

THE CITY OF FIRCREST

2013

ADOPTED

BUDGET

**CITY OF FIRCREST, WASHINGTON
2013 ADOPTED BUDGET**

CITY OFFICIALS

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

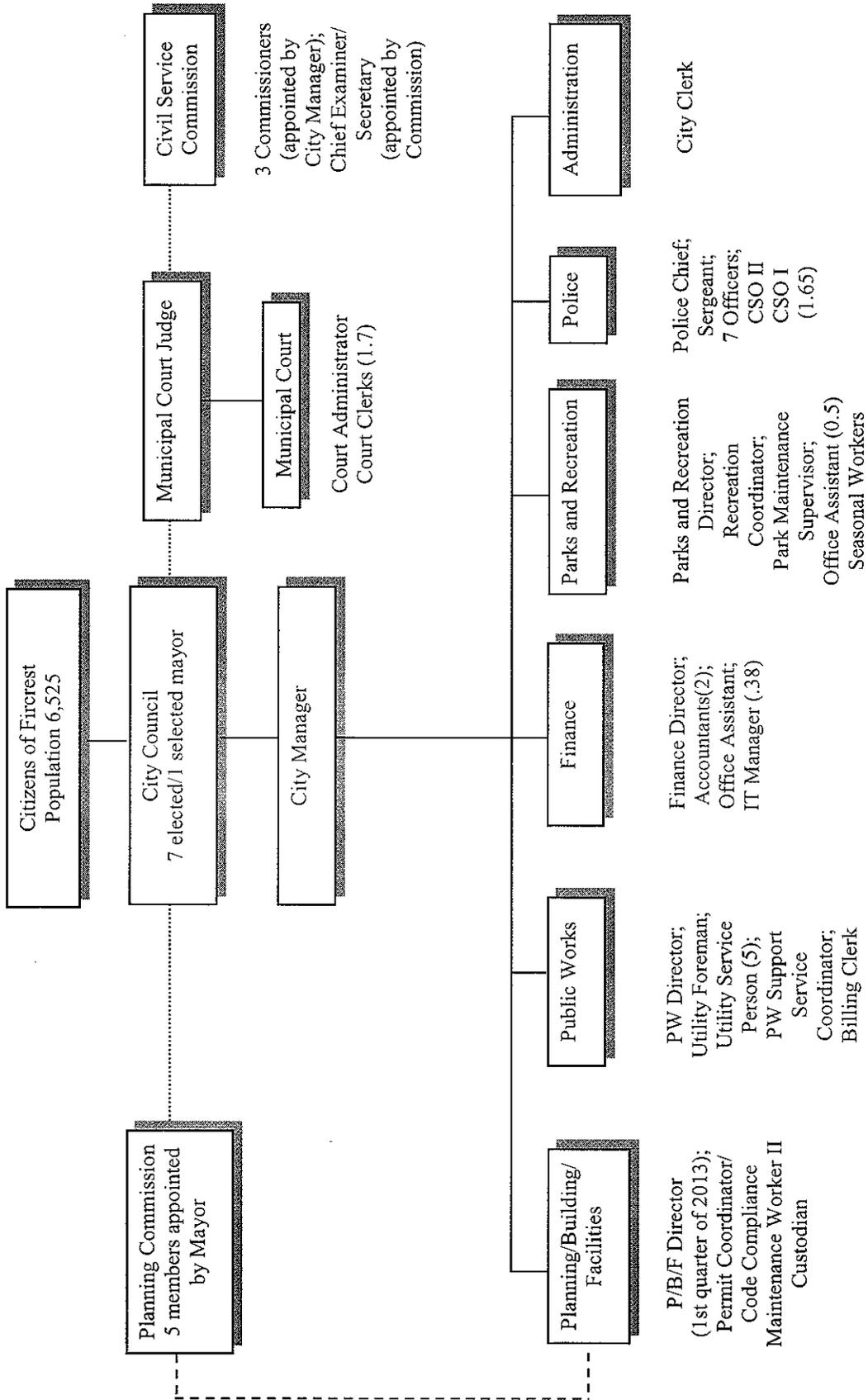
POPULATION: 6,525

2013 ASSESSED VALUATION REGULAR LEVY: \$555,648,350
REGULAR MILL LEVY: 2.63371
EMS MILL LEVY: 0.500

2013 REVENUES, EXPENDITURES & BALANCES BY FUND

General.....	7,059,804
Street	2,274,284
Storm Drain.....	891,142
Water.....	1,459,156
Sewer	2,524,925
Relocation of Backyard Sewer Mains Project.....	2,942,115
Equipment Replacement	1,759,525
Police Investigation	11,470
Real Estate Excise Tax.....	1,725,519
Cumulative Reserve.....	3,030,763
TOTAL	23,678,703

CITY OF FIRCREST 2013 ORGANIZATION CHART



This page intentionally left blank.

City of Fircrest
2013 Preliminary Budget

Table of Contents

City Manager Budget Message -----	i
General Fund Summary -----	1
General Fund Revenue -----	2
General Fund Expenditure -----	6
Legislative -----	7
Judicial Service -----	10
Criminal Justice -----	13
Administration -----	14
Finance -----	17
Non-Departmental-----	20
Legal Services-----	23
Human Resources (Personnel) -----	24
Facilities -----	27
Information Systems-----	30
Police-----	32
Civil Service Commission-----	37
Emergency Management-----	39
Fire-----	41
Emergency Medical Services-----	42
Inspection-----	43
Physical Environment-----	46
Planning -----	47
Growth Management-----	50
Health-----	52
Library Services and Community Events-----	53
Recreation -----	54
Participant Recreation -----	58
Swimming Pool -----	59
Parks -----	61
City Street Fund Summary -----	64
City Street Fund Revenue -----	65
Street Maintenance-----	67
Street Lights -----	72
Street Beautification -----	74

Storm Fund Summary -----	77
Storm Fund Revenue -----	78
Storm -----	79
Water Fund Summary -----	83
Water Fund Revenue -----	84
Water -----	85
Water Conservation-----	90
Sewer Fund Summary -----	91
Sewer Fund Revenue -----	92
Sewer-----	93
Relocation of Backyard Sewer Main Summary -----	98
Relocation of Backyard Sewer Main Revenue -----	99
Relocation of Backyard Sewer Main-----	100
Equipment Rental and Replacement Fund Summary -----	102
ERR Fund Revenue-----	103
ERR-----	104
Police Investigation Fund Summary -----	107
Police Investigation Fund Revenue -----	108
Investigation-----	109
REET Fund Summary -----	110
REET Fund Revenue -----	111
REET Fund-----	112
Cumulative Reserve Fund Summary-----	113
Cumulative Reserve Fund Revenue-----	114
Cumulative Reserve-----	115
Fee and Rate Schedule-----	116



THE CITY OF FIRCREST

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

January 1, 2013

Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2013 Adopted Budget. This document addresses the critical issues and mandates facing Fircrest within the limits of the City's resources. As the principal policy statement, the budget is a tool for management, accounting, communications, and planning decisions. In addition, it provides a financial plan and operations guide for implementing the various City programs and services.

What the City of Fircrest does:

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

Strong effort has been made to maximize the level of public services while minimizing the level of debt and maintaining necessary reserves. 2013 operations are to be funded from 2013 revenues and Fund Balance. Expenditures and revenues have been budgeted conservatively.

2013 BUDGET OVERVIEW

- Includes investment interest at the rate 0.15 % of fund balances.
- Does not include a COLA for employees.
- Includes a 4% medical insurance increase (6% less 2% Wellness Incentive).
- 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 fifth 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).
- 2.7% increase applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements of \$50 charged by the City of Tacoma.

2012
Budgeted operating revenues:
\$4,312,202

2013
Budgeted operating revenues:
\$4,289,804

2012
Budgeted operating expenditures:
\$4,446,986

2013
Budgeted operating expenditures:
\$4,302,408

CUMULATIVE RESERVE FUNDS

The City also has a cumulative reserve fund that was set up by ordinance. This fund has emergency reserves set aside for three major funds. A breakdown follows.

General Fund	2,500,000
W/S Fund	380,763
Street Fund	150,000
Total	\$3,030,763

STREET FUND

Transfers in from General Fund include \$184,704 (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; \$875,000 to grind and overlay Regents Boulevard from Alameda Avenue to Orchard Street; \$144,430 to grind and overlay Orchard Street from Stanford to Princeton; \$475,578 to grind and overlay Emerson from Alameda to Orchard with funding from grant revenue and REET 1; \$6,250 for ¼ of the cost for upgrades to the HVAC in the Public Works Facility; and \$14,700 of expenses related to paths and trails to be funded from Designated Fund Balance for Paths and Trails.

Street Reserves will be increased by \$46,222.

**2012 Budgeted revenues
with transfers:**
\$644,329

**2013 Budgeted revenues
with transfers:**
\$1,959,584

**2012 Budgeted expenditures
with Capital:**
\$641,835

**2013 Budgeted expenditures
with capital:**
\$1,913,362

STORM DRAIN FUND

Capital consists of \$20,000 for storm water improvements on Forrest Park Drive and \$40,000 for NPDES storm water treatment devices. Project Engineering of \$5,000 is for design of the above projects. Machinery & Equipment includes \$6,250 for ¼ of the cost to upgrade the HVAC in the Public Works Facility.

Reserves will be increased by \$45,875.

**2012
Budgeted revenues:**
\$462,205

**2013
Budgeted revenues:**
\$463,142

**2012
Budgeted expenditures with capital:**
\$459,837

**2013
Budgeted expenditures with capital:**
\$417,267

WATER FUND

Capital improvement includes \$40,000 for a new 8-inch water main in Golden Gate Avenue from Princeton Street to Columbia Street and \$40,000 for a new 8-inch watermain on Farallone Avenue from Princeton Street to Columbia Street. Project Engineering includes \$10,000 for engineering services related to the above listed project. Machinery & Equipment includes \$6,250 for ¼ of upgrading the HVAC system in the Public Works Facility and \$10,000 for purchase of two handheld water meter readers.

Reserves will be decreased by \$60,633.

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

**2013
Budgeted revenues:
(With loans and capital contributions)**
\$919,156

**2012
Budgeted expenditures with capital:**
\$1,044,548

**2013
Budgeted expenditures with capital:**
\$979,789

SEWER FUND

Capital includes \$185,000 to replace an existing 12-inch sewer main on Alameda Avenue from Baylor Street to Rosewood Lane. Project Engineering includes \$25,000 for engineering services related to the above listed project. Machinery & Equipment of 6,250 is for ¼ of the upgrades to the HVAC system in the Public Works Building.

Reserves will be decreased by \$199,464.

2012	2013
Budgeted revenues:	Budgeted revenues:
(With loans, capital contributions)	(With loans, capital contributions)
\$2,028,387	\$2,031,925
2012	2013
Budgeted expenditures with capital:	Budgeted expenditures with capital:
\$2,298,075	\$2,231,389

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 2013 consists of one new computer in the Recreation Department and a deicing unit for the Street Fund.

SUMMARY

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

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

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

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

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

Sincerely,


Rick Rosenblatt
City Manager

GENERAL FUND SUMMARY REPORT

Operating Revenues	4,289,804
Operating Expenses	<u>(4,302,408)</u>
Revenue over (under) Expenditures	(12,604)
Park Bond Comp Plan	(30,000)
Capital Expenditures	<u>(20,000)</u>
Excess of Revenues over (under) Operating and Capital	(62,604)
Undesignated Beginning Fund Balance	1,010,000
Designated/Light	1,020,000
Designated/44th & Alameda	<u>740,000</u>
Total Beginning Fund Balance	2,770,000
Equity Transfer to Street Light Maint. From Light Designated Fund Balance	(60,000)
Equity Transfer to Street Capital From Light Designated Fund Balance	0
Undesignated Ending Fund Balance	997,396
Designated/Light	960,000
Designated/44th & Alameda	<u>690,000</u>
Total Ending Fund Balance	2,647,396

GENERAL FUND

BARS	Description	2010 Actual	2011 Actual	2012	
				Amended Budget	2013 Budget
308-80-00-01	Undes. Unres. Fund Balance	863,853	1,016,697	1,009,707	1,010,000
308-10-00-01	Des. Fund Bal/Light	1,186,556	1,135,321	1,080,162	1,020,000
308-10-00-02	Des. Fund Bal/44th Alameda	896,610	896,610	770,998	740,000
	Total Fund Balance	2,947,019	3,048,628	2,860,867	2,770,000
311-10-00-00	General Property Taxes	1,403,912	1,467,667	1,450,092	1,477,634
311-10-01-00	EMS Tax	346,572	321,071	307,710	277,824
313-00-00-00	Zoo Tax	43,394	44,358	43,000	43,000
313-10-00-00	Retail Sales & Use Tax	267,511	268,309	295,500	270,000
313-71-00-00	Sales Tax-Criminal Justice	79,254	81,588	79,000	80,000
316-30-00-00	Franchise Fee Cable TV	90,499	96,316	93,000	98,000
316-43-00-00	Gas Utility Tax	116,847	130,093	138,000	130,000
316-45-00-00	Garbage/Solid Waste Tax	80,062	85,217	85,000	88,000
316-46-00-00	Television Cable Tax	123,439	125,275	125,000	130,000
316-47-00-00	Telephone/Telegraph Tax	196,090	188,039	200,000	200,000
316-52-00-00	Water Utility Tax	64,831	65,032	66,400	66,400
316-52-00-01	Franchise Fee Water	4,677	3,923	4,800	4,800
316-54-00-00	Sewage Utility Tax	120,464	119,821	120,000	120,000
317-50-00-00	Gambling Excise Tax	2,419	4,249	3,000	3,000
	Total Taxes	2,939,972	3,000,958	3,010,502	2,988,658
321-90-00-00	Business Licenses & Permits	35,997	40,010	35,000	40,530
321-90-00-01	Home Occupation	0	0	0	4,000
322-10-00-00	Building Permit	21,770	25,467	28,245	22,785
322-10-00-01	Mechanical Permit	4,558	5,506	3,575	3,825
322-10-00-02	Plumbing Permit	4,830	3,740	3,575	3,825
322-10-00-03	Excavate/Clear/Grading Permit	0	0	100	100
322-10-00-05	Sign Permit	180	90	500	360
322-10-00-06	Investigation Fee	1,370	1,383	500	500
322-10-00-07	Fire Protection Permit	0	0	300	300
322-90-00-00	Other Licenses & Permits	0	50	50	50
	Total Licenses & Permits	68,705	76,246	71,845	76,275
334-00-50-00	Overtime Reimbursement-St of WA	0	0	0	5,000
336-00-98-00	City-County Assistance	77,433	52,630	48,000	57,000
339-11-68-00	ARRA Grant Revenue	4,268	0	0	0

336-06-21-00	CJ-Population Based	1,407	1,434	1,600	1,700
336-06-26-00	CJ-Special Programs	5,331	5,412	5,400	5,800
336-06-51-00	DUI-Cities	1,173	1,364	1,000	1,200
336-06-94-00	Liquor Excise Tax	31,341	31,688	31,800	5,480
336-06-95-00	Liquor Board Profits	50,594	45,285	39,200	46,690
336-06-95-01	Liquor Board Profits-Public Safety	0	0	0	11,840
	Total Intergovernmental Revenues	171,547	137,813	127,000	134,710
341-99-00-00	Passport Fees	8,850	7,375	10,000	8,000
345-81-00-01	Planning Permit	3,783	8,051	6,720	5,720
345-81-00-02	Site Development Permit	3,224	1,600	1,800	1,800
345-83-00-00	Plan Checking	12,925	12,039	13,800	14,825
347-30-00-00	Swimming Pool Fees	25,628	29,579	31,000	31,000
347-30-00-02	Swim Team Fees	4,185	6,155	4,140	4,725
347-30-00-03	Swimming Pool Rentals	1,455	2,330	1,500	2,000
347-30-01-00	Swimming Instructions	33,947	35,018	34,000	34,000
347-60-00-00	Recreation Fees	11,797	10,772	10,000	11,000
347-60-00-09	Instructor Based Revenue	27,730	24,324	27,650	25,000
347-60-00-01	Basketball Registration	9,430	13,103	9,650	11,585
347-60-00-02	Baseball Registration	15,319	16,461	16,055	19,350
347-60-00-04	Indoor Soccer	1,630	800	1,400	2,000
347-60-00-05	Flag Football Registration	0	830	1,500	1,500
349-00-00-00	Interdepartmental Service Chgs	385,544	384,490	353,170	355,086
	Total Charges for Goods & Services	545,445	552,927	522,385	527,591
350-00-00-00	Municipal Court	261,248	226,213	249,000	230,000
356-50-00-00	Investigative Fund Assessments	5,459	4,157	5,000	5,000
356-50-04-00	DUI Invest Fund Assessments	7,045	4,588	5,000	5,000
	Total Fines & Forfeits	273,753	234,958	259,000	240,000
361-11-00-01	Investment Interest	87,947	18,207	5,260	7,905
361-11-00-02	Interest-Utility Deposits	83	59	50	50
361-40-00-01	Sales Interest	493	229	300	300
361-40-00-03	Int On Gen Property Taxes	202	119	100	100
361-40-00-04	Int On EMS Property Taxes	49	30	25	25
362-40-00-00	Space & Facility Rental	19,547	19,188	20,900	21,925
362-40-00-01	Soccer Field Rental	3,129	4,136	4,700	4,700
365-50-00-01	Land Rental	63,605	63,605	67,710	69,590
365-50-00-02	Land Rental-ERR Garage	3,465	3,465	3,575	3,675
367-00-00-02	Parks Donations	3,071	7,639	4,000	4,000
367-00-00-03	Police Donations	15,154	11,461	10,000	5,000

367-00-00-10	Firework Donations	2,772	860	2,000	1,500
369-81-00-00	Cash Overage/Shortage	-42	-44	0	0
369-81-00-01	Cash Over/Short-Pool	-11	2	0	0
369-90-00-01	Other Misc Revenue	3,749	3,907	4,000	4,000
369-94-00-01	Reimbursements	888	2,168	1,050	0
369-90-00-05	Non-Competition Charge	189,670	137,420	190,000	192,000
369-90-00-06	Time/Temp Sign Rental	7,800	7,150	7,800	7,800
	Total Misc Revenue	401,571	279,602	321,470	322,570
	Total Operating Revenue	4,400,993	4,282,504	4,312,202	4,289,804
TOTAL RESOURCES		7,348,013	7,331,132	7,173,069	7,059,804

REVENUE NARRATIVE

TAXES

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

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

Gambling Tax is used for public safety.

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

LICENSES & PERMITS

Business Licenses & Permits are from business operation within Fircrest. The projected revenue is based on 450 Business Licenses. The annual fee for Business Licenses increased from \$65 to \$75. 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 6,525. Criminal Justice (CJ) funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and /or child abuse prevention programs.

CHARGES FOR GOODS & SERVICES

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

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

Swimming Pool Revenues includes fees from admissions, lessons, and swim team. Swim team fees include a fee increase.

Recreation, Basketball, Baseball and Soccer is for fees charged to participate in these activities. Baseball and basketball fees include a fee increase.

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

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

FINES & FORFEITS

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

MISCELLANEOUS REVENUE

Investment Interest revenue is estimated at 0.15%

Space & Facilities Rental is for revenue received for rental of the Parks and Recreation facilities. This line includes a fee increase.

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

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

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

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

Other Miscellaneous Revenue consist of alarm permits, NSF fees, police application fees, history books, calendar ads, restitutions, refund expenses from prior years, etc.

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

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

GENERAL FUND EXPENDITURE RECAP

	AMENDED		
OPERATING BUDGET	2012 BUDGET	IN(DE)CREASE	2013 BUDGET
Legislative	61,765	5,615	67,380
Judicial	241,515	6,105	247,620
Criminal Justice	117,420	(9,320)	108,100
Admin	185,045	(1,750)	183,295
Finance	269,685	14,157	283,842
Non-Dept	211,675	(1,665)	210,010
Legal	35,090	(3,500)	31,590
Personnel	37,415	(3,050)	34,365
Facility & Equipment	158,935	(3,295)	155,640
Information Systems	43,545	7,279	50,824
Police	1,414,668	(45,506)	1,369,162
Civil Service	4,125	579	4,704
Emergency Mgmt	12,435	115	12,550
Fire	264,089	42,744	306,833
EMS	307,710	(29,886)	277,824
Protective Inspection	100,510	(39,480)	61,030
Physical Environment	16,740	(4,930)	11,810
Planning	71,985	(6,620)	65,365
Growth Mgt	41,535	(15,410)	26,125
Mental Health	1,600	0	1,600
Culture & Recreation	32,100	(3,000)	29,100
Recreation	228,470	(335)	228,135
Participant Recreation	38,055	(105)	37,950
Swimming Pool	125,995	(1,630)	124,365
Parks	197,365	(18,880)	178,485
Total Departmental Operating Costs	4,219,472	(111,768)	4,107,704
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	217,514	(32,810)	184,704
Total Operating Transfers	227,514	(32,810)	194,704
Total Operating Budget	4,446,986	(144,578)	4,302,408
Capital Budget			
Facilities	5,400	(5,400)	0
Police	18,000	(18,000)	0
Emergency Management	8,000	(8,000)	0
Fire	20,500	(20,500)	0
Recreation	0	0	0
Park Comp Plan	30,000	0	30,000
Parks	33,991	(13,991)	20,000
Total Capital Budget	115,891	(65,891)	50,000
Transfer for Street Light Maintenance	60,000	0	60,000
Total Equity Transfers	60,000	0	60,000
Undesignated Ending Fund Balance	793,023	204,373	997,396
Designated/Light	1,020,162	(60,162)	960,000
Designated/44th Alameda	737,007	(47,007)	690,000
Total Ending Fund Balance	2,550,192	97,204	2,647,396

DEPARTMENT: City Council
DIVISION: N/A
PROGRAM: Legislative

PROGRAM DESCRIPTION

Function: The City Council governs the City through legislation and policy direction.

What we do:

- Pass motions, ordinances and resolutions.
- Appropriate funds for various City activities.
- Award major contracts.
- Make appointments to boards and commissions.
- Represent the City before other governmental units and the public.
- Oversee the Administration to assure compliance with Council policy.

GOALS AND WORK PLAN

2012 Completed:

- Approved overlay of Emerson Street.
- Approved Alameda/Buena Vista Sewer Main Replacement Project.
- Appointed Planning Commissioner and committee members.
- Set policies for the City.

New for 2013:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	32,474	30,360	33,810	33,810
20 Personnel Benefits	2,546	2,414	2,705	2,705
30 Supplies	138	0	100	100
40 Services & Charges	12,427	8,022	14,050	13,665
50 Intergovt & Other Interfund Pmt.	9,644	12,024	11,100	17,100
60 Capital Outlays	0	0	0	0
Total	57,228	52,821	61,765	67,380

DETAIL BUDGET

	2012		2013 Budget
	Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	33,810	0	33,810
Personnel Benefits			
Personnel Benefits	2,705	0	2,705
Supplies			
Office & Operating Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges			
Professional Services	0	0	0
Travel	0	600	600
Advertising	3,000	(1,000)	2,000
Insurance	0	0	0
Miscellaneous	100	0	100
A.W.C. Dues	4,000	15	4,015
Puget Sound Regional Council	2,500	0	2,500
Codification Costs	3,800	0	3,800
Meals	400	0	400
Registrations	250	0	250
Intergovt & Other Interfund Pmt.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	100	0	100
Special Elections & Voter Reg	11,000	6,000	17,000
Total	61,765	5,615	67,380

BUDGET NARRATIVE

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

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

Travel and Registration lines are funded to provide for one Councilmember to attend the Annual AWC conference.

Advertising is for costs of publishing ordinances and public notices.

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

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

Special Elections and Voter Registration line item has been increased since there are elections scheduled for 2013.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Mayor	1.00	1.00	1.00	1.00
Councilmember	6.00	6.00	6.00	6.00
Total	7.00	7.00	7.00	7.00

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

PROGRAM DESCRIPTION

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

What we do:

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

PERFORMANCE MEASURES

	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Passport Fees	15,000	8,850	7,375	10,000	8,000
Total Fines & Forfeits Revenues	265,000	261,248	259,000	259,000	240,000
Total Charges Filed	4,500	4,780	4,500	4,500	4,000

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	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	170,271	171,257	175,220	176,915
20 Personnel Benefits	43,142	51,226	52,965	57,325
30 Supplies	5,482	4,225	5,300	5,350
40 Services & Charges	5,790	5,269	7,830	7,830
60 Capital Outlays	0	0	0	0
90 Interfund Pmt. For Svcs.	359	0	200	200
Total	225,044	231,977	241,515	247,620

DETAIL BUDGET

	2012		2013 Budget
	Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	174,720	1,695	176,415
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	52,965	4,360	57,325
Supplies			
Office & Operating Supplies	4,000	0	4,000
Publications-Court Rules	300	50	350
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Svcs - Jurors	500	0	500
Prof Svcs - Pro Temp Judges	1,800	0	1,800
Prof Svcs - Interpreter	800	0	800
Prof Svcs - Jury Master	800	0	800
Communication	130	0	130
Postage	500	0	500
Travel	100	0	100
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	50	0	50
Miscellaneous	300	0	300
Registration & Tuition	300	0	300
Dues,Memberships,Subscriptions	450	0	450
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	200	0	200
Total	241,515	6,105	247,620

BUDGET NARRATIVE

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

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

Registration and Tuition are for Court staff to attend spring and fall training through the District and Municipal Court Management Association (DMCMA) and/or other local training.

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

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 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: Municipal Court and Police

DIVISION: N/A

PROGRAM: Criminal Justice

PROGRAM DESCRIPTION

Function: Criminal Justice program is responsible for the incarceration, prosecution, and defense of misdemeanor defendants for crimes committed within the City of Fircrest.

What we do:

- Incarcerate misdemeanant defendants for crimes committed within the City of Fircrest.
- Provide defense counsel for indigent defendants charged with misdemeanor crimes within the City of Fircrest.
- Prosecute misdemeanor cases for the City of Fircrest for crimes occurring within the City.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
40 Services & Charges	94,834	95,683	117,420	108,100
60 Capital Outlay	0	0	0	0
Total	94,834	95,683	117,420	108,100

DETAIL BUDGET

	2012		
	Amended Budget	In(de)crease	2013 Budget
Services & Charges			
Prof Srvs - Jail	35,000	(5,000)	30,000
Prof Srvs - City Prosecutor	55,620	(5,620)	50,000
Prof Srvs - Assigned Counsel	26,300	1,300	27,600
Prof Srvs - Jail (Medical Services)	500	0	500
Total	117,420	(9,320)	108,100

BUDGET NARRATIVE

The services provided in the Criminal Justice program are all contracted. There is \$30,000 for the Pierce County Jail contract; \$50,000 for the Prosecutor and \$27,600 for Department of Assigned Counsel.

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

DEPARTMENT: Administration
DIVISION: Administration
PROGRAM: Administration Services

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2012 Completed:

- Worked with Finance Department to coordinate and develop the 2012 Budget.
- Assisted Public Works with capital improvement projects.
- Microfilmed Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continued the records management program and records retention schedule compliance.
- Coordinated with Attorney on lawsuits.
- Renewed Cities Insurance Association of Washington insurance pool.
- Updated Fircrest Municipal Code.

New for 2013:

- Work with Finance Department to coordinate and develop the 2013 Budget.
- Assist Public Works with capital improvement projects.
- Microfilm Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continue the records management program and implement records retention schedule.
- Update Fircrest Municipal Code.
- Work with Departments to ensure completion of projects and work plans.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	2013 Budget
			Amended Budget	
10 Salaries & Wages	175,048	167,616	147,090	144,400
20 Personnel Benefits	47,894	30,042	36,225	36,965
30 Supplies	551	625	500	500
40 Services & Charges	2,544	1,374	1,030	1,230
60 Capital	0	0	0	0
90 Interfund Pmt. For Svcs.	0	0	200	200
Total	226,037	199,657	185,045	183,295

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	146,890	(2,690)	144,200
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	36,225	740	36,965
Supplies			
Office & Operating Supplies	300	0	300
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Professional Services	100	200	300
Communication	240	0	240
Travel	200	0	200
Repairs & Maintenance	100	0	100
Miscellaneous	100	0	100
Registration & Tuition	100	0	100
Dues, Memberships, Subscriptions	190	0	190
Meals-Other Than Travel/Train.	0	0	0
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	200	0	200
Total	185,045	(1,750)	183,295

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 two memberships in the National Association of Parliamentarians (NAP) and Pierce County Clerks & Finance Officers Association (PCCFOA).

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.67
Admin. Assistant (Part Time)	0.48	0.48	0.24	0.00
Total	2.15	2.15	1.91	1.67

The part time Administrative Assistant position has been eliminated for 2013.

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

2012 Completed:

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

New for 2013:

- Work with Administration Department to develop the 2013 Budget.

PERFORMANCE MEASURES

	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Business Licenses Issued	450	548	475	550	550
Cash Receipts Processed	2,500	2,478	2,300	2,500	2,500
Payroll checks Processed	1,680	1,702	1,700	1,700	1,700
Accounts Payable Checks	1,800	1,826	1,800	1,800	1,800

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	190,101	190,991	194,535	194,535
20 Personnel Benefits	59,444	64,092	66,385	67,925
30 Supplies	873	1,166	800	800
40 Services & Charges	5,774	4,449	3,465	3,765
90 Interfund Pmt. For Svcs.	2,330	2,404	4,500	16,817
Total	258,522	263,103	269,685	283,842

DETAIL BUDGET

	2012		
	Amended Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	194,035	0	194,035
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	66,385	1,540	67,925
Supplies			
Office & Operating Supplies	500	0	500
Small Tools & Minor Equip	300	0	300
Services & Charges			
Travel	100	0	100
Repairs & Maintenance	0	0	0
Miscellaneous	500	300	800
Registration & Tuition	850	0	850
Printing And Binding	1,500	0	1,500
Dues,Memberships,Subscriptions	215	0	215
Tax Audit Expenses	300	0	300
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	11,817	11,817
Interfd ERR Repairs & Maint	4,500	500	5,000
Total	269,685	14,157	283,842

BUDGET NARRATIVE

Travel and Registration lines are for miscellaneous training classes.

Miscellaneous includes the cost of document shredding and online fees.

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

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

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

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Finance Director	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

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

PROGRAM DESCRIPTION

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

What we do:

- Receipt all payments to the City including utility payments.
- Provide receptionist duties for the City.
- Provide a place to charge general postage, insurance 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	2010 Actual	2011 Actual	2012	2013 Budget
			Amended Budget	
10 Salaries & Wages	28,026	28,091	21,000	14,935
20 Personnel Benefits	48,246	38,586	20,630	5,685
30 Supplies	272	7,832	7,900	7,900
40 Services & Charges	134,465	193,209	158,500	178,650
90 Interfund Pmt. For Svcs.	2,549	2,474	3,645	2,840
0 Transfers & Other Cost Allocations	271,822	285,309	287,514	254,704
Total	485,381	555,501	499,189	464,714

DETAIL BUDGET

	2012		
	Amended		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	20,800	(6,065)	14,735
Overtime	200	0	200
Casual & Seasonal Labor	0	0	0
Personnel Benefits			
Personnel Benefits	6,730	(1,045)	5,685
Unemployment Compensation	13,900	(13,900)	0
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	6,000	0	6,000
Central Office Printing	1,500	0	1,500
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Biennial Audit	13,000	12,000	25,000
Communication	11,600	0	11,600
Postage	16,000	0	16,000
Travel	100	0	100
Operating Rentals	4,000	0	4,000
Insurance	105,000	10,000	115,000
Insurance Deductible	1,000	0	1,000
Repairs & Maintenance	0	0	0
Miscellaneous	300	1,200	1,500
Town Topics	1,500	2,500	4,000
Notary	200	0	200
Dues, Membership, Subscriptions	650	(550)	100
Registration & Tuition	150	0	150
Printing And Binding	5,000	(5,000)	0
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	3,645	(805)	2,840
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Cumulative Reserve	0	0	0
Transfer Out-Property Tax	217,514	(32,810)	184,704
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out-Light Capital	0	0	0
Total	499,189	(34,475)	464,714

BUDGET NARRATIVE

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

The Town Topics has been budgeted for four 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 and Department of General Administration-State Purchasing Contract.

The Printing and Binding line item was for the City Calendar. In 2012 the calendar was funded using the NPDES community outreach grant from the Storm Fund.

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 \$184,704 to the Street Fund for 12.5% of the property taxes collected.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Office Assistant	0.40	0.40	0.40	0.40
Admin. Assistant	0.30	0.30	0.15	0.00
Total	0.70	0.70	0.55	0.40

The part time Administrative Assistant position has been eliminated for 2013.

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

PROGRAM DESCRIPTION

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

What we do:

- Provide legal advice and counsel to the City.
- Defend the City against claims and suits.
- Approve contracts, ordinances, and resolutions as to legal form.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
30 Supplies	2,747	2,516	4,200	2,700
40 Services & Charges	26,502	32,594	30,890	28,890
Total	29,249	35,110	35,090	31,590

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Supplies			
Publications	4,200	(1,500)	2,700
Services & Charges			
City Attorney	26,000	0	26,000
Special Legal Counsel	4,000	(2,000)	2,000
Travel	600	0	600
Registrations	250	0	250
Memberships, Dues	40	0	40
Total	35,090	(3,500)	31,590

BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

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

Travel and Registration lines are for one conference sponsored by Washington State Association of Municipal Attorneys.

DEPARTMENT: Administration
DIVISION: Personnel
PROGRAM: Human Resources

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2012 Completed:

- Facilitated dispute resolution for employees.
- Continued personnel records management program.

New for 2013:

- Recruit and replace staff as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	33,596	30,407	24,480	21,080
20 Personnel Benefits	9,015	7,937	6,480	6,080
30 Supplies	52	0	255	255
40 Services & Charges	5,228	4,756	6,200	6,950
Total	47,891	43,099	37,415	34,365

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	24,480	(3,400)	21,080
Personnel Benefits			
Personnel Benefits	6,480	(400)	6,080
Supplies			
Office & Operating Supplies	105	0	105
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	2,000	0	2,000
Health Program	800	0	800
Drug & Alcohol Testing	600	0	600
Travel	0	490	490
Travel - Health Programs	550	0	550
Advertising	2,000	0	2,000
Miscellaneous	100	0	100
Employee Awards	0	0	0
Dues, Memberships, Subscriptions	0	0	0
Meals-Other Than Travel/Train	50	0	50
Registration & Tuition	100	260	360
Volunteer Program	0	0	0
Total	37,415	(3,050)	34,365

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 have been increased to provide for the Personnel Officer to attend the Annual Labor Relations Institute conference.

The City's Safety and Health Program is mandated by the State and covers all employees. Since its inception in 1987, the goal of the City's Wellness Program is to enhance the overall health of employees through education, encouragement and environment.

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

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

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
City Clerk	0.33	0.33	0.33	0.33
Admin. Assistant	0.22	0.22	0.11	0.00
Total	0.55	0.55	0.44	0.33

The part time Administrative Assistant position has been eliminated for 2013.

DEPARTMENT: Facilities
DIVISION: Facilities
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Facilities division maintains all City facilities.

What we do:

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

GOALS AND WORK PLAN

2012 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 2013:

- Coordinate with Recreation Center staff on assignments and tasks.
- Improve efficiency by reducing costs through conservation efforts to reduce the use of various supplies.
- Provide timely and efficient maintenance and repair of all city buildings, grounds and equipment.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	64,380	58,479	54,745	56,315
20 Personnel Benefits	26,178	25,897	22,820	25,475
30 Supplies	13,205	13,960	15,800	15,600
40 Services & Charges	53,905	47,154	54,350	52,350
60 Capital Outlays	1,334	1,335	5,400	0
90 Interfund Pmt. For Svcs.	4,446	4,346	11,220	5,900
Total	163,448	151,170	164,335	155,640

DETAIL BUDGET

	2012		
	Amended		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	54,745	1,570	56,315
Overtime	0	0	0
Casual/Seasonal Wages	0	0	0
Personnel Benefits			
Personnel Benefits	22,820	2,655	25,475
Supplies			
Operating Supplies/Facilities	400	0	400
Operating Supplies/Rec Bldg	2,600	800	3,400
Operating Supplies/P.S.B.	2,500	0	2,500
Operating Supplies/P.W.F.	2,800	(500)	2,300
Operating Supplies/C.H.	3,000	(500)	2,500
Operating Supplies/Park Struct	1,200	0	1,200
Operating Supplies/Landscaping	1,500	0	1,500
Small Tools & Minor Equipment	1,800	0	1,800
Services & Charges			
Contract Maintenance	25,000	(3,000)	22,000
General Fund Prop Maintenance	1,400	0	1,400
Communications	450	0	450
Advertising	300	0	300
Public Utility Services	11,000	1,000	12,000
Repairs & Maintenance	300	0	300
Repairs & Maint/Rec Bldg	5,000	0	5,000
Repairs & Maint/City Hall	3,400	0	3,400
Repairs & Maint/Public Works	2,400	0	2,400
Repairs & Maint/Public Safety	3,000	0	3,000
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	0	500
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	5,915	(5,560)	355
Rental Space In Err Garage	3,335	90	3,425
Interfd ERR Repairs & Maint	1,970	150	2,120
Total	158,935	(3,295)	155,640

BUDGET NARRATIVE

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.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Maintenance Worker II	0.35	0.35	0.35	0.55
Planning/Building Director	0.05	0.05	0.15	0.15*
Custodian	0.64	0.64	0.64	0.64
Total	1.04	1.04	1.14	1.34

*The Planning/Building Director is only funded for three months in 2013.

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

2012 Completed:

- Assisted with implementation of a new financial application.
- Renewed software licenses as needed.
- Upgraded Spam Filtration.
- Upgraded Antivirus detection system.
- Replaced Email server.
- Replaced four copiers.

New for 2013:

- Install faster internet connection.
- Renew software licenses as needed.
- Replace desktop computers as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	20,062	20,793	27,510	27,510
20 Personnel Benefits	1,617	1,688	2,235	2,235
30 Supplies	882	1,046	1,600	2,600
40 Services & Charges	12,777	7,738	11,900	13,220
90 Interfund Pmt. For Svcs.	0	0	300	5,259
Total	35,337	31,265	43,545	50,824

DETAIL BUDGET

	2012 Amended Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	27,510	0	27,510
Personnel Benefits			
Personnel Benefits	2,235	0	2,235
Supplies			
Office & Operating Supplies	100	0	100
Small Tools And Minor Equip	1,500	1,000	2,500
Services & Charges			
Professional Services	900	0	900
Web Design/Maintenance	500	0	500
Communication	5,400	1,320	6,720
Repairs & Maintenance	100	0	100
Registration & Tuition	0	0	0
Dues,Memberships,Subscriptions	0	0	0
Software Licenses	5,000	0	5,000
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	0	4,959	4,959
Interfd ERR Repairs & Maint	300	0	300
Total	43,545	7,279	50,824

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. This line has been increased to cover costs related to moving non Police internet connections from T-1 to cable.

Small Tools and Minor Equipment includes backup tapes, fans, etc. This line has been increased to cover the cost of a cable router.

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

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Information Services Manager	0.38	0.38	0.38	0.38
Total	0.38	0.38	0.38	0.38

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2012 Completed:

- Implemented SECTOR for all officers, thus increasing officer safety and efficiency.
- Met federal mandate of narrow banding all our police radios.
- Maintain high visibility enforcing traffic laws.
- Co-hosted open house with the Tacoma Fire Department.
- Developed Liaison with the Fircrest Business Association.
- Participated in County Party Intervention Patrol task force.
- Assigned vehicle maintenance officer to ensure proper maintenance of vehicles.
- Updated Officers lap top computer capabilities using money from a grant.
- Implemented new program to liquidate surplus property
- Increased traffic visibility and enforcement.
- Used citizen volunteers to assist with departmental programs.
- Hosted community events/meetings.
- Hosted National Night Out event.
- Applied for and received several grants.
- Hosted Christmas "Sleigh Ride through the City" event.
- Assisted the parks department with many programs.
- Continued to update Police Policy and Procedure Manual.
- 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.

2013 Work Plan and Goals:

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

PERFORMANCE MEASURES

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Collision	80	80	85	80
Minor Traffic Offenses	4,240	3,021	3,000	3,200
Major Traffic Offenses	493	444	400	420
Total Blotter Entries	15,494	14,978	15,500	15,400
General Reports	861	798	900	900
Miscellaneous Reports	14,633	14,180	14,600	14,500

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
				2013 Budget
10 Salaries & Wages	802,455	765,933	786,865	770,715
20 Personnel Benefits	320,713	336,879	357,255	342,070
30 Supplies	9,434	8,237	8,200	8,200
40 Services & Charges	40,108	35,833	56,620	53,470
50 Intergovt Charges	130,460	132,634	137,170	135,901
60 Capital Outlays	0	0	18,000	0
90 Interfund Pmt. For Svcs.	29,225	54,877	68,558	58,806
Total	1,332,394	1,334,393	1,432,668	1,369,162

DETAIL BUDGET

	2012		2013 Budget
	Amended		
	Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	760,365	(16,150)	744,215
Major Holiday Compensation	6,500	0	6,500
Overtime	20,000	0	20,000
Emphasis Patrol Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	352,030	(13,260)	338,770
Long Term Care	2,000	(1,700)	300
Leoff I Retirees	3,225	(225)	3,000
Supplies			
Office & Operating Supplies	5,200	0	5,200
Small Tools & Minor Equipment	3,000	0	3,000
Services & Charges			
Prof. Services/Consulting	20,000	0	20,000
Communication	7,000	1,000	8,000
Travel	800	0	800
Operating Rentals/Copier	4,500	0	4,500
Insurance	0	0	0
Repairs & Maintenance	2,500	0	2,500
Miscellaneous	400	0	400
Uniforms/Clothing/Laundry	4,000	550	4,550
Registration-Tuition/Training	1,000	0	1,000
Dues,Memberships,Subscriptions	600	(100)	500
CJF Programs	5,400	400	5,800
Reimbursable Programs	10,000	(5,000)	5,000
Chaplaincy Program	220	0	220
Community Outreach	200	0	200
Intergovt & Other Interfund Pmt.			
PC Radio Infrastructure	2,586	0	2,586
Dispatching - LESA	89,607	(2,112)	87,495
WACIC/NCIC	3,200	0	3,200
Records - LESA	5,754	176	5,930
IT Charges - Lesa	36,023	667	36,690
Interfund Pmt. For Svcs.			
Interfd ERR Replacement	32,308	(11,127)	21,181
Interfd ERR Repairs & Maint	36,250	1,375	37,625
Total	1,414,668	(45,506)	1,369,162

BUDGET NARRATIVE

Overtime is divided into two categories. One is called Major Holiday Compensation and the other is titled Overtime. Employees required to work on any day recognized as a holiday are paid at the rate of time and one-half the straight time hourly regular rate of pay for all hours worked on the designated holiday. This extra pay is taken out of the Major Holiday Compensation line item. The overtime line item is used to pay officers who work over 40 hours in a work week. This would include when an officer is subpoenaed into court outside their regularly scheduled hours.

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 \$8,570 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of \$6,227 to continue our contract for major crime investigation and Forensic Officers and \$2,343 for the Pierce County Swat Team. The other amount included in this line item is \$11,430 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 Devis teams.

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

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

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 2013.

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

The dispatching line item pays for the Law Enforcement Support Agency (LESA) to provide emergency dispatch services, including E911 for our City. LESA provides these services for the majority of police agencies in Pierce County. This function will be switching over to South Sound 9-1-1 at some point in the near future.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Police Chief	1.00	1.00	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	0.60	0.60	0.60
CSO I	1.05	1.05	1.05	0.93
Total	10.65	10.65	10.60	10.48

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

CAPITAL BUDGET

	2012 Amended Budget	In(de)crease	2013 Budget
Machinery & Equip	18,000	(18,000)	0
Total	18,000	(18,000)	0

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

2012 Completed:

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

New for 2013:

- Hire new Police Officers if needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	2,172	2,172	2,175	2,175
20 Personnel Benefits	281	302	325	345
30 Supplies	0	0	100	100
40 Services & Charges	0	0	1,525	2,084
Total	2,453	2,474	4,125	4,704

DETAIL BUDGET

	2012		
	Amended		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	2,175	0	2,175
Personnel Benefits			
Personnel Benefits	325	20	345
Supplies			
Office Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges			
Professional Services	500	0	500
Travel	50	409	459
Advertising	800	0	800
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	75	0	75
Registration And Tuition	50	150	200
Test Rental (Reimbursed)	0	0	0
Total	4,125	579	4,704

BUDGET NARRATIVE

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

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

The Travel and Registration lines are for the cost of the annual Civil Service Conference in Yakima each September. It has been increased for one person to attend the conference.

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

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Civil Service Secretary	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2012 Completed:

- Attended Pierce County Emergency Management meetings.
- Attended Integrated Emergency Management Training.
- Updated Hazard Identification and Vulnerability Plan.
- Held Emergency preparedness meetings.

New for 2013:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	4,063	4,039	5,005	5,005
20 Personnel Benefits	1,292	1,384	1,880	1,880
30 Supplies	93	0	50	0
40 Total Other Services & Charges	0	86	0	0
50 Intergovt & Other Interfund Pmt.	5,376	5,393	5,500	5,665
60 Capital Outlays	0	0	8,000	0
Total	10,824	10,902	20,435	12,550

DETAIL BUDGET

	2012		2013
	Amended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	5,005	0	5,005
Personnel Benefits			
Personnel Benefits	1,880	0	1,880
Supplies			
Office & Operating Supplies	50	(50)	0
Communication			
Total Intergovernment Services	0	0	0
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,500	165	5,665
Total	12,435	115	12,550

CAPITAL BUDGET

	2013		2013 Budget
	Amended Budget	In(de)crease	
Machinery & Equipment	8,000	(8,000)	0
Total	8,000	(8,000)	0

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Police Chief	0.00	0.00	0.05	0.05
Planning/Bldg Director	0.05	0.05	0.00	0.00
Total	0.05	0.05	0.05	0.05

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

PROGRAM DESCRIPTION

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

What we do:

- Provide fire services for the City.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
40 Services & Charges	151	4,100	3,000	500
50 Intergovt & Other Interfund Pmt.	204,228	233,260	261,089	306,333
60 Capital Outlays	9,423	0	20,500	0
Total	213,802	237,360	284,589	306,833

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Services & Charges			
Repairs & Maintenance	3,000	(2,500)	500
Intergovt & Other Interfund Pmt.			
Tacoma Contract	261,089	45,244	306,333
Tacoma Fire Hydrant Charges	0	0	0
Total	264,089	42,744	306,833

BUDGET NARRATIVE

This year's total interlocal agreement with the City of Tacoma increased 2.7%. The total contract amount for both Fire and EMS is \$584,157.

CAPTIAL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Other Improvements	20,500	(20,500)	0
Totals	20,500	(20,500)	0

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

PROGRAM DESCRIPTION

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

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
50 Intergovt & Other Interfund Pmt.	347,486	317,902	307,710	277,824
Total	347,486	317,902	307,710	277,824

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Intergovt & Other Interfund Pmt.			
Tacoma Contract	307,710	(29,886)	277,824
Total	307,710	(29,886)	277,824

BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 2.7% for a total contract amount for both Fire and EMS of \$584,157.

This is the fifth year of a six year levy. The amount collected for EMS is limited to .50 cents per \$1,000 of assessed value. As assessed values decrease, the amount of allowed revenue collected for EMS decreases. The amount collected for EMS is used to offset a portion of the total contract amount. The difference will be an increase in the Fire budget.

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

2012 Completed:

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

New for 2013:

- 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.
- Continue working with Public Works and Finance on development permit coordination, invoicing and billing of clients.

PERFORMANCE MEASURES

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
Complaints/Enforcement	93	91	83	100	100
Building Inspections	245	325	306	310	275
Building Permits	73	53	58	70	75
Mechanical Permits	74	88	72	60	40
Plumbing Permits	37	59	38	40	45
Miscellaneous Permits	38	10	47	80	40

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012		2013 Budget
			Budget	Amended	
10 Salaries & Wages	52,466	51,731	52,600		27,785
20 Personnel Benefits	22,792	23,104	24,845		11,645
30 Supplies	280	373	600		450
40 Services & Charges	18,789	17,280	21,250		19,750
90 Interfund Pmt. For Svcs.	427	500	1,215		1,400
Total	94,754	92,988	100,510		61,030

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	52,600	(24,815)	27,785
Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	24,845	(13,200)	11,645
Supplies			
Office & Operating Supplies	350	(100)	250
Small Tools & Minor Equipment	250	(50)	200
Services & Charges			
Bldg Inspec/Plan Review	20,000	(1,000)	19,000
Eng Inspec/Plan Review	1,000	(500)	500
Travel	0	0	0
Repairs & Maintenance	0	0	0
Miscellaneous	0	0	0
Registration & Tuition	0	0	0
Dues, Memberships, Subscriptions	250	0	250
Printing And Binding	0	0	0
Interfund Pmt. For Svcs.			
Interfd ERR Repairs & Maint	1,215	185	1,400
Total	100,510	(39,480)	61,030

BUDGET NARRATIVE

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

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

Travel, Registration and Tuition lines have not been funded in the 2013 Budget.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Planning/Building Director	0.10	0.10	0.10	0.20*
Permit Coordinator	0.75	0.75	0.75	0.40
Total	0.85	0.85	0.85	0.60

*The Planning/Building Director is only funded for three months in 2013.

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 2013, animal control will be administered by the City or contracted with another jurisdiction.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
50 Intergovt & Other Interfund Pmt.	13,322	9,989	16,740	11,810
Total	13,322	9,989	16,740	11,810

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Intergovt & Other Interfund Pmt.			
Pollution Control	3,040	70	3,110
Animal Control	13,700	(5,000)	8,700
Total	16,740	(4,930)	11,810

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2012 Completed:

- Processed planning permits including administrative design review; major and minor variance applications; conditional use permit; and minor site plan review.
- Provided staff support to the Planning Commission and City Council.
- Initiated a review of the current design guidelines based upon the joint meeting with Council and Planning Commission in February.
- Reviewed new business license applications for compliance with the City's zoning regulations.
- Approved home occupation permits.
- Processed SEPA reviews for development regulation updates, grading permits and annual 6-year Transportation Improvement Program.

New for 2013

- Potential tenant improvement applications and permits for new commercial/business activities.
- Six Year Comprehensive Transportation Program SEPA review.
- Small project permit applications (accessory buildings, accessory dwelling units, variances and conditional use permits).

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	47,380	46,865	47,600	31,880
20 Personnel Benefits	17,094	17,849	18,710	13,135
30 Supplies	493	605	750	450
40 Services & Charges	2,014	1,081	4,825	19,800
90 Interfund Pmt. For Svcs.	179	0	100	100
Total	67,161	66,400	71,985	65,365

DETAIL BUDGET

	2012		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	47,600	(15,720)	31,880
Overtime	0	0	0
Personnel Benefits			
Personnel Benefits	18,710	(5,575)	13,135
Supplies			
Office & Operating Supplies	500	(250)	250
Small Tools & Minor Equipment	250	(50)	200
Services & Charges			
Prof Services/Reimbursable	3,500	15,500	19,000
Travel	50	0	50
Advertising	600	(350)	250
Repairs And Maintenance	0	0	0
Miscellaneous	50	0	50
Registration & Tuition	175	(175)	0
Dues,Memberships,Subscriptions	400	0	400
Printing And Binding	50	0	50
Interfund Pmt. For Svcs.			
Interfd Replacement	0	0	0
Interfd ERR Repairs & Maint	100	0	100
Total	71,985	(6,620)	65,365

BUDGET NARRATIVE

The Professional Services line consists of \$1,000 to cover contract engineering services related to planning and engineering review of project applications and \$18,000 for planning consultant 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.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Planning/Building Director	0.40	0.40	0.40	0.40*
Permit Coordinator	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.40</u>
Total	0.65	0.65	0.65	0.80

*The Planning/Building Director is only funded for three months in 2013.

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

PROGRAM DESCRIPTION

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

What we do:

- Prepare updates to the Comprehensive Plan and development regulations as deemed necessary and essential by the Planning Commission and/or the City Council.
- Process applications for Comprehensive Plan and zoning code amendments.
- Map preparation to include production copies of City land use and comp-plan maps and aerial-orthophotos for sale to the general public and applicants.
- Coordinate with other jurisdictions on mutual areas of interest including buildable lands review and updates and review of potential amendments to the Countywide Planning Policies in conjunction with the Pierce County Growth Management Coordinating Committee.

GOALS AND WORK PLAN

2012 Completed:

- Worked with legal counsel on development regulation amendments and code issues.
- Attended Growth Management Coordinating Committee meetings for discussion and deliberation on policy issues and recommendations to the Pierce County Regional Council.
- Processed and submitted two Interlocal agreements with Pierce County to the City Council for ratification.
- Assisted Public Works on the annual 6-Year Transportation Improvement Program update for 2013-2018.
- Commenced review of the city's design guidelines.

New for 2013:

- Provide support to update the 2014-2019 Transportation Improvement Program.
- Process comprehensive plan amendments.
- Review and analysis of the development code (FMC 22) and other FMC chapters that relate to community development policies and performance standards.
- Participate with Pierce County Planning and Land Services on buildable lands updates as required.
- Participate in regional planning activities through the Pierce County Growth Management Coordinating Committee (GMCC) on Countywide Planning Policy updates to conform to the Puget Sound Regional Council 2040 Plan.
- Continue refinement of the City's GIS data base.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	32,623	32,314	28,905	17,185
20 Personnel Benefits	10,361	11,069	9,980	6,290
40 Services & Charges	5	1,185	2,650	2,650
Total	42,989	44,569	41,535	26,125

DETAIL BUDGET

	2012		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	28,905	(11,720)	17,185
Personnel Benefits			
Personnel Benefits	9,980	(3,690)	6,290
Services & Charges			
Consultant	2,000	0	2,000
Advertising	350	0	350
Miscellaneous	0	0	0
Printing And Binding	200	0	200
Map Preparation & Production	100	0	100
Total	41,535	(15,410)	26,125

BUDGET NARRATIVE

The consultant services line item is for GIS updates. Primary emphasis for 2013 is continued refinement and updates to Chapter 22 (development regulations) and the inclusion of any adopted Countywide Planning Policy updates as required by law to the comprehensive plan which is due June 30, 2015. Upon adoption of the Countywide Planning Policies (Vision 2040, Puget Sound regional Council), the department will commence comprehensive plan updates as necessary, consistent with the adopted Countywide Planning Policies.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Planning/Building Director	0.40	0.40	0.35	0.25*
Permit Coordinator	0.00	0.00	0.00	0.20
Total	0.40	0.40	0.35	0.45

*The Planning/Building Director is only funded for three months in 2013.

DEPARTMENT: Finance and Administration

DIVISION: N/A

PROGRAM: Health

PROGRAM DESCRIPTION

Function: The Health Program consists of State mandated requirements to provide public health services and alcohol treatment. The mental health program was previously provided through a contract with the County Health Department at an assessment rate which coincided with both population and use of services. In 1996 legislation transferred 2.95 percent of the Motor Vehicle Excise Tax to local public health and the cities were no longer required to contract with counties for local public health services. This legislation was implemented in 1996. I-695 eliminated the MVET contribution to the Tacoma-Pierce County Health Department. Although the State legislature restored funding to the Health Department, it was not at the previous level. Alcohol treatment is through Pierce County at a rate of 2% of the City's share of liquor taxes.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
0 Transfers & Other Cost Allocations	1,540	1,570	1,600	1,600
Total	1,540	1,570	1,600	1,600

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Transfers & Other Cost Allocations			
Alcoholism	1,600	0	1,600
Total	1,600	0	1,600

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

PROGRAM DESCRIPTION

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

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	2013 Budget
			Amended Budget	
0 Other Cost Allocations	12,404	12,656	12,500	12,500
40 Services & Charges	18,320	17,483	19,600	16,600
Total	30,724	30,139	32,100	29,100

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Other Cost Allocations			
Library Services	12,500	0	12,500
Services & Charges			
Community Events	19,600	(3,000)	16,600
Total	32,100	(3,000)	29,100

BUDGET NARRATIVE

2013 Community Events include \$550 for holiday tree lighting; \$1,020 for the Strawberry Feed; \$500 for the Easter Egg Hunt; \$7,700 for Fun Days; \$4,400 for fireworks for Fun Days; \$880 for Volunteer Appreciation; \$400 for advertising events; \$450 for Daddy Daughter Dance; \$300 for Mother Son Fun Night; \$200 for Halloween events; and \$200 for other miscellaneous events that will be scheduled.

Library Services includes funding for reimbursement of approximately 250 library cards at a rate of \$50. The current full year rate charged by the City of Tacoma is \$56.

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2012 Completed:

- Worked with Kiwanis and the Community Club on special events.
- Held annual community events.
- Held youth sports programs.
- Planned 3 on 3 basketball tournament during Fun Days.
- Provided senior services/activities.
- Secured sponsorship for community events.
- Provided a fireworks display as part of Fun Days.
- Provided free Drop in Day Camp with free lunch.
- Provided three activity brochures.
- Provided monthly teen night programs with the use of volunteers and Recreation Leaders
- Partnered with citizen group to plan the second annual Derby Days soapbox derby.

New for 2013:

- Maintain level of service while improving the quality of our programs.
- Continue to evaluate the Community Center's programs using the P-1 review process.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	147,117	144,880	159,780	160,075
20 Personnel Benefits	45,355	43,517	51,190	54,210
30 Supplies	2,106	3,784	5,000	3,400
40 Services & Charges	11,146	9,804	12,500	10,450
60 Capital Outlays	0	0	0	0
Total	205,725	201,985	228,470	228,135

DETAIL BUDGET

	2012		
	Amended		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	129,695	795	130,490
Overtime	1,000	(500)	500
Casual & Seasonal Labor	29,085	0	29,085
Personnel Benefits			
Personnel Benefits	51,190	3,020	54,210
Supplies			
Office Supplies	500	0	500
Operating Supplies	2,600	(1,600)	1,000
Senior Supplies	400	0	400
Youth Supplies	1,000	0	1,000
Small Tools & Minor Equipment	500	0	500
Services & Charges			
Professional Services	0	0	0
Senior Trips	250	0	250
Postage	3,500	(500)	3,000
Travel	150	0	150
Advertising	100	(100)	0
Operating Rentals	400	(400)	0
Operating Rentals/Copier	1,800	0	1,800
Insurance	0	0	0
Repairs & Maintenance	0	0	0
Miscellaneous	400	0	400
Printing & Binding	4,000	0	4,000
Registration & Tuition	500	0	500
Dues, Memberships, Subscriptions	350	0	350
Reimbursable Expenditures	1,050	(1,050)	0
Total	228,470	(335)	228,135

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.

Advertising and Operating Rental lines are for community events and are charged in the Community Event's budget.

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

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

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

The Printing and Binding line item is for forms and Recreation brochures

STAFFING

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Budget</u>
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
Recreation Director	0.94	0.94	0.84	0.84
Total	2.59	2.59	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	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
40 Services & Charges	33,753	36,848	38,055	37,950
Total	33,753	36,848	38,055	37,950

DETAIL BUDGET

	2012		
	Amended Budget	In(de)crease	2013 Budget
Services & Charges			
Referees/Basketball	1,500	500	2,000
Umpires/Baseball	3,000	500	3,500
Basketball	2,500	750	3,250
Baseball	6,600	0	6,600
Indoor Soccer	600	0	600
Flag Football	1,500	0	1,500
5 K Race	3,000	0	3,000
Instructor Fees	19,355	(1,855)	17,500
Total	38,055	(105)	37,950

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 Parks budget. There is \$37,950 budgeted for Participant Recreation expenses. The budget revenue is estimated at \$62,100. 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: 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	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	60,427	66,308	64,715	64,765
20 Personnel Benefits	12,634	15,516	14,565	15,325
30 Supplies	9,504	16,673	17,075	16,075
40 Services & Charges	19,443	25,346	22,700	21,200
50 Intergovt & Other Interfund Pmt.	6,549	7,195	6,940	7,000
60 Capital Outlays	0	0	0	0
Total	108,557	131,038	125,995	124,365

DETAIL BUDGET

	2012		
	Amended Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	14,885	50	14,935
Overtime	0	0	0
Casual & Seasonal Labor	49,830	0	49,830
Personnel Benefits			
Personnel Benefits	14,565	760	15,325
Supplies			
Office Supplies	200	0	200
Pool Supplies	9,000	0	9,000
Janitorial Supplies	2,000	(1,000)	1,000
Operating Supplies	4,800	0	4,800
Small Tools & Minor Equipment	1,075	0	1,075
Services & Charges			
Operating Rentals	300	0	300
Public Utility Services	17,000	0	17,000
Repairs & Maintenance-Pool	4,500	(1,500)	3,000
Printing & Binding	200	0	200
Miscellaneous	700	0	700
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	6,940	60	7,000
Total	125,995	(1,630)	124,365

BUDGET NARRATIVE

The budgeted revenue associated with the swimming pool is \$71,725; \$31,000 pool fees, \$4,725 swim team fees, \$34,000 for swimming lessons and rental fees of \$2,000.

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.

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

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Recreation Director	0.06	0.06	0.06	0.06
Parks Maintenance Supervisor	0.12	0.12	0.12	0.12
Maintenance Worker II	0.07	0.07	0.07	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 size swimming pool, a wading pool, and a 10,000 sq. ft. Recreation Center with gym, four meeting rooms, restrooms and offices.
- Maintain a developed natural wetland park, one tot-lot park and two roadside parks.
- Assist in setting up and taking down equipment for special events.

GOALS AND WORK PLAN

2012 Accomplishments:

- Performed monthly safety inspection and maintenance of all playground equipment.
- Repaired toy equipment at the Tot Lot.
- Constructed and repaired fencing.
- Serviced and maintained the irrigation systems at Fircrest parks.
- Assisted Recreation with set-up and clean up for community events.
- Prepared baseball and soccer fields.
- Performed surface cleaning at tennis courts.
- Maintained, monitored and cleaned parks grounds including picnic shelter areas.
- Replaced pool boilers.
- Assisted with converting purchased property into park land.

New for 2013:

- Maintain and improve all parks and structures as budgeted.
- Continue improvement of baseball and soccer fields at Whittier Park.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	76,647	73,156	85,100	74,385
20 Personnel Benefits	27,823	29,296	35,235	31,280
30 Supplies	9,827	14,231	14,350	14,350
40 Services & Charges	42,225	44,722	82,300	76,900
60 Capital Outlays	0	125,613	33,991	20,000
90 Interfund Pmt. For Svcs.	7,391	9,881	10,380	11,570
Total	163,912	296,899	261,356	228,485

DETAIL BUDGET

	2012		2013 Budget
	Admended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	74,260	(10,715)	63,545
Overtime	500	0	500
Casual & Seasonal Labor	10,340	0	10,340
Personnel Benefits			
Personnel Benefits	35,235	(3,955)	31,280
Supplies			
Office Supplies	100	0	100
Janitorial Supplies	6,950	0	6,950
Operating Supplies	6,500	0	6,500
Small Tools & Minor Equipment	800	0	800
Services & Charges			
Professional Services	30,000	0	30,000
Communication	1,100	800	1,900
Advertising	200	0	200
Operating Rentals	0	0	0
Operating Rentals - Copier	300	0	300
Public Utility Services	44,000	(4,000)	40,000
Dumping Fees	200	(200)	0
Repairs & Maintenance	4,000	(2,000)	2,000
Miscellaneous	2,500	0	2,500
Registration & Tuition	0	0	0
Dues, Memberships, Subscriptions	0	0	0
Interfund Pmt. For Svcs.	0	0	0
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	10,380	1,190	11,570
Total	227,365	(18,880)	208,485

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

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

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

2013 Zoo Tax money is budgeted for operations and maintenance.

CAPITAL

	2012		
	Admended		
	Budget	In(de)crease	2013 Budget
Land	33,991	(33,991)	0
Rec Bldg Improvements	0	0	0
Improvements	0	20,000	20,000
Machinery & Equip	0	0	0
Total	0	20,000	20,000

Capital of \$20,000 is to match donations from Kiwanis for building a shelter and other improvements at the Tot Lot.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Recreation Director	0.00	0.00	0.10	0.10
Maintenance Worker II	0.40	0.40	0.40	0.20
Parks Maintenance Supervisor	0.78	0.78	0.78	0.78
Total	1.18	1.18	1.28	1.08

STREET FUND SUMMARY REPORT

Operating Revenues	159,872
Operating Expenses	(347,404)
Revenues over (under) expenses	(187,532)
Transfer-In from Light Desg for Light Maintenance	60,000
Transfer-In from Undesg for St Beautification	10,000
Transfer-In from Gen (12.5% Property Tax)	184,704
Excess of revenues over (under) operating	67,172
Capital Expenditures	(1,565,958)
Grant Revenue	1,308,008
Transfer-In from REET for Capital	237,000
Excess of revenues over (under) operating and capital	46,222
Undesignated Beginning Fund Balance	300,000
Reserved for Paths and Trails	14,700
Total Beginning Fund Balance	314,700
Undesignated Ending Fund Balance	360,922
Reserved for Paths and Trails	0
Total Ending Fund Balance	360,922

CITY STREET FUND REVENUE

BARS	Description	2010 Actual	2011 Actual	2012	
				Amended Budget	2013 Budget
308-00-01-01	Undes. Unres. Fund Balance	362,561	378,467	300,542	300,000
308-10-01-01	Des. Fund Bal/Paths & Trails	13,149	13,834	14,514	14,700
	Total Fund Balance	375,710	392,301	315,056	314,700
322-40-00-00	ROW Road Permits	1,934	1,960	2,000	7,000
322-40-00-01	ROW Utility Permits	64	250	200	7,500
	Total Licenses & Permits	1,998	2,210	2,200	14,500
333-20-20-01	19th St/Alameda Grant	53,145	516,821	0	0
333-97-00-00	FEMA Grant	100	0	0	0
334-01-80-00	Regents Blvd Grant	0	0	0	750,000
334-03-81-00	Wa St TIB Grant Orchard Street	0	0	0	129,987
334-03-82-00	Wa St TIB Grant Emerson Street	0	0	0	428,021
336-00-87-00	Motor Vehicle Fuel Tax	136,998	135,775	134,200	134,675
	Total Intergovernmental Revenues	190,243	652,596	134,200	1,442,683
361-11-00-01	Investment Interest	1,487	925	415	697
367-00-00-04	Hanging Basket Donations	7,335	7,010	7,000	7,000
367-00-00-08	Beautification Donations	3,990	2,345	3,000	3,000
369-90-01-01	Miscellaneous Revenue	375	2,836	0	0
369-90-00-04	Reimbursements	0	2,361	0	0
	Total Miscellaneous Revenue	13,187	15,477	10,415	10,697
	Total Operating Revenues	205,427	670,283	146,815	1,467,880
397-00-00-02	Transfer In	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	210,587	220,150	217,514	184,704
397-00-00-04	Transfer from Light-St Maint	51,235	55,159	60,000	60,000
397-00-00-05	Transfer from Light-Capital	0	0	0	0
397-00-00-06	Transfer from REET-Capital	33,432	99,364	210,000	237,000
	Total Other Financing Sources	305,254	384,673	497,514	491,704

REVENUE NARRATIVE

Donations received in 2013 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-Capital includes matching grant funding for grind and overlay projects on:

- Regents Boulevard from Alameda Avenue to Orchard Street;
- Orchard Street from Stanford to Princeton;
- Emerson from Alameda to Orchard; and
- \$50,000 for major street patching improvements.

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

2012 Completed:

- Crack-sealed 10.6 lane miles of City streets.
- Replaced 6 ornamental street light standards.
- Patched approximately 300 square yards of deteriorated pavement.
- Completed 19th Street Reconstruction Project.
- Completed sign inventory.
- Completed grind and overlay of Emerson Street from Alameda Avenue to Mildred Street.

New for 2013:

- Grind and overlay Regents Boulevard from Alameda Avenue to Orchard Street.
- Grind and overlay Orchard Street from Stanford to Princeton.
- Continue crack-seal program throughout the City.
- Paint all street, curb, and intersection markings throughout the City.
- Concentrate on curb line vegetation control in street right-of-ways.

PERFORMANCE MEASURES

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	6	4	4	0
Lane Miles Street Crack Sealed	9	6	6	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	2010 Actual	2011 Actual	2012	2013 Budget
			Amended Budget	
10 Salaries & Wages	94,284	94,832	72,510	63,280
20 Personnel Benefits	35,812	43,392	30,910	25,360
30 Supplies	9,876	9,336	11,650	17,900
40 Services & Charges	54,205	56,692	78,460	55,770
60 Capital Outlays	104,779	730,539	210,000	1,565,958
90 Interfund Pmt. For Svcs.	94,527	90,978	90,675	82,799
Total	393,482	1,025,769	494,205	1,811,067

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	57,510	(9,230)	48,280
Overtime	5,000	0	5,000
Casual & Seasonal Labor	10,000	0	10,000
Personnel Benefits			
Personnel Benefits	30,210	(5,550)	24,660
Contract Benefits	700	0	700
Supplies			
Office Supplies	400	0	400
Operating Supplies	8,750	1,250	10,000
Crack Sealing Supplies	0	6,000	6,000
Small Tools & Minor Equipment	2,500	(1,000)	1,500
Services & Charges			
Professional Services	38,660	(16,660)	22,000
Communication	950	0	950
Advertising	500	(300)	200
Operating Rentals-Copier Mach.	500	220	720
Dumping Fees	2,000	0	2,000
Electricity & Gas/Building	2,300	0	2,300
Electricity/Traffic Lights	750	50	800
Repairs & Maintenance	21,000	4,000	25,000
Crack Sealing	10,000	(10,000)	0
Miscellaneous	500	0	500
Judgements	1,000	0	1,000
Dues,Memberships,Registrations	300	0	300
Interfund Pmt. For Svcs.			
Interfd Service Charges	58,470	(9,561)	48,909
Interfd ERR Replacement	0	0	0
Land Rental	14,145	425	14,570
Interfd ERR Repairs & Maint	18,060	1,260	19,320
Total	284,205	(39,096)	245,109

BUDGET NARRATIVE

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

Professional Services line item includes \$20,000 for day-to-day plan reviews and inspection services for general engineering and \$2,000 for GIS upgrades.

Repairs & Maintenance includes minor street patching.

CAPITAL BUDGET

	2012		
	Amended		
	Budget	In(de)crease	2013 Budget
Improvements	175,000	(125,000)	50,000
Project Engineering	35,000	(35,000)	0
Regents Blvd Match 13.5%	0	125,000	125,000
Regents Blvd Grant 86.5%	0	750,000	750,000
Orchard Street Grant 86.5%	0		129,987
Orchard Street Grant 13.5%	0		14,443
Emerson Street Grant 86.5%	0		428,021
Emerson Street Grant 13.5%	0		47,557
Machinery & Equipment	0	6,250	6,250
Paths & Trails	0	14,700	14,700
Totals	210,000	735,950	1,565,958

CAPITAL BUDGET NARRATIVE

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

- Grind and overlay Regents Boulevard from Alameda Avenue to Orchard Street \$875,000.
- Grind and overlay Orchard Street from Stanford to Princeton \$144,430.
- Grind and overlay Emerson from Alameda to Orchard \$475,578.
- Major Patching Improvements throughout the City \$50,000.

Project Engineering is included in the Improvements line for the above mentioned projects.

Machinery & Equipment is for ¼ of the upgrades to the HVAC system in the Public Works Building.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Wrk Utility Foreman	0.08	0.08	0.08	0.05
Utility Serv II	0.55	0.55	0.55	0.45
Utility Billing Clerk	0.10	0.10	0.10	0.00
PW Support Coordinator	0.15	0.15	0.15	0.15
Public Works Director	0.11	0.15	0.00*	0.05
Custodian	0.07	0.07	0.07	0.07

Total	1.06	1.10	0.95	0.77
-------	------	------	------	------

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

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

PROGRAM DESCRIPTION

Function: The Street Fund maintains streetlights.

What we do:

- Provide maintenance of street lighting.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	8,813	12,942	14,690	15,935
20 Personnel Benefits	4,414	6,642	7,625	7,945
30 Supplies	7,636	4,917	19,500	6,500
40 Services & Charges	30,372	30,658	26,200	25,600
Total	51,235	55,159	68,015	55,980

DETAIL BUDGET

	2012		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	14,490	1,245	15,735
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	7,625	320	7,945
Supplies			
Operating Supplies	18,000	(12,000)	6,000
Small Tools & Minor Equipment	1,500	(1,000)	500
Services & Charges			
Electricity/Street Lights	24,600	(2,100)	22,500
Repairs & Maintenance	0	0	0
Pole Attachment Charge	1,500	1,500	3,000
Miscellaneous	100		100
Total	68,015	(12,035)	55,980

BUDGET NARRATIVE

Operating Supplies includes funds to replace two light standards.

The Pole Attachment Charge from Tacoma Power is increasing, and the budget reflects this anticipated increase.

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

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.22	0.22	0.22	0.24
Total	0.23	0.23	0.23	0.25

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

2012 Completed:

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

New for 2013:

- Plant summer and winter foliage.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Budget	Amended Budget
10 Salaries & Wages	25,550	34,575	38,965	21,050
20 Personnel Benefits	11,524	16,653	18,550	9,565
30 Supplies	192	11,758	500	12,750
40 Services & Charges	12,107	22,438	21,600	2,950
Total	49,373	85,424	79,615	46,315

DETAIL BUDGET

	2012		2013 Budget
	Budget	In(de)crease	
Salaries & Wages			
Salaries & Wages	34,765	(17,415)	17,350
Overtime	1,500	(500)	1,000
Casual & Seasonal Labor	2,700	0	2,700
Personnel Benefits			
Personnel Benefits	18,550	(8,985)	9,565
Supplies			
Street Tree Remove/Replace	0	0	0
Operating Supplies	0	1,500	1,500
Flower Baskets	0	4,000	4,000
Flower Baskets Maintenance	0	0	0
Beautification	0	5,000	5,000
Banners/Flags	0	2,000	2,000
Small Tools & Minor Equipment	500	(250)	250
Services & Charges			
Public Utility Services	250	0	250
Street Tree Maintenance (contracted)	4,000	(2,500)	1,500
Flower Baskets (see supplies)	9,000	(9,000)	0
Flower Baskets Maintenance (see supplies)	600	(600)	0
Beautification (contracted)	6,500	(5,300)	1,200
Banners/Flags (see supplies)	1,250	(1,250)	0
Total	79,615	(33,300)	46,315

BUDGET NARRATIVE

Line items have been moved to correctly align with the BARS manual. Lines listed under Supplies are for material purchased by the City. Lines listed under Services & Charges are for services performed by non City employees.

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

Donations received in 2013 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.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Wrk Utility Foreman	0.05	0.05	0.05	0.01
Utility Serv II	0.45	0.45	0.45	0.24
Maintenance Worker II	0.03	0.03	0.03	0.03
Custodian	0.03	0.03	0.03	0.00
Total	0.56	0.56	0.56	0.28

STORM FUND SUMMARY REPORT

Operating Revenues	463,142
Operating Expenses	(346,017)
Revenues over (under) expenses	117,125
Capital Expenses	(71,250)
Excess of revenues over (under) operating and capital	45,875
Undesignated Beginning Fund Balance	428,000
Undesignated Ending Fund Balance	473,875

STORM FUND REVENUES

BARS	Description	2010	2011	2012	2013
		Actual	Actual	Amended Budget	Budget
308-80-04-15	Undes. Unres. Fund Balance	248,899	353,292	421,316	428,000
	Total Fund Balance	248,899	353,292	421,316	428,000
344-03-10-00	Dept of Ecology NPDES Grant	4,591	45,409	86,775	82,900
	Total Intergovernmental Revenues	4,591	45,409	86,775	82,900
343-83-00-00	Storm Drain Fees & Charges	373,165	375,113	368,000	372,000
343-83-00-02	Setup Fees	560	578	600	600
	Total Goods & Services	373,725	375,691	368,600	372,600
361-11-04-15	Investment Interest	836	734	330	642
369-90-04-15	Miscellaneous Revenue	402	703	500	500
369-91-04-15	Penalties	6,504	7,087	6,000	6,500
369-94-04-15	Reimbursements	0	0	0	0
	Total Miscellaneous Revenue	7,741	8,524	6,830	7,642
	Total Operating Revenues	386,057	429,624	462,205	463,142
	TOTAL RESOURCES	634,956	782,916	883,521	891,142

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

PROGRAM DESCRIPTION

Function: The Storm Drain Department operates the storm water collection system, including all 526 catch basins, storm water lines, and publicly owned retention systems. The system consists of over 22 miles of storm water mainlines of various sizes and materials. The maintenance activities include general system maintenance, pollution prevention, and rehabilitation of the existing system.

What we do:

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

GOALS AND WORK PLAN

2012 Completed:

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Grant.
- Completed and obtained DOE approval of 5th year NPDES Compliance Report

New for 2013:

- Clean and inspect 263 catch basins (1/2 of City total).
- Conduct staff training required by the City's NPDES Phase II Permit.
- Install Storm Line on Forrest Park Drive.
- Complete all work for the amendment to the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Complete and obtain DOE approval of 6th year NPDES Compliance Report.

PERFORMANCE MEASURES

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	260	263	263	263

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	115,861	109,105	110,770	130,360
20 Personnel Benefits	50,310	52,969	51,440	61,365
30 Supplies	946	715	5,050	6,000
40 Services & Charges	31,979	54,700	84,730	62,570
50 Intergovt Servs & Taxes	6,290	6,859	6,743	6,824
60 Capital Outlays	3,604	39,762	104,775	71,250
90 Interfund Pmt. For Svcs.	72,674	97,490	96,329	78,898
Total	281,664	361,600	459,837	417,267

DETAIL BUDGET

	2012		
	Amended		
	Budget	In(de)crease	2013 Budget
Salaries & Wages			
Salaries & Wages	104,770	22,090	126,860
Overtime	1,000	0	1,000
Seasonal & Casual Labor	5,000	(2,500)	2,500
Personnel Benefits			
Personnel Benefits	50,740	9,925	60,665
Contract Benefits	700	0	700
Supplies			
Office Supplies	450	(200)	250
Operating Supplies	1,250	(250)	1,000
NPDES Public Outreach	2,450	1,550	4,000
Small Tools & Minor Equipment	900	(150)	750
Services & Charges			
Professional Services	59,880	(24,880)	35,000
Communication	950	50	1,000
Postage	1,900	(150)	1,750
Advertising	500	0	500
Operating Rentals-Copier Mach.	600	120	720
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,300	0	2,300
Repairs & Maintenance	2,000	500	2,500
Miscellaneous	1,000	0	1,000
Operation Permit	3,500	250	3,750
Judgments	1,000	0	1,000
Printing & Binding	300	700	1,000
Dues,Memberships,Subscriptions	300	0	300
Mailing Service	3,000	1,250	4,250
Intergovt & Other Interfund Pmt.			
Excise Taxes	6,743	81	6,824
Interfund Pmt. For Svcs.			
Interfd Service Charges	47,247	1,471	48,718
Interfd ERR Replacement	20,872	(20,872)	0
Land Rental	14,145	385	14,530
Interfd ERR Repairs & Maint	14,065	1,585	15,650
Total	355,062	(9,045)	346,017

BUDGET NARRATIVE

The system consists of approximately 526 catch basins and approximately 22 miles of storm lines. The streets, curbs and gutters act as collectors for the storm water runoff. The majority of the area within the City is tributary to Leach Creek.

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

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Wrk Utility Foreman	0.12	0.12	0.12	0.10
Utility Serv II	0.90	0.90	0.90	0.90
Utility Billing Clerk	0.30	0.30	0.30	0.33
PW Support Coordinator	0.25	0.25	0.25	0.25
Public Works Director	0.15	0.20	0.00*	0.25
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.07	0.08
Total	1.99	2.04	1.84	2.11

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

CAPITAL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Improvements	92,775	(32,775)	60,000
Project Engineering	12,000	(7,000)	5,000
Machinery & Equipment	0	6,250	6,250
Total	104,775	(33,525)	71,250

CAPITAL BUDGET NARRATIVE

Capital Improvements consists of \$20,000 for storm water improvements on Forrest Park Drive and \$40,000 for NPDES storm water treatment devices.

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

Machinery & Equipment is for ¼ of the upgrade of the HVAC system in the Public Works Building.

WATER FUND SUMMARY REPORT

Operating Revenues	915,156
Operating Expenses	<u>(873,539)</u>
Revenues over (under) expenses	41,617
Loans/Capital Contributions	4,000
Capital Expenses	<u>(106,250)</u>
Excess of revenues over (under) operating and capital	(60,633)
Undesignated Beginning Fund Balance	540,000
Undesignated Ending Fund Balance	479,367

WATER FUND REVENUE

BARS	Description	2010 Actual	2011 Actual	Amended Budget	2013 Budget
308-00-04-25	Beginning Fund Balance	598,576	598,864	667,009	540,000
	Total Fund Balance	598,576	598,864	667,009	540,000
343-40-00-00	Sale of Water	825,208	834,050	830,000	830,000
343-40-00-01	Service Connections	7,200	4,320	3,600	1,800
343-40-00-02	Setup Fees	1,579	1,625	1,500	1,500
	Total Charges for Goods and Services	833,987	839,995	835,100	833,300
361-11-04-25	Investment Interest	1,595	1,181	701	1,096
362-90-00-00	Rent City Property/High Tank	37,471	37,696	39,200	39,660
362-90-00-01	Rent City Property/Golf Tank	23,880	23,880	24,680	24,300
369-90-04-25	Other Misc. Revenue	3,698	3,597	4,000	3,500
369-91-04-25	Penalties	12,641	12,204	13,000	13,000
369-92-04-25	Backflow	60	226	300	300
369-94-04-25	Reimbursements	3,013	0	0	0
	Total Misc. Revenues	82,358	78,784	81,881	81,856
379-00-04-25	Capital Contributions/Tap Fees	12,000	16,000	0	4,000
	Total Capital Contributions	12,000	16,000	0	4,000
TOTAL RESOURCES		1,526,921	1,533,643	1,583,990	1,459,156

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

2012 Completed:

- Mailed letters to property owners who have a back flow prevention device on their water system explaining requirements to file annual inspection reports with Public Works Department.
- Mailed reminder letters to property owners who did not file required annual inspection report.
- Completed and mailed 2012 Consumer Confidence Report.
- Completed water main replacement on 19th Street from Alameda Avenue to Del Monte Avenue.
- Inspected and cleaned the Golf Course Tank and High Tank.

New for 2013:

- Prepare update to the 6-Year Comprehensive Water System Plan per WSDOH requirements.
- Construct new 8-inch water mains on Golden Gate Avenue and Farallone Avenue from Princeton Street to Columbia Street.
- Continue emphasis on water conservation outreach.
- Transfer services from old mains to new mains

PERFORMANCE MEASURES

	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Million Gallons Water	266	268	265	265	270
Total Accounts Services	2,792	2,794	2,800	2,800	2,800
Total Water System Miles	31	31	31	31	31

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	2013 Budget
			Amended Budget	
10 Salaries & Wages	214,828	191,395	221,170	240,675
20 Personnel Benefits	92,413	96,473	110,285	117,425
30 Supplies	6,755	10,601	17,200	14,500
40 Services & Charges	127,349	132,902	224,150	183,370
50 Intergovt Charges	105,648	106,247	108,412	108,385
60 Capital Outlays	197,452	122,000	160,000	106,250
70 Debt Service: Principal	44,218	44,218	44,220	44,220
80 Debt Service: Interest And Related	14,371	13,265	12,160	11,055
90 Interfund Pmt. For Svcs.	125,765	150,760	142,951	152,909
0 Transfers & Other Cost Allocations	(742)	(1,227)	4,000	1,000
Total	928,057	866,633	1,044,548	979,789

DETAIL BUDGET

	2012 Amended		2013
	Budget	In(de)crease	Budget
Salaries & Wages			
Salaries & Wages	214,070	20,055	234,125
Overtime	4,300	(550)	3,750
Seasonal & Casual Labor	2,000		2,500
Personnel Benefits			
Personnel Benefits	109,445	7,140	116,585
Contract Benefits	700	0	700
Supplies			
Office Supplies	500	(250)	250
Fluoride	2,700	1,300	4,000
Operating Supplies	10,500	(3,500)	7,000
Small Tools & Minor Equipment	1,500	(250)	1,250
Services & Charges			
Professional Services	97,315	(35,315)	62,000
Water Testing	7,500	(700)	6,800
Communication	1,400	0	1,400
Postage	2,100	(200)	1,900
Travel	2,700	(1,200)	1,500
Advertising	500	0	500
Land Rental/Water Tank	9,805	2,195	12,000
Operating Rentals-Copier Mach.	500	220	720
Utility Services/Building	2,200	200	2,400
Utility Services/Pumping	64,000	0	64,000
Dumping Fees	750	0	750
Repairs & Maintenance	19,350	(4,150)	15,200
Miscellaneous	2,500	(1,000)	1,500
State Operating Permit	5,000	0	5,000
Registration & Tuition	1,280	(280)	1,000
Dues,Memberships,Subscriptions	600	600	1,200
Printing & Binding	1,800	(300)	1,500
Judgements	1,000	0	1,000
Mailing Service	2,950	50	3,000
Intergovt & Other Interfund Pmt.			
State Excise Tax	42,012	(27)	41,985
City Utility Tax	66,400	0	66,400
Debt Service: Principal			
Principal Loan Payment	44,220	0	44,220
Debt Service: Interest And Related Costs			
Interest PWTF	12,160	(1,105)	11,055
Interfund Pmt. For Svcs.			

Interfd Service Charges	101,286	14,781	116,067
Interfd ERR Replacement	16,272	(5,810)	10,462
Interfd Land Rental	14,145	385	14,530
Interfund ERR Repairs & Maint	11,248	602	11,850
Transfers & Other Cost Allocations			
Undistributed Inventory	4,000	(3,000)	1,000
Total	880,708	(10,109)	871,099

BUDGET NARRATIVE

Professional services line item includes \$20,000 for on-going routine engineering, \$40,000 for the required 6-Year Comprehensive Water System Plan and \$2,000 for upgrades to the GIS system.

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

Debt service includes payment for the DWSRF loan.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Wrk Utility Foreman	0.44	0.44	0.44	0.45
Utility Serv II	2.18	2.18	2.18	1.96
Utility Billing Clerk	0.30	0.30	0.30	0.34
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.23	0.30	0.00*	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.07	0.08
Total	3.79	3.72	3.49	3.68

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

CAPITAL BUDGET

	2013 Budget	In(de)crease	2013 Budget
Improvements	130,000	(50,000)	80,000
Project Engineering	30,000	(20,000)	10,000
Machinery & Equipment	0		16,250
Total	160,000	(70,000)	106,250

CAPITAL BUDGET NARRATIVE

Capital improvement includes \$40,000 to construct a new 8-inch water main on Golden Gate Avenue from Princeton Street to Columbia Street and \$40,000 to construct a new 8-inch watermain on Farallone Avenue from Princeton Street to Columbia Street.

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

Machinery & Equipment includes \$10,000 to purchase two hand held water meter readers and \$6,250 for ¼ of the upgrades to the HVAC system in the Public Works Building.

DEPARTMENT: Public Works
DIVISION: Water
PROGRAM: Water Conservation

PROGRAM DESCRIPTION

Function: To promote water conservation.

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	91	120	800	300
20 Personnel Benefits	12	150	140	140
30 Supplies	705	1,417	2,000	2,000
40 Services & Charges	0	0	900	0
Total	808	1,687	3,840	2,440

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Salaries & Wages			
Overtime	800	(500)	300
Personnel Benefits			
Personnel Benefits	140	0	140
Supplies			
Office & Operating Supplies	2,000	0	2,000
Services & Charges			
Dues, Memberships, Subscriptions	500	(500)	0
Printing & Binding	400	(400)	0
Total	3,840	(1,400)	2,440

SEWER FUND SUMMARY REPORT

Operating Revenues	2,027,925
Less Transfer to Relocation of Backyard Sewer Main	(324,864)
Operating Expenses	<u>(1,690,275)</u>
Revenues over (under) expenses	12,786
Loans/Capital Contributions	4,000
Capital Expenses	(216,250)
Excess of revenues over (under) operating and capital	(199,464)
Undesignated Beginning Fund Balance	493,000
Undesignated Ending Fund Balance	293,536

SEWER FUND REVENUE

BARS	Description	2010 Actual	2011 Actual	Amended Budget	2013 Budget
308-80-04-30	Beginning Fund Balance	489,189	364,291	420,326	493,000
	Total Fund Balance	489,189	364,291	420,326	493,000
343-50-00-00	Sewer Revenues	1,997,361	1,995,173	2,000,000	2,000,000
343-50-00-01	Service Connections	825	3,250	2,500	2,150
343-50-00-02	Setup Fees	625	637	700	500
	Total Charges for Goods and Services	1,998,811	1,999,060	2,003,200	2,002,650
361-11-04-30	Investment Interest	2,081	1,451	687	1,025
369-90-04-30	Other Misc. Revenue	605	455	500	250
369-91-04-30	Penalties	24,937	23,722	24,000	24,000
369-94-04-30	Reimbursements	0	1,749	0	0
	Total Misc. Revenues	27,623	27,377	25,187	25,275
379-00-04-30	Capital Contributions/Tap Fees	8,000	24,000	0	4,000
	Total Non Operating Revenue	8,000	24,000	0	4,000
TOTAL RESOURCES		2,523,623	2,414,728	2,448,713	2,524,925

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

2012 Completed:

- Began GIS Mapping System Upgrades.
- Identified and completed point repairs of sewer main through-out the City.

New for 2013:

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

PERFORMANCE MEASURES

	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Total Accounts Services	2,860	2880	2,880	2,880	2880
Total Sewer System Miles	23	23	23	23	23

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
Salaries & Wages	144,122	114,349	118,025	188,000
Personnel Benefits	60,529	54,743	54,130	88,030
Supplies	1,217	2,469	4,950	4,000
Services & Charges	141,583	80,286	146,245	99,620
Intergovt Charges	1,205,636	1,196,429	1,255,076	1,120,461
Capital Outlays	78,729	375	185,000	216,250
Debt Service: Principal	9,823	9,823	9,824	0
Interfund Pmt. For Svcs.	192,869	210,924	198,961	189,664
Transfers & Other Cost Allocations	324,824	325,005	325,864	325,364
Total	2,159,332	1,994,402	2,298,075	2,231,389

DETAILED BUDGET

	2012		2013
	Amended		
	Budget	In(de)crease	Budget
Salaries & Wages			
Salaries & Wages	110,025	70,975	181,000
Overtime	7,500	(3,000)	4,500
Seasonal & Casual	500	2,000	2,500
Personnel Benefits			
Personnel Benefits	53,430	33,900	87,330
Contract Benefits	700	0	700
Supplies			
Office Supplies	450	(200)	250
Operating Supplies	3,000	0	3,000
Small Tools & Minor Equipment	1,500	(750)	750
Services & Charges			
Professional Services	63,535	(41,535)	22,000
Communication	1,500	0	1,500
Postage	1,900	0	1,900
Travel	260	(260)	0
Advertising	500	0	500
Operating Rentals-Copier Mach.	600	120	720
Utility Services/Building	2,300	0	2,300
Utility Services/Pumping	21,500	900	22,400
Utility Services/Supplemental Wtr	6,850	650	7,500
Dumping Fees	2,500	(1,000)	1,500
Repairs & Maintenance	35,500	(5,000)	30,500
Miscellaneous	2,000	(500)	1,500
Registration & Tuition	250	(250)	0
Dues,Memberships,Subscriptions	300	0	300
Printing & Binding	750	250	1,000
Judgements	3,000	0	3,000
Mailing Service	3,000	0	3,000
Intergovt & Other Interfund Pmt.			
Sewage Treatment	1,100,000	(140,000)	960,000
State Excise Tax	35,076	5,385	40,461
City Utility Tax	120,000	0	120,000
Debt Service: Principal			
Principal Loan Payment	9,824	(9,824)	0
Interfund Pmt. For Svcs.			
Interfd Service Charges	146,167	(4,775)	141,392

Interfd ERR Replacement	16,272	(5,810)	10,462
Interfd Land Rental	25,275	685	25,960
Interfund Repairs & Maint	11,247	603	11,850
Transfers & Other Cost Allocations			
Transfer to Relocation Backyard	324,864	0	324,864
Undistributed Inventory	1,000	(500)	500
<u>Total</u>	<u>2,113,075</u>	<u>(97,936)</u>	<u>2,015,139</u>

BUDGET NARRATIVE

The Professional Services line item includes \$20,000 for day-to-day plan reviews and inspections and \$2,000 for upgrades to the GIS system.

The increase in Utility Services/Pumping is due to the addition of the new Princeton Street Lift Station.

Debt services payment was for the Public Works Trust Fund pre-planning loan. The final loan payment was made in 2012.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Wrk Utility Foreman	0.30	0.30	0.30	0.38
Utility Serv II	0.70	0.70	0.70	1.21
Utility Billing Clerk	0.30	0.30	0.30	0.33
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.22	0.22	0.00*	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.07	0.08
<u>Total</u>	<u>2.09</u>	<u>2.09</u>	<u>1.87</u>	<u>2.85</u>

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

CAPITAL BUDGET

	2012		2013
	Budget	In(de)crease	Budget
Other Improvements	150,000	35,000	185,000
Project Engineering	35,000	(10,000)	25,000
Machinery & Equip	0	6,250	6,250
Total	185,000	31,250	216,250

CAPITAL BUDGET NARRATIVE

Other Improvements includes \$185,000 to replace an existing 12-inch sewer main with a 15-inch sewer main on Alameda Avenue from Baylor Street to Rosewood Lane. All other sewer capital improvements in 2013 are expected to be related to the Relocation of Backyard Sewer Mains Project and paid for out of the Backyard Sewer Fund.

Project Engineering of \$25,000 is for the above mentioned project and includes the necessary design and construction services.

Machinery & Equipment is for ¼ of the upgrades to the HVAC system in the Public Works Building.

RELOCATION OF BACKYARD SEWER MAINS FUND SUMMARY

Operating Revenues	251
Operating Expenses	0
	<hr/>
Revenues over (under) expenses	251
Loans Received	2,082,500
Transfers In	692,364
Debt Service	(188,438)
Capital Expenditures	<u>(2,450,000)</u>
Excess of revenues over (under) operating and capital	136,677
Undesignated Beginning Fund Balance	167,000
Undesignated Ending Fund Balance	303,677

RELOCATION OF BACKYARD SEWER MAINS FUND REVENUE

BARS	Description	2010	2011	2012	2013
		Actual	Actual	Amended Budget	Budget
308-80-04-31	Beginning Fund Balance	91,889	157,855	167,010	167,000
	Total Fund Balance	91,889	157,855	167,010	167,000
361-11-04-31	Investment Interest	131	283	228	251
	Total Misc. Revenues	131	283	228	251
397-00-00-01	Transfer In-Sewer Fund	324,864	324,864	324,864	324,864
397-00-00-07	Transfer In-REET Fund	0	0	529,412	367,500
382-80-04-31	Loan Received	0	0	3,000,000	2,082,500
	Total Proprietary/Trust Gains(Losses)	324,864	324,864	3,854,276	2,774,864
TOTAL RESOURCES		416,883	483,002	4,021,514	2,942,115

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:

- Prepare applications for funding assistance from various sources.
- Prepare preliminary and final design for Relocation of Backyard Sewer Mains project.
- Administer the construction of the proposed sewer relocation project.

GOALS AND WORK PLAN

2012 Completed:

- Analyzed pipe-bursting methods for sanitary sewer main replacement and adjusted design accordingly.
- Re-prioritized construction allowing for pipe-bursting.
- Alameda Avenue/Buena Vista Avenue Pipe Bursting Project.

New for 2013:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
60 Capital Outlays	67,778	125,679	3,529,412	2,450,000
70 Debt Service: Principal	191,250	190,313	189,375	188,438
Total	259,028	315,992	3,718,787	2,638,438

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Debt Service: Principal			
Principal Loan Payment	187,500	0	187,500
Interest Loan Payment	1,875	(937)	938
Total	189,375	(937)	188,438

BUDGET NARRATIVE

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

CAPITAL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Other Improvements	3,229,412	(1,029,412)	2,200,000
Project Engineering	300,000	(50,000)	250,000
Total	3,529,412	(1,079,412)	2,450,000

CAPITAL BUDGET NARRATIVE

Other Improvements consists of the BYSM Mains Project portion of the project funded by the PWTF loan, DOE Phase I and Phase II loans, REET 2 and sewer rates.

Project Engineering includes the design and construction services required for the BYSM Project portion funded by the PWTF loan, DOE Phase I and Phase II loans, REET 2 and sewer rates.

The loans available for the project include the PWTF loan \$3,000,000 (plus \$529,412 required local match funded by REET 2), the DOE Phase I loan \$7,633,500 and the DOE Phase II loan \$5,000,000.

ERR FUND SUMMARY REPORT

Operating Revenues	185,149
Operating Expenses	<u>(138,005)</u>
Revenues over (under) expenses	47,144
Capital Expenses	<u>(22,500)</u>
Excess of revenues over (under) operating and capital	24,644
Undesignated Beginning Fund Balance	1,574,376
Undesignated Ending Fund Balance	1,599,020

EQUIPMENT REPLACEMENT FUND - 501

BARS	Description	2010	2011	2012	2013
		Actual	Actual	Amended Budget	Budget
308-10-05-01	Beginning Fund Balance	1,667,814	1,643,290	1,567,629	1,574,376
	Total Beginning Fund Balance	1,667,814	1,643,290	1,567,629	1,574,376
348-30-00-00	General Fund Replacement	0	17,312	38,223	38,312
348-30-01-00	City Street Fund Replacement	0	0	0	0
348-30-03-00	Water/Sewer Fund Replacement	0	37,976	32,544	20,924
348-30-04-00	Storm Sewer Replacement	0	23,107	20,872	0
348-30-08-00	General Fund O & M	43,930	53,835	58,860	61,455
348-30-09-00	City Street Fund O & M	15,596	14,973	18,060	19,320
348-30-11-00	Water/Sewer Fund O & M	13,559	15,856	22,495	23,700
348-30-12-00	Storm Sewer O & M	7,532	10,146	14,065	15,650
	Total Charges for Goods & Services	80,617	173,205	205,119	179,361
361-11-05-01	Investment Interest	4,427	2,892	1,358	2,363
362-40-05-01	Rental Revenue	3,335	3,335	3,335	3,425
369-90-05-01	Other Miscellaneous Revenue	8,534	1,350	0	0
	Total Misc. Revenues	16,296	7,577	4,693	5,788
	Total Operating Revenue	96,913	180,782	209,812	185,149
387-00-00-00	Residual Equity Transfer				
	Total Nonrevenues	0	0	0	0
395-40-00-00	Sale of Fixed Assets				
	Total Other Financing Sources	0	0	0	0
TOTAL RESOURCES		1,764,727	1,824,072	1,777,441	1,759,525

DEPARTMENT: Finance
DIVISION: Equipment Rental and Replacement
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Equipment Rental and Replacement Fund acquires and replaces needed vehicles and equipment having a value in excess of \$1,000.

What we do:

- Maintain all City equipment with a value of over \$1,000
- Complete annual Equipment Rental inspections
- Purchase and surplus all vehicles and equipment.

GOALS AND WORK PLANS

2012 Completed:

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

New for 2013:

- Assist with purchase new computers as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2010 Actual	2011 Actual	2012	
			Amended Budget	2013 Budget
10 Salaries & Wages	2,193	5,958	8,090	8,090
20 Personnel Benefits	940	2,869	3,820	3,915
30 Supplies	37,467	49,481	45,800	50,900
40 Services & Charges	43,963	46,358	70,480	71,425
60 Capital Outlays	33,410	148,312	71,300	22,500
90 Interfund Pmt. For Svcs.	3,465	3,465	3,575	3,675
Total	121,437	256,443	203,065	160,505

DETAIL BUDGET

	2012 Amended		2013
	Budget	In(de)crease	Budget
Salaries & Wages			
Salaries & Wages	8,090	0	8,090
Personnel Benefits			
Personnel Benefits	3,820	95	3,915
Supplies			
Central Motor Vehicle Supplies	1,500	0	1,500
Operating Supplies-Garage	600	(600)	0
Police Gas	21,000	1,000	22,000
Parks/Rec Gas	3,000	1,000	4,000
Street Gas	7,000	1,000	8,000
Wtr/Swr Gas	8,000	1,000	9,000
Non-Dept Gas	700	100	800
Facilities Gas	500	100	600
Storm Gas	3,500	1,500	5,000
Services & Charges			
Police Insurance	3,750	375	4,125
Parks/Rec Insurance	1,880	190	2,070
Street Insurance	2,560	260	2,820
Wtr/Swr Insurance	1,995	205	2,200
Non-Dept Insurance	945	95	1,040
Facilities Insurance	470	50	520
Storm Insurance	765	85	850
Utilities Shop/Garage	350	0	350
Repairs/Maint Garage	300	0	300
Miscellaneous	50	0	50
O & M - Police Vehicles	11,000	500	11,500
O & M - Police Equipment	500	(500)	0
O & M - Info Systems/Equip	300	0	300
O & M - Parks/Rec Vehicles	5,000	500	5,500
O & M - Parks/Rec Equipment	500	(500)	0
O & M - Building Equipment	1,215	185	1,400
O & M - Finance Equipment	4,500	500	5,000
O & M - Street Vehicles	8,000	500	8,500
O & M - Street Equipment	500	(500)	0
O & M - Wtr/Swr Vehicles	10,500	2,000	12,500
O & M - Wtr/Swr Equipment	2,000	(2,000)	0
O & M - Court Equipment	200	0	200
O & M - Admin. Equipment	200	0	200
O & M - Non-Dept. Vehicles	1,000	0	1,000
O & M - Non-Dept. Equipment	1,000	(1,000)	0
O & M - Facilities Vehicles	1,000	0	1,000

O & M - Planning Equipment	100	0	100
O & M - Storm Sewer Vehicles	9,000	800	9,800
O & M - Storm Sewer Equipment	800	(800)	0
O & M - Legislative Equipment	100	0	100
Interfund Pmt. For Svcs.			
Land Rental	3,575	100	3,675
Total	131,765	6,240	138,005

BUDGET NARRATIVE

ERR shop/garage is assumed to be used evenly (50:50) by Facilities and ERR. As such Facilities pays for its proportionate usage.

The estimated undesignated ending ERR Fund balance constitutes the reserve which has been contributed and dedicated towards the replacement of equipment in the Fund.

STAFFING

	2010 Actual	2011 Actual	2012 Budget	2013 Budget
Maintenance Worker II	0.15	0.15	0.15	0.15
Total	0.15	0.15	0.15	0.15

CAPITAL BUDGET

	2012 Budget	In(de)crease	2013 Budget
Police Vehicles/Equipment	3,300	(3,300)	0
Finance Vehicles/Equipment	44,000	(44,000)	0
Parks/Rec Vehicle/Equipment	0	1,500	1,500
Street Vehicles/Equipment	880	20,120	21,000
W/S Vehicles/Equipment	11,020	(11,020)	0
Admin Vehicles/Equipment	1,100	(1,100)	0
Non Dept Vehicles/Equipment	0	0	0
Information Systems Equipment	4,500	(4,500)	0
Building Equipment	1,100	(1,100)	0
Storm Vehicles/Equipment	5,400	(5,400)	0
Total	71,300	(48,800)	22,500

CAPITAL BUDGET NARRATIVE

Parks/Rec Equipment is for the purchase of one new computer.

Street Equipment is for the purchase of a new de-icer unit pending approval by Council.

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

POLICE INVESTIGATION FUND SUMMARY REPORT

Operating Revenues	70
Operating Expenses	(11,470)
Revenues over (under) expenses	(11,400)
Capital Expenses	0
Excess of revenues over (under) operating and capital	(11,400)
Undesignated Beginning Fund Balance	11,400
Undesignated Ending Fund Balance	0

POLICE INVESTIGATION FUND

BARS	Description	2010	2011	2012	2013
		Actual	Actual	Amended Budget	Budget
308-00-00-00	Beginning Fund Balance	13,361	13,397	11,393	11,400
	Total Beginning Fund Balance	13,361	13,397	11,393	11,400
357-40-00-00	Investigative Confiscations	0	6	100	50
	Total Fines & Forfeits	0	6	100	50
361-11-00-00	Investment Interest	36	24	20	20
	Total Misc. Revenues	36	24	20	20
TOTAL RESOURCES		13,397	13,426	11,513	11,470

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	2012			
	2010 Actual	2011 Actual	2012 Amended Budget	2013 Budget
40 Services & Charges	0	2,033	11,513	11,470
60 Capital Outlays	0	0	0	0
Total	0	2,033	11,513	11,470

DETAIL BUDGET

	2012		
	2012 Amended Budget	In(de)crease	2013 Budget
Services & Charges			
Miscellaneous Investigations	11,513	(43)	11,470
Total	11,513	(43)	11,470

BUDGET NARRATIVE

Two bullet proof vests will be purchased from these funds in 2013.

REET FUND SUMMARY REPORT

Operating Revenues	122,405
Operating Expenses	<u>(604,500)</u>
Excess revenues over (under) expenses	(482,095)
Undesignated Beginning Fund Balance (1st 1/4)	410,337
Undesignated Beginning Fund Balance (2nd 1/4)	<u>1,192,777</u>
	1,603,114
Undesignated Ending Fund Balance (1st 1/4)	233,952
Undesignated Ending Fund Balance (2nd 1/4)	<u>887,067</u>
	1,121,019

REET FUND

BARS	Description	2010	2011	2012	2013
		Actual	Actual	Amended Budget	Budget
308-00-00-00	Beginning Fund Balance (1st 1/4)	570,500	610,933	559,837	410,337
308-00-00-01	Beginning Fund Balance (2nd 1/4)	1,167,269	1,240,557	1,293,403	1,192,777
	Total Beginning Fund Balance	1,737,769	1,851,490	1,853,240	1,603,114
318-30-00-01	Capital Improvement 1	71,140	48,944	60,000	60,000
318-30-00-02	Growth Management 1	71,140	48,811	60,000	60,000
	Total Taxes	142,280	97,755	120,000	120,000
361-11-00-00	Investment Interest (1st 1/4)	1,586	1,108	500	615
361-11-00-01	Investment Interest (2nd 1/4)	3,286	2,250	1,289	1,790
	Total Misc Revenue	4,872	3,358	1,789	2,405
	TOTAL RESOURCES	1,884,922	1,952,603	1,975,029	1,725,519

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	2012		2013	
	Actual	Amended Budget	Budget	Budget
0 Transfers & Other Cost Allocations	33,432	739,412	604,500	
Total	33,432	739,412	604,500	

DETAIL BUDGET

	2012		2013 Budget
	Amended Budget	In(de)crease	
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	210,000	27,000	237,000
Transfer (From 2nd 1/4)	529,412	(161,912)	367,500
Total	739,412	(134,912)	604,500

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.

\$237,000 is budgeted to be transferred from REET 1 to the Street Fund for Capital Improvements. \$367,500 is budgeted to be transferred from REET 2 to the BYSM Fund.

CUMULATIVE RESERVE FUND SUMMARY REPORT

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

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

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

CUMULATIVE RESERVE FUND

BARS	Description	2010 Actual	2011 Actual	2012	
				Amended Budget	2013 Budget
308-00-00-01	Beginning Fund Bal-General	2,500,000	2,500,000	2,500,000	2,500,000
308-00-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-00-00-43	Beginning Fund Balance-Sewer	380,763	380,763	380,763	380,763
	Total Fund Balance	3,030,763	3,030,763	3,030,763	3,030,763
387-00-00-00	Residual Equity Transfer	0	0	0	0
	Total Nonrevenues	0	0	0	0
TOTAL RESOURCES		3,030,763	3,030,763	3,030,763	3,030,763

BUDGET NARRATIVE

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

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

PROGRAM DESCRIPTION

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

What we do:

- Provide means of separate accounting for emergency reserves.

BUDGET NARRATIVE

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

**CITY OF FIRCREST
ORDINANCE NO. 1529**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING SECTION 1 OF ORDINANCE NO. 1517 AND F.M.C.
2.44.050 RELATING TO SALARIES AND BENEFITS OF NON-UNION
CITY EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE
NO. 1517 AND F.M.C. 2.44.090 RELATING TO HOURLY RATE OF
PAY FOR CASUAL AND SEASONAL EMPLOYEES.**

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

Section 1. Section 1 of Ordinance No. 1517 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

"Non-Union Salaries. From and after January 1, 2013 the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

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

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

1 **Section 2.** Section 2 of Ordinance No. 1517 and F.M.C. 2.44.090 are hereby amended to read as
2 follows:

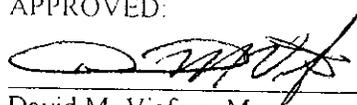
3 "Casual and seasonal employees. From and after January 1, 2013, the hourly rate of pay for
4 casual or seasonal employees, unless otherwise provided, shall range between the State of
5 Washington's minimum wage of nine dollars and nineteen cents and eleven dollars and eighty
6 two cents per hour, depending on the requirements of the position and the qualifications of the
7 individual, as determined by the City Manager."

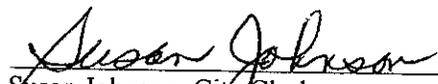
8 No employee shall be paid on an hourly rate that exceeds the maximum provided hereunder.

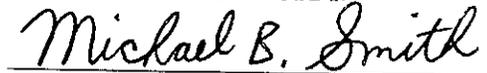
<u>Position</u>	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year of Employment</u>
9 Building Supervisor	\$ 9.19	\$ 9.44	\$ 9.69
10 Pool Cashiers	\$ 9.19	\$ 9.44	\$ 9.69
11 Lifeguards	\$ 9.47	\$ 9.72	\$ 9.97
12 Swim Instructors	\$ 9.47	\$ 9.72	\$ 9.97
Maintenance Worker	\$ 9.47	\$ 9.72	\$ 9.97
13 Recreation Leader	\$10.07	\$10.32	\$10.57
14 Swim Coaches	\$10.07	\$10.32	\$10.57
15 Pool Openers	\$10.36	\$10.61	\$10.86
16 Senior Maintenance Worker	\$10.36	\$10.61	\$10.86
17 Senior Bus Driver	\$11.82	\$11.82	\$11.82

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

20 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**
21 **WASHINGTON,** at a regular meeting thereof this 11th day of December 2012.

22 APPROVED:
23 
24 David M. Viafore, Mayor

25 ATTEST:
26 
27 Susan Johnson, City Clerk

28 APPROVED AS TO FORM:
29 
30 Michael B. Smith, City Attorney

Publication Date: December 14, 2012
Effective Date: December 19, 2012

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

**CITY OF FIRCREST
ORDINANCE NO. 1458**

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

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

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

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

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

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

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

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

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

APPROVED:


Kathy L. McVay, Mayor

ATTEST:


Rick Rosenblatt, City Clerk

1 APPROVED AS TO FORM:

2 Michael B. Smith

3 Michael B. Smith, City Attorney

4 Publication Date: November 29, 2008

5 Effective Date: January 1, 2009

6 (ORD. NO. 1458)

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

**CITY OF FIRCREST
RESOLUTION NO. 1061**

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

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

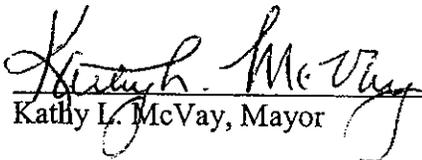
WHEREAS, the contract was first approved on December 10, 2003, and in 2008 provided for a \$144 hourly rate of pay and Section 7 Payment needs to be amended to provide remuneration in 2009 for services rendered each month in the sum of \$151 per hour; Now, Therefore,

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

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

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

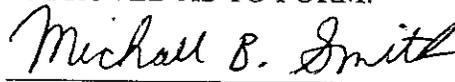
APPROVED


Kathy L. McVay, Mayor

ATTEST:


Rick Rosenblatt, City Clerk

APPROVED AS TO FORM:


Michael B. Smith, City Attorney

CITY OF FIRCREST
ORDINANCE NO. 1528

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE
ANNUAL AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL
YEAR 2013 FOR THE PURPOSE SET FORTH BELOW, AND
REPEALING SECTION 1 AND SECTION 2 OF ORDINANCE NO. 1516.

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

Section 1. That the amount necessary to be raised by taxation will be yielded by a levy of approximately \$2.63371 dollars per thousand on the assessed valuation of \$555,648,350 which will yield approximately the sum of \$1,463,419 An additional levy of \$277,824 is to be raised for emergency medical care and services as approved by the voters in the 2008 August general election for a period of six years. This amount is approximately \$0.50000 per thousand on the assessed valuation of \$555,648,350. These said amounts are hereby levied upon real and personal property subject to taxation in the City of Fircrest for the purpose of raising the necessary revenue for the City for the year 2012 to wit:

Total Assessed Valuation for Regular Levy	\$555,648,350
Regular Levy @ approximately \$2.63371 per thousand shall yield	\$ 1,463,419
EMS Levy @ approximately \$0.50000 per thousand shall yield	\$277,824
Totals approximately \$3.13371 per thousand shall yield	\$ 1,741,243

Section 2. That said taxes herein provided for are levied for the purpose of raising revenue sufficient to pay the current expense and street expenditures and for carrying on the work of the different departments of municipal government of the City of Fircrest for the fiscal year beginning January 1, 2013 and ending December 31, 2013 and the same are hereby levied upon all real and personal property within the City of Fircrest subject to taxation and as shown by the assessment in the County of Pierce as finally fixed by law.

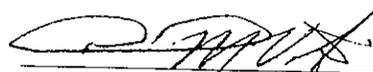
Section 3. Section 1 and Section 2 of Ordinance No. 1516 are hereby repealed as of December 31, 2012.

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

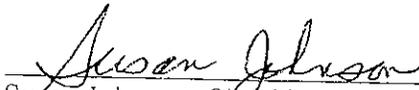
PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON, at a regular meeting thereof this 13th day of November 2012.

APPROVED:



David M. Viafore, Mayor

ATTEST:


Susan Johnson, City Clerk

APPROVED AS TO FORM:


Michael B. Smith, City Attorney

Publication Date: November 16, 2012

Effective Date: November 21, 2012

(Ordinance No. 1528)

**CITY OF FIRCREST
ORDINANCE NO. 1530**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ADOPTING THE ANNUAL
BUDGET OF THE CITY OF FIRCREST FOR THE FISCAL
YEAR 2013**

WHEREAS, the preliminary Budget of the City of Fircrest for the year 2013 was timely submitted; and

WHEREAS, Public Hearings on the proposed Budget were advertised and held on November 13, 2012 and November 27, 2012; and

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

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

Section 1. That the budget document on file with City Clerk entitled "City of Fircrest 2013 Annual Budget" is hereby adopted by reference as though fully set forth.

Section 2. The 2013 Budget and totals of the estimated revenues, expenditures and fund balances for each separate fund, and the aggregate totals are as follows:

FUND	REVENUE	EXPENDITURES
001 General	\$7,059,804	\$7,059,804
101 Street	2,274,284	2,274,284
105 Police Investigation	11,470	11,470
150 Cumulative Reserve	3,030,763	3,030,763
310 Real Estate Excise Tax	1,725,519	1,725,519
415 Storm Drain Fund	891,142	891,142
425 Water	1,459,156	1,459,156
430 Sewer	2,524,925	2,524,925
431 Relocation of Backyard Sewer Mains	2,942,115	2,942,115
501 Equipment Replacement	<u>1,759,525</u>	<u>1,759,525</u>
TOTAL ALL FUNDS	23,678,703	23,678,703

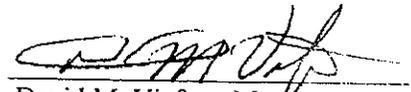
Section 3. A complete copy of the final budget for 2013 as adopted, together with a copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

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

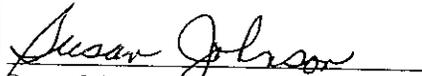
PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 11th day of December, 2012.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

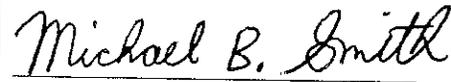
APPROVED:


David M. Viafore, Mayor

ATTEST: *ORD 1530*


Susan Johnson, City Clerk

APPROVED AS TO FORM:


Michael B. Smith, City Attorney

DATE OF PUBLICATION: December 14, 2012
EFFECTIVE DATE: December 19, 2012

**CITY OF FIRCREST
FEE AND RATE SCHEDULE
January 2013**

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
PARKS AND RECREATION		
Pee Wee T-Ball (4 & 5 years)	\$20.00 resident; \$40.00 non-resident	FMC 10.22.010
T-Ball	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Coach Pitch	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Hollywood	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Girls Fast pitch	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Men's Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Co-ed Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Indoor Pee Wee Soccer (4 & 5 years)	\$30.00 resident; \$40.00 non-resident	FMC 10.22.010
Youth Basketball	\$35.00 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	*\$ 5.25 per hour per field - Fircrest activities 26.00 per hour per field - Fircrest Soccer Club off-season 36.40 per hour per field non-Fircrest groups/ activities	FMC 10.22.110
Whittier Shelter Rental	\$115.00 resident; \$212.00 non-resident \$100.00 non-resident deposit	FMC 10.22.010
Fircrest Park Pavilion Rental	\$57.00 resident; \$115.00 non-resident \$100.00 non-resident deposit	FMC 10.22.010
Main pool rental	\$100.00 resident; \$150.00 non-resident	FMC 10.22.010
Wading pool rental	\$75.00 resident; \$100.00 non-resident \$100 non-resident deposit	FMC 10.22.010
Open Swim	\$2.25 resident; \$4.50 non-resident	FMC 10.22.010
Family Membership Pool & Wading Pool	\$50.00 single family member; \$32.00 all additional members \$98.00 non-resident single family member; \$64.00 non-resident all additional members	FMC 10.22.010
Swimming Pool Punch Card	\$20.00 resident; \$40.00 non-resident (10 Open Swims)	FMC 10.22.010
Swimming Instruction	\$36.00 resident; \$47.00 non-resident (2 weeks) \$18.00 resident; \$23.50 non-resident (1 weeks)	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	\$57.00 resident; \$97.00 non-resident	FMC 10.22.010
Gymnasium Rental	\$350.00 resident; \$575 non-resident per event \$100.00 resident deposit; \$300.00 non-resident deposit	FMC 10.22.010
Room Rental	\$55.00 resident; \$80.00 non-resident per event \$100.00 non-resident deposit	FMC 10.22.010
Open Gym	No charge for resident; \$3.00 per period for non-resident, \$1.00 per period for non resident senior	FMC 10.22.010
Holiday Bazaar/Fun Days	\$50 per Craft Vendor; \$80 Commercial Vendor; \$100 Food Vendor	FMC 10.22.010
Senior Trip	\$10.00 each	FMC 10.22.010

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

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
BUSINESS		
Business License	\$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. 1022
UTILITY RATES AND CHARGES		
Water - Residential	\$22.00 p/month-includes first 700 cf \$16.50 p/month includes first 700 cf Senior/Disabled Next 1,300 cf at \$0.010 p/one cf Over 2,000 cf at \$0.016 p/one cf	Ordinance 1446 Ordinance 1493
Sewer - Residential	\$57.00 per month flat rate \$42.75 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1494
Water - Out of City	Same as in City w/additional \$12.50 surcharge	Ordinance 1446
Sewer - Out-of-City	\$62.00 per month flat rate \$46.50 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1493
Storm Drainage - Residential	\$12.50 per month per parcel	Ordinance 1462
Water - Setup fee	\$6.50	Ordinance 1352
Sewer - Setup fee	\$2.50	Ordinance 1352
Storm Drainage -Setup fee	\$2.50	Ordinance 1352
Solid Waste and Recycling:	See Ord. No. 1492 for options and accompanying rates and information	Ordinance 1492
Sewer Connection - in City	\$4,000 minimum GFC \$2,150 Connection Fee \$275.00 Inspection Fee	Ordinance 1465
Water Connection - in City	\$4,000 minimum GFC \$1,800 Connection Fee	Ordinance 1464

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