Orders general supplies and printing for the City.
- Provide notary service.
- Prepare Town Topics.
- Maintain City website.
- Maintain City Wellness Program.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Budget | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 12,229 | 13,136 | 14,300 | 15,295 |
| 20 | Personnel Benefits | 11,268 | 11,995 | 12,685 | 13,665 |
| 30 | Supplies | 7,910 | 7,774 | 10,400 | 9,900 |
| 40 | Services & Charges | 38,665 | 70,765 | 57,265 | 71,665 |
| 0 | Transfers & Other Cost Allocations | 743,510 | 246,466 | 348,010 | 264,375 |
| | Total | 813,582 | 350,136 | 442,660 | 374,900 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 14,100 | 995 | 15,095 |
| Overtime | 200 | 0 | 200 |
| Personnel Benefits | | | |
| Personnel Benefits | 12,685 | 980 | 13,665 |
| Supplies | | | |
| Office & Operating Supplies | 200 | 0 | 200 |
| Central Office Supplies | 6,500 | 500 | 7,000 |
| Central Office Printing | 2,700 | (1,000) | 1,700 |
| Small Tools & Minor Equipment | 1,000 | 0 | 1,000 |
| Services & Charges | | | |
| Biennial Audit | 7,500 | 12,500 | 20,000 |
| Communication | 11,600 | (1,600) | 10,000 |
| Postage | 12,000 | 0 | 12,000 |
| Travel | 100 | 0 | 100 |
| Operating Rentals | 6,000 | 0 | 6,000 |
| Interfd ERR Replacement | 0 | 1,200 | 1,200 |
| Interfd ERR Repairs & Maint | 2,640 | (200) | 2,440 |
| Miscellaneous | 8,000 | 1,000 | 9,000 |
| Town Topics | 9,000 | 0 | 9,000 |
| Notary | 200 | 0 | 200 |
| Dues, Membership,Subscriptions | 75 | 1,500 | 1,575 |
| Registration & Tuition | 150 | 0 | 150 |
| Transfers & Other Cost Allocations | | | |
| Other Non Expenditure (Eaton) | 87,671 | (87,671) | 0 |
| Transfer Out | 10,000 | 0 | 10,000 |
| Transfer Out-Property Tax | 190,339 | 4,036 | 194,375 |
| Transfer Out-Light Maint | 60,000 | 0 | 60,000 |
| Transfer Out to Cumulative Reserve | 0 | 0 | 0 |
| Total | 442,660 | (67,760) | 374,900 |

## BUDGET NARRATIVE

The Miscellaneous line is for banking, online fees, costs related to filling public records requests, noxious weed fees and other miscellaneous costs.

The Town Topics has been budgeted for six issues produced in-house and included with utility bills.

The Notary line includes funds for miscellaneous supplies as needed. The City currently has four notaries.

Dues, Memberships, Subscriptions line is for membership in Pierce County Cities and Towns Association, MRSC Small Works Roster register, ECivis grant access and the subscription for the Tacoma News Tribune.

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 $190,339 to the Street Fund for 12.5% of the property taxes collected.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Office Assistant | 0.40 | 0.40 | 0.40 | 0.40 |
| Admin. Assistant | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.40 | 0.40 | 0.40 | 0.40 |

**DEPARTMENT:** Administration
**DIVISION:** Personnel
**PROGRAM:** Human Resources

## PROGRAM DESCRIPTION

**Function:** The human resources program provides for the recruitment, selection, training and development of an efficient and effective work force.

**What we do:**

- Coordinate City's Safety and Wellness Programs.
- Administer City's Drug and Alcohol Testing Program.
- Undertake recruitment of employees to fill vacancies, including Summer Youth Employment.
- Program and assist with selection process.

## GOALS AND WORK PLAN

**2016 Completed:**

- Facilitated dispute resolution for employees.
- Continued personnel records management program.
- Completed new hires and assisted with summer hires.

**New for 2017:**

- Recruit and replace staff as needed.

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Budget | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 22,327 | 24,023 | 24,790 | 25,815 |
| 20 Personnel Benefits | 9,037 | 9,816 | 10,380 | 11,215 |
| 30 Supplies | 69 | 0 | 255 | 255 |
| 40 Services & Charges | 7,163 | 24,743 | 13,900 | 9,900 |
| Total | 38,596 | 58,582 | 49,325 | 47,185 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 24,790 | 1,025 | 25,815 |
| Personnel Benefits | | | |
| Personnel Benefits | 10,380 | 835 | 11,215 |
| Supplies | | | |
| Office & Operating Supplies | 105 | 0 | 105 |
| Small Tools & Minor Equipment | 150 | 0 | 150 |
| Services & Charges | | | |
| Professional Services | 7,500 | (3,000) | 4,500 |
| Advertising | 4,000 | (1,000) | 3,000 |
| Drug & Alcohol Testing | 600 | 0 | 600 |
| Travel | 650 | 0 | 650 |
| Miscellaneous | 100 | 0 | 100 |
| Dues,Memberships,Subscriptions | 200 | 0 | 200 |
| Meals-Other Than Travel/Train. | 50 | 0 | 50 |
| Registration & Tuition | 800 | 0 | 800 |
| Total | 49,325 | (2,140) | 47,185 |

## BUDGET NARRATIVE

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

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

Travel and Registration lines are to provide for the Personnel Officer to attend the Annual Labor Relations Institute conference and other miscellaneous training classes.

The purpose of the City's Drug and Alcohol Testing Program is to comply with the Federal Highway Administration's regulations requiring drug and alcohol testing for employees with Commercial Driver's License endorsements. The program is also for drug tests on all new Police and CDL employees.

Dues include membership in WAPELRA.

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

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| City Clerk | 0.33 | 0.33 | 0.33 | 0.33 |
| Admin. Assistant | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.55 | 0.33 | 0.33 | 0.33 |

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

## PROGRAM DESCRIPTION

**Function:** The Facilities division maintains all City facilities.

**What we do:**

- Maintain all City facilities and property.
- Organize annual CPR and first-aid training for City staff.
- Provide cleaning of City Hall, Public Safety, Recreation and Public Works buildings.
- Supervise landscaping contract.

## GOALS AND WORK PLAN

**2016 Completed:**

- Maintained all City facilities.
- Assisted with city-wide beautification.
- Maintained City property grounds.
- Assisted with maintenance of ERR vehicles and equipment including new purchases.

**New for 2017:**

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

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 74,707 | 87,506 | 73,395 | 93,210 |
| 20 Personnel Benefits | 32,015 | 36,582 | 32,525 | 39,465 |
| 30 Supplies | 9,633 | 16,310 | 17,400 | 18,900 |
| 40 Services & Charges | 197,122 | 197,029 | 231,982 | 238,552 |
| 60 Capital Outlays | 15,937 | 8,921 | 7,300 | 67,500 |
| Total | 329,414 | 346,348 | 362,602 | 457,627 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 73,395 | 19,315 | 92,710 |
| Overtime | 0 | 500 | 500 |
| Personnel Benefits | | 0 | |
| Personnel Benefits | 32,525 | 6,940 | 39,465 |
| Supplies | | | |
| Operating Supplies/Facilities | 400 | 0 | 400 |
| Operating Supplies/Rec Bldg | 3,500 | 0 | 3,500 |
| Operating Supplies/P.S.B. | 3,000 | 1,500 | 4,500 |
| Operating Supplies/P.W.F. | 3,000 | 0 | 3,000 |
| Operating Supplies/C.H. | 4,000 | 0 | 4,000 |
| Operating Supplies/Park Struct | 1,000 | 0 | 1,000 |
| Operating Supplies/Landscaping | 1,500 | 0 | 1,500 |
| Small Tools & Minor Equipment | 1,000 | 0 | 1,000 |
| Services & Charges | | | |
| Advertising | 0 | 0 | 0 |
| Contract Maintenance | 37,350 | (7,350) | 30,000 |
| General Fund Prop Maintenance | 1,500 | 0 | 1,500 |
| Communications | 550 | (70) | 480 |
| Operating Rentals-Facil/Equip | 2,000 | 0 | 2,000 |
| Rental Space In Err Garage | 3,600 | 75 | 3,675 |
| Insurance | 128,260 | 11,740 | 140,000 |
| Insurance Deductible | 1,000 | 0 | 1,000 |
| Public Utility Services | 14,000 | 0 | 14,000 |
| Repairs & Maintenance | 100 | 0 | 100 |
| Repairs & Maint/Rec Bldg | 7,500 | 0 | 7,500 |
| Repairs & Maint/City Hall | 10,100 | 300 | 10,400 |
| Repairs & Maint/Public Works | 6,100 | 1,200 | 7,300 |
| Repairs & Maint/Public Safety | 8,900 | (400) | 8,500 |
| Repair Time & Temp Sign | 700 | 0 | 700 |
| Repairs & Maint/Park Struct | 500 | 0 | 500 |
| Interfd ERR Replacement | 6,597 | 0 | 6,597 |
| Interfd ERR Repairs & Maint | 2,325 | 1,075 | 3,400 |
| Miscellaneous | 500 | 0 | 500 |
| Alarm Monitoring-City Hall | 400 | 0 | 400 |
| Total | 355,302 | 34,825 | 390,127 |

## BUDGET NARRATIVE

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

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

General Fund Property Maintenance is primarily used for special maintenance needs which are not covered under the general landscape maintenance contract.

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

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Building & Structures | 7,300 | 60,200 | 67,500 |
| Improvements | 0 | 0 | 0 |
| Machinery & Equipment | 0 | 0 | 0 |
| Total | 7,300 | 60,200 | 67,500 |

## CAPITAL NARRATIVE

Facilities capital includes:

- $5,000 for carpeting in the Public Safety Building officer's room and conference room.
- $6,500 for bullet resistant glass at the Public Safety Building.
- $6,000 for renovation of the Whittier gazebo roof.
- $30,000 to rebuild the Spring Street Parks storage garage.
- $20,000 for new flooring at the Public Works Facility.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Senior Maintenance Supervisor | 0.55 | 0.55 | 0.55 | 0.55 |
| Planning/Building Director | 0.15 | 0.00 | 0.00 | 0.00 |
| Finance Director | 0.15 | 0.15 | 0.15 | 0.15 |
| Lawn Maintenance Worker (PT) | 0.00 | 0.63 | 0.63 | 0.63 |
| Custodian | 0.64 | 0.64 | 0.64 | 0.64 |
| Total | 1.34 | 1.97 | 1.97 | 1.97 |

**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

**2016 Completed:**

- Renewed software licenses as needed
- Upgraded Spam Filtration
- Upgraded Antivirus detection system
- Trouble shot email and printing issues
- Assisted with Facebook implementation
- Assisted with website redesign
- Replaced personal computers through ERR
- Replaced servers through ERR

**New for 2017:**

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

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 25,265 | 26,508 | 29,340 | 29,930 |
| 20 Personnel Benefits | 2,028 | 2,121 | 2,355 | 2,415 |
| 30 Supplies | 2,596 | 1,789 | 2,600 | 5,600 |
| 40 Services & Charges | 9,643 | 11,880 | 16,754 | 13,431 |
| Total | 39,532 | 42,298 | 51,049 | 51,376 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 29,340 | 590 | 29,930 |
| Personnel Benefits | | | |
| Personnel Benefits | 2,355 | 60 | 2,415 |
| Supplies | | | |
| Office & Operating Supplies | 100 | 0 | 100 |
| Small Tools And Minor Equip | 2,500 | 3,000 | 5,500 |
| Services & Charges | | | |
| Professional Services | 900 | 600 | 1,500 |
| Web Design/Maintenance | 250 | 1,750 | 2,000 |
| Communication | 6,720 | (5,520) | 1,200 |
| Repairs & Maintenance | 100 | 0 | 100 |
| Interfd ERR Replacement | 1,284 | (953) | 331 |
| Interfd ERR Repairs & Maint | 300 | 0 | 300 |
| Software Licenses | 7,200 | 800 | 8,000 |
| Total | 51,049 | 327 | 51,376 |

## BUDGET NARRATIVE

The Web Design/Maintenance line is for maintenance of the web page for the City.

The Communication line item is for a T-1 line that serves the City's Police computer system and cable internet connections that serve the non Police computer system.

Small Tools and Minor Equipment includes backup tapes, fans, etc.

Software Licenses is to account for the annual license renewals necessary to properly maintain the City's network and its data.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Information Services Manager | 0.38 | 0.38 | 0.38 | 0.38 |
| Total | 0.38 | 0.38 | 0.38 | 0.38 |

**DEPARTMENT:** Administration
**DIVISION:** Civil Service Commission
**PROGRAM:** N/A

## PROGRAM DESCRIPTION

**Function:** The Civil Service Commission was created according to State law and exercises powers and performs duties in connection with selection, appointment and employment of police in the City. The Chief Examiner to the Civil Service Commission is selected and appointed by the Commission and is paid as their separate staff member. The position reports directly to the Civil Service Commission and provides support to the Commission.

**What we do:**

- Provide for selection, appointment, and employment of Police in the City in accordance with Civil Service Rules and RCW's.
- Adjudicate appeals from disciplinary actions.
- Chief Examiner informs Commission on Civil Service matters, demands, and problems.

## GOALS AND WORK PLAN

**2016 Completed:**

- Held monthly meetings to approve payroll certifications and conduct Commission business.
- Established eligibility list for Lateral Police Officers.

**New for 2017:**

- Extend and/or establish eligibility list for Lateral Police Officers if necessary.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 2,220 | 2,280 | 2,350 | 2,375 |
| 20 | Personnel Benefits | 374 | 407 | 435 | 465 |
| 30 | Supplies | 22 | 0 | 100 | 50 |
| 40 | Services & Charges | 321 | 0 | 2,425 | 2,425 |
| | Total | 2,937 | 2,687 | 5,310 | 5,315 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 2,350 | 25 | 2,375 |
| Personnel Benefits | | | |
| Personnel Benefits | 435 | 30 | 465 |
| Supplies | | | |
| Office Supplies | 50 | 0 | 50 |
| Small Tools & Minor Equipment | 50 | (50) | 0 |
| Services & Charges | | | |
| Professional Services | 500 | 0 | 500 |
| Advertising | 1,000 | 0 | 1,000 |
| Travel | 600 | 0 | 600 |
| Miscellaneous | 50 | 0 | 50 |
| Meals-Other Than Travel/Train | 75 | 0 | 75 |
| Registration And Tuition | 200 | 0 | 200 |
| Total | 5,310 | 5 | 5,315 |

## BUDGET NARRATIVE

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

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

The Travel and Registration lines are for the cost for one person to attend the annual Civil Service Conference in Yakima each September.

Advertising is for newspaper ads for replacement of Police Officers and Community Service Officer II as needed.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Civil Service Secretary | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 1.00 | 1.00 | 1.00 | 1.00 |

**DEPARTMENT:** Police
**DIVISION:** N/A
**PROGRAM:** Security of Persons and Property

## PROGRAM DESCRIPTION

**Function:** The mission of the Fircrest Police Department is to work in partnership with the community to protect life and property and to enhance the quality of life in our City through proactive problem solving, fair and equitable law enforcement, and effective use of resources. Functions and programs include patrol, traffic enforcement, investigations, crime prevention, emergency response, narcotics, vice related activities, school lunch buddies program, school safety programs and special services.

What we do:

- Serve and protect the Community.
- Enforce state laws and city ordinances; support the Constitution and laws of the United States, the State of Washington and the City of Fircrest.
- Work with citizens to address their concerns.
- Maintain a high level of traffic visibility and enforcement.
- Continually seek out and apply for grants.
- Maintain a strong liaison with area schools and community.
- Host community events/meetings.
- Recruit and use volunteers to assist with departmental programs.

## GOALS AND WORK PLAN

**2016 Completed:**

- Maintained high visibility enforcing traffic laws.
- Implemented residential patrols.
- Worked in a unified command structure at the Department of Emergency Management-Exercise Cascade Rising.
- Hired and trained new Community Service Officer
- Successfully completed on site Juvenile Justice Audit.
- Successfully completed WSCJTC Audit assuring all officers met minimum yearly training standards.
- Worked successfully in putting together and refining new "TRACED" reporting system.
- Established lateral police officer eligibility list.
- Continue to work closely with the WSLCB to ensure area businesses comply with requirements.
- Co-hosted open house with the Tacoma Fire Department.
- Researched and acquired new duty weapons for officers.
- Ascertained, installed and ensure workability, effectiveness and interoperability of new radio system.
- Participated in County Party Intervention Patrol task force.
- Sponsored Chief for a Day event through the Washington State criminal Justice training Commission.
- Updated computer system allowing for more effective and efficient communications.
- Maintained a strong liaison with our community area schools, and surrounding jurisdictions.
- Used citizen volunteers to assist with departmental programs.
- Hosted community events/meetings.
- Hosted National Night Out event.
- Applied for and received several grants.
- Hosted Christmas "Sleigh Ride through the City" event.
- Assisted the parks department with many programs.
- Worked in close liaison with Fircrest Kiwanis to assist in putting on many events.
- Continued to update Police Policy and Procedure Manual.
- Participated with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- Continued to work with the Pierce County Sheriff's Officer to closely monitor our registered sex offender population.

**2017 Work Plan and Goals:**

- Serve and protect our community.
- Enforce state laws and city ordinances, support the Constitution and laws of the United States, the State of Washington and the City of Fircrest.
- Develop strong liaison with Wainwright Middle School when it opens in 2017.
- Implement Lunch Buddies program at Wainwright Middle School.
- Ensure mapping of Wainwright is completed.
- Continue to move towards increasing efficiency by going more paperless.
- Evaluate our office effectiveness by looking at other departments best practices.
- Continue to update our Policy and Procedure Manual.
- Continue to stay engaged with cooperative Cities task force.
- Continually interact with the community to generate mutual understanding thereby facilitating public support.
- Select and train a backup firearms instructor.
- Continue close liaison with the Fircrest Kiwanis.
- Continue high visibility and enforcement activities within our community.
- Continue to train officers in all aspects of police work to include proper terrorism response.
- Participate in and provide security for City events to include Fun Days, Movie in the Park, Easter Egg Hunt, Car Show and others.
- Host crime prevention meetings.
- Continue to work in close liaison with the parks department to address problems in a proactive manner.
- Host National Night Out event.
- Work with citizens to address their concerns.
- Continually seek out and apply for grants.
- Maintain a strong liaison with Whittier Elementary School.
- Recruit and use volunteers to assist with departmental programs
- Participate with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- Continue to work with the Pierce County Sheriff's Officer to closely monitor our registered sex offender population.

**PERFORMANCE MEASURES**

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Collision | 67 | 91 | 90 | 90 |
| Minor Traffic Offenses | 3,035 | 2,724 | 3,200 | 3,000 |
| Major Traffic Offenses | 472 | 377 | 400 | 400 |
| Total Blotter Entries | 16,557 | 15,096 | 15,400 | 15,100 |
| General Reports | 885 | 908 | 800 | 900 |
| Miscellaneous Reports | 15,672 | 14,188 | 14,600 | 14,200 |

**TOTAL PROGRAM OBJECT BUDGET**

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 806,596 | 835,524 | 861,050 | 862,590 |
| 20 | Personnel Benefits | 311,477 | 333,894 | 359,460 | 389,825 |
| 30 | Supplies | 6,691 | 7,879 | 8,700 | 8,700 |
| 40 | Services & Charges | 95,306 | 102,069 | 156,152 | 166,600 |
| 50 | Intergovt'l Services | 112,233 | 99,739 | 106,830 | 110,293 |
| | Total | 1,332,303 | 1,379,105 | 1,492,192 | 1,538,008 |

# DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 825,050 | 1,540 | 826,590 |
| Overtime | 22,000 | 0 | 22,000 |
| Major Holiday Compensation | 6,500 | 0 | 6,500 |
| Emphasis Patrol Overtime | 0 | 0 | 0 |
| Reimbursable Overtime | 7,500 | 0 | 7,500 |
| Personnel Benefits | | | |
| Personnel Benefits | 348,590 | 29,605 | 378,195 |
| LEOFF I Medical Premiums | 6,495 | 760 | 7,255 |
| LEOFF I Long Term Care Prem | 375 | 0 | 375 |
| LEOFF I Other Medical Costs | 4,000 | 0 | 4,000 |
| Supplies | | | |
| Office & Operating Supplies | 5,200 | (385) | 4,815 |
| Small Tools & Minor Equipment | 3,500 | (500) | 3,000 |
| Services & Charges | | | |
| Professional Services | 20,000 | 0 | 20,000 |
| Communication | 10,160 | 0 | 10,160 |
| Travel | 1,500 | 0 | 1,500 |
| Operating Rental/Copier | 4,500 | 885 | 5,385 |
| Repairs & Maintenance | 2,500 | 0 | 2,500 |
| Interfd ERR Replacement | 47,632 | 4,368 | 52,000 |
| Interfd ERR Repairs & Maint | 43,795 | 0 | 43,795 |
| Miscellaneous | 500 | 0 | 500 |
| Uniforms/Clothing/Laundry | 4,750 | 250 | 5,000 |
| Registration & Tuition | 7,945 | 4,455 | 12,400 |
| Dues,Memberships,Subscriptions | 500 | 0 | 500 |
| CJF Program | 6,400 | 490 | 6,890 |
| Reimbursable Program | 5,000 | 0 | 5,000 |
| Chaplaincy Program | 220 | 0 | 220 |
| Community Outreach | 750 | 0 | 750 |
| Intergovernmental Services | | | |
| PC Radio Infrastrucure | 7,560 | 0 | 7,560 |
| Dispatching | 69,850 | 2,794 | 72,644 |
| WACIC/NCIC | 2,140 | 260 | 2,400 |
| Records | 0 | 0 | 0 |
| IT Charges | 27,280 | 409 | 27,689 |
| Total | 1,492,192 | 44,931 | 1,537,123 |

## BUDGET NARRATIVE

Overtime is divided into four categories. The first type of overtime is used to pay officers who work over 40 hours in a work week. This would include when an officer is subpoenaed into court outside their regularly scheduled hours. The second type is called Major Holiday Compensation and is used for employees required to work on any day recognized as a holiday and paid at the rate of time and one-half for all hours worked on the recognized holiday. The third, Emphasis Patrol Overtime allows for extra patrols in the business districts, parks, neighborhood streets, and traffic enforcement. This program allows the police department to target areas in our city that need extra attention. The fourth type is Reimbursable Overtime. This overtime is reimbursed by another agency and usually targets a problem such as DUI, seatbelt emphasis, etc.

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

The Office and Operating Supplies line item is used to purchase items that are unique to the police department and include such things as traffic citations, ammunition, evidence kits, drug test kits, and police forms.

Included in the professional services line item is $10,136 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of $6,148 to continue our contract for major crime investigation and $1,351 to continue our contract for Forensic Officers and $2,637 for the Pierce County Swat Team. The other amount included in this line item is $9,864 for Police Guild negotiations, contract compliance issues and other attorney fees. In the past we budgeted for K-9 services but Pierce County K-9 has now joined the Metro K-9 team and they no longer charge for this service. Tacoma, Puyallup, and other departments K-9 have never charged us. Due to regionalized grants that we have supported we are also no longer being charged for Lab teams or Hazardous Device teams.

Registration, Tuition and Travel lines include funding for one Officer to attend online classes, and miscellaneous training. They have been increased to send one Officer to training to be qualified as a Firearms and Taser instructor

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

The Criminal Justice Funded (CJF) Programs are matched by amounts budgeted in the General Fund revenue budget under CJF-Special Programs.

The reimbursable programs line item is for donations or grants to the Police Department and will be spent only if the money is received. The amount in this line item is $5,000.

The chaplaincy program is funded entirely by donations. The money in this line item was donated to the program and has not yet been utilized. Therefore, it is being rolled over into 2017.

WACIC/NCIC is our police teletype system known as ACCESS. ACCESS provides us with the ability to enter and delete warrants, obtains drivers checks, wanted checks, stolen checks, and is our communicator with other agencies in a secure format.

The dispatching line item pays for South Sound 911 to provide emergency dispatch services, including E911 for our City. South Sound 911 provides these services for the majority of police agencies in Pierce County.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Police Chief | 0.95 | 0.95 | 0.95 | 0.95 |
| Police Sergeant | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Officer | 7.00 | 7.00 | 7.00 | 7.00 |
| CSO II | 0.60 | 0.63 | 0.63 | 0.63 |
| CSO I | 0.93 | 1.15 | 1.15 | 1.15 |
| Total | 10.48 | 10.73 | 10.73 | 10.73 |

The Police Chief salary is split between Police (95%) and Emergency Management (5%).

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

## PROGRAM DESCRIPTION

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

**What we do:**

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

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Acutal | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 40 | Services & Charges | 1,144 | 0 | 0 | 0 |
| 50 | Intergovt & Other Interfund Pmt. | 592,335 | 604,182 | 610,828 | 623,045 |
| 90 | Capital | 6,475 | 0 | 0 | 0 |
| | Total | 599,954 | 604,182 | 610,828 | 623,045 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Services & Charges | | | |
| Repairs & Maintenance | 0 | 0 | 0 |
| Intergovt & Other Interfund Pmt. | | | |
| Tacoma Contract Fire | 284,526 | 16,262 | 300,788 |
| Tacoma Contract EMS | 326,302 | (4,045) | 322,257 |
| Total | 610,828 | 12,217 | 623,045 |

## BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 2% for a total contract amount for both Fire and EMS of $623,045.

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

**DEPARTMENT:** Municipal Court and Police
**DIVISION:** N/A
**PROGRAM:** Jail

## PROGRAM DESCRIPTION

**Function:** The Jail program is responsible for the incarceration of misdemeanor defendants for crimes committed within the City of Fircrest.

**What we do:**

- Incarcerate misdemeanant defendants for crimes committed within the City of Fircrest.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 50 | Intergovt Services | 21,910 | 16,428 | 30,500 | 30,500 |
| | Total | 21,910 | 16,428 | 30,500 | 30,500 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Services & Charges | | | |
| Prof Srvs - Jail | 30,000 | 0 | 30,000 |
| Prof Srvs - Jail (Medical Services) | 500 | 0 | 500 |
| Total | 30,500 | 0 | 30,500 |

## BUDGET NARRATIVE

The Professional Services – Jail (Medical Services) - Per RCW 70.48.130, the governing unit (health care provider) may obtain reimbursement for the cost of medical services from the unit of government whose law enforcement officers initiated the charges on which the person is being held in the jail.

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

## PROGRAM DESCRIPTION

**Function:** The Building Division ensures that building construction conforms to the standards under the International Codes and related ordinances and assistance in enforcement of City Code that is not strictly applicable to building (such as nuisance complaints) to preserve the health, safety and welfare of the general public.

**What we do:**

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

## GOALS AND WORK PLAN

**2016 Completed:**

- Issued permits for new houses and misc. other building plumbing, mechanical and grading permits
- Provided inspections to single-family houses, additions, Wainwright School, tenant improvements, remodels, and numerous other plumbing, mechanical, and roofing projects.
- Investigated and responded to complaints regarding unauthorized or unpermitted activities.
- Investigated and work with property owner to resolve public nuisance issues.
- Adopted 2015 International and Uniform Building Codes as required by the Washington State Building Code Council.

**New for 2017:**

- Residential and retail development plan review and inspection services.
- Provide plan review services for tenant improvements in existing commercial retail stores.
- Continue processing building, plumbing, and mechanical permits under the provisions of the International Codes.
- Continue protective inspections programs for code compliance.
- Continue enforcement of nuisance complaints.
- Review Fee Schedule and Chapter 12.04 Building Code of the FMC.

## PERFORMANCE MEASURES

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Complaints/Enforcement | 68 | 57 | 50 | 50 |
| Building Inspections | 317 | 301 | 300 | 300 |
| Building Permits | 56 | 56 | 30 | 60 |
| Mechanical Permits | 89 | 97 | 60 | 90 |
| Plumbing Permits | 48 | 43 | 45 | 50 |
| Miscellaneous Permits | 27 | 30 | 40 | 30 |

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 24,472 | 28,006 | 40,745 | 40,955 |
| 20 | Personnel Benefits | 4,744 | 5,662 | 8,385 | 11,220 |
| 30 | Supplies | 199 | 508 | 1,050 | 1,200 |
| 40 | Services & Charges | 24,729 | 60,075 | 40,450 | 25,500 |
| | Total | 54,144 | 94,251 | 90,630 | 78,875 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 40,745 | 210 | 40,955 |
| Personnel Benefits | | | |
| Personnel Benefits | 8,385 | 2,835 | 11,220 |
| Supplies | | | |
| Office & Operating Supplies | 850 | (350) | 500 |
| Small Tools & Minor Equipment | 200 | 500 | 700 |
| Services & Charges | | | |
| Bldg Inspec/Plan Review | 35,000 | (15,000) | 20,000 |
| Eng Inspec/Plan Review | 2,000 | 0 | 2,000 |
| Travel | 450 | 0 | 450 |
| Interfd ERR Repairs & Maint | 1,500 | | 1,600 |
| Dues,Memberships,Subscriptions | 250 | (50) | 200 |
| Registration & Tuition | 1,250 | 0 | 1,250 |
| Total | 90,630 | (11,855) | 78,875 |

## BUDGET NARRATIVE

The Office & Operating Supplies was increased in 2016 and decreased in 2017 because of the purchase of Building Code books which are issued and purchased every three years.

Small Tools & Minor Equipment was increased for the purchase of a new printer.

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

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

Travel/Registration & Tuition is for attendance at the WAPT conference and GIS training.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Planning/Building Director | 0.20 | 0.00 | 0.00 | 0.00 |
| Planning/Building Administrator | 0.00 | 0.00 | 0.50 | 0.50 |
| Planning/Building Admin Asst. | 0.00 | 0.00 | 0.32 | 0.25 |
| Permit Coordinator | 0.40 | 0.50 | 0.00 | 0.00 |
| Total | 0.60 | 0.50 | 0.82 | 0.75 |

**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

**2016 Completed:**

- Participated in 2016 Cascade Rising exercise (worked in Unified Command structure).
- Presented emergency preparedness materials to our community.
- Host Emergency preparedness meeting for citizens.
- Assisted Public Works in putting together radio system.

**New for 2017:**

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

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 5,102 | 5,229 | 5,340 | 5,445 |
| 20 Personnel Benefits | 1,878 | 1,817 | 1,950 | 2,080 |
| 50 Intergovt & Other Interfund Pmt. | 5,559 | 5,572 | 5,610 | 5,630 |
| Total | 12,539 | 12,618 | 12,900 | 13,155 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 5,340 | 105 | 5,445 |
| Personnel Benefits | | | |
| Personnel Benefits | 1,950 | 130 | 2,080 |
| Intergovt & Other Interfund Pmt. | | | |
| Emergency Management Dues | 5,610 | 20 | 5,630 |
| Total | 12,900 | 255 | 13,155 |

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Police Chief | 0.05 | 0.05 | 0.05 | 0.05 |
| Total | 0.05 | 0.05 | 0.05 | 0.05 |

**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 2017, animal control will be administered by the City or contracted with another jurisdiction.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 40 | Services & Charges | 11,492 | 13,481 | 14,325 | 14,288 |
| | Total | 11,492 | 13,481 | 14,325 | 14,288 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Intergovt & Other Interfund Pmt. | | | |
| Pollution Control | 4,325 | (37) | 4,288 |
| Animal Control | 10,000 | 0 | 10,000 |
| Total | 14,325 | (37) | 14,288 |

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

## PROGRAM DESCRIPTION

**Function:** The Planning Division manages the development of the community through the implementation of the Fircrest Comprehensive Plan through the City's adopted land development regulations. This includes assistance in enforcing land use regulations.

**What we do:**

- Prepares updates to the Comprehensive Plan and development regulations as deemed necessary and essential by the Planning Commission and/or the City Council.
- Process land use permit applications such as site plans, conditional use permits, administrative use permits, variances, development plans, parcel specific rezones, boundary line adjustments and subdivisions.
- Enforcement of land use regulations as addressed under Title 22 of the Fircrest Municipal Code.
- Provide assistance to the general public and the development community on land use projects and proposals by providing code information respective to development standards, permit application requirements, and real-property information.
- Assist the general public and the development community with land use issues by preparing and interpreting orthophotos, maps and other graphics generated by the City's Geographic Information System (GIS).

## GOALS AND WORK PLAN

**2016 Completed:**

- Updated the Critical Areas Ordinance and Sign Code.
- Adopted a Streetscape Elements Design Standards.
- Adopted development standards for retail marijuana.
- Updated the Comprehensive Plan's Capital Facilities Improvement 6 year plan.
- Assisted Public Works on the annual 6-Year Transportation Improvement Program update for 2016-2021.
- Provided reports to County, State and Federal agencies as required.
- Processed planning permits as needed.
- Provided staff support to the Planning Commission and City Council.
- Processed and reviewed new business license applications and home occupation permits.
- Obtained new GIS aerial photos and attended training.

**New for 2017**

- Process updates and major revisions to the Comprehensive Plan as required by GMA.
- Provide support to update the 6-Year Transportation Improvement Program.
- Process planning permits as needed.

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 24,472 | 28,006 | 40,745 | 40,955 |
| 20 Personnel Benefits | 4,744 | 5,662 | 8,385 | 11,220 |
| 30 Supplies | 231 | 525 | 700 | 1,200 |
| 40 Services & Charges | 28,945 | 54,819 | 25,960 | 23,319 |
| Total | 58,392 | 89,012 | 75,790 | 76,694 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 40,745 | 210 | 40,955 |
| Personnel Benefits | | | |
| Personnel Benefits | 8,385 | 2,835 | 11,220 |
| Supplies | | | |
| Office & Operating Supplies | 500 | 0 | 500 |
| Small Tools & Minor Equipment | 200 | 500 | 700 |
| Services & Charges | | | |
| Prof Services/Reimbursable | 22,000 | (2,000) | 20,000 |
| Advertising | 350 | 150 | 500 |
| Travel | 450 | 0 | 450 |
| Interfd Replacement | 1,225 | (791) | 434 |
| Interfd ERR Repairs & Maint | 100 | 0 | 100 |
| Miscellaneous | 50 | 0 | 50 |
| Registration & Tuition | 1,550 | 0 | 1,550 |
| Dues,Memberships,Subscriptions | 185 | 0 | 185 |
| Printing And Binding | 50 | 0 | 50 |
| Total | 75,790 | 904 | 76,694 |

## BUDGET NARRATIVE

Small Tools has been increased for 1/6 of the cost of a new large scale printer.

The Professional Services line consists of $18,000 for planning consultant services and $2,000 for GIS consulting services. Some of the engineering costs are offset by "pass-through" costs to an applicant in the review of a specific project application. This amount also applies to miscellaneous projects for which no application is pending.

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

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Planning/Building Director | 0.00 | 0.00 | 0.00 | 0.00 |
| Planning/Building Administrator | 0.00 | 0.00 | 0.50 | 0.50 |
| Planning/Building Admin Asst. | 0.00 | 0.00 | 0.31 | 0.25 |
| Permit Coordinator | 0.50 | 0.50 | 0.00 | 0.00 |
| Total | 0.00 | 0.50 | 0.81 | 0.75 |

**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. 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 | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 0 Transfers & Other Cost Allocations | 1,411 | 1,509 | 2,200 | 2,200 |
| Total | 1,411 | 1,509 | 2,200 | 2,200 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Transfers & Other Cost Allocations | | | |
| Substance Abuse | 2,200 | 0 | 2,200 |
| Total | 2,200 | 0 | 2,200 |

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

## PROGRAM DESCRIPTION

**Function:** The Recreation Department promotes and provides social, physical and personal recreation activities for all ages during their leisure time. The Recreation Department services approximately 20,000 people including those coming from the neighboring communities of Tacoma and University Place.

**What we do:**

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

## GOALS AND WORK PLAN

**2016 Completed:**

- Worked with Kiwanis on special events.
- Held annual community events.
- Held youth sports programs.
- Provided senior services/activities.
- Provided Fircrest Fun Days and Fireworks Show.
- Provided free Drop in Day Camp that averaged 15 kids per week.
- Provided three activity brochures.
- Provided monthly teen night programs with the use of volunteers and Recreation Leaders
- Provided a free movie in the park with the help of a community sponsorship.
- Worked with RCO for the Tot Lot improvement grant.
- Worked with various service groups such as Kiwanis and Rotary on park cleanups.
- Replace playground structure and fence at the Tot Lot with help of RCO grant.
- Community Center and Pool Feasibility Study.

**New for 2017:**

- Maintain level of service while improving the quality of our programs.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 156,748 | 164,110 | 170,765 | 176,395 |
| 20 | Personnel Benefits | 54,439 | 58,018 | 63,375 | 69,135 |
| 30 | Supplies | 3,818 | 3,357 | 3,800 | 3,800 |
| 40 | Services & Charges | 9,542 | 11,364 | 11,600 | 14,100 |
| 60 | Capital | 1,772 | 0 | 0 | 0 |
| | Total | 226,319 | 236,849 | 249,540 | 263,430 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 143,205 | 2,900 | 146,105 |
| Overtime | 500 | 0 | 500 |
| Casual & Seasonal Labor | 27,060 | 2,730 | 29,790 |
| Personnel Benefits | | | |
| Personnel Benefits | 63,375 | 5,760 | 69,135 |
| Supplies | | | |
| Office Supplies | 500 | 0 | 500 |
| Operating Supplies | 1,000 | 0 | 1,000 |
| Senior Supplies | 400 | 0 | 400 |
| Youth Supplies | 1,000 | 0 | 1,000 |
| Small Tools & Minor Equipment | 900 | 0 | 900 |
| Services & Charges | | | |
| Senior Trips | 250 | 0 | 250 |
| Postage | 3,000 | 1,500 | 4,500 |
| Travel | 150 | 0 | 150 |
| Operating Rentals/Copier | 2,100 | 0 | 2,100 |
| Miscellaneous | 400 | 0 | 400 |
| Printing & Binding | 4,500 | 1,000 | 5,500 |
| Registration & Tuition | 800 | 0 | 800 |
| Dues,Memberships,Subscriptions | 400 | 0 | 400 |
| Reimbursable Expenditures | 0 | 0 | 0 |
| Total | 249,540 | 13,890 | 263,430 |

## BUDGET NARRATIVE

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

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

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

Youth Supplies includes arts and crafts, food supplies and trips.

The Small Tools and Minor Equipment line is for mechanical or electronic tools used in the Community Center.

The money budgeted for senior trips include costs of ferry tolls, parking, and more activities. The bus driver's food is also budgeted out of senior trips. Wages for the bus driver are included in casual and seasonal labor.

The Postage line is for postage for three seasonal activity schedules and miscellaneous mailings to groups.

Travel includes meals and transportation for scheduled training.

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

The Printing and Binding line is used for the Recreation activity brochures.

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

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

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Recreation Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant | 0.50 | 0.50 | 0.50 | 0.50 |
| Maintenance Supervisor | 0.10 | 0.10 | 0.10 | 0.10 |
| Custodian | 0.05 | 0.05 | 0.05 | 0.05 |
| Park/Recreation Director | 0.84 | 0.84 | 0.84 | 0.84 |
| Total | 2.49 | 2.49 | 2.49 | 2.49 |

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

## PROGRAM DESCRIPTION

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

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 40 Services & Charges | 23,544 | 20,604 | 30,775 | 27,675 |
| 50 Intergovt Pmt. | 848 | 424 | 1,400 | 1,400 |
| Total | 24,392 | 21,028 | 32,175 | 29,075 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Services & Charges | | | |
| Referees/Basketball | 2,000 | 0 | 2,000 |
| Umpires/Baseball | 3,500 | (1,000) | 2,500 |
| Indoor Soccer | 600 | 0 | 600 |
| Flag Football | 800 | (100) | 700 |
| Instructor Fees | 11,900 | (1,900) | 10,000 |
| Youth Basketball | 2,975 | 0 | 2,975 |
| Adult Basketball | 500 | (100) | 400 |
| Youth Baseball | 7,500 | 0 | 7,500 |
| Adult Baseball | 1,000 | 0 | 1,000 |
| Intergovt Payments | | | |
| Excise Taxes | 1,400 | 0 | 1,400 |
| Total | 32,175 | (3,100) | 29,075 |

## BUDGET NARRATIVE

The Participant budget does not include expenditures for Parks maintenance and recreation salaries, field preparation supplies or field lighting. These expenses are included in the Rec/Parks budgets. It is intended that Participant Recreation expenses are covered by revenue from registration fees.

The Instructor Fees are paid at 70% of revenue collected.

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

## PROGRAM DESCRIPTION

**Function:** The Library Services program reimburses residents' library card fees.

**What we do:**

- Reimburse residents for library cards.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 40 | Services & Charges | 10,584 | 9,800 | 14,000 | 14,000 |
| | Total | 10,584 | 9,800 | 14,000 | 14,000 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Other Cost Allocations | | | |
| Library Services | 14,000 | 0 | 14,000 |
| Total | 14,000 | 0 | 14,000 |

## BUDGET NARRATIVE

Library Services includes funding for reimbursement of approximately 250 library cards at the full rate charged by the City of Tacoma which currently is $56 per year.

**DEPARTMENT:** Recreation
**DIVISION:** N/A
**PROGRAM:** Community Events

## PROGRAM DESCRIPTION

**Function:** The Community Events program promotes community recognition, and holds special cultural events.

**What we do:**

- Promote community recognition.
- Hold community cultural events.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 40 | Services & Charges | 13,830 | 15,530 | 20,150 | 20,150 |
| | Total | 13,830 | 15,530 | 20,150 | 20,150 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Other Services & Charges | | | |
| Community Events | 20,150 | 0 | 20,150 |
| Total | 20,150 | 0 | 20,150 |

## BUDGET NARRATIVE

2017 Community Events include $550 for holiday tree lighting; $1,020 for the Strawberry Feed; $500 for the Easter Egg Hunt; $10,200 for Fun Days; $5,000 for fireworks for Fun Days; $880 for Volunteer Appreciation; $400 for advertising events; $900 for Daddy Daughter Dance; $300 for Mother Son Fun Dance; $200 for Halloween events; and $200 for other miscellaneous events that will be scheduled.

**DEPARTMENT:** Parks and Recreation
**DIVISION:** Recreation
**PROGRAM:** Swimming Pool

## PROGRAM DESCRIPTION

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

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 61,037 | 71,068 | 72,310 | 77,630 |
| 20 Personnel Benefits | 12,775 | 15,145 | 16,035 | 18,185 |
| 30 Supplies | 16,639 | 25,480 | 19,500 | 22,900 |
| 40 Services & Charges | 15,285 | 19,552 | 21,200 | 21,300 |
| 50 Intergovt & Other Interfund Pmt. | 2,395 | 3,704 | 2,985 | 2,985 |
| 60 Capital Outlays | 0 | 0 | 0 | 0 |
| Total | 108,131 | 134,949 | 132,030 | 143,000 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 16,290 | 320 | 16,610 |
| Overtime | 500 | 500 | 1,000 |
| Casual & Seasonal Labor | 55,520 | 4,500 | 60,020 |
| Personnel Benefits | | | |
| Personnel Benefits | 16,035 | 2,150 | 18,185 |
| Supplies | | | |
| Office Supplies | 200 | 100 | 300 |
| Pool Supplies-Chemicals | 12,000 | 0 | 12,000 |
| Janitorial Supplies | 1,000 | 100 | 1,100 |
| Operating Supplies | 4,800 | 2,700 | 7,500 |
| Small Tools & Minor Equipment | 1,500 | 500 | 2,000 |
| Services & Charges | | | |
| Operating Rentals | 300 | 0 | 300 |
| Public Utility Services | 17,000 | 0 | 17,000 |
| Repairs & Maintenance-Pool | 3,000 | 0 | 3,000 |
| Printing & Binding | 200 | 0 | 200 |
| Miscellaneous | 700 | 100 | 800 |
| Intergovt & Other Interfund Pmt. | | | |
| Excise Taxes/Pool Revenue | 2,985 | 0 | 2,985 |
| Total | 132,030 | 10,970 | 143,000 |

## BUDGET NARRATIVE

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 includes replacement of skimmers on the pool edges, lifeguard uniforms, kickboards, flags, swim meet ribbons, etc. The increase is for the purchase of new lane line floats.

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

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

The excise tax is based on revenue collected.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Parks/Recreation Director | 0.06 | 0.06 | 0.06 | 0.06 |
| Parks Maintenance Supervisor | 0.12 | 0.12 | 0.12 | 0.12 |
| Senior Maintenance Supervisor | 0.07 | 0.07 | 0.07 | 0.07 |
| Total | 0.25 | 0.25 | 0.25 | 0.25 |

Casual & Seasonal Labor

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

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

## PROGRAM DESCRIPTION

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

**What we do:**

- Maintain community's park system of 26 acres including two multi-use parks that contain six competition size tennis courts, three outdoor basketball courts, four soccer fields, two bocce courts, four baseball fields, one competition-sized swimming pool, a wading pool and a 10,000 sq. ft. Recreation Center with gym, four meeting rooms, restrooms and offices.
- Maintain a developed natural wetland park, one tot-lot park and two roadside parks.
- Assist in setting up and taking down equipment for special events.

## GOALS AND WORK PLAN

**2016 Completed:**

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

**New for 2017:**

- Maintain and improve all parks and structures as budgeted.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 85,495 | 81,242 | 83,895 | 86,685 |
| 20 | Personnel Benefits | 33,746 | 33,778 | 35,600 | 38,625 |
| 30 | Supplies | 17,729 | 18,027 | 20,300 | 19,050 |
| 40 | Services & Charges | 63,019 | 64,886 | 79,564 | 75,968 |
| 60 | Capital Outlays | 0 | 0 | 177,865 | 0 |
| | Total | 199,989 | 197,933 | 397,224 | 220,328 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 68,805 | 1,350 | 70,155 |
| Overtime | 500 | 0 | 500 |
| Casual & Seasonal Labor | 14,590 | 1,440 | 16,030 |
| Personnel Benefits | | | |
| Personnel Benefits | 35,600 | 3,025 | 38,625 |
| Supplies | | | |
| Office Supplies | 100 | 0 | 100 |
| Janitorial Supplies | 6,950 | 0 | 6,950 |
| Operating Supplies | 11,000 | 0 | 11,000 |
| Small Tools & Minor Equipment | 2,250 | (1,250) | 1,000 |
| Services & Charges | | | |
| Professional Services | 1,000 | 0 | 1,000 |
| Communication | 2,200 | (720) | 1,480 |
| Operating Rentals - Copier | 300 | 0 | 300 |
| Public Utility Services | 41,000 | 3,000 | 44,000 |
| Repairs & Maintenance | 8,000 | (6,000) | 2,000 |
| Interfd ERR Replacement | 10,714 | 124 | 10,838 |
| Interfd ERR Repairs & Maint | 12,950 | 0 | 12,950 |
| Miscellaneous | 3,400 | 0 | 3,400 |
| Total | 219,359 | 969 | 220,328 |

## BUDGET NARRATIVE

Casual and Seasonal Labor includes funds for maintenance workers.

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

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

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

The Small Tools & Minor Equipment line was increased in 2016 and decrease in 2017 for the purchase of a hedge trimmer and mower

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

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

Repairs & Maintenance has been decreased $6,000 for tree removal services completed in 2016.

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

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Land | 0 | 0 | 0 |
| Rec Bldg Improvements | 0 | 0 | 0 |
| Improvements | 177,865 | (177,865) | 0 |
| Machinery & Equip | 0 | 0 | 0 |
| Total | 177,865 | (177,865) | 0 |

Improvements decreased $73,000 for Tot Lot Improvements and $104,865 for the parks feasibility study that were completed in 2016.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Parks/Recreation Director | 0.10 | 0.10 | 0.10 | 0.10 |
| Parks Maintenance Supervisor | 0.78 | 0.78 | 0.78 | 0.78 |
| Senior Maintenance Supervisor | 0.20 | 0.20 | 0.20 | 0.20 |
| Total | 1.08 | 1.08 | 1.08 | 1.08 |

## STREET FUND CHANGE IN FUND BALANCE REPORT

| | |
|---|---|
| Operating Revenues | 697,771 |
| Operating Expenses | (506,135) |
| **Operating Revenues Over/(Under) Operating Expenditures** | **191,636** |
| Transfers In | 601,291 |
| Grant Revenue | 1,032,560 |
| Capital Expenses | (1,939,070) |
| **Net Change in Fund Balance** | **(113,583)** |

## STREET FUND SUMMARY REPORT

| | |
|---|---|
| RESOURCES | |
| Undesignated Beginning Fund Balance | 243,072 |
| Operating Revenues | 697,771 |
| Transfers In | 601,291 |
| Grant Revenue | 1,032,560 |
| **Total Resources with Beginning Fund Balance** | **2,574,694** |
| | |
| EXPENDITURES | |
| Operating Expenses | 506,135 |
| Capital Expenses | 1,939,070 |
| Undesignated Ending Fund Balance | 129,489 |
| **Total Expenditures with Ending Fund Balance** | **2,574,694** |

# CITY STREET FUND REVENUE

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-80-01-01 | Undes. Fund Balance | 241,012 | 337,840 | 319,052 | 243,072 |
| 308-10-01-01 | Des. Fund Bal/Paths & Trails | 15,616 | 16,094 | 0 | 0 |
| | **Total Fund Balance** | **256,628** | **353,934** | **319,052** | **243,072** |
| | | | | | |
| 322-40-00-00 | ROW Road Permits | 9,516 | 15,570 | 7,000 | 7,000 |
| | **Total Licenses & Permits** | **9,516** | **15,570** | **7,000** | **7,000** |
| | | | | | |
| 333-20-20-03 | Regents Blvd Grant | 737,366 | 10,851 | 0 | 0 |
| 333-20-20-04 | Alameda Overlay Grant | 0 | 0 | 0 | 195,000 |
| 333-20-20-05 | Traffic Signal Grant | 0 | 0 | 0 | 337,560 |
| 334-03-81-00 | Wa St TIB Grant Emerson/Orchard | 35,970 | 0 | 575,255 | 527,255 |
| 334-03-81-00 | Wa St TIB Grant Alameda/67th | 0 | 0 | 0 | 500,000 |
| 336-00-71-00 | Multimodal Transportation | 0 | 0 | 0 | 6,956 |
| 336-00-87-00 | Motor Vehicle Fuel Tax | 134,904 | 138,127 | 141,500 | 144,160 |
| | **Total Intergovernmental Revenues** | **908,240** | **148,978** | **716,755** | **1,710,931** |
| | | | | | |
| 361-11-00-01 | Investment Interest | 419 | 538 | 400 | 400 |
| 367-00-00-08 | Beautification Donations | 11,545 | 11,125 | 10,000 | 11,000 |
| 369-90-01-01 | Miscellaneous Revenue | 1,972 | 1,727 | 0 | 1,000 |
| 369-94-01-01 | Reimbursements | 0 | 0 | 0 | 0 |
| | **Total Miscellaneous Revenue** | **13,936** | **13,390** | **10,400** | **12,400** |
| | | | | | |
| | **Total Operating Revenues** | **931,692** | **177,938** | **734,155** | **1,730,331** |
| | | | | | |
| 398-00-01-01 | Insurance Recovery | 7,389 | 613 | 0 | 0 |
| | **Total Non Revenue** | **7,389** | **613** | **0** | **0** |
| | | | | | |
| 397-00-00-02 | Transfer In for Street Beautification | 10,000 | 10,000 | 10,000 | 10,000 |
| 397-00-00-03 | Transfer from Property Tax | 186,333 | 190,015 | 190,339 | 194,036 |
| 397-00-00-04 | Transfer from Light-St Maint | 47,177 | 46,452 | 60,000 | 60,000 |
| 397-00-00-06 | Transfer from REET 1-Capital | 182,892 | 276,352 | 50,000 | 50,000 |
| 397-00-00-09 | Transfer from REET 2-Capital | 0 | 0 | 143,815 | 287,255 |
| | **Total Other Financing Sources** | **426,402** | **522,819** | **454,154** | **601,291** |
| | | | | | |
| | **TOTAL RESOURCES** | **1,622,111** | **1,055,304** | **1,507,361** | **2,574,694** |

## REVENUE NARRATIVE

Donations received in 2017 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

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

Transfer from Property Tax is figured at 12.5% of General Fund Property Tax received.

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

Transfer from REET 1-Capital includes $50,000 for major street patching improvements.

Transfer from REET 2-Capital includes $30,440 for the match on the Alameda Overlay grant project, rollover of $131,815 for the match on the Emerson-Orchard to Alameda Sidewalk grant project and $125,000 for the match on the Emerson-Alameda to 67th Sidewalk grant project.

**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

**2016 Completed:**

- Design of Emerson Sidewalk Project.
- Replaced 2 ornamental street light standards.
- Performed street patching as needed.
- Painted all street, curb, and intersection markings throughout the City.

**New for 2017:**

- Continue crack-seal program as designated by approved plan.
- Perform street patching as needed.
- Paint all street, curb, and intersection markings throughout the City.
- Grind and overlay on Alameda Ave. from Princeton to Columbia.
- Construction of Emerson sidewalk project.

## PERFORMANCE MEASURES

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Lane Miles Streets Painted | 20 | 20 | 20 | 20 |
| Traffic Devices Installed | 0 | 0 | 0 | 0 |
| Lane Miles Street Crack Sealed | 7 | 7 | 5 | 5 |
| Miles of Street Maintained | 26 | 26 | 26 | 26 |

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

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 68,014 | 74,814 | 71,300 | 71,030 |
| 20 Personnel Benefits | 28,316 | 33,216 | 30,515 | 30,220 |
| 30 Supplies | 18,704 | 8,603 | 17,050 | 17,550 |
| 40 Services & Charges | 92,337 | 88,232 | 126,295 | 116,870 |
| 60 Capital Outlays | 895,286 | 305,629 | 775,320 | 1,909,070 |
| 90 Interfund Pmt. For Svcs. | 54,426 | 68,841 | 68,914 | 120,590 |
| Total | 1,157,083 | 579,335 | 1,089,394 | 2,265,330 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 55,170 | (1,230) | 53,940 |
| Overtime | 5,000 | 100 | 5,100 |
| Casual & Seasonal Labor | 11,130 | 860 | 11,990 |
| Personnel Benefits | | | |
| Personnel Benefits | 29,815 | (295) | 29,520 |
| Contract Benefits | 700 | 0 | 700 |
| Supplies | | | |
| Office Supplies | 250 | 0 | 250 |
| Operating Supplies | 10,000 | 0 | 10,000 |
| Crack Sealing Supplies | 5,000 | 0 | 5,000 |
| Small Tools & Minor Equipment | 1,800 | 500 | 2,300 |
| Services & Charges | | | |
| Professional Services | 11,000 | (475) | 10,525 |
| Advertising | 500 | 0 | 500 |
| Communication | 1,850 | 150 | 2,000 |
| Operating Rentals-Copier Mach. | 700 | 0 | 700 |
| Land Rental | 16,780 | 335 | 17,115 |
| Dumping Fees | 2,600 | 0 | 2,600 |
| Electricity & Gas/Building | 2,700 | 0 | 2,700 |
| Electricity/Traffic Lights | 900 | 0 | 900 |
| Repairs & Maintenance | 20,000 | 725 | 20,725 |
| Interfd ERR Replacement | 42,970 | (10,160) | 32,810 |
| Interfd ERR Repairs & Maint | 23,895 | 0 | 23,895 |
| Miscellaneous | 1,100 | 0 | 1,100 |
| Judgements | 1,000 | 0 | 1,000 |
| Dues,Memberships,Subscriptions | 300 | 0 | 300 |
| Interfund Pmt. For Svcs. | | | |
| Interfd Service Charges | 68,914 | 51,676 | 120,590 |
| Total | 314,074 | 42,186 | 356,260 |

## BUDGET NARRATIVE

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

Professional Services line item includes $8,000 for on-call services for general engineering, $2,000 for GIS upgrades and $525 for GPS download consulting services.

Repairs & Maintenance includes minor street repairs and GIS/GPS maintenance fees and services.

Interfund ERR Replacement has been decreased due to estimated contributions balances being met in ERR.

Small Tools & Equipment line has been increased for the Street's portion of a large scale printer.

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Machinery & Equipment | 6,250 | 5,750 | 12,000 |
| Improvements | 50,000 | 0 | 50,000 |
| Project Eng Emerson Sidewalk Grant-Orchard to Alameda | 110,000 | (60,000) | 50,000 |
| Project Eng Emerson Sidewalk Grant-Alameda to 67th | 0 | 125,000 | 125,000 |
| Project Eng Alameda Overlay Grant Project | 0 | 52,025 | 52,025 |
| Project Eng Traffic Signal Grant | 0 | 50,000 | 50,000 |
| Construction Emerson Sidewalk Grant-Orchard to Alameda | 609,070 | 0 | 609,070 |
| Construction Emerson Sidewalk Grant-Alameda to 67th | 0 | 500,000 | 500,000 |
| Construction Alameda Overlay Grant Project | 0 | 173,415 | 173,415 |
| Construction Traffic Signal Grant | 0 | 287,560 | 287,560 |
| Totals | 775,320 | 1,133,750 | 1,909,070 |

## CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for ¼ the cost of a new mini excavator. This equipment will be moved to ERR after purchase.

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

- Minor Street Improvements throughout the City $50,000 funded by transfer in from REET 1.
- Emerson Sidewalk-Orchard to Alameda grant project roll over from 2016. Total project cost $719,070. Funded by $575,255 grant and $143,815 local match using REET 2. $60,000 or Project Engineering was used in 2016 leaving a rollover amount of $50,000 for 2017.
- Emerson Sidewalk-Alameda to 67th grant project. Total project cost $625,000. Funded by $500,000 grant and $125,000 local match using REET 2.
- Alameda Overlay grant project. Total project cost $225,440. Funded by $195,000 grant and $30,440 local match using REET 2.
- Traffic Signal grant project. Total project cost $337,560. Funded by grant. No match required.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Wrk Utility Foreman | 0.05 | 0.05 | 0.05 | 0.05 |
| Utility Serv II | 0.45 | 0.43 | 0.43 | 0.40 |
| Utility Billing Clerk | 0.00 | 0.10 | 0.10 | 0.10 |
| PW Support Coordinator | 0.15 | 0.15 | 0.15 | 0.15 |
| Public Works Director | 0.05 | 0.05 | 0.05 | 0.05 |
| Custodian | 0.07 | 0.07 | 0.07 | 0.07 |
| Total | 0.77 | 0.85 | 0.85 | 0.82 |

**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 | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 12,335 | 11,981 | 30,230 | 32,170 |
| 20 Personnel Benefits | 5,776 | 6,189 | 15,250 | 17,130 |
| 30 Supplies | 4,997 | 3,398 | 6,500 | 6,500 |
| 40 Services & Charges | 24,069 | 24,884 | 27,100 | 24,100 |
| 60 Capital | 6,340 | 33,828 | 30,000 | 30,000 |
| Total | 53,517 | 80,280 | 109,080 | 109,900 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 30,030 | 1,940 | 31,970 |
| Overtime | 200 | 0 | 200 |
| Personnel Benefits | | | |
| Personnel Benefits | 15,250 | 1,880 | 17,130 |
| Supplies | | | |
| Operating Supplies | 6,000 | 0 | 6,000 |
| Small Tools & Minor Equipment | 500 | 0 | 500 |
| Services & Charges | | | |
| Electricity/Street Lights | 24,000 | 0 | 24,000 |
| Pole Attachment Charge | 3,000 | (3,000) | 0 |
| Miscellaneous | 100 | | 100 |
| Total | 79,080 | 820 | 79,900 |

## BUDGET NARRATIVE

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

Operating Supplies includes funds to replace two light standards.

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

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Improvements | 30,000 | 0 | 30,000 |
| Total | 30,000 | 0 | 30,000 |

## CAPITAL BUDGET NARRATIVE

Capital Improvements includes $30,000 for this year's cost of the program to convert the existing street lights to LED lighting, including the cost of the lights and rebates. Staff time of $8,000 to replace the lights is included in the Salaries and Benefit lines. The total project cost for 2017 is $38,000.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Wrk Utility Foreman | 0.01 | 0.01 | 0.01 | 0.01 |
| Utility Serv II | 0.24 | 0.44 | 0.44 | 0.46 |
| Total | 0.25 | 0.45 | 0.45 | 0.47 |

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

## PROGRAM DESCRIPTION

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

**What we do:**

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

## GOALS AND WORK PLAN

**2016 Completed:**

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

**New for 2017:**

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

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 27,835 | 29,745 | 22,655 | 23,300 |
| 20 | Personnel Benefits | 10,674 | 13,130 | 10,510 | 11,175 |
| 30 | Supplies | 11,914 | 23,197 | 14,750 | 14,750 |
| 40 | Services & Charges | 7,153 | 10,565 | 17,900 | 20,750 |
| | Total | 57,576 | 76,637 | 65,815 | 69,975 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 18,660 | 410 | 19,070 |
| Overtime | 1,000 | 0 | 1,000 |
| Casual & Seasonal Labor | 2,995 | 235 | 3,230 |
| Personnel Benefits | | | |
| Personnel Benefits | 10,510 | 665 | 11,175 |
| Supplies | | | |
| Operating Supplies | 1,000 | 0 | 1,000 |
| Flower Baskets | 4,000 | 0 | 4,000 |
| Beautification Supplies | 7,500 | 0 | 7,500 |
| Banners/Flags Supplies | 2,000 | 0 | 2,000 |
| Small Tools & Minor Equipment | 250 | 0 | 250 |
| Services & Charges | | | |
| Public Utility Services | 250 | 0 | 250 |
| Street Tree Maintenance (contracted) | 10,000 | 0 | 10,000 |
| Beautification (contracted) | 7,650 | 2,850 | 10,500 |
| Total | 65,815 | 4,160 | 69,975 |

## BUDGET NARRATIVE

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

Donations received in 2017 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

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

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

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Wrk Utility Foreman | 0.01 | 0.01 | 0.01 | 0.01 |
| Utility Serv II | 0.24 | 0.24 | 0.24 | 0.24 |
| Senior Maintenance Supervisor | 0.03 | 0.03 | 0.03 | 0.03 |
| Total | 0.28 | 0.28 | 0.28 | 0.28 |

## STORM CHANGE IN FUND BALANCE REPORT

| | |
|---|---|
| Operating Revenues | 500,400 |
| Operating Expenses | (416,425) |
| **Operating Revenues Over/(Under) Operating Expenditures** | 83,975 |
| Less Capital Expenditures | (42,000) |
| **Net Change in Fund Balance** | **41,975** |

## STORM FUND SUMMARY REPORT

| | |
|---|---|
| RESOURCES | |
| Beginning Fund Balance | 576,127 |
| Operating Revenues | 500,400 |
| **Total Resources with Beginning Fund Balance** | **1,076,527** |
| EXPENDITURES | |
| Operating Expenses | 416,425 |
| Capital Expenses | 42,000 |
| Undesignated Ending Fund Balance | 618,102 |
| **Total Expenditures with Ending Fund Balance** | **1,076,527** |

## STORM FUND REVENUES

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-80-04-15 | Undes. Unres. Fund Balance | 524,180 | 557,912 | 670,196 | 576,127 |
| | **Total Fund Balance** | **524,180** | **557,912** | **670,196** | **576,127** |
| 334-03-10-00 | Dept of Ecology NPDES Grant | 96,269 | 71,811 | 50,000 | 50,000 |
| | **Total Intergovernmental Revenues** | **96,269** | **71,811** | **50,000** | **50,000** |
| 343-10-00-00 | Storm Drain Fees & Charges | 384,480 | 381,261 | 379,000 | 442,400 |
| 343-10-00-01 | Setup Fees | 635 | 512 | 500 | 500 |
| 343-10-00-02 | Penalties | 7,716 | 6,689 | 6,500 | 6,500 |
| | **Total Goods & Services** | **392,831** | **388,462** | **386,000** | **449,400** |
| 361-11-04-15 | Investment Interest | 421 | 686 | 500 | 500 |
| 369-90-04-15 | Miscellaneous Revenue | 457 | 149 | 500 | 500 |
| | **Total Miscellaneous Revenue** | **878** | **835** | **1,000** | **1,000** |
| | **Total Operating Revenues** | **489,978** | **461,108** | **437,000** | **500,400** |
| 372-00-04-15 | Insurance Recovery | 0 | 0 | 0 | 0 |
| | Capital Contributions | 0 | 0 | 0 | 0 |
| | **Total Other Revenue** | **0** | **0** | **0** | **0** |
| | **TOTAL RESOURCES** | **1,014,158** | **1,019,020** | **1,107,196** | **1,076,527** |

**DEPARTMENT:** Public Works
**DIVISION:** Storm Drain
**PROGRAM:** N/A

## PROGRAM DESCRIPTION

**Function:** The Storm Drain Department operates the storm water collection system, including all 530 catch basins, storm water lines, and publicly owned retention systems. The system consists of over 22 miles of storm water mainlines of various sizes and materials. The maintenance activities include general system maintenance, pollution prevention, and rehabilitation of the existing system.

**What we do:**

- Provide general maintenance of the existing collection system.
- Provide street sweeping to prevent pollution from sediments that drain into the storm water collection system.
- Provide rehabilitation activities, including but not limited to repair/replacement of catch basins and pipelines, and review/approval of additions to the overall system.
- Provide oversight/enforcement of privately maintained storm water systems.

## GOALS AND WORK PLAN

**2016 Completed:**

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Completed and obtained DOE approval of 9th year NPDES Compliance Report.

**New for 2017:**

- Clean and inspect 265 catch basins (1/2 of City total).
- Complete and obtain DOE approval of 10th year NPDES Compliance Report.
- Prepare grant applications for Storm water treatment projects and LID projects.

## PERFORMANCE MEASURES

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Lane Miles of Street Swept* | 280 | 280 | 280 | 280 |
| Miles of Storm lines | 22 | 22 | 22 | 22 |
| Number Catch Basins Cleaned | 265 | 265 | 265 | 265 |

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

## TOTAL PROGRAM OBJECT BUDGET

| Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| 10 Salaries & Wages | 119,948 | 126,884 | 127,715 | 119,515 |
| 20 Personnel Benefits | 58,091 | 61,942 | 65,200 | 63,085 |
| 30 Supplies | 10,297 | 8,745 | 11,750 | 12,250 |
| 40 Services & Charges | 92,549 | 82,568 | 107,730 | 123,850 |
| 50 Intergovt Servs & Taxes | 5,730 | 5,730 | 6,952 | 34,659 |
| 60 Capital Outlays | 119,549 | 10,544 | 152,378 | 42,000 |
| 90 Interfund Pmt. For Svcs. | 50,083 | 52,411 | 59,344 | 63,066 |
| Total | 456,247 | 348,824 | 531,069 | 458,425 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 125,645 | (8,285) | 117,360 |
| Overtime | 1,000 | 0 | 1,000 |
| Seasonal & Casual Labor | 1,070 | 85 | 1,155 |
| Personnel Benefits | | | |
| Personnel Benefits | 64,500 | (2,115) | 62,385 |
| Contract Benefits | 700 | 0 | 700 |
| Supplies | | | |
| Office Supplies | 250 | 0 | 250 |
| Operating Supplies | 1,000 | 0 | 1,000 |
| NPDES Public Outreach | 9,000 | 0 | 9,000 |
| Small Tools & Minor Equipment | 1,500 | 500 | 2,000 |
| Services & Charges | | | |
| Professional Services | 26,000 | (6,475) | 19,525 |
| Advertising | 500 | | 500 |
| Communication | 1,900 | 100 | 2,000 |
| Postage | 1,900 | 0 | 1,900 |
| Operating Rentals-Copier Mach. | 720 | 0 | 720 |
| Land Rental | 16,780 | 335 | 17,115 |
| Dumping Fees | 7,500 | 0 | 7,500 |
| Public Utility Services/Bldg | 2,600 | 0 | 2,600 |
| Repairs & Maintenance | 2,500 | 725 | 3,225 |
| Interfd ERR Replacement | 17,160 | 20,555 | 37,715 |
| Interfd ERR Repairs & Maint | 16,000 | 0 | 16,000 |
| Miscellaneous | 750 | 0 | 750 |
| Operation Permit | 8,120 | 880 | 9,000 |
| Judgments | 1,000 | 0 | 1,000 |
| Printing & Binding | 500 | 0 | 500 |
| Dues,Memberships,Subscriptions | 300 | 0 | 300 |
| Mailing Service | 3,500 | 0 | 3,500 |
| Intergovt & Other Interfund Pmt. | | | |
| Excise Taxes | 6,952 | 1,163 | 8,115 |
| City Utility Tax | 0 | 26,544 | 26,544 |
| Interfund Pmt. For Svcs. | | | |
| Interfd Service Charges | 59,344 | 3,722 | 63,066 |
| Total | 378,691 | 37,734 | 416,425 |

## BUDGET NARRATIVE

The system consists of approximately 530 catch basins and approximately 22 miles of storm lines. The streets, curbs and gutters act as collectors for the storm water runoff. The majority of the area within the City is tributary to Leach Creek.

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

The Small tools and equipment line has been increased for the Storm's portion a large scale printer.

The Professional Services line consists of $5,000 for on-call engineering, $12,000 for NPDES compliance activities, $2,000 for upgrades to the GIS System and $525 for GPS download consulting services.

Repairs & Maintenance has been increased $725 for GIS/GPS maintenance fees and services.

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Improvements | 25,000 | 0 | 25,000 |
| Project Engineering | 5,000 | 0 | 5,000 |
| Machinery & Equipment | 122,378 | (110,378) | 12,000 |
| Total | 152,378 | (110,378) | 42,000 |

## CAPITAL BUDGET NARRATIVE

Capital Improvements consists of $25,000 for storm water catch basin and minor main improvements.

Project Engineering consists of $5,000 for engineering related to the aforementioned storm drainage improvements.

Machinery & Equipment is for ¼ the cost of a new mini excavator. This equipment will be moved to ERR after purchase.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Wrk Utility Foreman | 0.12 | 0.10 | 0.10 | 0.10 |
| Utility Serv II | 0.90 | 0.79 | 0.79 | 0.63 |
| Utility Billing Clerk | 0.33 | 0.30 | 0.30 | 0.30 |
| PW Support Coordinator | 0.25 | 0.25 | 0.25 | 0.25 |
| Public Works Director | 0.25 | 0.25 | 0.25 | 0.25 |
| Office Assistant | 0.20 | 0.20 | 0.20 | 0.20 |
| Custodian | 0.08 | 0.08 | 0.08 | 0.08 |
| Total | 2.11 | 1.97 | 1.97 | 1.81 |

| WATER CHANGE IN FUND BALANCE REPORT | |
|---|---|
| Operating Revenues | 1,031,670 |
| Operating Expenses | (1,002,603) |
| **Operating Revenues Over/(Under) Operating Expenditures** | **29,067** |
| Plus Capital Contributions | 10,000 |
| Less Capital Expenditures | (463,000) |
| **Change in Fund Balance** | **(423,933)** |

| WATER FUND SUMMARY REPORT | |
|---|---|
| RESOURSES | |
| Undesignated Beginning Fund Balance | 754,536 |
| Operating Revenues | 1,031,670 |
| Capital Contributions | 10,000 |
| **Total Resources with Beginning Fund Balance** | **1,796,206** |
| | |
| EXPENDITURES | |
| Operating Expenses | 1,002,603 |
| Capital Expenses | 463,000 |
| Undesignated Ending Fund Balance | 330,603 |
| **Total Expenditures with Ending Fund Balance** | **1,796,206** |

# WATER FUND REVENUE

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-80-04-25 | Beginning Fund Balance | 779,238 | 781,377 | 804,511 | 754,536 |
| | **Total Fund Balance** | **779,238** | **781,377** | **804,511** | **754,536** |
| | | | | | |
| 334-04-90-00 | Department of Health Grant | | | 25,000 | 0 |
| | **Total Intergovernmental Revenues** | **0** | **0** | **25,000** | **0** |
| | | | | | |
| 343-40-00-00 | Sale of Water | 879,040 | 880,229 | 850,000 | 945,500 |
| 343-40-00-01 | Service Connections | 7,860 | 5,760 | 1,800 | 1,800 |
| 343-40-00-02 | Setup Fees | 1,716 | 1,462 | 1,500 | 1,500 |
| 343-40-00-03 | Penalties | 11,546 | 11,153 | 13,000 | 13,000 |
| | **Total Charges for Goods and Services** | **900,162** | **898,604** | **866,300** | **961,800** |
| | | | | | |
| 361-11-04-25 | Investment Interest | 602 | 861 | 600 | 600 |
| 362-50-00-05 | Rent City Property/High Tank | 39,436 | 39,358 | 40,325 | 40,325 |
| 362-50-00-06 | Rent City Property/Golf Tank | 24,109 | 25,511 | 25,645 | 25,645 |
| 369-90-04-25 | Other Misc. Revenue | 2,653 | 2,342 | 3,000 | 3,000 |
| 369-92-04-25 | Backflow | 315 | 180 | 300 | 300 |
| 369-94-04-25 | Reimbursements | 1,165 | 700 | 0 | 0 |
| | **Total Misc. Revenues** | **68,280** | **68,952** | **69,870** | **69,870** |
| | | | | | |
| 372-00-04-25 | Insurance Recovery | 15,000 | 10,956 | 0 | 0 |
| 379-00-04-25 | Capital Contributions/Tap Fees | 20,100 | 16,000 | 10,000 | 10,000 |
| | **Total Capital Contributions** | **35,100** | **26,956** | **10,000** | **10,000** |
| | | | | | |
| | **TOTAL RESOURCES** | **1,782,780** | **1,775,889** | **1,775,681** | **1,796,206** |

**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

**2016 Completed:**

- Conducted rate analysis for water utility rate review.
- Continued emphasis on water conservation outreach.
- Completed and mailed 2015 Consumer Confidence Report.
- Installed a new disinfection system on each source of supply.
- Repaired and replaced existing fire hydrants as needed.

**New for 2017:**

- Continue emphasis on water conservation outreach.
- Construction of a new water main on Ramsdell from Alta Vista to Contra Costa.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.
- Complete and mail 2016 Consumer Confidence Report.
- Abandon well #5.

## PERFORMANCE MEASURES

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Million Gallons Water | 269 | 269 | 269 | 269 |
| Total Accounts Services | 2,800 | 2,800 | 2,800 | 2,800 |
| Total Water System Miles | 31 | 31 | 31 | 31 |

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 258,888 | 262,917 | 254,960 | 294,895 |
| 20 | Personnel Benefits | 126,911 | 131,869 | 128,400 | 154,445 |
| 30 | Supplies | 23,870 | 13,921 | 32,625 | 41,625 |
| 40 | Services & Charges | 189,034 | 157,141 | 204,063 | 186,335 |
| 50 | Intergovt Charges | 102,451 | 111,824 | 107,164 | 121,648 |
| 60 | Capital Outlays | 125,835 | 103,864 | 130,285 | 463,000 |
| 70 | Debt Service: Principal | 44,218 | 44,218 | 44,218 | 44,218 |
| 80 | Debt Service: Interest And Related | 9,949 | 8,844 | 7,738 | 6,633 |
| 90 | Interfund Pmt. For Svcs. | 120,247 | 136,781 | 125,892 | 152,804 |
| | Total | 1,001,403 | 971,379 | 1,035,345 | 1,465,603 |

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 243,400 | 39,585 | 282,985 |
| Overtime | 7,050 | 0 | 7,050 |
| Seasonal & Casual Labor | 4,510 | 350 | 4,860 |
| Personnel Benefits | 127,700 | 26,045 | 153,745 |
| Contract Benefits | 700 | 0 | 700 |
| Supplies | | | |
| Office Supplies | 250 | 0 | 250 |
| Fluoride | 4,200 | 0 | 4,200 |
| Operating Supplies | 16,000 | 0 | 16,000 |
| Chlorine | 10,500 | 8,500 | 19,000 |
| Small Tools & Minor Equipment | 1,675 | 500 | 2,175 |
| Services & Charges | | | |
| Professional Services | 27,500 | (16,975) | 10,525 |
| Advertising | 500 | 0 | 500 |
| Water Testing | 8,500 | 0 | 8,500 |
| Communication | 2,300 | 100 | 2,400 |
| Postage | 2,000 | 0 | 2,000 |
| Travel | 2,000 | 0 | 2,000 |
| Land Rental/Water Tank | 15,000 | 0 | 15,000 |
| Operating Rentals-Copier Mach. | 720 | 0 | 720 |
| Interfd Land Rental | 17,340 | 350 | 17,690 |
| Utility Services/Building | 2,800 | 0 | 2,800 |
| Utility Services/Pumping | 58,000 | 0 | 58,000 |
| Dumping Fees | 600 | 0 | 600 |
| Repairs & Maintenance | 21,500 | 0 | 21,500 |
| Interfd ERR Replacement | 18,855 | (1,203) | 17,652 |
| Interfund ERR Repairs & Maint | 12,548 | 0 | 12,548 |
| Miscellaneous | 1,300 | 0 | 1,300 |
| State Operating Permit | 4,000 | 0 | 4,000 |
| Registration & Tuition | 1,000 | 0 | 1,000 |
| Dues,Memberships,Subscriptions | 1,500 | 0 | 1,500 |
| Printing & Binding | 2,000 | 0 | 2,000 |
| Judgements | 1,000 | 0 | 1,000 |
| Mailing Service | 3,100 | 0 | 3,100 |
| Intergovt & Other Interfund Pmt. | | | |
| State Excise Tax | 41,364 | 4,644 | 46,008 |
| City Utility Tax | 65,800 | 9,840 | 75,640 |
| Debt Service: Principal | | | |
| Principal Loan Payment | 44,218 | 0 | 44,218 |
| Debt Service: Interest And Related Costs | | | |
| Interest PWTF | 7,738 | (1,105) | 6,633 |
| Interfund Pmt. For Svcs. | | | |
| Interfd Service Charges | 125,892 | 26,912 | 152,804 |
| Total | 905,060 | 97,543 | 1,002,603 |

## BUDGET NARRATIVE

Professional services line item includes $8,000 for on-call engineering services, $2,000 for upgrades to the GIS system and $525 for GPS download consulting services.

Small Tools was increased for the water's portion of a large scale printer.

Debt service includes payment for the DWSRF loan.

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Improvements | 75,300 | 314,700 | 390,000 |
| Project Engineering | 34,535 | 10,465 | 45,000 |
| Machinery & Equipment | 20,450 | 7,550 | 28,000 |
| Total | 130,285 | 332,715 | 463,000 |

## CAPITAL BUDGET NARRATIVE

Capital improvement includes $380,000 to construct a new water main on Ramsdell Street from Alta Vista to Contra Costa and $10,000 for costs to abandon Well #5.

Project Engineering includes engineering services to finalize the plans and specifications and provide bidding assistance for the Ramsdell water main project.

Machinery & Equipment includes $16,000 for the purchase of four fluoride meter pumps and $12,000 for ¼ the cost of a new mini excavator. This mini excavator will be moved to ERR after purchase.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Wrk Utility Foreman | 0.45 | 0.45 | 0.45 | 0.45 |
| Utility Serv II | 1.96 | 1.91 | 1.91 | 2.44 |
| Utility Billing Clerk | 0.34 | 0.30 | 0.30 | 0.30 |
| PW Support Coordinator | 0.30 | 0.30 | 0.30 | 0.30 |
| Public Works Director | 0.35 | 0.35 | 0.35 | 0.35 |
| Office Assistant | 0.20 | 0.20 | 0.20 | 0.20 |
| Custodian | 0.08 | 0.08 | 0.08 | 0.08 |
| Total | 3.68 | 3.59 | 3.59 | 4.12 |

| SEWER CHANGE IN FUND BALANCE REPORT | |
|---|---|
| Operating Revenues | 2,583,900 |
| Operating Expenses | (1,811,900) |
| **Operating Revenues Over/(Under) Operating Expenditures** | **772,001** |
| Capital Contributions | 10,000 |
| Transfer In from REET 2 for Capital | 0 |
| Capital Expenses | (399,000) |
| Transfer to BYSM | (324,864) |
| **Change in Fund Balance** | **58,137** |

| SEWER FUND SUMMARY REPORT | |
|---|---|
| RESOURCES | |
| Undesignated Beginning Fund Balance | 1,245,176 |
| Operating Revenues | 2,583,900 |
| Capital Contributions | 10,000 |
| Transfer In from REET 2 for Capital | 0 |
| **Total Resources with Beginning Fund Balance** | **3,839,076** |
| EXPENDITURES | |
| Operating Expenses | 1,811,900 |
| Capital Expenses | 399,000 |
| Transfer to BYSM | 324,864 |
| Undesignated Ending Fund Balance | 1,303,313 |
| **Total Expenditures with Ending Fund Balance** | **3,839,076** |

## SEWER FUND REVENUE

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-80-04-30 | Beginning Fund Balance | 772,025 | 1,038,261 | 1,318,709 | 1,245,176 |
| | **Total Fund Balance** | **772,025** | **1,038,261** | **1,318,709** | **1,245,176** |
| | | | | | |
| 343-50-00-00 | Sewer Revenues | 2,053,730 | 2,046,883 | 2,000,000 | 2,556,700 |
| 343-50-00-01 | Service Connections | 2,650 | 1,375 | 1,100 | 1,100 |
| 343-50-00-02 | Setup Fees | 680 | 582 | 600 | 600 |
| 343-50-00-03 | Penalties | 24,858 | 24,937 | 24,000 | 24,000 |
| | **Total Charges for Goods and Services** | **2,081,918** | **2,073,777** | **2,025,700** | **2,582,400** |
| | | | | | |
| 361-11-04-30 | Investment Interest | 1,240 | 1,913 | 1,000 | 1,000 |
| 369-90-04-30 | Other Misc. Revenue | 546 | 309 | 500 | 500 |
| 369-94-04-30 | Reimbursements | 0 | 2,025 | 0 | 0 |
| | **Total Misc. Revenues** | **1,786** | **4,247** | **1,500** | **1,500** |
| | | | | | |
| 372-00-04-30 | Insurance Recovery | 0 | 0 | 0 | 0 |
| 397-00-00-02 | Transfer In from REET 2 | 0 | 0 | 150,000 | 0 |
| 379-00-04-30 | Capital Contributions/Tap Fees | 23,300 | 20,000 | 10,000 | 10,000 |
| | **Total Non Operating Revenue** | **23,300** | **20,000** | **160,000** | **10,000** |
| | | | | | |
| | **TOTAL RESOURCES** | **2,879,029** | **3,136,285** | **3,505,909** | **3,839,076** |

**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

**2016 Completed:**

- Constructed sewer main to eliminate temporary pump station on Cornell.
- Continued to upgrade GIS mapping system.
- Designed Alameda lift station upgrade.
- Installed standby power at Drake Street lift station.

**New for 2017:**

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

## PERFORMANCE MEASURES

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Total Accounts Services | 2,880 | 2,907 | 2,908 | 2,908 |
| Total Sewer System Miles | 23 | 23 | 23 | 23 |

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 163,532 | 161,777 | 197,840 | 176,580 |
| 20 | Personnel Benefits | 75,753 | 78,296 | 97,225 | 86,450 |
| 30 | Supplies | 5,164 | 5,897 | 5,925 | 6,425 |
| 40 | Services & Charges | 118,072 | 82,964 | 149,174 | 124,689 |
| 50 | Intergovt Charges | 967,149 | 1,000,841 | 1,143,000 | 1,240,402 |
| 60 | Capital Outlays | 17,690 | 2,471 | 178,250 | 399,000 |
| 90 | Interfund Pmt. For Svcs. | 168,543 | 160,465 | 164,455 | 177,354 |
| 0 | Transfers & Other Cost Allocations | 324,864 | 324,864 | 324,864 | 324,864 |
| | Total | 1,840,767 | 1,817,575 | 2,260,733 | 2,535,764 |

# DETAILED BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 189,280 | (21,345) | 167,935 |
| Overtime | 7,500 | 0 | 7,500 |
| Seasonal & Casual | 1,060 | 85 | 1,145 |
| Personnel Benefits | | | |
| Personnel Benefits | 96,525 | (10,775) | 85,750 |
| Contract Benefits | 700 | 0 | 700 |
| Supplies | | | |
| Office Supplies | 250 | 0 | 250 |
| Operating Supplies | 4,500 | 0 | 4,500 |
| Small Tools & Minor Equipment | 1,175 | 500 | 1,675 |
| Services & Charges | | | |
| Professional Services | 32,000 | (24,475) | 7,525 |
| Advertising | 500 | | 500 |
| Communication | 2,400 | 100 | 2,500 |
| Postage | 2,000 | 0 | 2,000 |
| Operating Rentals-Copier Mach. | 600 | 0 | 600 |
| Interfd Land Rental | 18,320 | 370 | 18,690 |
| Utility Services/Building | 2,600 | 0 | 2,600 |
| Utility Services/Pumping | 21,000 | 0 | 21,000 |
| Dumping Fees | 1,500 | 0 | 1,500 |
| Repairs & Maintenance | 27,500 | 725 | 28,225 |
| Interfd ERR Replacement | 18,856 | (1,205) | 17,651 |
| Interfund Repairs & Maint | 12,548 | (1) | 12,548 |
| Miscellaneous | 1,800 | 0 | 1,800 |
| Registration & Tuition | 300 | 0 | 300 |
| Dues,Memberships,Subscriptions | 300 | 0 | 300 |
| Printing & Binding | 750 | 0 | 750 |
| Judgements | 3,000 | 0 | 3,000 |
| Mailing Service | 3,200 | 0 | 3,200 |
| Intergovt & Other Interfund Pmt. | | | |
| Sewage Treatment | 1,000,000 | 60,000 | 1,060,000 |
| State Excise Tax | 21,000 | 6,000 | 27,000 |
| City Utility Tax | 122,000 | 31,402 | 153,402 |
| Interfund Pmt. For Svcs. | | | |
| Interfd Service Charges | 164,455 | 12,899 | 177,354 |
| Transfers & Other Cost Allocations | | | |
| Transfer to Relocation Backyard | 324,864 | 0 | 324,864 |
| Total | 2,082,483 | 54,281 | 2,136,764 |

## BUDGET NARRATIVE

Small Tools and Minor Equipment has been increase for the Sewer's portion for the purchase of a large scale printer.

The Professional Services line item includes $5,000 for on-call engineering services, $2,000 for upgrades to the GIS system, and $525 for GPS download consulting services.

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Other Improvements | 160,000 | 215,000 | 375,000 |
| Project Engineering | 12,000 | 0 | 12,000 |
| Machinery & Equip | 6,250 | 5,750 | 12,000 |
| Total | 178,250 | 220,750 | 399,000 |

## CAPITAL BUDGET NARRATIVE

Other Improvements include:

- Alameda lift station improvements and standby power $350,000
- Condition 4 sewer main point repairs $25,000

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

Machinery & Equipment is for ¼ the cost of a new mini excavator. This equipment will be moved to ERR after purchase.

## STAFFING

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Wrk Utility Foreman | 0.30 | 0.38 | 0.38 | 0.38 |
| Utility Serv II | 1.21 | 1.19 | 1.19 | 0.83 |
| Utility Billing Clerk | 0.33 | 0.30 | 0.30 | 0.30 |
| PW Support Coordinator | 0.30 | 0.30 | 0.30 | 0.30 |
| Public Works Director | 0.35 | 0.35 | 0.35 | 0.35 |
| Office Assistant | 0.20 | 0.20 | 0.20 | 0.20 |
| Custodian | 0.08 | 0.08 | 0.08 | 0.08 |
| Total | 2.85 | 2.80 | 2.80 | 2.44 |

## BYSM CHANGE IN FUND BALANCE REPORT

| | |
|---|---|
| Operating Revenues | 300 |
| Operating Expenses | 0 |
| **Operating Revenues Over/(Under) Operating Expenditures** | 300 |
| Plus Transfer In from Sewer Fund | 324,864 |
| Plus Loan Received | 0 |
| Less Debt Service Expenses | (315,941) |
| Less Capital Expenses | 0 |
| **Change in Fund Balance** | **9,223** |

## BACKYARD SEWER MAIN FUND SUMMARY REPORT

| | |
|---|---|
| RESOURCES | |
| Designated Beginning Fund Balance | 1,049,939 |
| Operating Revenues | 300 |
| Plus Transfer In from Sewer Fund | 324,864 |
| Plus Loan Received | 0 |
| **Total Resources with Beginning Fund Balance** | **1,375,103** |
| EXPENDITURES | |
| Operating Expenses | 0 |
| Debt Service Expenses | 315,941 |
| Capital Expenes | 0 |
| Designated Ending Fund Balance | 1,059,162 |
| **Total Expenditures with Ending Fund Balance** | **1,375,103** |

RELOCATION OF BACKYARD SEWER MAINS FUND - 431

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-80-04-31 | Beginning Fund Balance | 227,545 | 671,610 | 159,139 | 1,049,939 |
| | **Total Fund Balance** | **227,545** | **671,610** | **159,139** | **1,049,939** |
| 361-11-04-31 | Investment Interest | 289 | 706 | 300 | 300 |
| | **Total Misc. Revenues** | **289** | **706** | **300** | **300** |
| 391-80-04-31 | Loan Received | 1,276,279 | 604,637 | 1,068,136 | 0 |
| 397-00-00-01 | Transfer In-Sewer Fund | 324,864 | 324,864 | 324,864 | 324,864 |
| 397-00-00-07 | Transfer In-REET Fund | 249,878 | 60,349 | 0 | 0 |
| | **Total Proprietary/Trust Gains(Losses)** | **1,851,021** | **989,850** | **1,393,000** | **324,864** |
| | **TOTAL RESOURCES** | **2,078,855** | **1,662,166** | **1,552,439** | **1,375,103** |

**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 and Department of Ecology (DOE) loans.

**What we do:**

- Principal and interest loan payment for the PWTF and DOE loans.
- Ongoing projects will be done in the capital budget of Sewer.

## GOALS AND WORK PLAN

**2016 Completed:**

- Completed priority 5, 6 and 7 of the BYSM that was rolled over from 2015.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 60 | Capital Outlays | 1,317,791 | 1,336,858 | 330,000 | 0 |
| 70 | Debt Service: Principal | 89,454 | 166,169 | 183,100 | 315,941 |
| | Total | 1,407,245 | 1,503,027 | 513,100 | 315,941 |

## DETAILED BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Debt Service: Principal | | | |
| Principal Loan Payment | 170,600 | 58,495 | 229,095 |
| Interest Loan Payment | 12,500 | 74,346 | 86,846 |
| Total | 183,100 | 132,841 | 315,941 |

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Other Improvements | 300,000 | (300,000) | 0 |
| Project Engineering | 30,000 | (30,000) | 0 |
| Total | 330,000 | (330,000) | 0 |

## CAPITAL BUDGET NARRATIVE

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

## ERR FUND CHANGE IN FUND BALANCE REPORT

| | |
|---|---|
| Operating Revenues | 145,250 |
| Operating Expenses | (155,635) |
| **Operating Revenues Over/Under Operating Expenses** | **(10,385)** |
| Capitial Replacement Transferred In | 188,849 |
| Capital Expenses | (301,314) |
| **Net Change in Fund Balance** | **(122,850)** |

## ERR FUND SUMMARY REPORT

| | |
|---|---|
| RESOURCES | |
| Designated Beginning Fund Balance | 1,486,438 |
| Operating Revenues | 145,250 |
| Capitial Replacement Transferred In | 188,849 |
| Total Resources with Beginning Fund Balance | 1,820,537 |
| | |
| EXPENDITURES | |
| Operating Expenses | 155,635 |
| Capital Expenses | 301,314 |
| Designated Ending Fund Balance | 1,363,588 |
| | 1,820,537 |

**EQUIPMENT REPLACEMENT FUND - 501**

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-10-05-01 | Beginning Fund Balance | 1,616,751 | 1,668,088 | 1,588,375 | 1,486,438 |
| | Total Beginning Fund Balance | 1,616,751 | 1,668,088 | 1,588,375 | 1,486,438 |
| | | | | | |
| 348-30-00-00 | General Fund Replacement | 34,645 | 49,149 | 79,269 | 83,021 |
| 348-30-01-00 | City Street Fund Replacement | 18,770 | 25,504 | 42,970 | 32,810 |
| 348-30-03-00 | Water/Sewer Fund Replacement | 17,382 | 11,680 | 37,711 | 35,303 |
| 348-30-04-00 | Storm Sewer Replacement | 20,505 | 20,506 | 17,160 | 37,715 |
| 348-30-08-00 | General Fund O & M | 54,430 | 49,035 | 69,110 | 70,585 |
| 348-30-09-00 | City Street Fund O & M | 19,468 | 16,640 | 23,895 | 23,895 |
| 348-30-11-00 | Water/Sewer Fund O & M | 18,295 | 17,709 | 25,095 | 25,095 |
| 348-30-12-00 | Storm Sewer O & M | 9,432 | 12,805 | 16,000 | 16,000 |
| | **Total Charges for Goods & Services** | **192,927** | **203,028** | **311,210** | **324,424** |
| | | | | | |
| 361-11-05-01 | Investment Interest | 1,276 | 9,233 | 17,000 | 6,000 |
| 362-40-05-01 | Rental Revenue | 3,475 | 3,560 | 3,600 | 3,675 |
| 369-10-00-05 | Sale of Scrap | 500 | 5,450 | 0 | 0 |
| 369-90-05-01 | Other Miscellaneous Revenue | 686 | 0 | 0 | 0 |
| | **Total Misc. Revenues** | **5,937** | **18,243** | **20,600** | **9,675** |
| | | | | | |
| | **Total Operating Revenue** | **198,864** | **221,271** | **331,810** | **334,099** |
| | | | | | |
| | **TOTAL RESOURCES** | **1,815,615** | **1,889,359** | **1,920,185** | **1,820,537** |

**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 needed 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

**2016 Completed:**

- Emission tested all vehicles as required by the State.
- Purchased seven new computers.
- Purchased two new servers.
- Purchased two new Police Interceptors.
- Purchased one Police motorcycle.
- Purchased new sweeper truck.

**New for 2017:**

- Assist with purchase of new equipment as needed.

## TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 10 | Salaries & Wages | 5,267 | 5,598 | 9,420 | 9,605 |
| 20 | Personnel Benefits | 2,562 | 2,645 | 4,560 | 4,885 |
| 30 | Supplies | 45,505 | 33,420 | 57,700 | 57,800 |
| 40 | Services & Charges | 60,295 | 67,031 | 81,790 | 83,345 |
| 60 | Capital Outlays | 33,898 | 192,290 | 280,277 | 301,314 |
| | Total | 147,527 | 300,984 | 433,747 | 456,949 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Salaries & Wages | | | |
| Salaries & Wages | 9,420 | 185 | 9,605 |
| Personnel Benefits | | | |
| Personnel Benefits | 4,560 | 325 | 4,885 |
| Supplies | | | |
| Non-Dept Gas | 400 | (200) | 200 |
| Facilities Gas | 700 | 300 | 1,000 |
| Police Gas | 24,000 | 0 | 24,000 |
| Parks/Rec Gas | 5,000 | 0 | 5,000 |
| Street Gas | 12,000 | 0 | 12,000 |
| Storm Gas | 5,000 | 0 | 5,000 |
| Wtr/Swr Gas | 10,000 | 0 | 10,000 |
| Central Motor Vehicle Supplies | 500 | 0 | 500 |
| Operating Supplies-ERR Garage | 100 | 0 | 100 |
| Services & Charges | | | |
| Land Rental-ERR Garage | 3,840 | 80 | 3,920 |
| Non-Dept Insurance | 1,240 | 0 | 1,240 |
| Facilities Insurance | 625 | 275 | 900 |
| Police Insurance | 6,795 | 0 | 6,795 |
| Parks/Rec Insurance | 2,450 | 0 | 2,450 |
| Street Insurance | 3,395 | 0 | 3,395 |
| Storm Insurance | 1,000 | 0 | 1,000 |
| Wtr/Swr Insurance | 2,595 | 0 | 2,595 |
| Utilities Shop/Garage | 400 | 100 | 500 |
| O & M - Facilities Garage | 500 | 0 | 500 |
| O & M - Legislative Equipment | 100 | 0 | 100 |
| O & M - Court Equipment | 200 | 0 | 200 |
| O & M - Admin. Equipment | 200 | 0 | 200 |
| O & M - Finance Equipment | 5,000 | 500 | 5,500 |
| O & M - Non-Dept. Vehicles/Equip | 1,000 | 0 | 1,000 |
| O & M - Facilities Vehicles/Equip | 1,000 | 500 | 1,500 |
| O & M - Info Systems/Equip | 300 | 0 | 300 |
| O & M - Police Vehicles/Equip | 13,000 | 0 | 13,000 |
| O & M - Building Equipment | 1,500 | 100 | 1,600 |
| O & M - Planning Equipment | 100 | 0 | 100 |
| O & M - Parks/Rec Vehicles/Equip | 5,500 | 0 | 5,500 |
| O & M - Street Vehicles/Equip | 8,500 | 0 | 8,500 |
| O & M - Storm Sewer Vehicles/Equip | 10,000 | 0 | 10,000 |
| O & M - Wtr/Swr Vehicles/Equip | 12,500 | 0 | 12,500 |
| Miscellaneous | 50 | 0 | 50 |
| Total | 153,470 | 2,165 | 155,635 |

## 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.

## CAPITAL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Legislative | 0 | 0 | 0 |
| Court | 0 | 2,200 | 2,200 |
| Administation | 1,100 | (1,100) | 0 |
| Finance | 4,500 | (4,500) | 0 |
| Non Dept | 0 | 18,500 | 18,500 |
| Facilities | 0 | 0 | 0 |
| Information Systems | 4,500 | (3,400) | 1,100 |
| Police | 123,005 | (123,005) | 0 |
| Building | 0 | 0 | 0 |
| Planning | 1,100 | (1,100) | 0 |
| Parks/Rec | 1,100 | 28,000 | 29,100 |
| Street | 880 | 73,659 | 74,539 |
| Storm | 144,092 | (74,858) | 69,234 |
| Water/Sewer | 0 | 106,641 | 106,641 |
| Total | 280,277 | 21,037 | 301,314 |

## CAPITAL BUDGET NARRATIVE

Capital consists of:

- Court-$1,100 computer Court Clerk FT
- Court-$1,100 computer Court Clerk PT
- Non-Dept-$18,500 replace 1997 Cavalier
- IS-$1,100 computer IS Manager
- Parks/Rec-$1,100 computer Recreation Director
- Parks/Rec-$28,000 replace 2004 Ford F150
- Street-$37,132 Ford Supercab #38484D
- Street-$37,132 Chevy 3/4 Ton
- Street-$275 GIS computer 1/4
- Storm-$275 GIS computer 1/4
- Storm-$68,959 Int'l dump 50%
- Water/Sewer-$68,959 Int'l dump 50%
- Water/Sewer-$37,132 Ford Supercab #38494D
- Water/Sewer $550 GIS computer 50%

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.

In 2017 a mini excavator will be purchased in the Street, Storm and Water/Sewer Funds and transferred to ERR.

**STAFFING**

| | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|
| Senior Maintenance Supervisor | 0.15 | 0.15 | 0.15 | 0.15 |
| Total | 0.15 | 0.15 | 0.15 | 0.15 |

## POLICE INVESTIGATION FUND CHANGE IN FUND BALANCE

| | |
|---|---|
| Operating Revenues | 20 |
| Operating Expenses | (11,490) |
| **Net Change in Fund Balance** | **(11,470)** |

## POLICE INVESTIGATION FUND SUMMARY REPORT

| | |
|---|---|
| RESOURCES | |
| Designated Beginning Fund Balance | 11,470 |
| Operation Revenues | 20 |
| **Total Resources with Beginning Fund Balance** | **11,490** |
| EXPENDITURES | |
| Operating Expenditures | 11,490 |
| Designated Ending Fund Balance | 0 |
| **Total Expenditures with Ending Fund Balance** | **11,490** |

## POLICE INVESTIGATION FUND

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-10-01-05 | Beginning Fund Balance | 11,429 | 11,438 | 11,450 | 11,470 |
| | **Total Beginning Fund Balance** | **11,429** | **11,438** | **11,450** | **11,470** |
| 357-50-00-00 | Investigative Confiscations | 0 | 0 | 0 | 0 |
| | **Total Fines & Forfeits** | **0** | **0** | **0** | **0** |
| 361-11-01-05 | Investment Interest | 9 | 12 | 20 | 20 |
| | **Total Misc. Revenues** | **9** | **12** | **20** | **20** |
| | **TOTAL RESOURCES** | **11,438** | **11,450** | **11,470** | **11,490** |

**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 | 2014 Actual | 2015 Budget | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 40 | Services & Charges | 0 | 0 | 11,470 | 11,490 |
| | Total | 0 | 0 | 11,470 | 11,490 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Services & Charges | | | |
| Miscellaneous Investigations | 11,470 | 20 | 11,490 |
| Total | 11,470 | 20 | 11,490 |

## BUDGET NARRATIVE

These funds are available for expenditures as authorized by State law as needed in 2017.

## REET FUND CHANGE IN FUND BALANCE

| | |
|---|---|
| Revenues-REET 1 | 60,300 |
| Revenues-REET 2 | 61,000 |
| Transfers Out REET 1 | (50,000) |
| Transfers Out REET 2 | (287,255) |
| **Net Change in Fund Balance** | **(215,955)** |

## REET FUND SUMMARY REPORT

| | |
|---|---|
| RESOURCES | |
| Designated Beginning Fund Balance (1st 1/4) | 115,434 |
| Designated Beginning Fund Balance (2nd 1/4) | 820,037 |
| Revenues-REET 1 | 60,300 |
| Revenues-REET 2 | 61,000 |
| **Total Resources with Beginning Fund Balances** | **1,056,771** |
| EXPENDITURES | |
| Transfers Out REET 1 | 50,000 |
| Transfers Out REET 2 | 287,255 |
| Designated Ending Fund Balance (1st 1/4) | 125,734 |
| Designated Ending Fund Balance (2nd 1/4) | 593,782 |
| **Total Expenditures with Ending Fund Balances** | **1,056,771** |

**REET FUND**

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-10-03-11 | Beginning Fund Balance (1st 1/4) | 408,895 | 294,952 | 105,134 | 115,434 |
| 308-10-03-12 | Beginning Fund Balance (2nd 1/4) | 1,206,963 | 1,026,647 | 1,052,852 | 820,037 |
| | **Total Beginning Fund Balance** | **1,615,858** | **1,321,599** | **1,157,986** | **935,471** |
| | | | | | |
| 317-34-00-00 | Capital Improvement 1 | 68,624 | 86,223 | 60,000 | 60,000 |
| 317-35-00-00 | Growth Management 1 | 68,624 | 85,386 | 60,000 | 60,000 |
| | **Total Taxes** | **137,248** | **171,609** | **120,000** | **120,000** |
| | | | | | |
| 361-11-03-11 | Investment Interest (1st 1/4) | 325 | 311 | 300 | 300 |
| 361-11-03-12 | Investment Interest (2nd 1/4) | 937 | 1,169 | 1,000 | 1,000 |
| | **Total Misc Revenue** | **1,262** | **1,480** | **1,300** | **1,300** |
| | | | | | |
| | **TOTAL RESOURCES** | **1,754,368** | **1,494,688** | **1,279,286** | **1,056,771** |

**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 | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 0 | Transfers & Other Cost Allocations | 432,770 | 336,701 | 193,815 | 337,255 |
| | Total | 432,770 | 336,701 | 193,815 | 337,255 |

## DETAIL BUDGET

| | 2016 Budget | In(de)crease | 2017 Budget |
|---|---|---|---|
| Transfers & Other Cost Allocations | | | |
| Transfer (From 1st 1/4) | 50,000 | 0 | 50,000 |
| Transfer (From 2nd 1/4) | 143,815 | 143,440 | 287,255 |
| Total | 193,815 | 143,440 | 337,255 |

## BUDGET NARRATIVE

Under State law, Fircrest can spend its real estate excise tax receipts only on capital projects specified in the capital facilities plan element of its comprehensive plan. Such capital projects are defined in FMC 3.36.040(d) and FMC 3.40.020.

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

$30,440 is budgeted to be transferred from REET 2 to the Street Fund for the local match for the Alameda overlay grant project.

$125,000 is budgeted to be transferred from REET 2 to the Street Fund for the local match for the Emerson-Alameda to 67th sidewalk grant project.

$131,815 is budgeted to be transferred from REET 2 to the Street Fund for the local match for the Emerson-Orchard to Alameda sidewalk grant project. This is being rolled over from the 2016 Budget.

## CUMULATIVE RESERVE FUND SUMMARY REPORT

| | | |
|---|---|---|
| Designated Beginning Fund Balance - General Fund | | 3,000,000 |
| Designated Beginning Fund Balance - Street Fund | | 150,000 |
| Designated Beginning Fund Balance - Water Fund | | 11,513 |
| Designated Beginning Fund Balance - Sewer Fund | | 369,250 |
| | Total | 3,530,763 |

| | | |
|---|---|---|
| Designated Ending Fund Balance - General Fund | | 3,000,000 |
| Designated Ending Fund Balance - Street Fund | | 150,000 |
| Designated Ending Fund Balance - Water Fund | | 11,513 |
| Designated Ending Fund Balance - Sewer Fund | | 369,250 |
| | Total | 3,530,763 |

## CUMULATIVE RESERVE FUND

| BARS | Description | 2014 Actual | 2015 Actual | 2016 Budget | 2017 Budget |
|---|---|---|---|---|---|
| 308-10-00-01 | Beginning Fund Bal-General | 2,500,000 | 3,000,000 | 3,000,000 | 3,000,000 |
| 308-10-00-11 | Beginning Fund Balance-Street | 150,000 | 150,000 | 150,000 | 150,000 |
| 308-10-00-42 | Beginning Fund Balance-Water | 11,513 | 11,513 | 11,513 | 11,513 |
| 308-10-00-43 | Beginning Fund Balance-Sewer | 369,250 | 369,250 | 369,250 | 369,250 |
| | Total Fund Balance | 3,030,763 | 3,530,763 | 3,530,763 | 3,530,763 |
| | | | | | |
| 397-10-00-05 | Transfer In from General Fund | 500,000 | 0 | 0 | 0 |
| | Total Nonrevenues | 500,000 | 0 | 0 | 0 |
| | | | | | |
| | TOTAL RESOURCES | 3,530,763 | 3,530,763 | 3,530,763 | 3,530,763 |

## 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.

**Ordinances and Resolutions**

(This space left blank intentionally to insert Ordinances and Resolutions)

# CITY OF FIRCREST
# FEE AND RATE SCHEDULE
## January 2017

| TYPE OF LICENSE OR RATE | FEE OR RATE | REFERENCE |
|---|---|---|
| PARKS AND RECREATION | | |
| Pee Wee T-Ball (4 & 5 years) | $30.00 resident; $50.00 non-resident | FMC 10.22.010 |
| T-Ball | $40.00 resident; $65.00 non-resident | FMC 10.22.010 |
| Coach Pitch | $40.00 resident; $65.00 non-resident | FMC 10.22.010 |
| Hollywood | $40.00 resident; $70.00 non-resident | FMC 10.22.010 |
| Girls Fast pitch | $40.00 resident; $70.00 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; $50.00 non-resident | FMC 10.22.010 |
| Youth Basketball | $40.00 resident; $70.00 non-resident | FMC 10.22.010 |
| 4 on 4 Basketball League | $100.00 per team; + $10.00 each non-resident participant | FMC 10.22.010 |
| Lighted Fields | *$ 7.00 per hour per field - Fircrest activities<br>26.00 per hour per field - Fircrest Soccer Club off-season<br>36.40 per hour per field non-Fircrest groups/ activities | FMC 10.22.110 |
| Whittier Shelter Rental | $115.00 resident; $212.00 non-resident<br>$100.00 non-resident deposit | FMC 10.22.010 |
| Fircrest Park Pavilion Rental | $57.00 resident; $115.00 non-resident<br>$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<br>$100 non-resident deposit | FMC 10.22.010 |
| Open Swim | $3.00 resident; $6.00 non-resident | FMC 10.22.010 |
| Family Membership Pool & Wading Pool | $50.00 single family member; $32.00 all additional members<br>$98.00 non-resident single family member;<br>$64.00 non-resident all additional members | FMC 10.22.010 |
| Swimming Pool Punch Card | $25.00 resident; $50.00 non-resident (10 Open Swims) | FMC 10.22.010 |
| Swimming Instruction | $36.00 resident; $47.00 non-resident (2 weeks)<br>$18.00 resident; $23.50 non-resident (1 weeks) | FMC 10.22.010 |
| Authorized School Pool Parties | No charge, time available basis | FMC 10.22.010 |
| Swim Team | $57.00 resident; $97.00 non-resident | FMC 10.22.010 |
| Gymnasium Rental | $350.00 resident; $575 non-resident per event<br>$100.00 resident deposit; $300.00 non-resident deposit | FMC 10.22.010 |
| Room Rental | $55.00 resident; $80.00 non-resident per event<br>$100.00 non-resident deposit | FMC 10.22.010 |
| Open Gym | No charge for resident; $3.00 per period for non-resident, $1.00 per period for non resident senior | FMC 10.22.010 |
| Holiday Bazaar/Fun Days | $50 per Craft Vendor; $80 Commercial Vendor; $100 Food Vendor | FMC 10.22.010 |
| Senior Trip | $20.00 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 | $75.00 per year | Ordinance 1531 |
| Transient Merchant Registration | $70.00 per year | Ordinance 1476 |
| Merchant Patrol License | $50.00 per year | Ordinance 855 |
| Private Detective License | $50.00 per year | Ordinance 855 |
| Merchant Patrol Agency License | $300.00 per year | Ordinance 855 |
| Private Detective Agency License | $300.00 per year | Ordinance 855 |
| 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. 1347 |
| UTILITY RATES AND CHARGES | | |
| Water – Residential and Multi Dwelling Units | $34.00 per bi-month-ready to serve charge per meter plus<br>$0.0100 per bi-month 0 - 1,000 per cubic foot plus<br>$0.0150 per bi-month 1,001 – 4,000 per cubic foot plus<br>$0.0250 per bi-month 4,001 and over per cubic foot | proposed |
| Water - Commercial | $34.00 per bi-month-ready to serve charge per meter plus<br>$0.0120 per bi-month 0 -2,000 per cubic foot plus<br>$0.0170 per bi-month 2,001–4,200 per cubic foot plus<br>$0.0270 per bi-month 4,201 and over per cubic foot | proposed |
| Water – Nonresidential | Additional surcharge of $12.50 per bi-month | proposed |
| Water-Senior and Disabled Discount | 25% discount | proposed |
| Sewer – Residential and Multi Dwelling | $60.40 per bi-month flat rate for Sewage Treatment<br>$79.20 per bi-month flat rate for City Sewer | proposed |
| Sewer - Commercial | $106.08 per bi-month plus<br>Sewage Treatment charge based on metered and estimated flows, but not less than $139.60 per bi-month | proposed |
| Sewer – Non Residential and Multi Dwelling | $70.40 per bi-month flat rate for Sewage Treatment<br>$79.20 per bi-month flat rate for City Sewer | proposed |
| Sewer-Senior and Disabled Discount | 25% discount | proposed |
| Storm Drainage – Single Family | $29.20 bi-monthly per parcel | proposed |
| Storm Drainage – Non Single Family | $21.70 plus 0.001437 per square foot of impervious surface but not less than $29.20 | proposed |
| Storm Drainage-Senior and Disabled Discount | 25% discount | proposed |
| | | |

| | | |
|---|---|---|
| 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<br>$2,150 Connection Fee<br>$275.00 Inspection Fee | Ordinance 1465 |
| Water Connection – in City | $4,000 minimum GFC<br>$1,800 Connection Fee<br>$360 Meter Drop-in fee | Ordinance 1464 |
| **TYPE OF LICENSE OR RATE** | **FEE OR RATE** | **REFERENCE** |
| UTILITY TAX ORDINANCES | | |
| Natural Gas/Electric Tax | 6% | Ordinance 1013 |
| Telephone Tax | 6% | Ordinance 870 |
| Television Tax | 6% | Ordinance 1366 |
| Storm Drain Tax | 6% | |
| 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 |